



Albany Leadership Charter School for Girls

Board meeting

Date and Time

Tuesday June 24, 2025 at 5:00 PM EDT

19 Hackett Boulevard, Albany NY

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Sojourner Brice	1 m
B. Call the Meeting to Order		Elizabeth Robertson	
II. Approve May Board Meeting Minutes			5:01 PM
A. Vote May Meeting Minutes	Approve Minutes	Sojourner Brice	1 m
III. Annual Board Actions			5:02 PM
To Elect Officers and Trustees to Serve on the ALCS Board			
A. Election of Trustees for New Terms	Vote	Margaret Moree	5 m
Arricka Harrison for a new one year term: July 1, 2025-June 30, 2026.			

	Purpose	Presenter	Time
Etwin Bowman for a new three year term: July 1, 2025-June 30, 2028.			
B. Elections of Board Officers for 2025-2026 School Year	Vote	Eldon Harris	5 m
Chair Sojourner Brice Margaret Moree, Board Secretary			
IV. Finance			5:12 PM
A. Finance Statements - May 2025	Discuss	Maggie Moree	5 m
B. 2025-2026 School Budget	Vote	Maggie Moree	30 m
V. Governance			5:47 PM
A. Annual Board Member Conflict of Interest/Attestation	FYI	Maggie Moree	5 m
B. School Calendar	Vote	Dale Getto	5 m
C. Employee Handbook	Vote	Maggie Moree	5 m
D. Student/Parent Handbook	Vote	Maggie Moree	5 m
E. 2025-2026 Board meeting Schedule	FYI	Sojourner Brice	5 m
Board Meets 9 times each school year, 4th Tuesday of each month at 5pm. There will be no Board meetings in August, December and February. Committees will meet each month, schedule determined by the committee chairs.			
VI. Closing Items			6:12 PM
A. Adjourn Meeting	Vote		

Coversheet

Vote May Meeting Minutes

Section:	II. Approve May Board Meeting Minutes
Item:	A. Vote May Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board meeting on May 27, 2025



Albany Leadership Charter School for Girls

Minutes

Board meeting

Date and Time

Tuesday May 27, 2025 at 5:00 PM

Trustees Present

A. Harrison, D. Getto, E. Bowman, E. Harris, E. Robertson, J. Celestine, M. Moree, S. Brice, T. Coston (remote), V. Rhodes (remote)

Trustees Absent

None

Guests Present

B. Peoples (remote), D. Romero, F. Woods (remote), L. Oldenburg (remote), M. Hines (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Brice called a meeting of the board of trustees of Albany Leadership Charter School for Girls to order on Tuesday May 27, 2025 at 5:03 PM.

C. Approve Minutes April Meeting

E. Robertson made a motion to approve the minutes from Board meeting on 04-22-25.
E. Bowman seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Accountability

A. Leadership Report Out

School Leaders provided a high level overview going into the end of school year. Mrs. Woods discussed Regents prep, data on students at risk of not graduating, and students prepared to be on-grade/on credit. She noted that summer school notices have been sent to families. Pop 7 data was delayed, but will be provided to the Committee. Ms. Hines advised on the three Middle School grades and student progress.

Ms. Peoples provided an updated status on recruitment and retention applications. Based on trend in retention and applications in hand, she is projecting an estimated enrollment of 365.

III. Finance

A. April Financials

Ms. Moree provided the Finance Committee update inclusive of the April financial statements.

B. Draft 2025-26 School Year Budget & School Calendar

The Finance Committee presented a draft budget to the Board for review, in advance of the Annual Board meeting in June. The Committee had two work sessions with the leadership team to review class sections, instructional positions needed to support the educational programming. Subsequent to those sessions, the Committee held two work sessions to stress test the projections for enrollment on 375 and 355 students. The draft budget presented is at 375 students and with that enrollment, it is clear the system cannot support existing overall staffing. A budget will include position eliminations - at 375 students, a total of 7 positions are proposed for elimination - and the Committee was particularly mindful to think through preserving academic quality while moving toward the academy model. The Committee draft budget at 375 reflects anticipated tuition rates, the most current projections for health and other insurances, along with other operational costs. A discussion ensued. The Committee asked board trustees to consider the proposal and ask questions. A decision in June will be framed around anticipated student headcount, and the committee will work closely with the recruitment team and leaders to assure projections reflect most current information.

Separately a draft school calendar was presented. Trustees were urged to get recommendations to the Accountability Committee prior to a vote at the June annual meeting.

IV. Other Business

A. Policy Recommendation Review on Head Covering Policy

Mrs. Woods presented on the proposed changes to the uniform policy related to head coverings. She provided some context for why and how the issue was presented by the students to leadership. She answered several questions from the Board. The Board noted that they believed the policy was directionally appropriate. Mrs. Woods asked that we delay a formal vote until she has the chance to meet with several student cohorts to review.

B. School Safety Policy

M. Moree made a motion to approve the 2024-25 School Safety Policy.

E. Robertson seconded the motion.

It was noted that the school policy has been in place and in effect. We could not locate formal board approval of the policy.

The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

M. Moree made a motion to adjourn the meeting.

S. Brice seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:26 PM.

Respectfully Submitted,

M. Moree

Documents used during the meeting

- ALCSG Apr25 Financials.pdf
- ALCSG Budget FY25.pdf
- 25-26 Calendar (3).pdf
- ACLMS Dress Code Update 25-26.pdf
- HS Dress Code-update 25-26.pdf
- ALCS Safety Plan 2025-2026.docx

Coversheet

Finance Statements - May 2025

Section:	IV. Finance
Item:	A. Finance Statements - May 2025
Purpose:	Discuss
Submitted by:	
Related Material:	ALCSG May25 Financials.pdf



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FINANCIAL STATEMENTS ENDING MAY 31, 2025 NARRATIVE

ENROLLMENT: Total enrollment is below plan by sixty-seven (67) students; the total enrollment is 368 versus a budget of 435 students; this is across the board from every district;

REVENUE

Per Pupil Revenue: As a result of the lower enrollment, the total per pupil funding for general ed students is below plan \$1,053k;

SPED Revenue: SPED revenue is slightly ahead of plan as some funds were received from last year and this line may change as the final FY25 SPED billing is completed;

Federal Revenue: This line is also trending ahead of plan as the last of the CSP related to the middle school was received in FY25; The remaining funds for FY25 Title I, IIA and IV have been requested and should be received before June 30;

Other Revenue: This line includes additional grants, a small amount of fundraising, interest income (above plan to date) and food service revenue;

EXPENSES

Personnel: There were a number of positions not filled this fiscal year and there was also a correction to the prior year payroll accrual, which was adjusted into FY25; There will be a large payroll accrual for the summer months booked to June 30;

Facilities: The original budget included higher projections for mortgage interest, janitorial services and liability insurance;

Other Expenses: This line is ahead of plan mainly due to an increased need for additional professional services including IT and outside accounting, Food Service costs and Student Recruitment costs were also well ahead of budget;

NET OPERATING SURPLUS (DEFICIT)

To date, the school shows a Net Operating Surplus of \$494k when accounting for nonocash items;

CASH

Net cash is expected to be \$146k by June 30, which is more or less even from the previous fiscal year.

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS
FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2025
 Current Month
 (in thousands)

11

	Actual YTD May25	Budget YTD May25	Variance YTD May25	Budget Annual FY25	Variance Annual FY25	Forecast Annual FY25	Variance vs Budget FY25	Variance vs Annual FY25	Prelim Budget FY26	Variance vs Forecast FY25
Enrollment	368.482	435.000	-66.518	435.000	-66.518	368.482	-66.518	0.000	355.000	-13.482
Per Pupil-GEN	5,815	6,868	(1,053)	7,492	(1,677)	6,343	(1,149)	528	6,474	131
Per Pupil-SPED (including IDEA)	139	35	104	38	101	139	101	-	101	(38)
Federal Revenue	373	245	128	267	106	372	105	(1)	208	(164)
Fundraising	21	47	(26)	51	(30)	37	(14)	16	12	(25)
Other	333	338	(5)	369	(36)	348	(21)	15	390	42
Total Revenue	6,681	7,532	(851)	8,217	(1,536)	7,239	(978)	558	7,185	(54)
Personnel	4,479	5,434	955	5,928	1,449	5,195	733	716	5,043	152
Facilities	1,006	1,359	353	1,483	477	1,806	(323)	800	1,875	(69)
All Other Expenses	1,372	1,145	(227)	1,249	(123)	1,110	139	(262)	1,034	76
Total Expenses	6,857	7,938	1,081	8,660	1,803	8,111	549	1,254	7,952	159
REVENUE LESS EXPENSE	(176)	(406)	230	(443)	267	(872)	(429)	(696)	(767)	105
Depreciation Expense	445	350	95	382	(63)	490	(108)	45	490	-
Mortgage Interest	225	597	(372)	651	426	451	200	226	443	8
NET OPERATING SURPLUS (DEFICIT)	494	541	(47)	590	(96)	69	(521)	(425)	166	97
Total Cash (excluding restricted)	378	100	278	109	269	146	37	(232)	345	199
Total Margin	-3%	-5%	3%	-5%	3%	-12%	-7%	-9%	-11%	1%
Days Cash on Hand	18	4	14	5	14	7	2	(12)	16	9
Expense per Student	19	18	0	20	1	22	(2)	(3)	22	(0)
Facilities Coverage	1.49	1.40	0.09	1.40	0.09	0.04	(1.36)	(1.45)	1.09	1.05

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS
FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2025
ROLLING TWELVE-MONTH CASH FLOW PROJECTION
(in thousands)

	Apr25	May25	Jun25	Jul25	Aug25	Sep25	Oct25	Nov25	Dec25	Jan26	Feb26	Mar26
Enrollment	368.482	368.482	368.482	355.000	355.000	355.000	355.000	355.000	355.000	355.000	355.000	355.000
Per Pupil (GEN/SPED/Facilities)	493	529	-	1,079	1,079	-	1,079	-	1,079	-	1,079	-
Federal Revenue	-	217	173	-	-	-	42	-	-	75	-	91
All Other Revenue	10	39	25	33	33	33	33	33	33	33	33	33
Total Revenue	503	785	198	1,112	1,112	33	1,153	33	1,112	108	1,112	124
Personnel	387	348	350	582	388	388	388	388	582	388	388	388
Facilities	65	54	65	156	156	156	156	156	156	156	156	156
All Other Expenses	114	114	115	86	86	86	86	86	86	86	86	86
Total Expenses	566	516	530	824	630	630	630	630	824	630	630	630
Net Surplus (Deficit)	(63)	269	(332)	287	481	(598)	523	(598)	287	(523)	481	(507)
Add Back Depreciation	37	38	38	41	41	41	41	41	41	41	41	41
Fixed Asset Purchases	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	-	(529)	-	-	-	-	-	-	-	-	-	-
Accrued Revenue	(414)	745	-	-	-	-	-	-	-	-	-	-
Accrued Expenses	83	(341)	290	(190)	-	-	-	-	-	-	-	(100)
Total Cash Effect	(357)	182	(4)	138	522	(557)	564	(557)	328	(482)	522	(566)
Beginning Cash	1,904	1,547	1,729	1,725	1,863	2,385	1,828	2,392	1,835	2,163	1,680	2,202
Increase (Decrease) in Cash	(357)	182	(4)	138	522	(557)	564	(557)	328	(482)	522	(566)
Ending Cash	1,547	1,729	1,725	1,863	2,385	1,828	2,392	1,835	2,163	1,680	2,202	1,636
Bond and Escrow Accounts	1,365	1,579	1,579	1,579	1,579	1,579	1,579	1,579	1,579	1,579	1,579	1,579
From Ledger	1,581	1,958	-	-	-	-	-	-	-	-	-	-
Cash Accessible for Use	182	150	146	284	806	249	813	256	584	101	623	57
% Increase (Decrease) in Enrollment	-1%	0%	0%	-4%	0%	0%	0%	0%	0%	0%	0%	0%
% Increase (Decrease) in Revenue	-16%	56%	-75%	461%	0%	-97%	3448%	-97%	3320%	-90%	934%	-89%
% Increase (Decrease) in Expenses	3%	-9%	3%	56%	-24%	0%	0%	0%	31%	-24%	0%	0%

Coversheet

2025-2026 School Budget

Section:	IV. Finance
Item:	B. 2025-2026 School Budget
Purpose:	Vote
Submitted by:	
Related Material:	ALCSG Budget FY26.pdf

Albany Leadership Charter School for Girls**Budget**

	current inflation enrollment					
		<i>mark as, 'audited' once completed</i>	Total	Original	Revised	Variance
for the years ending june 30			FY2024	Total FY2025	Total FY2025	Total FY2025
REVENUE						
Per Pupil Revenue			\$ 6,553,852	\$ 7,492,013	\$ 6,343,000	\$ (1,149,013)
SPED Revenue			63,618	38,000	139,000	101,000
Federal Revenue			374,515	238,162	372,000	133,838
Grants			7,143	7,400	32,000	24,600
Food Service			303,617	262,800	131,000	(131,800)
Donations			12,764	51,451	5,000	(46,451)
Other			<u>152,832</u>	<u>127,228</u>	<u>217,000</u>	<u>89,772</u>
Total Revenue			7,468,341	8,217,054	7,239,000	(978,054)
EXPENSE						
Salaries			4,568,391	4,707,432	4,281,000	(426,432)
Benefits			892,478	1,166,315	914,000	(252,315)
Contractual			498,307	263,500	380,000	116,500
Operations			805,884	602,816	730,000	127,184
Facilities			1,341,709	1,483,402	1,316,000	(167,402)
Depreciation			<u>423,349</u>	<u>382,000</u>	<u>490,000</u>	<u>108,000</u>
Total Expense			8,530,118	8,605,465	8,111,000	(494,465)
REVENUE LESS EXPENSE			<u>(1,061,777)</u>	<u>(388,411)</u>	<u>(872,000)</u>	<u>(483,589)</u>
Adjusting Items						
Depreciation			423,349	382,000	490,000	108,000
Mortgage Interest			449,511	650,700	451,000	(199,700)
NET OPERATING SURPLUS (DEFICIT)			<u>(188,917)</u>	<u>644,289</u>	<u>69,000</u>	<u>(575,289)</u>
Operating Margin (EBITDA) - should be > 5%			-3%	8%	1%	2%
Ending Cash (excluding restricted)			110,000	754,000	146,000	313,000
Days Cash on Hand - should be > 45 days			5	32	7	14
Debt Service - should be > 1.1			(0.4)	1.0	0.2	0.4

Coversheet

School Calendar

Section:	V. Governance
Item:	B. School Calendar
Purpose:	Vote
Submitted by:	
Related Material:	25-26 Calendar.pdf



2025-2026 School Calendar

Grades 6-8 – 75 Park Ave. • Albany, NY 12202

Grades 9-12 – 19 Hackett Blvd. • Albany, NY 12208

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July 2025						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2025		2026		Key
Jul. 4	Independence Day	Jan. 5	Professional Development	Half-Day AM (Classes end at 12 p.m.)
Aug. 18 – Sep. 3	Professional Development	Jan. 19	Martin Luther King, Jr. Day	School Closed
Aug. 19-20	Regents Exams	Jan. 20-23	Regents Exams	Staff Only (No Classes)
Aug. 25-28	Material Pick Up	Feb. 16-20	February Recess	Mock Regents (No HS Classes)
Sep. 1	Labor Day	Feb. 17	Lunar New Year	Regents Exams (No HS Classes)
Sep. 4	First Day of Classes	Mar. 13	Professional Development	
Sep. 5	ALCS Back-to-School BBQ	Mar. 20	Eid al-Fitr	
Oct. 13	Indigenous Peoples Day	Apr. 3-10	Spring Recess	
Oct. 23	Emergency Early Release Drill	Apr. 6 – May 15	ELA, Math, Sci. Assessments Gr. 6-8	
Oct. 24	Professional Development	Apr. 22-24	HS Mock Regents	
Nov. 11	Veterans Day	May 22-25	Memorial Day Recess	
Nov. 20	ALCS Community Dinner	Jun. 9-10, 17-26	Regents Exams	
Nov. 26-28	Thanksgiving Recess	Jun. 19	Juneteenth	
Dec. 24 – Jan. 2	Winter Recess	Jun. 24	Middle School Graduation	
		Jun. 26	High School Graduation	

Coversheet

Employee Handbook

Section:	V. Governance
Item:	C. Employee Handbook
Purpose:	Vote
Submitted by:	
Related Material:	ALCS 2025-2026 Employee Handbook DRAFT.docx



ALBANY LEADERSHIP

CHARTER SCHOOL FOR GIRLS

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1. INTRODUCTION

1.1 HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge that I have read and received a copy of the Albany Leadership Charter School for Girls (ALCS) Employee Handbook. I further acknowledge that I have read and understand the policies, procedures, rules, and guidelines set forth in the Employee Handbook, and that I am required and expected to abide by them. I understand and acknowledge that this Handbook supersedes all prior employee handbooks and prior policies.

I understand and acknowledge that this Handbook is not an employment contract, either express or implied, for a specific term or duration. I further understand and acknowledge that nothing in this handbook creates any express or implied promise or guarantee of any continued employment or benefits of any kind, whatsoever.

I understand that I am an at-will employee, and that either ALCS or I can terminate my employment at any time, for any reason, with or without cause or notice. I also understand that no one other than the Board of Trustees has the authority to enter into an agreement with me for employment for a specified period of time, and that any such agreement must be in writing and signed by the Board of Trustees.

I further understand that ALCS may modify, revise, replace, and add to this Handbook at any time, with or without notice.

I certify that I have had ample time to review, discuss, and ask questions about this Handbook and its contents with ALCS representatives.

With this knowledge, I agree to abide by the policies and procedures set forth herein.

Employee's Signature

Employee's Name (Print)

Date

1.2 WELCOME

Welcome to the Albany Leadership Charter School for Girls community! We are excited that you are a part of our team. We know that it takes exceptional talent to prepare our students for life beyond the classroom and we believe that your knowledge, skills and talents make you uniquely able to do just that.

You are joining a team comprised of high caliber professionals from diverse backgrounds who have come together to help students thrive. We are bound together by the common belief that a rich and fulfilling education can provide limitless opportunities for children, their families and the community. What's even more exciting is that being a part of our team is not only about what you can give, but also about what you can get. It is our desire to help guide you on the path to becoming who it is you want to be, both professionally and personally.

Reaching our goals for our students will require a dedicated and focused staff. You will need to be creative in your approach to all parts of your employment. Your work may be demanding, however, the reward of seeing our students succeed will make all of your efforts worthwhile.

As a guide to your employment with Albany Leadership Charter School for Girls, this handbook should provide answers to most of the questions you may have about our benefit programs, policies and procedures. If anything is unclear, please feel free to ask questions.

1.3 ABOUT THIS HANDBOOK

This Handbook supersedes all previous employee handbooks, including any previous versions. Please read this Handbook thoroughly and retain it for future reference. The policies contained in this Handbook are guidelines only. ALCS reserves the right to amend, modify, revise, remove, and add any policies to this Handbook at its sole discretion, with or without notice. From time to time, you may receive updated information concerning policy changes. If you have any questions about any of these policies or about ALCS generally, please ask your supervisor, or the Human Resources/Benefits Administrator. This Handbook is written to comply with applicable federal and state law. To the extent that the Handbook is inconsistent with applicable law or regulations, the law or regulations will govern.

This Handbook is not a contract, express or implied, and it does not guarantee your employment for any specific duration. This Handbook or any of the policies contained herein does not create any promise or guarantee for employee or benefits for any specific duration of time whatsoever.

The policies and procedures in this handbook are applicable to all employees. Employee violations of the policies in this Handbook or applicable laws may result in disciplinary action up to and including termination.

To the extent any of the policies and procedures contained in this Handbook conflict with any provisions contained in an applicable collective bargaining agreement, the collective bargaining agreement controls.

1.4 MISSION

The mission of Albany Leadership Charter School for Girls (ALCS) is to prepare young women to graduate from high school with the academic and leadership skills necessary to succeed in college and the career of their choosing.

1.5 CONFIDENTIALITY

Upon hire, Confidentiality and Family Educational Rights Privacy Act (FERPA) Agreements must be reviewed and signed by each new employee. Your employment assumes an obligation to maintain confidentiality of the information protected under those Agreements both during and after you leave our employment. These Agreements will be reviewed with the employee each year during summer professional development.

Confidential information includes, but is not limited to all non-public proprietary information, financial records, students' education records, business marketing information, strategic plans, or any non-public information regarding ALCS's procedures. ALCS asks all employees to respect the privacy of the employees of ALCS by not disclosing personnel or payroll information about employees other than yourself.

Employees shall not publish, disclose or use any confidential information about the employer, its activities or the activities of its stakeholders unless it is normally required by their duties, it has been expressly permitted by the Superintendent/CEO or it is within the requirements of applicable Freedom of Information Laws.

No employee shall authorize anyone to publish, disclose or use any confidential information about ALCS, its activities or the activities of its stakeholders unless it is normally required by their duties, it has been expressly permitted by the Superintendent/CEO or it is within the requirements of applicable Freedom of Information Laws.

Confidential information may not be removed from the premises without permission. Employees may not store confidential materials on personal electronic devices.

If someone outside of the school questions you and you are concerned about the appropriateness of giving them certain information, you should not answer. Please refer your request to the Superintendent/CEO.

All confidential materials shall be returned to the School Business Administrator upon resignation or termination of employment.

Notwithstanding the foregoing, an employee shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. If an employee files a lawsuit for retaliation by ALCS for reporting a suspected violation of law, a trade secret may be disclosed to their attorney and used in the court proceeding, if the employee (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

Nothing in this policy is intended to, nor will it be interpreted to, limit or interfere with an Employee's rights under Section 7 of the National Labor Relations Act or other applicable labor laws or regulations.

1.6 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of ALCS to seek and employ the best-qualified personnel without regard to race, color, religion, creed, national origin, citizenship or immigration status, age, sex, pregnancy (including childbirth and related conditions), marital status, sexual orientation, gender identity or expression,

status of being transgender, military or veteran status, disability, predisposing genetic characteristics, domestic violence victim status, familial status, reproductive health decision making, known relationship or association with any member of a protected class, or any other protected classification protected by applicable law. It is further our policy to ensure equal opportunity for the advancement of staff members and equal treatment in all aspects regarding terms and conditions of employment, including, but not limited to, the areas of recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. ALCS prohibits all employees from engaging in conduct that violates this policy. If ALCS determines that an employee has violated this policy, ALCS will discipline that employee appropriately, up to and including termination of employment.

We have a strong commitment to equal employment opportunity and expect the assistance and support of all employees in obtaining our objective.

1.7 EMPLOYMENT AT WILL

Your employment with ALCS is at will. This means that neither you nor ALCS has entered into a contract (express or implied) regarding the duration of your employment. You are free to terminate your employment with ALCS at any time with or without reason. Likewise, ALCS has the right to terminate your employment, or otherwise discipline, transfer, change your schedule, or demote you at any time, with or without reason, notice, or cause.

No employee of ALCS can enter into any employment contract for a specified period of time or make any agreement contrary to this policy without written approval from the Superintendent/CEO. If your employment is covered by an approved employment contract, nothing in this Handbook or any oral statement shall modify or amend the terms of that agreement.

1.8 WORK EXPECTATIONS

ALCS needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, effectively and efficiently. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom we serve, and how you accept direction can affect our success. In turn, your performance can impact the entire service offered by ALCS. Consequently, whatever your position, you have an important assignment; perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed our expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to the administration team. We are dedicated to making ALCS a place where you can approach any member of the team to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions in an appropriate manner to improve the quality of our work environment.

1.9 REASONABLE ACCOMMODATIONS

ALCS complies with all relevant and applicable provisions of federal and state law protecting the rights of people with disabilities, including pregnancy-related conditions. ALCS will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's disability or pregnancy-related condition. Consistent with this policy of nondiscrimination, ALCS will also reasonably accommodate qualified individuals with a known disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to ALCS.

ALCS also complies with all applicable laws, including the Pregnancy Discrimination Act and the Pregnant Workers' Fairness Act (PWFA), regarding reasonable accommodations needed for pregnancy, having a child, or a medical conditions related to pregnancy. Accordingly, ALCS will engage in the interactive process and make reasonable accommodations to known limitations related to pregnancy, childbirth, or related medical conditions for qualified employees or applicants, unless doing so would impose an undue hardship on ALCS. Examples of pregnancy-related accommodations for consideration could include providing frequent bathroom breaks and rest breaks, assistance with manual labor or lifting items, leave of absence, and breaks to express milk. ALCS will not require covered employees to take paid or unpaid leave if another reasonable accommodation is available.

ALCS will also endeavor to provide reasonable accommodations for the sincerely held religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on ALCS's operations.

Employees should contact the School Business Administrator with any questions or to make a request for accommodation. Employees are encouraged to suggest appropriate methods of reasonable accommodation. ALCS will engage in a cooperative dialogue and/or interactive process with the applicant or employee to determine how the individual may be accommodated. ALCS may request the employee or applicant to provide documentation from their medical provider in order to evaluate the request for an accommodation. Any medical information received will be maintained as confidential in accordance with applicable laws and regulations. Disclosure of medical information is restricted to those limited situations where a manager or supervisor has a job related reason for the information.

ALCS will not tolerate discrimination or retaliation against an individual with a known disability, or for requesting or receiving a reasonable accommodation in accordance with this policy and as protected under applicable laws. Any concerns regarding discrimination or retaliation in violation of this policy should be promptly reported to the School Business Administrator.

2. EMPLOYMENT PROCEDURES AND CLASSIFICATIONS

2.1 HIRING

Upon employment by ALCS, all employees are required to complete any and all necessary forms and benefit applications as required by law or deemed necessary by the School Business Administrator or their designee.

Employment qualifications as stated by an employee or prospective employee on an employment application or related information may be checked and verified. Falsification of such information may

jeopardize an employee's standing and result in immediate termination or impact the likelihood of being hired.

All new employees will be notified in writing of their hire and depending on position may be notified annually of continued employment.

Depending on their circumstances, former employees may be considered for rehire, but

will be subject to all regular hiring procedures. To be in consideration for reemployment, the applicant must have been in good standing at the time of their separation.

If employees are granted the use of employer laptops, cell phones, etc., expected conduct will be reviewed at the time of hire.

2.2 IMMIGRATION LAW COMPLIANCE

ALCS is committed to complying with applicable federal laws and regulations regarding the verification of employment eligibility and any corresponding record keeping requirements to demonstrate that employees are lawfully authorized to work in the United States. We do not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the appropriate documents within three (3) business days of their date of hire. This includes completion of an Employment Eligibility Verification Form I-9 and requires current documentation establishing an employee's identity and employment eligibility.

2.3 CERTIFICATION / LICENSURE

If you are working in a capacity that requires teacher certification or other licensure, it is your responsibility to maintain such credentials and notify the School Business Administrator of any restrictions or limitations imposed upon it. Failure to maintain required credentials or licensure can jeopardize continued employment.

While we expect all of our teachers to hold valid New York State Credentials, we have the option of employing a small number of uncertified teachers. In extraordinary circumstances, in order to best meet the needs of our students, we may employ teachers working towards their certification. This decision is solely at the discretion of the Superintendent/CEO. When such exceptions are made, ALCS expects the employee to document steps being taken towards certification.

Employees are also expected to submit academic transcripts as part of the hiring process in addition to documentation of certification.

2.4 BACKGROUND CHECKS

ALCS recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent. For purposes of furthering these interests, ALCS reserves the right to investigate an individual's prior employment history, personal references and educational background as well as any other information that is reasonably available. When applicable to your position, ALCS may review an employee's credit report. ALCS will comply with the Federal Fair Credit Reporting Act and all relevant state laws.

Additionally, in compliance with applicable laws, your employment is contingent upon a successful criminal history check that is conducted as part of a conditional offer of employment. An individual may not commence employment until they have successfully completed a criminal background check except under special circumstances as approved by the Board of Trustees or their designee and in compliance with applicable state and federal laws.

ALCS reserves the right to conduct background checks on active employees, in cases where employees may be promoted, moved to a new position, given additional responsibilities or whenever it is deemed appropriate.

2.5 COMPENSATION

It is ALCS's desire to pay all employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary by title because of individual performance or years of experience and will be in compliance with all statutory requirements.

ALCS applies the same principles of fairness to all employees, regardless of organizational level, protected status or any other factor protected by law.

If we choose to pay a bonus, it should be considered a one-time pay out to those employees who are actively employed at the time of the payment and should not be construed as a guarantee for future compensation. If it is determined that funds are available to pay a bonus, it will be paid in accordance with the deferral exception on or before the fifteenth day of the third month of the fiscal year. Bonuses will be paid to those employees who are currently employed at the time of payout and were actively employed in the previous school year.

Bonuses or increases in pay will be subject to fund availability and at the discretion of ALCS.

2.6 CLASSIFICATION OF EMPLOYMENT

Employees will be classified as either an exempt salaried employee or a non-exempt hourly employee based on the criterion detailed in the Fair Labor Standards Act (FLSA) and New York State Labor Law. All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

Non-exempt: Non-exempt employees are subject to the minimum wage and overtime requirements of the FLSA and/or applicable state law. Pay is based on an hourly rate and the number of hours worked. Employees in these positions are eligible to receive overtime pay of one and a half times their regular rate of pay when they work in excess of 40 hours in a workweek. Non-exempt employees' pay is determined based on their actual hours worked.

Exempt: Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the applicable federal or state law. Exempt employees will generally be paid on a salary basis which is intended to pay for all hours worked during each work week, regardless of the employee's actual hours worked or schedule. Exempt employees are not eligible for overtime pay.

2.7 CATEGORIES OF EMPLOYMENT

Upon hire each employee will receive notification of their employment category. This categorization will determine employee insurance benefit eligibility and allotted time away from work. Employee category will be determined at hire and then continually on an annual basis.

Category 1: Factors that affect insurance benefit eligibility.

- Regular Full Time Employees: These employees are hired to work on a regular basis. They are scheduled to work, and regularly work, a minimum of 30 hours per week. Generally, Regular Full-time Employees are eligible for employer- sponsored benefits, in accordance with official benefit plan documents. Full time employees may be hired on a 10 month or 12 month basis.
- Regular Part Time Employees: These employees are hired to work on a regular basis. They are scheduled to work, and regularly work, 29 hours or less per week. Regular Part-time Employees are not eligible for employer-sponsored benefits, unless otherwise required by applicable law. These employees will have access to pro-rated holiday and personal time.
- Temporary Employees: Temporary employees are those individuals who accept employment for a specified length of time not to exceed six (6) months. As with all other employees, temporary employees remain employees at-will throughout their employment. Temporary employees are not eligible for employer-sponsored benefits, unless otherwise required by applicable law.
- On Call Employees: On call employees are those individuals who do not have a regular schedule, but may be called in on an as needed basis. These employees generally work for a specific period, function and special project or to replace a regular employee that may be absent. On call employees will be subject to benefit eligibility as directed by applicable State and Federal laws.

Category 2: Factors that affect time away from work.

- 10 Month Employees: Full time employees work up to 220 days annually and their presence is not required when the school building is closed. Full time employees have access to personal leave and will follow the academic calendar for time off. Part time employees should see Appendix A to determine how their work category is treated with regards to time away from work.
- 12 Month Employees: Full time employees are working year round and are granted personal leave and holidays in lieu of following an academic calendar for time off. Part time employees should see Appendix A to determine how their work category is treated with regards to time away from work.

2.8 OVERTIME PAY

There will be times when employees will need to work overtime. Employees will be given advance notice when feasible, but this will not always be possible.

Exempt Employees as defined by law are not eligible to earn overtime pay.

Non-exempt employees as defined by the law are eligible to earn overtime pay. Non- exempt employees will receive overtime pay at a rate of one and a half times their regular rate for all hours worked in excess of 40 hours per workweek.

Non-exempt employees should not work overtime hours unless they have been instructed to do so by their Supervisor or they have requested and been granted the ability to work in excess of 40 hours in a work week. Failure to obtain the requisite approval may result in discipline. With respect to counting hours towards overtime pay, leave hours taken will not be used when calculating total hours worked in a week.

2.9 COMPENSATORY TIME

ALCS does not offer compensatory time to any employee in lieu of overtime hours worked. Non-exempt employees will be compensated with overtime pay. Exempt employees will receive their regular salaried rate for all hours worked.

2.10 SALARY PAY / SAFE HARBOR POLICY

ALCS is committed to providing accurate compensation to all employees and complying with all applicable state and federal wage and hour laws. Although exempt employees are generally entitled to their salary for any week in which work is performed, deductions can and will be made when permitted by law. For example, an exempt employee's salary may be reduced for complete days of absence for personal reasons and incomplete initial or final weeks of work. There may also be other occasions when an exempt employee's salary may be reduced.

ALCS is also committed to complying with the salary basis requirements of the Fair Labor Standards Act for exempt employees and protecting employees against improper salary deductions. ALCS prohibits all managers and supervisors from making any improper deductions from the salaries of exempt employees. To ensure that you are paid properly for all the time worked and that no improper deductions are made, you should review your pay stub to make sure it is correct. If you believe an improper deduction has been made or have any questions, please contact the School Business Administrator. Reports of improper deductions will be investigated promptly and if it is determined that an improper deduction has occurred, the employee will be reimbursed promptly for any improper deduction made. ALCS is committed to full compliance with this policy. ALCS will not tolerate any form of retaliation against any individuals who report alleged violations of this policy, or who cooperate in the investigation of such reported violations. Anyone that engages in retaliation in violation of this policy will be subject to discipline, up to and including termination of employment.

2.11 ADJUSTMENTS TO EMPLOYEE STATUS

ALCS may at any time, with proper notice to the employee, adjust the salary, benefits (excluding any benefits to be provided as required by law), paid time off or personal time, titles, privileges or other personnel policies for any employee, either upwards or downwards, within parameters established by the Board of Trustees. Adjustments to employee status may be based upon, but in no way are restricted to, promotions, demotions, changes in job duties, disciplinary actions and performance adjustments.

2.12 EMPLOYEE CHANGE OF INFORMATION

Employees are required to promptly notify the School Business Administrator of any change in name, family status, address, telephone number, emergency contacts, income tax withholding information, or other information affecting personnel data held or used by ALCS.

Certain changes will require supporting documentation, such as updated social security card, certificate of marriage, etc.

In certain cases, if the employer is not notified in a timely manner it may affect the employee's access to benefits in alignment with all applicable laws.

2.13 PERSONNEL INQUIRIES

The task of handling personnel records has been assigned to the School Business Administrator.

When a request is made with regards to the content of an employee's personnel record or performance, no one other than the Board of Trustees, the School Business Administrator or a designee may be authorized to respond either verbally or in writing to inquiries of any type including Freedom of Information Law (FOIL) requests.

2.14 VOLUNTEERS

In order to be classified as a "volunteer" who is not considered an employee and is not subject to minimum wage or other wage-hour requirements, an individual must meet several requirements:

- The service is performed as a public service.
- The services are not ordinarily performed by regular employees.
- There is no expectation of compensation.
- Employees are not displaced by the volunteers.

2.15 INSTRUCTIONAL EMPLOYEE DEFERRED COMPENSATION

10 Month Employees' and 10.5 Month Employees' salaries are paid out bi-weekly over a 12 month calendar period allowing for employees to be paid during the summer months when school is not in session. Employees who start after the first teacher day of the school year will receive a prorated bi-weekly rate of their annual salary which will be spread out over the current school year 12-month calendar period allowing for employees to be paid during the summer months when school is not in session.

3. TIMEKEEPING & PAYROLL

3.1 INTRODUCTORY PERIOD

The introductory period gives an employee the opportunity to become familiar with fellow employees, supervisors and job tasks, as well as with policies and with the culture at ALCS. The introductory period is the first 90 days of employment, but may be extended as needed at the discretion of the Superintendent/CEO.

Paid time off will not be granted during the first 90 days of employment, except for sick time used for a New York Paid Sick Leave purpose.

During this period, ALCS will evaluate your suitability for employment. In turn, you should be evaluating your fit to our culture. Please understand, completion of your introductory period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and ALCS can do the same.

At the end of your introductory period your supervisor will discuss your job performance with you and provide feedback similar to a job performance review.

A former employee that is returning is considered an introductory employee upon rehire and is subject to the same stipulations in this policy.

3.2 WORK SCHEDULE

The presence or absence of each employee is of critical importance to the successful operation of ALCS. Therefore, it is expected that all employees be on time, be ready to start work at the beginning of their scheduled day and to work the full allotted time they are assigned each day.

Unless approved by the Superintendent/CEO all regular full time salaried Employees are required to work seven hours and thirty minutes with a half hour paid lunch and all hourly Employees are required to work 8 hours with a half hour unpaid lunch.

Excessive late arrival to work may result in disciplinary action and/or a deduction of the individual's personal time.

3.3 MEAL PERIODS

If an employee works longer than six (6) hours, which extends over the noonday meal period, the employee is required to take a minimum of a half hour unpaid lunch period. This unpaid lunch period will be between the hours of 11:00 a.m. and 2:00 p.m. at a time determined by the employee's supervisor.

An employee who starts their scheduled day prior to 11:00 a.m. and continues later than 7:00 p.m. is required to take an additional meal period of at least twenty (20) minutes between 5:00 p.m. and 7:00 p.m.

Employees are required to take their fully allotted time for meals. Employees are not permitted to perform any work during their regularly scheduled meal breaks. Should an emergency situation arise, the employee's meal period will be rescheduled. If an employee is not provided a meal period as described above, they shall notify the School Business Administrator at their earliest convenience but no later than 24 hours after the end of their workday.

3.4 TIMEKEEPING

All employees are required to keep track of their hours worked.

Upon hire, your Supervisor will communicate with you your exact method of time collection.

Non-exempt employees must record the time they begins and end work, as well as the beginning and the ending time of each meal period. Non-exempt employees must also record any departure from work for any non-work-related reason.

Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time record. Time records must be signed, electronically or with a signature. Records should accurately reflect those hours spent on work related activities less time taken for lunch or leave and should be rounded to the nearest fifteen (15) minute increment.

All records should be submitted at the close of the pay period. Time records that are submitted late will be processed and paid on the next regularly scheduled payday.

You are responsible for accurately recording hours worked. Non-exempt employees should review their paystubs to confirm that they have been paid for all hours worked. No employee may record hours on

another employee's time card. Tampering with another employee's time record is fraud and a violation of this policy. In the event of an error in recording your time, please notify the School Business Administrator immediately.

3.5 PAY PERIODS

Unless otherwise approved by the School Business Administrator, pay periods are two weeks in length (14 calendar days) and run from Saturday through Friday. Depending on the timing of the start date, employees may be subject to a lag payroll equal to one pay period. The standard payday is every other Wednesday.

3.6 PAYCHECK PICK UP AND DIRECT DEPOSIT

Employees may choose to receive a live check or choose to have their paycheck directly deposited into their financial institution.

For employees that wish to receive a live check it is expected that you personally receive that paycheck. Any arrangements to have your paycheck picked up by someone other than yourself will have to be made in advance, with your prior written authorization turned into the School Business Administrator.

While we do accommodate for paycheck pick up, direct deposit is the preferred method of payment for employees. Upon hire, employees that select direct deposit will be asked to complete and submit the Direct Deposit Authorization Form to the School Business Administrator. The Authorization must be accompanied by a voided check or paperwork directly from your financial institution that shows the bank's routing number and your own account number. Employees will not be allowed to select a financial institution for direct deposit unless the account selected is in the employee's name.

After initial set up, changes to deposits may be made at any time. Changes made after payroll has been submitted to our payroll processing company will not be recorded until the following payroll.

Please note that some financial institutions may choose to deposit funds into an employee's account prior to the actual pay date. This is a function of your financial institution and is not condoned by ALCS. Additionally, ALCS does not guarantee any deposit made prior to the actual pay date. Each employee is responsible for managing their own funds in accordance with the pay date that is selected by ALCS.

Each employee, no matter the method of payment selected, will receive a paper or an electronic copy of their pay details as required by state law. All employees enrolled in direct deposit will have access to their pay stub through the Paychex Flex Portal. All employees not enrolled in direct will be able to pick up their stubs in the front office.

3.7 PAYROLL ADVANCES

It is the policy of ALCS not to grant wage or salary advances to any employee.

3.8 PAYROLL ERRORS

Every effort is made to avoid errors in your paycheck. An error can be defined as an overage of pay, an underage of pay or a discrepancy with respect to the deductions made from a paycheck.

If an error in pay is made causing an employee to be shorted pay, the employee should report immediately, and the correction will be promptly addressed and corrected.

3.9 PAYROLL DEDUCTIONS

The law requires that ALCS make deductions from every employee's compensation. These deductions may take the form of mandatory deductions for taxes, authorized deductions for the benefit of the employee or deductions for wage overpayment.

Deductions for taxes are those that are taken for applicable, federal, state and local income taxes. We also must deduct Social Security taxes, state required statutory disability and unemployment from each employee's earnings. Employees are required to fill out New York State and Federal IRS documents to determine the accurate level of tax withholding from pay. These documents will be filled out at hire and then annually, or when an employee requests a change in withholding because of a change in taxable status.

Employees may also authorize the school to make payroll deductions that are for the benefit of the employee and are made for a purpose expressly permitted by the New York Labor Law, including deductions for employee contributions to group health and dental insurances and retirement plans.

Deductions may also be made for the deduction of wage overpayments, in accordance with applicable law. In the event you receive one or more inadvertent wage overpayments due to mathematical or other clerical errors, ALCS may use payroll deductions to recover the amount of the overpayment.

If you wish to contest the overpayment and terms of recovery, and/or to seek a delay in the recovery of this amount, you must follow the procedures contained in the Overpayment Dispute Resolution Process, a copy of which ALCS will provide to you before making deductions. You may also obtain a copy of the Overpayment Dispute Resolution Process from the School Business Administrator at any time. A summary of the process is below.

- Step One: You will receive a Wage Repayment Notice of Intent Form from the school describing the overpayment(s) and terms of recovery.
- Step Two: You must respond in writing to the School Business Administrator within seven calendar days of the date that you receive the school's overpayment Wage Repayment Notice of Intent Form. In that response, you must state clearly the issue(s) you are raising and explain why you are raising each issue.
- Step Three: the school will reply back to you in writing. The school will address the issues raised in your response, will clearly explain its position, will state whether it agrees or disagrees with your position, and will explain why it agrees or disagrees. The reply from the school will also include an invitation and seven- calendar-day window for you to meet with the School Business Administrator to discuss any disagreement that remains regarding the deduction.
- Step Four: Seven calendar days from the date of the meeting or expiration of the seven-day opportunity to meet, the school will provide a written notice of its Final Determination regarding the deduction.

If you have additional questions about these deductions or these procedures, please contact the School Business Administrator.

3.10 WAGE GARNISHMENT

When or if court-ordered deductions are to be taken from your paycheck you will be notified in writing on a Garnishment Notification Form.

ALCS acts in accordance with the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

4. ATTENDANCE AND LEAVE POLICIES

4.1 ATTENDANCE EXPECTATIONS

The presence or absence of each employee is of critical importance to the successful operations of ALCS. We expect all of our employees to be on time, ready to begin work at the beginning of their schedule and to work the full-allotted shift assigned each day.

ALCS possesses an ambitious mission, and as a result, we require our faculty and staff to commit various professional responsibilities that will best support our students. These commitments include primary duties but may also extend beyond traditional responsibilities. We seek to build student-staff relationships and ultimately strengthen our school community.

Middle School Staff

Attendance to and participation in the following events is **REQUIRED** for Building Leadership Team, Instructional Staff and other staff as mandated by their supervisors:

- Parent Teacher Conference Nights
- Back to School Family BBQ
- Open House
- Community Dinner
- Graduation Ceremony

Attendance to and participation in **THREE** of the following events is **REQUIRED** for Building Leadership Team, Instructional Staff and other staff as mandated by their supervisors:

- Science Fair
- National Honor Society Induction
- Athletic Banquet
- Senior Night for Athletics
- Art Show & Poetry Café
- Other School Events as Scheduled

Attendance to and participation in the following events is **REQUIRED** for Building Leadership Team, Instructional Staff:

One Collegial Meetings once per week from 3:30 – 4:30 p.m. ○ Grade Level Meeting ○ Department Meeting

Building Leadership Team and Instructional Staff are **REQUIRED** to join one Club or Committee and participate in monthly meetings establishing by Building Principals and/or Club lead:

- Family Action
- Health and Wellness
- Social Emotional Learning (SEL)
- Cultural Team
- Non-Stipend Club Advisor *Anime Club, Outdoor Club, Game Club

High School Staff

Attendance to and participation in the following events is **REQUIRED** for Building

Leadership Team, Instructional Staff and other staff as mandated by their supervisors:

- Four Parent Teacher Conference Nights
- Family BBQ
- Open House
- Community Dinner
- Graduation Ceremony

Attendance to and participation in **THREE** of the following events is **REQUIRED** for Building Leadership Team, Instructional Staff and other staff as mandated by their supervisors:

- Senior Night for Athletics
- Science Fair
- National Honor Society Induction
- Athletic Banquet
- Art Show & Poetry Café
- Other School Events as Scheduled

Attendance to and participation in the following events is **REQUIRED** for Building Leadership Team, Instructional Staff:

- One Collegial Meetings once per week from 3:30 – 4:30 p.m.
- Grade Level Meeting
- Department Meeting

Building Leadership Team and Instructional Staff are **REQUIRED** to join one Club or Committee and participate in monthly meetings establishing by Building Principals and/or Club lead:

- Family Action
- Health and Wellness
- Social Emotional Learning (SEL)
- Cultural Team
- Non-Stipend Club Advisor *Anime Club, Outdoor Club, Game Club

ALCS feels strongly about giving back to our community and participating in community service events. All students are required to complete 100 community service (service learning) hours by the end of their senior year. Throughout the school year, ALCS will be participating in different community service opportunities as a group to help support and give back to our communities. Attendance to and participation in ONE ALCS community service opportunities are **REQUIRED** for Leadership Team, Instructional Staff, and other staff as mandated by their supervisors.

Please reference the ALCS Calendar for specific dates and times.

4.2 TELECOMMUTING OR WORKING FROM AN OFFSITE LOCATION

Employees are only permitted to work from an offsite location with approval from their immediate supervisor, with an approved Telecommuting Work Arrangement or to attend an approved off site seminars.

Before granting permission for off site work arrangements supervisors should know the specific work to be performed and the projected amount of time expected. Only Exempt employees will be allowed this level of flexibility with their work arrangement, except in specially approved circumstances. It is expected that non-exempt employees leave all work materials at the work site and not engage in work outside of scheduled hours.

Under no circumstances are employees permitted to work at home without prior permission. Any attempt to do so, with or without reporting such time, will be considered a violation of policy.

4.3 AUTHORIZED ABSENCE FROM WORK

ALCS recognizes that from time to time it may be necessary for you to be absent from work. Time off is provided to eligible employee to address time away from work. Leave is granted based upon employment category as detailed earlier in this handbook. Time may be granted as personal or holiday time depending on employee category and will be reviewed in the upcoming sections of this manual. **Authorized absences from work are those that are previously arranged or are due to emergency or illness call in that is accepted and can be verified if requested.**

4.4 REPORTING ABSENCE OR TARDINESS

If you anticipate an absence or tardiness in advance of the date of such absence or tardiness, notify your Supervisor as far in advance as possible to request approval for such absence or tardiness. Followed by emailing all lesson plans and dates of anticipated absences to hscoverage@albanyleadership.org or mscoverage@albanyleadership.org. If you will be absent or tardy due to an emergency, unexpected illness or other unexpected reason, you are expected to contact your supervisor and the person designated to find coverage for you as soon as it is safe for you to do so to report your absence or lateness. Absences or tardiness should be reported by emailing Coverage@albanyleadership.org and employees' direct supervisor by 6:00am. If you are unable to report your absence or tardy yourself due to a serious illness or emergency you may have a relative or medical professional call on your behalf. Provided that your call in is accepted as an authorized absence you will be allowed to use leave. The act of calling in does not guarantee that the absence is authorized.

Failure to report absences in accordance with this policy will be considered a violation of policy, and may subject employees to disciplinary action.

4.5 CONTINUED OR EXCESSIVE ABSENCE

Where an employee's absences are protected under the Family and Medical Leave Act or by other applicable laws, including where the employer grants time off as a reasonable accommodation under the Americans with Disabilities Act ("ADA") and/or New York State Human Rights Law for an employee's disability, such absences are not grounds for discipline, provided the employee complies with their obligations under those laws. This includes the employee's need to respond to the employer's permissible requests for information sufficient to evaluate the employee's entitlement to such leave, and with their obligation to provide notice of such absences in accordance with the Attendance and Leave Policies and applicable laws.

Excessive unexcused absenteeism or tardiness will result in discipline up to and including termination. ALCS will not discipline an employee for absences related to the following:

- **Approved NYS Paid Sick Leave, NYS Paid Family Leave, or FMLA;**

- **Absence provided as reasonable accommodation of known disabilities, sincerely held religious practice or belief, or status as a victim of domestic violence;**
- **Requested and approved time off prior to being scheduled to work; or**
- **Any other legally protected absence.**

4.6 LEAVE APPROVAL

All requests for scheduled paid time off must be submitted in writing a minimum of **one week** in advance and approved by your Supervisor. Every effort will be made to ensure that the employee's time off is at a time of their choosing. To ensure minimum disruption, however, work schedules may need to be coordinated. For ~~10-month employees~~ All employees, as determined by your supervisor, paid time off (other than time off for a New York State Paid Sick Leave purpose) may not be taken:

- August through the first two weeks of school
- Immediately before or after a holiday or school break, including long weekends
- During professional development days or during professional development Friday afternoons
- On State or Internal Testing Days
- On Parent-Teacher Conference days
- On WeLead Days
- During the month of June

Request for leave is not considered approved until your direct supervisor has approved your request in writing.

Notice of absence from work due to illness must be provided to the Employee's Supervisor or their designee prior to 6:00 a.m.

Employees should only be leaving the building during work hours for their lunch, unless otherwise approved by Building Principals.

Employees may not request paid time off after notice of resignation (other than time off for a New York State Paid Sick Leave purpose).

4.7 PERSONAL LEAVE REIMBURSEMENT

Upon separation from employment, ALCS will payout unused personal time (of up to ten days) for 12-month full time and part time administrative employees, provided that the employee meets the requirements of the resignation policy in this handbook and is an employee in good standing at the time of separation. 10 month, 10.5 month and instructional employees are not eligible for personal leave payout upon separation of employment. All other unused personal time is forfeited upon separation of employment.

The School will not provide pay out for unused holidays.

Employees who are involuntarily terminated are not eligible to be compensated for unused Personal Leave.

No payment will be made as compensation for time off falling after the date of resignation or termination.

4.8 HOLIDAY LEAVE

Unless otherwise provided for as approved by the Superintendent/CEO, holiday leave for 12-month employees will be observed on the following days during which we will be closed and you will not be expected to work.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Thanksgiving Day
Friday before Easter	Friday after Thanksgiving Day
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	

If a holiday falls on a Saturday, it will be observed on the previous Friday. If it falls on a Sunday, it will be observed on the following Monday.

Regular part time employees will be paid for holidays on a prorated basis.

Regular full time employees who are eligible for holidays, but are working less than 40 hours will receive holiday payment on a prorated basis.

Employees are granted holidays upon hire. Employees are required to take the Holidays listed above on the date designated. Holidays do not carry over from year to year and will not be paid out upon termination.

The Chairman of the Board of Trustees retains the right at any time to declare a "School Holiday" whereby the school will officially be closed.

Employees are not eligible to receive Holiday pay if they are on an unpaid leave of absence.

4.9 PERSONAL LEAVE

Unless otherwise provided for as approved by the Superintendent/CEO, personal leave for eligible employees, is as detailed in Appendix A.

To minimize disruption in the classroom and throughout schools, Instructional Staff must take leave in two-hour blocks, and Administrative/Non-Instructional Staff must take leave in one-hour increments.

10-Month employees are not allowed to use personal leave for vacation purposes. This leave is to be used for personal matters that can't be handled after school hours or for sick days.

Unused leave may be rolled over from year to year, but an employee's use of personal leave will be capped in accordance with Appendix A. Requests to use leave should be made in writing to the staff member's supervisor and granting of such leave is conditional upon approval.

Part time employees will be granted and able to roll over personal leave on a prorated basis.

In cases of extended sickness or justifiable depletion of leave, additional time may be granted at the discretion of the Superintendent/CEO. The Superintendent/CEO retains the right to require the use of leave prior to granting additional leave.

Notice of absence from work due to illness must be provided to the Employee's Supervisor or their designee prior to 6:00 a.m. When possible, in the event of a foreseeable extended illness, 30 days advance notice should be given to the Employee's Supervisor.

A doctor's note *will* be required for absences of three days or more that are for a Paid Sick and Safe Leave purpose, outlined below.

Personal Leave and Paid Time Off will only be paid out to full time and part time 12- month administrative employees who are in good standing at time of separation and who provide the requisite amount of notice. All other categories of employment will forfeit leave at time of separation.

4.10 PAID SICK AND SAFE LEAVE

New York Paid Sick Leave Law (PSL) requires employers to provide paid sick leave for employees, if they meet specific criteria. ALCS's Personal Leave Policy for full-time employees meets or exceeds any leave that an employee would otherwise be entitled to under the New York Paid Sick Leave Law, and therefore personal leave hours are inclusive of PSL hours. Employees who are eligible for personal leave may use personal leave for any purpose, including the NY PSL purposes, as set forth in greater detail below. For recordkeeping purposes, ALCS will track hours separately.

Paid Sick Leave for Employees Who Are Not Otherwise Eligible for Personal Leave

Employees who are not otherwise eligible for personal leave, including part-time, per diem, temporary, and seasonal employees will accrue Paid Sick Leave at a rate of one (1) hour per every thirty (30) hours worked by the employee, up to a maximum of forty (40) hours in each calendar year (January 1 – December 31) ("Paid Sick Leave"). Paid Sick Leave will begin to accrue on an employee's first day of employment. Leave under this section is available for use only for NY PSL, as set forth below. Unused Paid Sick Leave will carryover between calendar years.

NY PSL Purposes

Eligible employees may use up to forty (40) hours of Personal Leave for a PSL purpose per calendar year, and all other employees may use up to forty hours of Paid Sick Leave per calendar year, for the reasons set forth by the NY PSL, which include:

- The mental or physical illness, injury, or health condition of the employee, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave, as well as the diagnosis, care or treatment of the same, including preventative medical care;
- The mental or physical illness, injury, or health condition of an employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave, as well as the diagnosis, care or treatment of the same, including preventative medical care;
 - "Family member" is defined as an employee's child (including biological child, adopted child, foster child, a legal ward, or a child for whom the employee stands "in loco parentis"), spouse, domestic partner, parent (including biological parent, foster parent, step-parent, adoptive parent, legal guardian, or an individual who stood "in loco parentis" to the employee as a minor child), sibling, grandchild or grandparent, and the child or parent of an employee's spouse or domestic partner.

- An absence from work when an employee or an employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking, including leave to:
 - Obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members;
 - Meet with an attorney or social services provider to obtain information and advice on, and prepare for and participate in, any criminal or civil proceeding;
 - File a complaint or domestic incident report with law enforcement;
 - Meet with a district attorney's office;
 - To enroll children at a new school; and
 - Take any other actions necessary to ensure the health or safety of the employee or the employee's family member, or to protect those who associate or work with the employee.

Effective January 1, 2025, pregnant employees will be entitled to use an additional twenty (20) hours, beyond the forty (40) hours of Paid Sick Leave provided, of paid prenatal leave per calendar year. Paid prenatal leave may be used for physical examinations, medical procedures, monitoring and testing, and discussions with health care providers related to pregnancy.

****An employee who has committed domestic violence, a family or sexual offense, stalking, or human trafficking is not eligible for paid leave for purposes of this policy, nor may this leave be used on behalf of an employee's family member who has engaged in any such conduct.**

NY PSL Definitions

For purposes of employees' use of personal leave for NY PSL purposes and use of Paid Sick Leave by all other employees, the following definitions shall apply:

- *Confidential Information* means individually identifiable health or mental health information, including but not limited to, diagnosis and treatment records from emergency services, health providers, or drug and alcohol abuse prevention or rehabilitation centers. Confidential information also means information that is treated as confidential or for which disclosure is prohibited under another applicable law, rule, or regulation.
- *Domestic Partner* shall have the same meaning as Domestic Partner, as set forth in section 2961(6-a) of the New York Public Health Law.
- *Family Member* means an employee's child (including biological child, adopted child, foster child, a legal ward, or a child for whom the employee stands "in loco parentis"), spouse, domestic partner, parent (including biological parent, foster parent, step-parent, adoptive parent, legal guardian, or an individual who stood "in loco parentis" to the employee as a minor child), sibling, grandchild or grandparent, and the child or parent of an employee's spouse or domestic partner.
- *Family Offense* includes any offense enumerated in section 812(1) of the New York Family Court Act, where such acts are between current and former members of the same family or household, as defined therein.
- *Human Trafficking* means an act or threat of an act that may constitute sex trafficking, as defined in section 230.34 of the Penal Law, or labor trafficking, as defined in section 135.35 and 135.36 of the Penal Law.
- *Mental Illness* shall have the same meaning as mental illness, as set forth in section 1.03(20) of the New York Mental Hygiene law

- *Preventative Medical Care* means routine health care including but not limited to screenings, checkups, and patient counseling to prevent illnesses, disease, or other health problems.
- *Sexual Offense* means any act, or threat of an act, specified within Article 130 of the New York State Penal Law.
- *Stalking* means any act, or threat of an act, that constitutes the crime of stalking as defined by Article 120 of the New York State Penal Law.

Documentation Requirements

Where an employee is absent for three (3) or more consecutive days for a PSL purpose, ALCS may require an employee to provide documentation supporting their need for use of personal leave or Paid Sick Leave for a NY PSL reason, the amount of leave needed, and return date. The documentation required in such instances will be limited to that permitted by applicable law.

Employees will not be required to disclose Confidential Information to use personal leave or Paid Sick Leave for NY PSL purposes.

Notice Requirements

The organization requires notice of employee's need to use personal leave or Paid Sick Leave for NY PSL reasons as soon as possible, but in all cases, notice must be given prior to taking personal leave or Paid Sick Leave. Notice can be given orally or in writing and should follow the organization's generally applicable procedure for requesting time off.

Interaction with Other Types of Leave

personal leave and Paid Sick Leave taken for NY PSL purposes will run concurrently with leave under the Family and Medical Leave Act. The organization will also allow employees to elect to use personal leave or Paid Sick Leave concurrently with leave under the New York Paid Family Leave Act when applicable.

Restoration to Employment

At the conclusion of an employee's personal leave or Paid Sick Leave for NY PSL reasons, the employee will be returned to the employee's previously held position.

Retaliation

Any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting personal leave or Paid Sick Leave for NY PSL reasons, or filing a complaint for violations of this policy as it relates to NY PSL is strictly prohibited.

The organization is committed to enforcing this policy and prohibiting retaliation against employees who request personal leave or Paid Sick Leave for NY PSL reasons under this policy, or who file a related complaint. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to Human Resources.

4.11 PAID FAMILY LEAVE

Albany Leadership Charter School for Girls provides eligible employees with paid family leave. Please see Appendix E, Paid Family Leave, for more details.

4.12 FAMILY AND MEDICAL LEAVE ACT

ALCS provides eligible employees the opportunity to take unpaid, job-protected leave in accordance with the Family and Medical Leave Act ("FMLA") of 1993 for certain family and medical reasons. Please contact your supervisor or the School Business Administrator as soon as you become aware of the need for a family and/or medical leave. The following is a summary of relevant provisions.

Eligibility:

To qualify to take Family and Medical Leave Act ("FMLA") leave under this policy, the employee must meet the following conditions:

- The employee must have worked for ALCS for 12 months. The 12 months need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Amount of Leave and Qualifying Reasons:

In accordance with the FMLA, ALCS will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees for any of the following reasons:

- The birth of a child and in order to care for such child, and/or for incapacity due to pregnancy, prenatal medical care or childbirth.
- The placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition (described below) of the employee that makes the employee unable to perform the employee's job.
- A "qualifying exigency" (as determined by the U.S. Department of Labor regulations) arising out of the fact that a spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency plan.
- Leave to care for a family member (son, daughter, parent or next of kin) who is a covered military service member. For purposes of this policy, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the service member medically unfit to perform duties of the member's office, grade, rank or rating for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on temporary disability retired list. This also includes veterans who are undergoing medical treatment for a serious injury or illness that was incurred or aggravated in the line of duty while on active duty at any time during the five years preceding the date of treatment. An employee

who qualifies for military caregiver leave is entitled to up to 26 weeks unpaid leave for this reason during a 12-month period.

Additional information regarding FMLA is attached to this Handbook as Appendix D.

4.13 DISABILITY LEAVE

If you are absent from work for more than seven (7) days due to a non-work-related injury or illness, you may be eligible for New York State short-term disability benefits under the law. In order to be eligible for short-term disability benefits, you must have become injured or ill while not at work but must be employed, or recently employed, at the time of illness or injury. Additionally, pregnancy is covered as a short-term disability.

To request a disability leave of absence, you should submit a leave request to the School Business Administrator along with a statement of ill health or disability from your health care practitioner. At that time the School Business Administrator will require you to fill out the additional paperwork needed to submit to our insurance carrier.

An approved disability leave may be granted for up to 12 weeks (concurrent with) leave granted under FMLA. An Employee's continued absence from work beyond the leave granted will result in a time period to explore, through an interactive process, reasonable accommodations.

Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your supervisor as soon as possible of the date you and your health care practitioner anticipates that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open for up to twelve weeks, or return you to an equivalent position if one is available, for which you may be qualified.

At the time the disability leave begins, any personal leave will be used to supplement your disability payment, not to exceed your regular daily or salaried rate of pay.

Prior to returning from disability leave you may be required to provide a written release from your treating physician specifying that you are physically able to return to your job, and, if applicable, describing any restrictions under which you may work and the length of time those restrictions will be in place.

4.14 BEREAVEMENT LEAVE

Employees may be granted Bereavement Leave, subject to a determination of your supervisor. Bereavement Leave is to be used to attend the funeral or to mourn the death of an immediate family member. For the purposes of this section, "immediate family" is defined as a spouse, domestic partner, child, sibling, parent, grandparent, any other relative permanently residing with the Employee, or any other person as defined by the Superintendent/CEO.

All Employees must request the use of Bereavement Leave your supervisor, and granting of such leave is conditional upon their approval. Employees will be granted *up to* three days to mourn the loss of a loved one. In certain cases the Superintendent/CEO may extend leave.

Employees may be required to provide proof to the employer of the need for bereavement leave.

4.15 JURY DUTY LEAVE

Full-time regular Employees who are called to serve on a jury panel will be eligible to serve and will receive regular full-time pay for the first ten (10) days of jury duty at their regular rate of pay for the hours that the employee was scheduled to work for those days. Thereafter, for the extent of the jury duty, Employees will be granted unpaid leave. All other employees summoned for jury duty will receive the first \$40.00 of their daily wage for the first three days of jury service. Subject to the approval of the Superintendent/CEO an Employee may request the use of leave of any type instead of or in combination with the leave provisions noted in this section. Employees will be paid a supplement to the daily court pay not to exceed the employee's regular daily rate.

Any Employee called to jury duty should present a copy of their jury duty papers to the School Business Administrator as soon as they are received for timekeeping records.

Employees that are dismissed from Jury Duty prior to the end of their workday should report to work until the end of their scheduled day.

4.16 MILITARY DUTY AND MILITARY SPOUSE LEAVE

Employees who serve in Federal and State Military Organizations may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may use leave if they wish, but they are not obligated to do so.

In accordance with New York State law, ALCS will grant up to ten days unpaid leave to employees who regularly work 20 or more hours per week and who are spouses of service members if: (1) the employee's spouse is a member of the United States Armed Forces, National Guard or Reserves; and (2) the employee's spouse is on leave from deployment during a time of military conflict.

You are expected to notify your supervisor as soon as you are aware of the dates you will require leave so that arrangements can be made for replacement during this absence.

4.17 BLOOD DONATION LEAVE

ALCS provides leave time to employees who work an average of at least 20 hours per workweek for the purpose of donating blood. Employees will be granted up to three (3) hours of unpaid leave in each calendar year to donate blood off-premises. Employees must provide their supervisor with at least one week of notice of their intent to take leave to give blood. Employees who take leave for off-premises donation will be required to show proof of their donation activity.

4.18 BONE MARROW DONATION LEAVE

Employees who work an average of at least 20 hours per workweek and who need scheduled time off of work to undergo a medical procedure to donate bone marrow are eligible for unpaid leave up to three days, not to exceed 24 hours of leave in combined length during any 12 month period. This leave should be scheduled in advance with the Superintendent/CEO. Employees who take leave for donation will be required to show proof of their donation activity. Employees may use available leave if they wish to be paid for this time.

4.19 VOTING LEAVE

ALCS encourages all employees to exercise their voting privileges in local, state and national elections. If you cannot vote in a public election before or after working hours, then you will be allowed sufficient time off to go to the polls. Employees who have at least four consecutive hours between the opening of the polls and the start of their shift, or the end of their shift and the closing of the polls will be deemed to have sufficient time to vote outside of their working hours. The school will pay for you for up to the first two hours of the absence from regularly scheduled work that is necessary to vote in a public election. Any additional time off for this purpose will be without pay. This leave should be scheduled in advance with the Superintendent/CEO.

Employees may use available leave if they wish to be paid for this time.

4.20 LEAVE DUE TO INCLEMENT WEATHER

ALCS may be closed due to inclement weather, at the discretion of the Superintendent/ CEO. In the case of closure employees will be notified through local media outlets. If classroom time is lost because of inclement weather, classroom days may be added at the end of the school year.

Unless a closing is announced you will be required to report to work as scheduled. In cases when ALCS is not closed, but weather conditions make it impossible for you to travel to and from work, you may make a request to leave from your supervisor, but you will be required to use your own leave time. If you are calling in to work, you should use the same call in procedures required of a sick day. If ALCS is not closed, you will be required to use your leave time.

4.21 VICTIM AND WITNESS LEAVE

In compliance with the New York State Penal Code, ALCS recognizes the employee's right to take unpaid time off to exercise their right as a victim, consult with a District Attorney in regards to a criminal procedure or exercise rights to appear as a witness.

Under the law, victims include the aggrieved party or the next of kin of a deceased aggrieved party, the representative or guardian of a victim, a Good Samaritan (citizen who assists in an arrest or prevents a crime) or someone pursuing an application for an order of protection under Criminal Procedure Law or the Family Court Act.

Employees may use available leave if they wish to be paid for this time.

Time off for court appearances as a party to any civil litigation is not compensated and the employee must arrange for time off without pay or use paid leave for such appearances.

4.22 BREAKS FOR NURSING MOTHERS

ALCS allows break time during the workday to employees who are nursing to express breast milk. An employee is entitled to this unpaid break time for the expression of breast milk for up to three (3) years following the birth of their child. ALCS has designated a room for purposes of lactation. Each room is furnished with a chair, a small table, a nearby sink with clean, running water and a workspace supplied with electricity and an electrical outlet. Employees may use refrigerator for employee use to store breast milk. ALCS is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. Employees are required to store all expressed milk in closed containers and to bring such milk home each evening.

ALCS will provide thirty (30) minutes of paid break time each time a nursing employee has the reasonable need to express breast milk. Employees will be permitted to use regularly scheduled paid break or mealtime for time used to express breast milk in excess of thirty (30) minutes. An employee may require a different break schedule and, if so, they should notify their supervisor who will work with them to accommodate their needs. The employee may be required to postpone a scheduled break time for no more than 30 minutes if they cannot be spared from their duties until appropriate coverage arrives.

Prior to returning from parental leave, ALCS will send a copy of this policy to the employee (either electronically, by mail to the employee's last known address, or both). Employees should request the need for an accommodation to express breast milk in the workplace by contacting Human Resources/Benefit Administrator. Such request may be made orally or in writing. The employee's supervisor and/or Human Resources/Benefit Administrator will work with the employee to identify a schedule and location for when and where the employee can express breast milk during work in accordance with this policy. ALCS will respond to a request for a lactation accommodation as quickly as possible but under no circumstances will this amount of time exceed five (5) business days.

ALCS understands that an employee's needs with respect to expressing breast milk may change over time. Accordingly, an employee may request a change in any accommodation by contacting School Business Administrator and expressing the need for such change. The employee should identify what the proposed change is in the request to facilitate the interactive process.

ALCS will not discharge, threaten, penalize, or in any other manner discriminate or retaliate against an employee for exercising their rights under this policy and applicable laws with respect to requesting or using reasonable accommodations related to expressing breast milk in the workplace. ALCS will not tolerate any such discrimination or retaliation. If an employee believes they have been subject to discrimination or retaliation in violation of this policy, they should promptly report it to Director of Finance and Administration.

4.24 EMERGENCY RESPONDER VOLUNTEER

Employees who serve as members of volunteer fire departments and volunteer ambulance squads will be permitted to take time off from work when the Governor declares a state of emergency, unless granting such leave would impose an undue hardship on ALCS's business. In general, the leave will be unpaid, but employees may choose to use any form of paid leave to which they would be entitled.

To be eligible for leave, employees must provide prior written documentation regarding their volunteer status or their duties as a volunteer firefighter or member of a volunteer ambulance service must be related to the declared emergency.

Following an employee's return from such leave, an employer may request a notarized statement from the head of the volunteer fire department or volunteer ambulance service, certifying the period of time(s) that the employee responded to an emergency.

4.25 LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

An employee who is a victim of domestic violence, sex offenses, or stalking will be provided with leave for a reasonable period of time for any of the following qualifying reasons:

- To seek medical attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;

- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- To obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- To participate in safety planning and taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- To obtain legal services, assisting in the prosecution of the offense, or appearing in court in relation to the incident or incidents of domestic violence.

Employees requesting time off for qualifying reasons under this policy are required to provide ALCS with reasonable advance notice of their need to take leave, unless advance notice is not feasible. If advance notice is not feasible, the employee must provide ALCS with certification for the accommodation as soon as practicable after the returning to work from the absence. A certification may be any of the following:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional service provider from whom the employee (or the employee's family or household member) has sought assistance in addressing domestic violence, sex offenses, or stalking and the effects of the violence or stalking;
- A police report indicating that the employee or their child was a victim of domestic violence;
- A court order protecting or separating the employee or their child from the perpetrator of an act of domestic violence;
- Other evidence from the court or prosecuting attorney that the employee appeared in court;
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee or their child was undergoing counseling or treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence; or
- Other corroborating evidence.

Employees requesting to take leave under this policy are required to use all accrued paid time off available (vacation/personal time, sick leave where permissible), prior to taking unpaid leave.

An employee with a physical or mental disability resulting from domestic violence can request reasonable accommodations and will be treated in the same manner as any other employee with a disability.

ALCS will maintain all information received in the strictest confidence, except to the extent the employee requests or consents to disclosure in writing, or where otherwise required by federal, state, or local law.

Employees will not be discriminated or retaliated against for exercising their rights under this policy.

Employees with questions about this policy should contact [APPROPRIATE TITLE].

4.26 GENERAL LEAVE OF ABSENCE

Occasionally, for personal reasons, you may need to be temporarily released from the duties of your position. It is our policy to allow you to apply for and be considered for these leaves.

Each leave request shall provide sufficient detail such as the reason for leave and the expected duration of the leave. General Leave with or without pay may be granted at the discretion of the Superintendent/CEO.

4.27 OTHER EMPLOYMENT WHILE ON LEAVE

If you accept any employment or go into business while on a leave of absence from ALCS, you will be considered to have voluntarily resigned your employment with ALCS as of the day on which you began your leave of absence.

5. SEPARATION OF EMPLOYMENT

5.1 BREAKS IN SERVICE

If an employee voluntarily terminates their position with ALCS prior to one year of service, no time in service will be granted should they be rehired at a later date. If a person with more than one year of service leaves and then returns to regular employment at a later date, credit for prior service per 401(k) plan documents and pay scale equivalents will be given if they return to work within six (6) months of the prior date of termination. Leave will be pro-rated for returning employees.

5.2 ELIMINATION OF POSITIONS

From time to time, it may be necessary to phase out or eliminate certain positions. An orderly process will be established by the Superintendent/CEO to guide such a phase out if necessary.

Administrative staff whose positions are eliminated will be paid for up to two weeks of unused personal leave time as of the exit date. No personal leave will be paid out to Instructional staff. Any employee who is terminated because their position is eliminated or phased out is not entitled to compensation for unused holiday time.

5.3 TERMINATION OF EMPLOYMENT

Both the employee and the employer have the right to terminate employment with or without cause, at any time.

Voluntary termination from employment will generally occur when an employee resigns or retires. 12-month employees that separate on a voluntary basis and meet the required 2-week resignation time period will be paid out for unused personal time as detailed in section four of this handbook. All other time will be forfeited.

Involuntary termination of employment is initiated by ALCS and will result in the discharge of the employee. Employees that are involuntarily terminated forfeit all paid time off (including personal time) and will receive no payout at the time of termination.

Any employee who is terminated or resigns must return all ALCS property that may include but is not limited to keys, identification cards, security codes and passwords, computers or laptops, phones and office materials.

No information or copies of information, including but not limited to, files, memos, contact lists or similar information may be taken by an employee without express permission of the Superintendent/CEO.

5.4 RESIGNATION

An Employee who wishes to resign is required to give written notice prior to the desired resignation date. All employees are required to give a minimum of 30 days advance written notice.

Employees are expected to work through their entire notice period. It is our policy to deny use of leave time during this period (except for leave used for a New York Paid Sick Leave purpose or other protected leave), however in extreme circumstances if unpaid leave time is granted, we may extend the resignation date to meet the requirements of the notice period.

Regular full-time employees who resign in accordance with the provisions of this section may be provided with compensation for unused personal leave as described in section four or deferred compensation as described in section two of this handbook.

If an Employee fails to give proper notice prior to their desired resignation date, that Employee shall forfeit compensation for any unused leave they may have. Such an Employee remains eligible for any salary due.

5.5 EXIT INTERVIEWS

In the event of your separation from employment, the School Business Administrator may conduct an exit interview with you to discuss your reasons for leaving and any other impressions that you may have about us. During the exit interview you will be given the opportunity to provide insights into improvements that can be made at ALCS.

6. COMMUNICATION, EVALUATION & CONDUCT EXPECTATIONS

6.1 OPEN DOOR COMMUNICATIONS

Open communication is an important part of good working relationships. Employees are encouraged to speak informally with their supervisor about any suggestions, questions or concerns they may have. Any information discussed in an open communication meeting will be kept confidential to the extent practicable under the circumstances.

Additionally, ALCS encourages you to professionally discuss any issues that you may have with a co-worker directly if you feel comfortable doing so. For general conflict resolution, employees should first seek to resolve the issue with their peer, and then together utilize the chain of command.

Please remember it is counter-productive to a harmonious workplace for employees to create or repeat rumors. It is more constructive for employees to directly consult the employer to seek resolution.

6.2 CHAIN OF COMMAND

ALCS maintains a “Chain of Command” as it relates to who is in charge in the absence of the building leader and is authorized to make decisions concerning pressing matters. Please refer to the list below. As Leaders are absent, Chain of Command will default to the next position on the list should all of the preceding Leaders be out of the Building.

High School	Middle School	Central Office
Principal	Principal	Superintendent/CEO
Assistant Principal	Assistant Principal	School Business Administrator
School Culture Coordinator	School Culture Coordinator	Director of Advancement

6.3 PERFORMANCE REVIEWS

Because we want you to grow and succeed in your job, ALCS conducts formal reviews of all staff each year. Your supervisor will conduct evaluations with input from the Superintendent/CEO or Superintendent/CEO designee. The evaluation process will include informal check-ins and an annual face-to-face evaluation and a written summary in the third quarter of each school year. The written summary will be placed in the employee’s personnel file and copied to the employee.

The Superintendent/CEO, in collaboration with Executive Leadership, will determine the format of the evaluation.

Positive job performance reviews do not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance. The employee will be notified of any changes in salary that are warranted based upon the results of this evaluation.

6.4 PROBLEM SOLVING PROCEDURES

Any employee wishing to formally file a grievance about a procedure, action, or directive of another employee or supervisor should notify their supervisor or the Superintendent/CEO in writing as soon as possible after such procedure, action, or directive has occurred. Employees should observe the chain of command when filing a grievance where possible. The Superintendent/CEO or designee shall be the investigator and final arbiter of all such grievances.

In the event that the complaint involves a procedure, action, or directive of the investigator or final arbiter, an employee may file a written complaint with the Superintendent/CEO and the Superintendent/CEO shall serve as the final arbiter of the complaint. In the event that the complaint involves the Superintendent/CEO, the employee should submit their complaint to the Chair of the Board.

This procedure only covers active employees and does not apply to terminations and may not be utilized by terminated employees.

6.5 EMPLOYEE DISCIPLINE

ALCS maintains the highest standard of conduct and job performance for all of our employees. Conduct is how an employee behaves on the job and performance is how well an employee completes their job. We value and acknowledge every employee's effort to meet those standards.

We recognize that on occasion there will be individual lapses in conduct or performance. The principal purpose of employee discipline is to be corrective and not punitive. In general, the employee is provided with a reasonable opportunity to improve where appropriate. Discipline may be initiated at any time during an employee's service.

The progressive discipline process generally consists of four steps:

1. Verbal Warning
2. Written Warning
3. Final Written Warning (accompanied by suspension without pay or Performance Improvement Plan if warranted by the infraction)
4. Termination of Employment

Some circumstances, such as the commission of a severe transgression, may warrant skipping one or more steps in the process and may result in immediate termination.

Progressive discipline is an ongoing process taking prior instances into account. The discipline process does not start over each time a different problem arises.

All discipline will remain in effect for the period of one year. If there are no further violations during the warning period, the discipline will be retained in the employee's personnel file, but will be considered inactive.

Employees with current discipline on file may not be eligible for promotions or transfers during the warning period. Employees with current final warnings may not be eligible for salary increase or bonuses. This is at the discretion of the Superintendent/CEO.

All employees will be treated in a fair and consistent manner with regard to any discipline taken. Every effort will be made to completely investigate the circumstances prior to taking action. The employee's direct supervisor will be responsible for all disciplinary action relevant to their staff. All disciplinary action will be consistent with applicable laws.

This Employee Discipline policy does not alter or limit the Employer's policy of employment at will. Either you or the school may terminate the employment relationship at any time for any reason, with or without cause or without notice.

6.6 EMPLOYEE APPEAL FOR MEDIATION

Employees involved in steps three or step four of the progressive discipline policy described above may request an appeal to the Superintendent/CEO, or if warranted to the Board of Trustees, to review documentation or any information relevant to an action. Requests should be made in writing and submitted within ten (10) days of the initial discipline. All upheld discipline will be maintained as a part of the employee's personnel file.

6.7 STANDARDS OF CONDUCT

Each individual in the work community has the right to expect certain standards within the workplace including:

- To be treated with respect at all times, even if there are opposing points of view.
- To be in a climate of physical and emotional safety.
- To be viewed as a valued, contributing member of the community.
- To have a personal responsibility and investment in making sure that these rights are supported in our culture.

In accordance with the disciplinary policy and to provide the best possible work environment, ALCS expects all employees to follow certain standards of conduct that will protect the interest and safety of personnel. It is not possible to list all examples of behavior that are considered to be unacceptable in the workplace, but the following are examples of conduct that may result in progressive discipline.

- Insubordination - Refusal to perform or follow reasonable work requests, instructions, directions, or prescribed work procedures
- Theft, embezzlement or unauthorized removal of property or the property of others
- Acts involving dishonesty or breach of trust, such as fraud or pressuring another employer to lie or commit fraud.
- Possession, selling or use of illegal substances, or otherwise engaging in illegal conduct, while on or off duty
- Reporting to work with or working under the influence of intoxicants or drugs that have not been prescribed for medical reasons
- Consumption or position of alcohol on school grounds, this includes any trace amount of alcohol found on a test of the employee's blood alcohol content (BAC)
- Falsification of records and documents, including employment applications, time sheets, etc.
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials, or programs
- Abusive or vulgar language
- Any unapproved absence or departure from the assigned work area
- Unacceptable job performance
- Engaging in non-work-related activities during working time without prior approval
- Altercations with any stakeholder in the work community
- Failure to observe working schedules, including lunch periods
- Excessive absenteeism or tardiness
- Failure to call in as required or seek necessary authorization to leave work before the end of scheduled hours
- Abusing paid personal leave, including taking unapproved leave in excess of annual personal leave allocations and carryovers without pay
- Sleeping or malingering while on duty
- Participating in horseplay or practical jokes
- Interfering with any student's education
- Making or receiving non-emergency personal calls or texts during working time
- Inappropriate use of the electronic communication systems and the internet while on duty, including use of social media
- Failure to comply with regulatory requirements or safety rules and regulations
- Traffic violations while on authorized work business

- Revealing, disclosing, or making available to unauthorized persons any information classified as confidential
- Failure to provide honest and accurate information when requested, including failure to disclose conflicts of interest
- Failure to cooperate in the investigative process
- Making false statement or misreporting events with regards to harassment and discrimination claims
- Possession, use and distribution of dangerous or unauthorized materials, such as explosives, firearms, knives or other dangerous weapons while on duty or on School premises
- Fighting, threatening violence, intimidation or harassment toward any individual
- Failure to adhere to our policies with regards to diversity, discrimination and harassment
- Smoking on work grounds
- Solicitation of stakeholders in the work community for personal gain and any unauthorized solicitation or sales as provided for in this handbook
- Wearing extreme, unprofessional or inappropriate styles of dress or hair while at work
- Refusal to work mandatory overtime
- Any act that jeopardizes the health, safety, or well-being of a stakeholder of the work community
- Engaging in business transactions or activities for the purpose of personal gain during normal school business hours
- Gambling in the workplace
- Violation of any ALCS policy

This statement of the standards of conduct does not alter or limit the policy of employment at will.

Each employee will be required to sign an attestation that they understand the Standards of Conduct at hire and then annually thereafter.

6.8 ACCEPTANCE OF GIFTS

Employees are not permitted to accept gifts of any kind of a value exceeding fifty dollars (\$50.00) including but not limited to money, goods, food, entertainment, or services directly or indirectly from:

- Individuals, organizations, or companies serving as vendors or potential vendors
- Elected officials or their representatives
- Candidates for public office or their representatives
- Political party officials or their representatives
- Anyone who attempts to coerce you into favorable treatment with regards to your work responsibilities

Exceptions may be made by the Superintendent/CEO, including in instances where such gifts are intended for and to be used by the organization. If an employee receives a gift offer in excess of \$50.00, they must immediately notify the Superintendent/ CEO, even if the employee has already refused the offer.

6.9 PERSONAL APPEARANCE

Employees project an image to the community about the professionalism of ALCS. During business hours and at work-related activities, employees are expected to present a clean, neat professional appearance

and to dress according to the requirements of their position. This includes professional appearance with respect to general cleanliness, clothes, shoes, hair, facial hair, jewelry, body jewelry and tattoos.

While we do not seek to stifle individual expression, it is important to communicate that certain environments require a specific standard of dress. In order to convey an atmosphere of dignity and professionalism, personnel shall be well groomed and dressed for an academic or business environment rather than recreational casualness and men are required to wear a collared dress shirt.

Proper presentation is always the expectation while you are a representative of ALCS. Appropriate clothing fits well, is not tight or constricting, meets the traditional norms of modesty, meets the level of safety required for ones job and does not contain graphic or profane images. Employees are expected to be free from disruptive odor at all times. A list of clothes that may be deemed inappropriate is as follows (please note this is not an all inclusive list):

- Denim clothing (Blue jeans allowed on last Friday of month, with \$5 donation to senior class)
- Leggings / yoga pants (Leggings allowed under a skirt or dress)
- T-shirts without collar (Except for Fridays with ALCS t-shirts)
- Shorts
- Hats / knit caps / bonnet
- No flip flops
- No sandals
- No Open toe shoes
- No crocks
- No Slides
- Sweatpants or sweatshirts
- Spaghetti strap tops
- Backless or shoulder-less shirts or dresses
- Tight or ill-fitting clothing
- Any top that shows excessive cleavage
- Skirts need to be no shorter than 3 inches above the knee
- ALCS Gear or college gear worn only on Fridays with professional bottoms

Employees that are not meeting the above stated standard will be informed as soon as it is possible for us to do so. Employees may be asked to leave the workplace until they can return in a manner that is acceptable to the employer.

6.10 CONFLICT OF INTEREST

Employees should be careful to avoid a conflict of interest between themselves and the school(s), its students, suppliers, stakeholders, etc. If an employee finds him or herself in a situation that may be a conflict or may give the appearance of a conflict of interest the employee should immediately notify the Superintendent/CEO. If the conflict of interest involves the Superintendent/CEO, then the employee should immediately notify the Chairperson of the Board of Trustees. All inquiries will be kept confidential unless in violation of Federal or State law.

A conflict of interest can be described as:

- Engaging in business to benefit stakeholders directly or indirectly.
- Using confidential information of the school, their suppliers, or their stakeholders for their own advancement or on behalf of another.

- Using inside information for personal profit, or disclosing such information to outsiders.
- Using ALCS funds, proprietary information or employer property for personal use.
- Exploiting a relationship developed in the course of business for personal benefit or for the benefit of another.
- Accepting special favors or gifts.
- Lending or borrowing money or goods from a supplier.
- Performing services for a supplier or a customer as an independent contractor whether or not remuneration is to be provided.
- Working any second job that conflicts with the interest of the employer or interferes with the employee's fitness for duty.

When it is found that a conflict of interest does exist, employees will no longer be allowed to participate in matters of significance with regards to the conflict.

Documentation will be placed in each employee file with regards to the conflict for future reference.

6.11 FRATERNIZATION

ALCS recognizes that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes or misunderstandings, and potential sexual harassment claims, supervisors are not permitted to date or engage in sexual relationships with subordinate employees.

Violation of this policy may result in discipline, including termination. Furthermore, co-workers are discouraged from dating or pursuing romantic or sexual relationships with each other. Employees that are involved in a relationship should disclose their relationship to the Superintendent/CEO to ensure that no conflict of interest exists within job descriptions.

6.12 FRATERNIZATION WITH STUDENTS

ALCS requires that all employees maintain a professional, ethical relationship with students that is conducive to an effective, safe learning environment; and that all employees act as role models for students at all times, whether on or off school property and both during and outside of school hours. All employees must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

Employees are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, employees shall not entertain students or socialize with students in such a manner as to create the perception that a dating relationship exists. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of policy, and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action up to and including termination of employment.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, etc.) unrelated to course work or official school matters; providing alcohol or drugs to students; inappropriate touching or physical displays of affection; and engaging in sexual contact and/or sexual relations.

Even if the student participated "willingly" in the activity (regardless of the student's age), inappropriate fraternization of employees with students is against policy and may be in violation of professional standards of conduct and New York State Law. Inappropriate employee conduct does not need to rise to the level of criminal activity for such conduct to be in violation of rules and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action by ALCS up to and including termination of employment.

Any student who believes that they have been subjected to inappropriate employee behavior as described in this policy, as well as students, school employees or third parties who have knowledge of or witness any possible occurrence of inappropriate employee-student relations, shall report the incident to any employee or either the employee's supervisor, the student's Principal or the Board Chair. In all events the allegation will be investigated. Anonymous complaints of inappropriate fraternization of employees with students shall also be investigated to the extent feasible.

Investigations of allegations of inappropriate employee-student relations shall follow the procedures utilized for complaints of harassment with the School. Allegations of inappropriate employee-student behavior shall be promptly investigated and will be treated as confidential and private to the extent possible within legal and practical constraints.

Any employee having knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse (specifically, child abuse in an education setting) must also follow the school's reporting procedures for such allegations; and such information will be reported by the designated administrator as required by state law to law enforcement officials, the State Education Department and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward an employee, that employee shall document the incident and report it to their Principal or Supervisor.

The school prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate employee-student relations. Follow-up inquiries and/or appropriate monitoring shall be made to ensure that the alleged conduct has not resumed and that all those involved in the investigation have not suffered retaliation. Any act of retaliation is subject to and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action by the school up to and including termination of employment.

6.13 NEPOTISM

ALCS maintains a policy of limiting spouses and other related family members from working in the same department, division or facility based on reasons of supervision, safety, security and morale. For the purposes of this policy, relatives are defined as spouses, children, siblings, parents or other family members related by marriage.

In the event an exception is made, relatives may be hired if the people involved will not work in a direct supervisory relationship and the employment will not pose difficulty for supervision, security, safety or morale. The Superintendent/CEO must approve exceptions to this policy.

Current employees who marry will be permitted to continue employment provided they do not work in a direct supervisory relationship and the employment will not pose difficulty for supervision, security, safety or morale. If employees are in a supervisory relationship, we will attempt to reassign one of the

employees to a position that they are qualified for. If no such position is available, one of the employees may be required to leave employment.

Confidential information may never be shared among family members. Confidential information includes, without limitation, "know how", trade secrets, operational methods, curriculum development, research projects, student records and any other business affairs not generally known to the public.

6.14 EMPLOYMENT OUTSIDE OF WORK

ALCS prohibits outside employment (including self-employment) that conflicts with employment at ALCS, impacts the Employee's work performance or schedule, or affects the business interests. Employees must contact the Superintendent/CEO prior to engaging in any outside employment.

6.15 SOLICITATION

Approaching fellow employees in the workplace during working time regarding outside activities, organizations, or causes, regardless of how worthwhile, important, or benevolent can create unnecessary apprehension and pressures for fellow employees. This conduct is, therefore, inappropriate during working time. ALCS has established rules, applicable to all employees, to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. All employees are expected to comply strictly with these rules:

- No employee shall solicit support or engage in sales for any cause or organization during their working time or during the working time of the employee or Employees at whom the activity is directed.
- No employee shall distribute or circulate any written or printed material – other than printed materials used to perform their job responsibilities – in work areas at any time, during their working time, or during the working time of the employee or employees at whom the activity is directed.
- Under no circumstances will non-employees be permitted to solicit, distribute written material or promote support or sales for any purpose on organization property.
- Employees may not solicit gifts or other forms of personal gain from stakeholders, as this creates a conflict of interest.

As used in this policy, "working time" includes all time for which an employee is paid or is scheduled to be performing services. It does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work.

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

6.16 STAFF AND COMMUNITY RELATIONSHIPS

The success of our entity depends on the quality of relationships between employees, students, parents and the general public. No matter what your position, you are ALCS's ambassador and are expected to help create the community's perception of us. The more goodwill you promote, the more our students, their families and community members will respect ALCS.

Below are several things you can do to help create a strong community relationship and be one of the building blocks for our continued success.

- Deal with parents, students and community members in a courteous and respectful manner.
- Follow up on requests promptly, provide businesslike replies to inquiries and requests and perform all duties in an orderly manner.
- Involve parents and community members in the governance and activities of the school(s), including keeping parents involved in their child's education.
- Be committed to raising the academic achievement of all children.
- Take great pride in your work and enjoy doing your very best.

6.17 COMMUNICATIONS

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work and our mission.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all ALCS methods of communication, including this Employee Manual, bulletin boards, discussions with the leaders, memoranda, staff meetings, newsletters, training sessions, and e-mail and intranet correspondence. We are stronger when we work as a team and share information.

While we encourage you to communicate effectively with stakeholders in the work community, we also caution you to be mindful of what you are sharing.

6.18 MEDIA RELATIONS

The Superintendent/CEO will designate employees who are authorized to speak with the media when a request is made for School comment. In the event the media contacts an employee for School comment, the employee should inform the media that ALCS intends to be cooperative, but will need to have the appropriate person return their call. Please do not indicate that we have "no comment" unless you have been directed to do so by the Superintendent/CEO. Please note that this media policy should not be construed to interfere with an employee's right to engage in concerted activities of collective bargaining or other mutual aid or protection as protected by Section 7 the National Labor Relations Act.

When contacted, request the name, phone number, and the name of the media organization represented. The employee should contact the Superintendent/CEO immediately so that prompt return contact can be made.

Additionally, it is expected that if employees are at an event or outing, whether personal or professional, and the media are present, that employee should behave in a professional manner.

6.19 ELECTRONIC COMMUNICATIONS

ALCS provides computers, electronic data storage, Internet services, email and voice mail communications systems as important tools to support employees in performing their job responsibilities. It is the duty of every employee to ensure the communication systems are used primarily for business purposes only and in a fashion that does not improperly disclose confidential, sensitive or proprietary information to unauthorized individuals.

Any information generated by the employee's use of the employer's communications systems, including correspondence, constitutes employer property. By using the employer's communication systems, you consent to the employer's right to intercept, access, monitor, use and disclose, at any time for any purpose, all contents accessed, created, transmitted, received or stored on or via its communications systems.

The communication systems are to be used primarily for business-related purposes.

Any unauthorized use of the communication systems is strictly prohibited. Unauthorized use includes, but is not limited to:

- Any communications or use that violates the non-solicitation, equal employment opportunity, harassment, or non-retaliation policies or any other policy or procedure.
- Utilizing or accessing the communication systems without proper authorization.
- Disabling or otherwise interfering with the communication security or data protections systems, including but not limited to physical abuse.
- Using the communication system to disclose confidential, sensitive, or proprietary information to unauthorized individuals.
- Using the communications systems in a manner that incurs damage or unauthorized costs for the employer.

During the course of employment, employees may be provided with passwords, entry codes and/or access to the communication systems. Employees are strictly prohibited from disclosing these passwords, or entry codes to any person without prior written authorization. Employees are forbidden from providing any unauthorized individuals with access to the communication systems without prior proper authorization. Employees are prohibited from establishing intranet, Internet, or other data connections without prior written authorization.

The electronic mail system is not to be used to create any messages which are threatening, intimidating or harassing in nature or that would otherwise violate the employer's policies against discrimination, harassment or hostility on the account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status or characteristics.

In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

ALCS has the right to, but does not regularly monitor voice mail or electronic mail messages. We will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

Electronic Monitoring

All of ALCS's electronic systems, including computers and telephones, and all communications and information transmitted by, received from, or stored in electronic systems are the property of ALCS, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through ALCS's electronic systems. Employees are hereby advised that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical

systems may be subject to monitoring at any and all times and by any lawful means. As a result, all employee communications and use of the Internet that occurs on ALCS's technological resources are not considered private. Therefore, employees should treat all activities as such. ALCS reserves the right to monitor employee use of its technological resources at any time. By using ALCS's electronic systems, you consent to ALCS's right to intercept, access, monitor, use, and disclose, at any time and for any purpose, all content accessed, created, transmitted, received or stored on or via its electronic systems.

6.20 SOCIAL NETWORKING

ALCS recognizes the value of networking and staying connected with friends, family, colleagues, and professional contacts. As a part of professional development it is important to stay connected and network with people who have similar interests.

It is important to understand the appropriate use of such technology as an employee of ALCS. "Social Media" is an umbrella term that defines the various activities that integrate technology, social interaction, and the construction of words, pictures, videos, and audio, and includes blogs, Facebook, Twitter, LinkedIn, MySpace and similar tools. The absence of, or lack of, explicit reference to a specific social networking tool does not limit the extent of the application of this policy.

This policy is not intended to restrict the flow of useful and appropriate information but is instead designed to protect ALCS from the unauthorized disclosure of information and to otherwise protect the employer, its employees, and visitors from any harm that might result through employee misuse of social media.

If you choose to identify yourself as an employee on your website, social networking site, or other social media, you are expected to also make clear that you are not authorized to speak on behalf of the employer, and that the views you express are yours alone and do not necessarily reflect ALCS's views. This may be accomplished by posting the following disclaimer in an "About Me" section of your social networking profile – "I am not authorized to speak on behalf of ALCS and the views expressed on this site are mine alone and do not necessarily reflect the views of my employer."

Do not post or display comments or content about coworkers, supervisors, or other staff or management members that are obscene, vulgar, threatening, intimidating, or harassing in nature, or in a way that would otherwise violate policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristics.

Maintain non-public confidential information of ALCS and the confidential information of those ALCS engages in business with. Do not post internal reports, communications, policies, procedures or other business-related confidential communications.

Employees may not provide references for other current or former employees on Social Media. In accordance with our policy on employment verification and references, only the Superintendent/CEO and the School Business Administrator or their designees may verify employment or provide professional references for a current or former employee.

Employees may not post the logo, trademark, product photos, or other trademarked materials on social media for commercial or other use, other than those protected by the National Labor Relations Act.

Information regarding an applicant's/employee's protected status(es) learned of through social media or any other forum will not be considered in hiring or other employment decisions.

Employees are cautioned that they should have no expectation of privacy while using social media as postings may be viewed by anyone, including ALCS.

If you see unfavorable opinions, negative comments, or criticism about services posted by third parties, do not try to have the post removed or send a reply on behalf of ALCS. Instead, you may forward this information to the Superintendent/CEO.

ALCS does not condone staff maintaining social networking affiliations with scholars until any work related affiliation is more than one year in the past.

If you become aware of a violation of this policy by another employee, you are expected to promptly report it to the Superintendent/CEO.

Nothing in this policy is intended to, nor will it be interpreted to, limit or interfere with an Employee's rights under Section 7 of the National Labor Relations Act or other applicable labor laws or regulations.

6.21 COPYRIGHTS / INTELLECTUAL PROPERTY

Copyrights, payments and/or royalties that occur as a result of a project of any employee or employees of this organization remain the property of the organization. This includes all intellectual property including writings, photos or any discoveries or inventions of an employee while they are on work assignment. The Superintendent/ CEO may assign copyrights, royalties, or other payments to the author or authors or project participants.

6.22 MISUSE OF MATERIAL LICENSURE

ALCS does not condone the illegal duplication of materials or software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization". The only exception is the users' right to make a backup copy for archival purposes.

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

ALCS licenses the use of computer software from a variety of outside companies. We do not own this software or its related documentation and unless authorized by the software manufacturer, do not have the right to reproduce it. With regard to use on local area networks or on multiple machines, employees shall use the software only in accordance with the software publisher's license agreement.

Employees that learn of any misuse of software, materials or related documentation must notify the Superintendent/CEO immediately.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

6.23 INVESTIGATIONS OF CURRENT EMPLOYEES

ALCS may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning, for example, work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers or others. Employees are required to cooperate with ALCS's lawful efforts to obtain relevant information, and may be disciplined up to and including termination for failure to do so.

Employee investigations may, where appropriate, include credit reports and investigations of criminal convictions. In the event that a background check is conducted, the organization will comply with the Federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms. Employees subject to an investigation are required to cooperate with the lawful efforts to obtain relevant information.

6.24 CRIMINAL CHARGES

Employees are required to notify the Superintendent/CEO immediately of being arraigned for or charged with any crime. In the event you are charged with or arraigned, failure to report may result in termination of employment. Conviction of crimes that are directly related to the work that you do at ALCS may result in suspension or termination of employment. All reported information will be maintained confidentially to the extent reasonably possible and subject to applicable law.

6.25 PERSONAL USE OF EMPLOYER PROPERTY

In some instances, employees may be allowed to borrow certain equipment for their own personal use while on our premises. In no instance may this be done off our premises, or without prior approval. You understand and agree that ALCS is not liable for personal injury incurred during the use of school property for personal projects. As an employee, you accept full responsibility for any and all liabilities for injuries or losses that occur, or for the malfunction of equipment. You are responsible for returning the equipment in good condition, and you agree that you are required to pay for any damages that occur while using the equipment for personal projects.

6.26 USE OF VEHICLES

All Employees authorized to drive for work purposes, must possess a current, valid driver's license and have an acceptable driving record. In the event that the license status, insurance status or driving record of any Employee whose job responsibilities include driving becomes unacceptable to management or our insurance carrier, the employee may be restricted from driving, reassigned, suspended, or discharged, at management's discretion. Employees must obtain any specific, state-required permits or licenses necessary to operate a vehicle. Any change in license status or driving record must be reported to management immediately. From time to time, the ALCS and its insurance carrier may request reports from the Department of Motor Vehicles regarding the license status and driving record of employees whose job responsibilities include driving. In the event that the license status or driving record of any employee whose job responsibilities include driving becomes unacceptable to management or the ALCS's insurance carrier, that employee may be restricted from driving, reassigned, suspended, or discharged, at management's discretion. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Driving students is strongly discouraged and may only be done with a parent and the principal's (or their designees) permission.

An employee who is authorized and transports a student in their personal vehicle for any reason accepts full financial responsibility for any liability and/or legal repercussions that may arise as a result of the transportation. The school's insurance will not cover any loss or claim that may occur while an employee is transporting a student.

6.27 STAFF TRANSPORTATION OF STUDENTS

It is not normal (operations or protocol) of Albany Leadership Charter School for Girls to allow a staff member to use their personal vehicle to transport a student to and from a school-sponsored event. Unforeseen circumstances might call for a need for transporting a student. In the case of a situation where a student cannot get to an event and typical school transportation cannot be obtained the Building Principal or Building Principal's designee can approve a staff member to use their personal vehicle to transport the student. For a staff member to be able to use their personal vehicle the following criteria needs to be complete.

- Parental Consent
- Principal or Principal's designee Consent
- Business Manager Consent
- Proof of employee's auto insurance
- Driver license abstract
- No less than 2 staff members must accompany the students

If an employee of Albany Leadership is found transporting students without all of the above criteria, it will result in disciplinary action.

If a trip is planned in advance but the day of the trip the weather is questionable the trip will be canceled.

6.28 CODE OF ETHICS (TRUSTEES, LEADERSHIP TEAM, AND EMPLOYEES)

The Board of Trustees is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer, or employee may call into question the integrity of the management or operation of the school. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of ALCS officers and staff as educators in the community. Adherence to a code of ethics promotes public confidence in ALCS and furthers the attainment of ALCS goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, ALCS officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of ALCS, whether paid or unpaid, shall adhere to the following code of ethics. Please note; some of these topics are covered in more detail in other sections of this handbook.

Statutory Conflicts of Interest:

It is a conflict of interest for a Board member, officer or employee to benefit personally from contracts made in their official capacity.

- *Contract* is defined broadly to include any claim or demand against ALCS or account or agreement with ALCS, whether expressed or implied which exceeds the sum of \$750 in any fiscal year.
- An “*interest*” is defined as a direct or indirect benefit that runs to the employee as a result of a contract with ALCS.

Code of Ethics:

1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$50 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of their official duties or was intended as a reward for any official action on their part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.
2. Confidential information: A Board member, officer or employee shall not disclose confidential information acquired by him or her in the course of their official duties or use such information to further their personal interest.
3. Disclosure of interest in matters before the Board: A Board member, officer, or employee of ALCS, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have, or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school, including oral agreements, to the Board of Trustees and their immediate supervisor even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made a part of the official record of the school. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term “interest” means a pecuniary or material benefit accruing to an officer or employee.
4. Investments in conflict with official duties: A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with their official duties. Exceptions to the conflict of interest law can be found in § 803 of the General Municipal Law.
5. Private employment: A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of their official duties.
6. Future employment: A Board member, officer, or employee shall not, after the termination of service with ALCS, appear before the Board in relation to any action, proceeding or application in which they personally participated during the period of their service or employment or that was under their active consideration.
7. Involvement with Charitable Organizations: A Board member, officer, or employee may be involved as a volunteer, officer, or employee in a charitable organization which has a relationship with ALCS. If a Board member is a board member, officer, or employee of the charitable organization the Board member must disclose such relationship in writing to the district, and the Board member must recuse himself or herself from any discussions or votes

relating to the charitable organization, which may come before the Board. When participating in the activities of the charitable organization, the Board member, officer or employee shall not disclose any confidential information learned in the course of their official duties or use such information to further personal interests. Additionally, the Board member, officer, or employee shall not make representations on behalf of ALCS unless specifically authorized to do so by the Board.

Distribution of Code of Ethics

The Board of Trustees and School Superintendent/CEO shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each officer and employee appointed thereafter shall be furnished a copy before entering upon the duties of their office or employment. In addition, the Superintendent/CEO shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in the building in a place conspicuous to the employees.

7. DIVERSITY, DISCRIMINATION AND HARASSMENT

7.1 SCOPE OF COVERAGE

This policy covers all individuals in the workplace, including applicants, interns (whether paid or unpaid), employees (permanent or temporary), students, guests, vendors, consultants, and other persons providing services in the workplace pursuant to a contract. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers.. ALCS strictly prohibits unlawful harassment and discrimination, whether by employees, supervisors, administration and other non-employees who conduct business with ALCS.

7.2 DIVERSITY

ALCS is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our employees are the most valuable assets we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

ALCS's diversity initiatives are applicable, but not limited, to our practices and policies on recruitment, compensation, benefits, professional development, training, promotions, transfers, layoffs, terminations and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of ALCS have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other work sponsored and participative events.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this policy and initiatives should seek assistance from a supervisor or a member of the Board of Trustees.

7.3 HARASSMENT AND DISCRIMINATION

ALCS strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation.

Employees should be able to work and learn in a safe, yet stimulating atmosphere.

ALCS forbids discrimination and harassment against employees on the basis of race, color, religion, creed, national origin, citizenship, age, sex, marital status, sexual orientation, gender identity or expression, military or veteran status, disability, predisposing genetic characteristics, domestic violence victim status, familial status, associational status, or any classification protected by applicable law. Prohibited harassment includes behaviors such as:

- Verbal or physical conduct designed to threaten, intimidate or coerce
- Verbal conduct such as epithets, derogatory comments or slurs
- Conduct that impairs an employee's ability to perform their job
- Any repeated conduct that creates a hostile work environment
- Physical conduct such as assault, unwanted touching or blocking normal movement
- Retaliation for reporting harassment or threatening to report harassment
- Sexual harassment, which is described in more detail in the following subsection.

Harassment is prohibited in all aspects of the employment relationship including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, and activities. Such conduct is prohibited in any form at the workplace, and in any work-related setting outside the workplace, whether on or off ALCS premises, and every situation that may impact the workplace including work-related functions, business trips, business meetings, and business-related social events. Similarly, prohibited conduct is unacceptable when it occurs when working remotely from home, on calls, texts, emails, and social media, even if it occurs away from the workplace, on personal devices, or during non-work hours.

This policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise inappropriate. Such behavior will be subject to disciplinary action, up to and including termination of employment.

In furtherance of ALCS' commitment to maintaining a harassment free workplace, ALCS will provide this policy to all new employees upon hiring, post it prominently in all work locations (to the extent practicable), and provide it to employees during annual training.

7.4 SEXUAL HARASSMENT

Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender identity or expression, and the status of being transgender and has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a

sexual nature when: (1) submission to or rejection of such conduct is made a term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual; (3) such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment; or (4) such conduct has the purpose or effect of subjecting an individual to inferior terms, conditions or privileges of employment because of their protected status.. This definition includes many forms of offensive behavior, including, but not limited to, the following:

- Sexual advances or repeated requests for a date;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, teasing, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Written conduct, such as authoring threatening, sexually suggestive, or obscene letters or correspondence (including e-mails, text messages ("sexting") and social media posts), or sharing or sending suggestive or explicit photos;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, offensive or lewd remarks, inappropriate personal questions, or comments about any Employee's body or dress;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, pinching or patting, assault, or impeding or blocking movements;
- Repeated requests for dates or romantic gestures, including gift-giving; and
- Retaliation for reporting harassment or threatening to report harassment.

There are two types of sexual harassment, "quid pro quo" and creating a hostile work environment.

Quid pro quo is a form of harassment where submission to that harassment is used as the basis for employment decisions. In this scenario employee benefits such as raises and promotions are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity who has the authority to grant such benefits can engage in quid pro quo harassment.

A hostile work environment is created when the harassment creates an offensive and unpleasant working environment. Hostile work environments can be created by anyone in the work environment including supervisors, peers and outside vendors that are invited into the workplace. Hostile environment are created when verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact become a regular part of the work environment. Texts, emails, cartoons or posters of a sexual nature, vulgar or lewd comments or jokes and unwanted touching or fondling all fall into this category.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in

between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment can occur between any individuals, regardless of their sex or gender. In investigating reports of sexual harassment, ALCS will ensure due process for all parties, as outlined below.

ALCS strictly prohibits and will take disciplinary action against any person who violates this policy, up to and including termination of employment.

7.5 OTHER PROHIBITED HARASSMENT

Harassment on the basis of race (including traits historically associated with race), color, religion, creed, national origin, marital status, familial status, age, disability, genetic information, predisposing genetic characteristics, military or veteran status, status as a victim of domestic violence, predisposing genetic characteristics or carrier status, reproductive health decision making, citizenship or immigration status, prior convictions or arrests, known relationship or association with any member of a protected class, and any other characteristic protected by applicable law is also strictly prohibited. This includes behavior similar to sexual harassment, such as: threatening letters or correspondence (including e-mails, text messages and social media posts); threats, epithets, derogatory comments, or slurs; derogatory posters, photographs, cartoons, drawings, or gestures; assault, unwanted touching, or blocking normal movement; and conduct via electronic media such as email, text messages or social media.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; 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).

7.6 BYSTANDER INTERVENTION

Any employee, supervisor or manager witnessing harassment as a bystander is required to report it. In addition, there are several methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual(s) engaging in the harassment or the individual being harassed and distracting them from the harassing behavior.
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

7.7 REPORTING POLICY VIOLATIONS

If an individual feels they have been subjected to any conduct that violates this policy, witnesses or otherwise becomes aware of any such conduct, they are required to promptly report such conduct. All

personnel must report incidents of student-to-student, staff-to-student and staff-to-staff discrimination or harassment that they are aware of immediately. Employees should report incidents directly to their supervisor. If an employee is uncomfortable reporting the complaint to their supervisor, they may report the complaint to the Superintendent/CEO or the Chair of the Board of Trustees.

If an individual reports a suspected violation of this policy and the person to whom the report is made does not respond in a manner the individual deems satisfactory or consistent with this policy, the reporting individual is required to report the situation to the Superintendent/CEO or another member of management, other than the alleged wrongdoer. Reports may be made verbally or in writing and should be as detailed as possible, including the names of all individuals involved and any witnesses.

A form for submission of a written report is attached to this handbook as Appendix "F" and individuals are encouraged, but not required, to use this form.

Any supervisor who is made aware of or becomes aware of potential violations of this policy must promptly report it to the Superintendent/CEO, unless the report involves Superintendent/CEO, in which case the information should be conveyed to the Chair of the Board of Trustees. Any supervisor or manager who fails to report suspected violations of this policy or otherwise knowingly allows policy violations to continue will be subject to corrective action up to and including termination, as well as personal liability.

7.8 INVESTIGATING HARASSMENT AND DISCRIMINATION

All reports of discrimination, including prohibited harassment, or other suspected violations of this policy will be investigated. All such investigations will be conducted promptly, objectively, thoroughly and will handle the matter as confidentially as feasible in light of the need to investigate and take appropriate corrective action. We will in no way retaliate against an employee for opposing discrimination or making a good faith report about harassment.

The Chairman of the Board of Trustees, the Superintendent/CEO or their designee who is not involved in the alleged harassment will promptly investigate all reports of workplace harassment.

Employees that are the subject of the investigation may be suspended, with or without pay, pending the outcome of the investigation. When a determination is made regarding the reported conduct, it will be communicated to the individual(s) who made the report, the subject(s) of the report, and to the accused wrongdoer(s), though all details of the action(s) taken may not be disclosed.

Employees that are asked to participate in the investigatory process are expected to comply with the request.

If an investigation confirms that harassment or discrimination has occurred, appropriate and effective remedial action will be taken. Appropriate action will also be taken to deter any future harassment or discrimination. If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action, up to and including discharge will be taken against individuals who participated in the prohibited conduct.

7.9 PROHIBITION OF RETALIATION

ALCS prohibits retaliation of any kind against anyone who engages in protected activity. For purposes of this policy, "protected activity" includes opposing a discriminatory practice; making or encouraging another to make a good faith report about harassment, discrimination, or other violation of this policy; furnishing information or participating in any manner in an investigation of such a report; filing a

complaint or charge of discrimination with a government agency; and testifying, assisting, or otherwise participating in any manner in an investigation, proceeding, or hearing conducted of such report, claim, or charge. Retaliation includes any conduct, whether or not workplace or employment-related, directed at someone because they engaged in protected activity, which might deter a reasonable worker from making or supporting a charge of harassment or discrimination. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Undermining an individual's immigration status; or
- Reducing work responsibilities or passing over for a promotion.

Anyone who believes they have been subjected to retaliation or who is aware of retaliation directed at another employee is expected to report such to their supervisor, or, if not comfortable reporting to their supervisor, to the Board of Trustees.

7.10 LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Harassment is not only prohibited by ALCS, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

For claims arising prior to February 15, 2024, a complaint alleging a violation of the HRL may be filed either with DHR, subject to a one-year statute of limitations (three years for sexual harassment). For claims arising on or after February 14, 2024, a complaint may be filed with the DHR subject to a three year statute of limitations. If an individual did not file with the DHR, they can sue directly in state court under the Human Rights Law, within three years of the alleged harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court. Complaining internally to ALCS does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring ALCS to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital

complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State. The Division of Human Rights has a hotline set up specifically for sexual harassment. Individuals can call the sexual harassment hotline at 1(800) HARASS3.

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Many localities enforce laws protecting individuals from harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

7.11 LIABILITY

Any employee who engages in prohibited harassment, including any manager or supervisor who knew about the harassment but took no action to stop it, may be held personally liable. ALCS does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, ALCS reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

7.12 WHISTLEBLOWER PROTECTIONS

ALCS strives to provide an environment that nourishes moral and ethical sensitivities. In keeping with this objective, ALCS requires that all employees observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities and that they comply with all applicable laws and regulations.

In accordance with applicable law and as defined in this policy, a whistleblower is an employee who makes a good faith effort to report suspected or actual violations of this policy, including any suspected or known violations of any law, rule, or regulation, or an activity, policy or practice that the individual reasonably believes poses a substantial or specific danger to the public health or safety. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

Some examples but not a complete list of illegal or dishonest activities that are considered to be illegal or dishonest practices include: conduct that is criminal, fraudulent, or violates any federal, state, education or local laws including harassment, discrimination or human rights violations, billing for services not performed or for goods not delivered and other fraudulent financial reporting.

If any employee reasonably believes that any policy, practice, or activity of ALCS violates any law, rule, regulation, or a clear mandate of public policy or if any employee becomes aware of any illegal or dishonest activity or other misconduct involving the School's financial or business affairs, they should promptly report such concern to the Superintendent/CEO. If the situation involves the Superintendent/CEO, the employee should immediately notify the Chairperson of the Board of Trustees. Concerns may be submitted directly by an employee or on an anonymous basis. All communications will be confidential to the extent reasonably possible. All complaints received pursuant to this policy will be investigated. While ALCS encourages submitting their concerns or report in writing, verbal reports will also be investigated. Upon receipt of a complaint, ALCS will make a written record of all such reports and perform or facilitate an investigation of all credible allegations. Reports should be based on reasonable, good faith belief that the conduct complained of constitutes a violation of this policy. The privacy and reputation of individuals involved will be maintained to the extent possible, however complete confidentiality cannot always be guaranteed. However, identity may have to be disclosed in order to conduct a thorough and fair investigation and to comply with applicable law.

This policy is intended to encourage employees to raise concerns for investigation and appropriate action, but employees must exercise sound judgment to avoid baseless allegations. With this goal in mind, no employee who, in good faith, reports a concern shall be subjected to retaliation as a result of that report. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

8. EXPLANATION OF BENEFITS

8.1 RESERVATION OF RIGHTS

ALCS has established a variety of employee benefit programs for eligible employees.

ALCS reserves the right to amend, modify or terminate, in whole or in part, any or all of the benefits plans described herein. Each employee will be notified of any changes or discontinuations as soon as practical.

If any information contained in this handbook contradicts any of the information contained in the Summary Plan Documents (SPD), or in these master contracts or master plan documents, the SPDs, master contracts, or master plan documents, as the case may be, shall govern in all cases.

8.2 ELIGIBILITY FOR BENEFITS

As a full-time employee you are eligible for all of the benefits offered by ALCS, provided you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependents as defined in the benefit explanation materials.

Part-time employees working less than 30 hours per week on a regular basis will be eligible only for those benefits specifically outlined by the school and as required by law. Temporary employees may be eligible for benefits depending upon the amount of hours they work, in accordance with applicable law and benefit plan documents.

Under the Patient Protection and Affordable Care Act (PPACA), a full-time employee is defined as someone who averages at least 30 hours of service per week or 130 hours per month. Under the shared responsibility provisions of the PPACA, large employers must offer full-time employees and their dependents affordable, minimum essential health care coverage.

If ALCS is uncertain whether an employee will have on average at least 30 hours of service per week or 130 hours per month, we will use a “standard measurement period” of 12 months to make this determination. A standard measurement period is a designated period used to ascertain whether an ongoing variable or seasonal employee is full-time and eligible for health care coverage. All employees will be measured for eligibility prior to open enrollment each year, but no later than 07/31. The employer will look at the previous year from 07/01 through 06/30 to determine benefit eligibility.

8.3 INSURANCE PLANS

ALCS offers a Section 125 Plan that enables employees to contribute to certain types of benefits through pretax deductions from their wages. The employee’s costs for the selected benefits are deducted prior to federal, state and local income taxes, and prior to deductions for Social Security and Medicare taxes. These benefits are “use it or lose it.” Unused amounts at the end of the year will be lost.

The Superintendent/CEO and the Board of Trustees will select insurance plans that the organization will provide to each eligible Employee, which may include more than one option of provider or provider network.

Employee deductions for coverage will be required and will vary depending upon the level of coverage selected by the Employee (individual, individual plus spouse, family, etc.). Employee contributions toward insurance coverage will be withheld automatically from the employee’s paycheck, in an amount in accordance with a schedule maintained by the School Business Administrator and disclosed at hire, during open enrollment and when an employee has a qualifying event. Employees will be required to sign a deduction approval form prior to withholdings being made from the employee’s paycheck. Employees will be presented with summary plan documents at hire, during open enrollment and as requested.

To review insurance and benefit options offered by the ALCS, please see Appendix B and refer to the summary plan description for each benefit.

Employee questions regarding all insurance plans should be directed to the School Business Administrator.

8.4 QUALIFYING LIFE EVENT

For plans governed by the rules of Section 125 of the Internal Revenue Code, you cannot change your plan elections during a calendar year unless you or your dependent(s) experience a Qualifying Life Event. Please notify the School Business Administrator as soon as possible, but no later than 30 days from the date of the event that you will need to make a change to your benefit structure. Documentation of the event will be required in order to process the change.

Qualifying Life Events as defined by IRS Section 125 include but are not limited to:

- Change in your legal marital status
- Change in your number of tax dependents
- Birth of a child or date you adopt a child, or placement for adoption
- Death of a dependent
- Change in your dependent's eligibility
- Change in employment status that affects eligibility for health insurance benefits

A dependent is anyone you claim on your Federal Income Tax return or someone who jointly files a Federal Income Tax return with you or who is your child under the age of

26. If you or your dependents experience an event, you may enroll or change your current election, however, your requested change must be consistent with the event that prompted the election change.

Please refer to the Summary Plan Description for more details.

8.5 UNEMPLOYMENT INSURANCE

ALCS pays taxes to provide state-mandated income protection for employees in certain circumstances, subject to all applicable federal and state laws, rules and regulations, if they should become unemployed.

8.6 WORKERS' COMPENSATION INSURANCE

Injuries resulting from accidents that occur while performing official duties are covered by Workers' Compensation Insurance. ALCS will carry all applicable coverage to protect employees as required by law.

Any employee who suffers a work related injury must report such injury to their supervisor immediately and submit a NYS Workers' Compensation Board Form C-3 to the School Business Administrator within ten (10) days.

The employee must seek medical treatment and follow up care if required.

All paperwork will promptly be submitted to the Workers' Compensation Insurance Board. Similarly, employees are expected to complete documentation required for claims in a timely manner.

Any person who knowingly makes or presents a false statement or representation or fails to disclose a material fact for the purpose of influencing any determination regarding the payment of benefits, whether for oneself or for any other person is guilty of a felony.

8.7 DECLINATION OF BENEFITS

Any employee who wishes not to accept any of the insurance benefits offered is required to submit a declination in writing to the School Business Administrator at the time of hire and during open enrollment.

8.8 COBRA

If you or your covered dependents lose group health insurance coverage (or of any other benefit that is covered by COBRA as defined by the law) as a result of your termination of employment, reduction in hours of employment, death, divorce or cessation of dependent status (a “qualifying event”), each of you is eligible to temporarily continue coverage at your own cost. This continuation is commonly referred to as the Consolidated Omnibus Budget Reconciliation Act or COBRA Benefits. Please notify the School Business Administrator within 60 days of a qualifying event that involves birth, death, divorce or cessation of dependent status. You will be notified of your rights to receive COBRA benefits at the time of the qualifying event and will have 60 days to elect coverage. Please refer to the “General Notice of COBRA Continuation Rights” provided to you when you first became enrolled in our group health plan.

9. REIMBURSEMENTS

9.1 GENERAL REIMBURSEMENT

Employees are eligible for reimbursement from ALCS for expenses reasonably incurred while conducting official business. To be eligible for any expense reimbursement, your activity must be approved in writing by the Superintendent/CEO or their designee prior to the event, which you are purchasing for, is taking place. All prior requests for reimbursement must be submitted to the Superintendent/CEO or their designee for approval at least five (5) business days prior to the event causing the need for reimbursement.

No employee should spend their personal funds on any items for ALCS without receiving approval to do so.

9.2 TRANSPORTATION & LODGING REIMBURSEMENT

ALCS does reimburse for previously approved costs incurred by the employee with transportation to and from offsite locations for overnight stay while at approved offsite events. When traveling, the most reasonable mode, lodging and class of travel (considering factors such as cost, time efficiency and convenience) should be selected by each employee at all times and will be reimbursed at the federally approved rate. If air travel or hotel stay is required, all costs should be approved by the School Business Administrator prior to arrangements being finalized. All expenses must be accompanied by receipts, listed on the Reimbursement Form and submitted to the School Business Administrator to receive reimbursement.

ALCS will not reimburse for phone calls made associated with lodging.

Employees are expected to use cell phones to make calls while traveling.

ALCS will not reimburse for hotel amenities above and beyond basic room fees. Employees may choose additional amenities during their stay, but should not submit those items for reimbursement.

9.3 MEAL REIMBURSEMENT

ALCS will reimburse the employee for reasonable previously approved meal expenses incurred by the Employee while in approved travel status. For the purposes of this policy, the employee will be expected to pay for meals that they would normally pay for during the course of their normal employment. For example, employees generally are responsible for providing their own lunch during the course of a normal day, so they will still be expected to follow through with this practice while in travel status. Meals above and beyond this guideline will be considered for reimbursement.

The amount that the employer is willing to reimburse will be based upon federal guidelines. All expenses must be accompanied by receipts, listed on the form provided by the organization and submitted to the School Business Administrator to receive reimbursement. All expenses should be reasonable and appropriate.

9.4 MILEAGE REIMBURSEMENT

Employees are eligible for reimbursement from the organization for business use of their personal vehicle while in travel status and on official business for the organization. To be eligible for reimbursement, travel status must be approved and granted by the Superintendent/CEO. Regular commuting time and mileage are not to be reimbursed. Some positions do require travel between other Charter Schools within the City of Albany.

This also will not be reimbursed, as it is an expectation of your job to work collaboratively. Additionally, employees will only be reimbursed for travel that is required by their position and not those events that are of the employee's choosing to attend. Authorized travel will be reimbursed at the federal rate. All travel should be listed on the form provided by the organization and be submitted to the School Business Administrator for reimbursement.

10. SAFETY

10.1 GENERAL SAFETY

The health and safety of employees and others on organization property are of critical concern to ALCS. To this end, we must rely upon employees to ensure that all areas are kept safe and free of hazardous conditions. Employees should report any unsafe conditions or potential hazards to a supervisor immediately, even if the problem appears to be corrected.

Periodically, ALCS may issue rules and guidelines governing workplace safety and health. All employees should familiarize themselves with these rules, as strict compliance will be expected.

10.2 BUILDING HOURS

For safety reasons, employees are only allowed in the building during approved hours that are between 7:00 a.m. and 10:00 p.m. on weekdays. The front office is open to the public from 7:00 a.m. to 4:00 p.m. Monday-Friday. The building is closed on weekends. When school is not in session, but the building is open the approved hours are between 7:00 a.m. and 10:00 p.m. The gym stairwell closes at 5:00 p.m.

10.3 PARKING LOT SAFETY

You are encouraged to use the parking areas designated for our employees. Remember to lock your car every day and park within the specified areas. Always be aware of your surroundings and mindful of your own personal safety when walking alone.

Courtesy and common sense in parking will help eliminate accidents, personal injuries and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the School Business Administrator. If necessary, contact the local authorities to have a police report taken in case of possible insurance activity.

ALCS cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

All employees are required to identify their vehicles with an ALCS parking hangtag. There is limited parking onsite and students are not permitted to park in the lot. Properly displaying a hangtag allows the School to determine who is authorized to park in the lot.

In addition to parking spots in the School parking lot, spaces have been made available to you at St. Paul's Episcopal Church adjacent to the School. For liability reasons, vehicles without hangtags may not park in the church lot and will be subject to towing.

Staff may not park in the spaces marked "visitor" and may only park in a handicapped spot if they has acquired the proper hangtag to do so.

10.4 GENERAL HOUSEKEEPING

Neatness and good housekeeping are signs of efficiency. You are expected to keep your space neat and orderly at all times. It is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave materials, or other objects on the floor that may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Keep sharp objects and dangerous substances out of trashcans. Items that require special handling should be disposed of in approved containers.

Please report anything that needs to be repaired or replaced to the School Business Administrator immediately.

10.5 ACCIDENT PREVENTION

Accident prevention and the safety and health of our employees are a priority. We recognize our responsibility to provide a safe and healthy environment. Please help us by keeping your workspace clean and neat at all times, avoid lifting anything that appears too heavy, learn the fire safety plan and always keep exits clear of obstructions. Most importantly, use common sense when you encounter a situation that is dangerous or presents harm.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the School Business Administrator. If you or another employee is injured in a manner that requires emergency medical attention, you should contact outside emergency response agencies.

The school is required to keep records of all occupational illnesses and accidents. OSHA provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact the School Business Administrator for more information.

10.6 FIRE PREVENTION

Know the location of the fire extinguisher in your area and make sure it is kept clear at all times. Notify the School Business Administrator if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

If you are aware of a fire, you should follow R.A.C.E. protocol.

- **Rescue:** When you discover a fire, rescuing people in immediate danger is top priority. Follow evacuation procedures when leaving the building.
- **Alarm:** Sound the fire alarm, call 911 immediately and notify leaders in the building.
- **Confine:** Confine the fire. Close all doors and windows. If possible put damp towels under doorways to ensure that smoke does not seep out of the confined area.
- **Extinguish:** Small fires may be smothered or extinguished by employees who are knowledgeable in the correct use of fire extinguishers.

Regular drills will take place to ensure that all employees fully understand all fire safety protocol and in alignment with Section 807 of the Education Law.

Section 807 of the Education Law must appear in all Employee Handbooks and is as follows:

1. It shall be the duty of building principals or other person in charge of every public or private school or educational institution within the state, other than colleges or universities, to instruct and train the pupils by means of drills, so that they may in a sudden emergency be able to respond appropriately in the shortest possible time and without confusion or panic. Such drills shall be held at least twelve times in each school year, eight of which required drills shall be held between September first and December thirty-first of each such year. Eight of all such drills shall be evacuation drills, four of which shall be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. Four of all such required drills shall be lock-down drills. Drills shall be conducted at different times of the school day. Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly. Four additional drills shall be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations. At least two additional drills shall be held during summer school in buildings where summer school is conducted, and one of such drills shall be held during the first week of summer school.

1-a. In the case of after-school programs, events or performances which are conducted within a school building and which include persons who do not regularly attend classes in such school building, the principal or other person in charge of the building shall require the teacher or person in charge of such

after-school program, event or performance to notify persons in attendance at the beginning of each such program, event or performance, of the procedures to be followed in the event of an emergency so that they may be able to respond in a timely, orderly manner.

2. It shall be the duty of the board of education or school board or other body having control of the schools in any district or city to cause a copy of this section to be printed in the manual or handbook prepared for the guidance of teachers, where such manual or handbook is in use or may hereafter come into use.

3. It shall be the duty of the person in charge of every public or private college or university within the state, to instruct and train the students by means of drills, so that they may in a sudden emergency be able to leave the college or university building in the shortest possible time and without confusion or panic. Such drills shall be held at least three times in each year, one of which required drills shall be held between September first and December first of each such year. In buildings where summer sessions are conducted, one of such required drills shall be held during the first week of such summer session. At least one of such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one additional drill shall be held in each year during the hours after sunset and before sunrise in college or university buildings in which students are provided with sleeping accommodations.

4. Neglect by any principal or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fine to be paid to the pension fund of the local fire department where there is such a fund.

10.7 EMERGENCY PROCEDURES

In the case of an emergency, the Building Principal or their designee will be responsible for calling the appropriate authorities. If you are advised to evacuate the building, you should stop all work immediately and follow that directive. Make sure all individuals are accounted for and proceed to your designated exit. It is critical to the safety of all employees and students that we know who is in the building and who should be accounted for in case of an emergency. The School Business Administrator or their designee will be responsible for the headcount when outside the building. Exit quickly, but do not run. Do not stop for personal belongings. Be present and accounted for during roll call. Do not re-enter the building until instructed to do so.

In certain emergency situations, it will be necessary not to evacuate, but to shelter in place. This means to take immediate shelter where you are. It may also mean to seal the room or in other words, take steps to prevent outside air from coming in. This could be because of danger in the building or because of chemical or radiological contaminants. It is important to listen to directives to understand whether we wish you to merely remain indoors or to take additional steps for protection. The Dean of Students will be responsible for the direction of staff during lockdowns, shelter in place incidents and once employees have successfully evacuated the building.

10.8 SAFETY INSPECTIONS

In order to ensure safety and security, ALCS reserves the right to question and inspect or search any employee or other individual entering onto or leaving the premises according to the law. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, and shopping bags. These items are subject to inspection and search at any time, with or without prior notice. We may also require employees while on the job or on the premises to

agree to reasonable inspection of their personal property or their person. The individual may be requested to self-inspect their personal property or person by displaying the contents of any packages and/or turning out their pockets in the presence of a representative, typically a management employee of the same gender. We will not tolerate an employee's refusal to cooperate in these procedures.

10.9 VIOLENCE IN THE WORKPLACE

Acts of violence will not be tolerated. Any instances of violence must be reported to the Superintendent/CEO immediately. Complaints will be fully investigated and we will promptly respond to any incident or suggestion of violence

ALCS believes it is important to establish a clear policy that addresses weapons in the workplace. All persons who enter our property are prohibited from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. Weapons are strictly prohibited on employer property.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent to carry a weapon on the property.

10.10 CHILD ABUSE REPORTING

New York State laws require that certain professionals, including school officials, teachers, mental health professionals, social workers, and psychologists must report suspected cases of child abuse and neglect when the child coming before them in their professional capacity presents information, which, if true, would cause that child to be an abused or neglected minor. The law also extends to situations in which information regarding suspected abuse or maltreatment stems solely from parental disclosures in the absence of the child coming before the staff member of the School. The latter is a common manner in which information regarding suspected child abuse or maltreatment reaches the attention of an employee.

When it is necessary to make a report, such report shall be submitted without regard to whether the parent (or child) consents to such reporting. All suspected cases are to be reported in accordance with the procedures outlined in the following policy statement.

In compliance with New York State law, mandated reporters of child abuse in New York State, must directly report suspicions of child abuse to the

Statewide Central Register for Child Abuse and Maltreatment to 1-800-3423720. Mandated reporters need not seek consent or approval before making a report.

In accordance with the law, we will not take retaliatory personnel action against an employee who believes that they have reasonable cause to suspect that a child is an abused or maltreated child and then makes a report in accordance with the law.

Persons reporting in good faith with concern for the welfare of a child shall be granted immunity from any civil or criminal liability.

Failure to report a suspected case of child abuse or maltreatment constitutes a Class A misdemeanor. Knowingly and willfully failing to report is cause for civil liability for damages proximately caused by such failure.

NYS Social Services Law defines abuse and maltreatment. Below is a summary of those definitions. This is not an all-inclusive list. Please contact the Statewide Central Register if you suspect child abuse, but the particular situation is not explicitly detailed below.

- Physical abuse is defined as inflicting or allowing to be inflicted physical injury by other than accidental means or creating or allowing to be created a substantial risk of physical injury to such child by other than accidental means.
- Sexual abuse is defined as a child less than 18 years of age whose parent or other person legally responsible for the child's care commits or allows being committed a sex offense against such child, as defined in the penal law. (Corroboration requirements in the penal law no longer apply.)
- Maltreatment is defined as the failure of a child's parent or other legal guardian to exercise a minimum degree of care resulting in the impairment of physical, mental or emotional condition of a child.
- Sexual maltreatment is defined as the sexual abuse of a child or failure to exercise a minimum degree of care or when a child is exposed to sexual activity or exhibitionism for the purpose of sexual stimulation or gratification of another.
- New York State law is silent on the issue of reporting past incidents of child abuse or maltreatment. However, the spirit of the law is to protect the child and to prevent abuse or maltreatment. If there good reason to believe based on a past history that there will be a future act of child abuse or maltreatment, the situation should be reported.

10.11 DRUG AND ALCOHOL USE

Consistent with our efforts to promote health and safety and protect the interests of our employees and the organization, we cannot allow anyone to use, possess, distribute, manufacture, purchase, or be under the influence of alcohol or illegal drugs, intoxicants, or controlled substances at any time on organization premises, in organization vehicles, or while on business. Accordingly, the use of alcohol and the illegal use of drugs, intoxicants, or controlled substances (including marijuana or cannabis) while on ALCS property or while working on business are strictly prohibited. Consequently, ALCS strictly prohibits the following conduct:

- The use, possession, purchase, sale, or distribution of any illegal drug, alcohol, intoxicant, marijuana or other cannabis product, or non-prescribed controlled substance while on the job or on ALCS- owned or occupied premises;
- Driving a vehicle on ALCS business while under the influence of alcohol or an illegal drug, intoxicant, marijuana or other cannabis product, or controlled substance;
- Distributing, selling, manufacturing, or purchasing--or attempting to distribute, sell, manufacture, or purchase--an illegal drug, intoxicant, marijuana or other cannabis product, or controlled substance during working hours or while on ALCS-owned or occupied premises;
- Testing positive on a required or requested drug or alcohol test or screen;
- Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen; and
- Violating any ALCS rule or policy regarding alcohol and drug use.

ALCS may require drug or alcohol testing when a reasonable suspicion exists that any employee is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance while on the job, or is otherwise in violation of this policy. Reasonable suspicion means suspicion based on information regarding the appearance, behavior, speech, attitude, mood, and breath odor of any employee. Additionally, we may require testing when any employee is found in possession of alcohol or any illegal drug, intoxicant, or controlled or when required by a state or federal law or regulation. Test results will

be kept as confidential as possible, will only be disclosed to those having a business need to know and will be used only in serving the valid interests of ALCS in properly administering this policy.

Employees suspected of possessing alcohol, illegal drugs, intoxicants, or controlled substances are subject to inspection and search, with or without notice.

Any employee who is using prescription or over-the-counter drugs that may impair their ability to safely perform the job or may affect the safety or well being of others should inform their Human Resources/Benefits Administrator that they are taking such medication and may be asked to submit a physician's statement addressing the impact of the medication on the employee's ability to perform their job, as well as the expected duration of use. The employee is not required to identify the medication or the underlying illness. Nothing contained in this policy is intended to violate or interfere with individual rights under the law.

When in accordance with applicable law, ALCS will take corrective action, up to, and including, termination for violations of this policy. Employees who violate this policy may also be removed from the workplace immediately. The appropriate law enforcement authorities may also be notified.

In accordance with applicable law, ALCS will not discriminate against, terminate, discipline, or refuse to hire or employ individuals solely because they lawfully use and/or possess marijuana or other cannabis products. However, if an employee is impaired by the legal use of marijuana or other cannabis products (as may be defined by applicable law) ALCS may remove the employee from work and/or customer or ALCS property and/or discipline the employee, up to and including termination of employment. Determinations of impairment will be made by a supervisor or a member of management, in accordance with applicable law. ALCS may also discipline an employee for possessing marijuana on ALCS property and/or using marijuana during work time (which includes all breaks). ALCS will not take disciplinary action against employees solely for certified medical use of marijuana. However, like all other employees, employees who are certified patients may be subject to disciplinary action if they are under the influence of drugs on the job, on ALCS premises, on ALCS business, or are otherwise in violation of this policy. Nothing in this policy requires ALCS to commit any act that would cause it to be in violation of federal law, or which would result in the loss of a federal contract or federal funding. Moreover, nothing in this policy prohibits or limits ALCS from taking action as required by state or federal statute, regulation, ordinance, or other governmental mandate.

We will have occasion that students in our care may need to receive prescription or over the counter medications. A Registered Nurse should administer all medications to students with written parental consent. Employees should not condone or knowingly allow students to receive a medication that does not expressly follow this policy. If you are aware that this is going on, it must be reported to the Building Principal immediately.

ALCS complies with all standards as defined by the Americans with Disabilities Act and the New York Human Rights Law, and other applicable laws and protects and makes reasonable accommodations for Employees with chemical dependencies if they voluntarily wish to seek treatment or rehabilitation. Employees in need of accommodation should contact or be referred to the Human Resources/Benefits Administrator.

10.12 DRUG FREE WORKPLACE ACT COMPLIANCE

ALCS is covered by the Federal Drug-Free Workplace Act, and seeks to maintain a drug- free workplace. As a covered employer, we must certify to the contracting government agencies that we will provide a drug-free workplace in connection with the performance of its government contracts.

ALCS strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. Employees who violate this rule will be subject to discipline, up to and including termination. This policy applies to all employees, including, but not limited to managers, supervisors, full-time, part-time and temporary employees.

In accordance with the Drug-Free Workplace Act of 1988, ALCS will provide a drug-free workplace by ensuring employees are aware of and will abide by the following:

- Employees must, as a condition of employment, report any conviction under a criminal drug statute for violations occurring in the workplace. A report of a conviction must be made to the Principal within five days of the conviction.
- Within ten days of learning about an employee's conviction, ALCS will notify the contracting or granting agency of the employee's criminal drug statute conviction.
- After learning of an employee's conviction, ALCS will promptly, in its sole discretion, either:
 - Discipline the employee, up to and including termination of employment; or
 - Require the employee to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program approved for those purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- Each employee, as a condition of employment, shall sign an Employee Notification Statement that sets forth the requirements of the Drug-Free Workplace Act.

Employer maintains a Drug-Free Awareness Program to educate employees about the policy of maintaining a drug-free workplace, the dangers of drug abuse, available drug counseling and rehabilitation programs, and penalties that may be imposed on employees for drug abuse violations. Employees will be provided information about the Drug-Free Awareness Program on an annual basis.

ALCS will make ongoing good faith efforts to maintain a drug-free workplace by implementing the above requirements. Any questions regarding our drug-free workplace compliance efforts should be directed to the School Business Administrator.

10.13 VISITORS AT WORK

All visitors to the workplace should sign in as guests upon their arrival. If an employee encounters a person who is unfamiliar and unaccompanied, the employee should ask them whom they are there to see and then accompany the person to the front desk.

Employees who wish not to approach the unaccompanied person should report the person's presence to the front desk.

Occasionally, family members may have the need to visit you at work. For the safety of all individuals, visits should be brief. Parents may not care for or watch their own children while they are on duty. Children may not visit for extended periods of time during work hours.

10. 14 AIRBORNE INFECTIOUS DISEASE EXPOSURE PREVENTION PLAN

In compliance with the New York Health and Essential Rights Act (NY HERO Act), ALCS's HERO Act policy protects employees against exposure and disease during an airborne infectious disease outbreak. ALCS's HERO Act policy becomes effective when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. When designated, ALCS will provide a copy of the adopted airborne infectious disease exposure prevention plan and post the same in a visible and prominent location within each worksite. Employees may view the HERO Act policy attached as Appendix G.

APPENDIX A
2025-4-20256 SCHOOL YEAR
Paycheck Timing / Personal Leave

			Paycheck Timing	PTO Accruals	Positions Covered
Regular Full Time	10 Month	Non-Instructional	Receive Paychecks for 10 Months	8 Personal Days Used in 1 Hour Increments Follows school calendar for Holidays (if regularly scheduled)	Cultural Leaders *Please Note: Staff may be expected to workdays beyond the school calendar
		Instructional	Receive Paychecks for 10 months	8 Personal Days Used in 2 Hour Increments Follows school calendar for Holidays (if regularly scheduled)	Building Substitutes, Tutors, Teaching Assistants, Classroom Aides, Resident Teachers, Home School Coordinators
		Instructional	Receive Paychecks for 12 Months	8 Personal Days Used in 2 Hour Increments Follows school calendar for Holidays (if regularly scheduled)	Teachers Guidance Counselor Social Worker *Please Note: Guidance Counselor & Social Worker may be expected to workdays beyond the school calendar.
	12 Month	Administrative	Receive Paychecks for 12 Months	30 Personal Days Used in 1 Hour Increments	Principal, Assistant Principal Dean of Students,
				11 Paid Holidays Employees do not follow school calendar	Dir. of CIA, Business Admin., Director of Advancement, Office Employees, Cafeteria Staff
Regular Part Time (<30 hours per week)	10 Month	Administrative	Paid as Hours are Worked	8 Personal Days, Prorated Used in 1 Hour Increments Maximum Carryover = 5 Days Follows school calendar for Holidays (if regularly scheduled - will be pro-rated)	Cultural Leaders Cafeteria Staff Office Employees as designated
		Instructional	Paid as Hours are Worked	8 Personal Days, Prorated Used in 1 Hour Increments Maximum Carryover = 5 Days Follows school calendar for Holidays (if regularly scheduled - will be pro-rated)	Teachers Tutors
	12 Month	Administrative	Paid as Hours are Worked	30 Personal Days, Prorated Used in 1 Hour Increments Maximum Carryover = 5 Days 11 Holidays (if regularly scheduled, prorated) Employees do not follow school calendar	Office Employees as designated
Temporary	As Needed	N/A	Paid as Hours are Worked	Paid Sick and Safe Leave: 1 hour for every 30 hours worked, up to 40 hours in accordance with Paid Sick and Safe Leave	As Needed

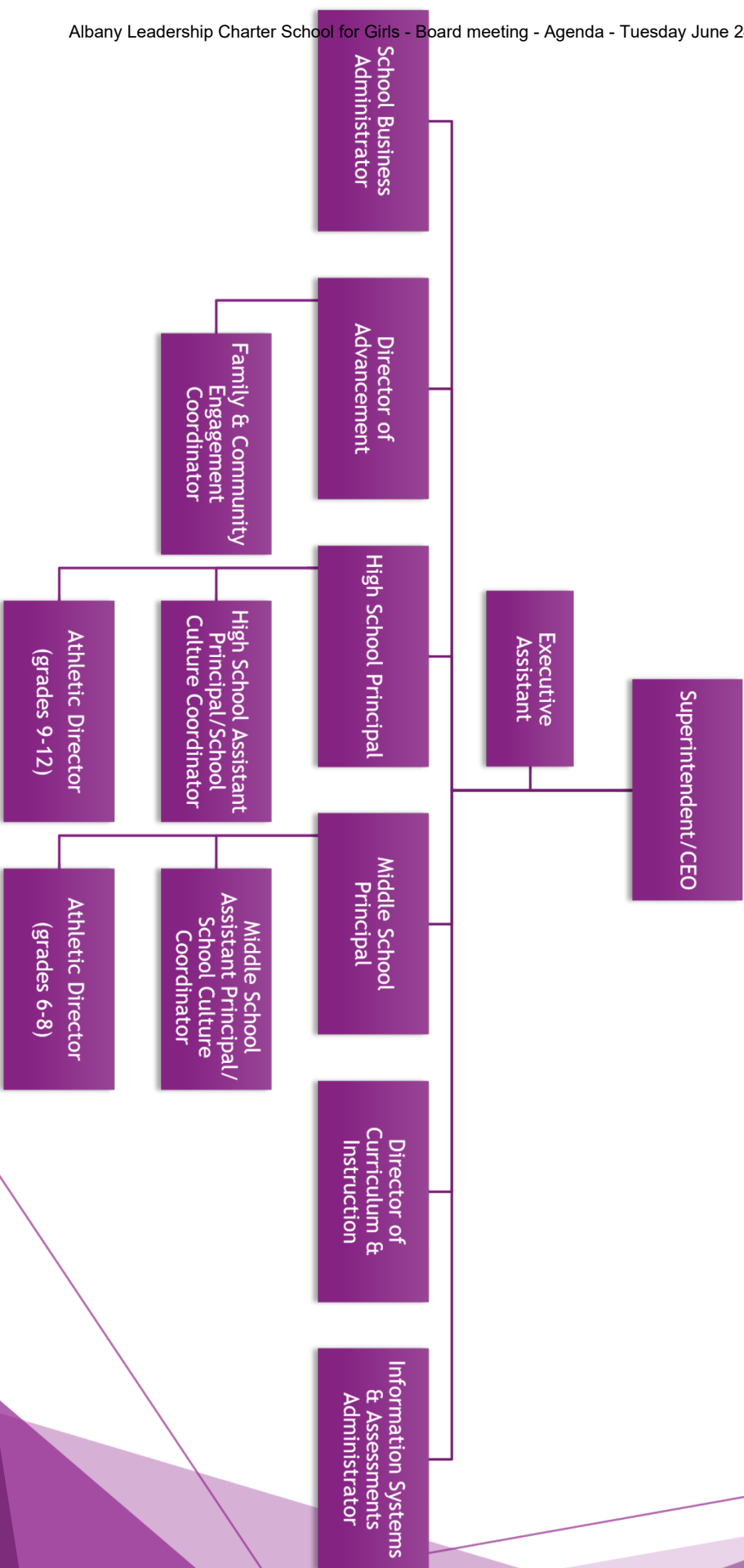
APPENDIX B ~~2024-2025~~2025-2026 SCHOOL YEAR BENEFIT INFORMATION

	Plan Information	Plan Details	Employee Per Pay Period Cost / Employer Contribution
Health Insurance Option 1	CDPHP - HDEPO 421 EPO Plan year: 8/1/ 24-25 - 7/31/ 2526 \$6,900 Individual Out of Pocket \$13,800 Family Out of Pocket	Up to \$1500 indiv/\$2250 family, 100% coverage Over \$1500 indiv/\$2250 family, copay required After Out of Pocket is reached, 100% coverage Sample Co-Pays: \$25 Co-Pay Primary Care Physician \$40 Co-Pay Specialist; \$250 Inpatient Hospital \$10 / \$40 / \$80 Rx Co-pay	Employee - \$64.88 <u>\$7.11</u> Employee + Spouse - \$194.63 <u>\$242.39</u> Employee + Child - \$165.44 <u>\$206.03</u> Family - \$277.35 <u>\$345.41</u>
Health Insurance Option 2	CDPHP - HDEPO 426 HMO Plan year: 8/1/24 - 7/31/25 \$8,550 Individual Out of Pocket \$17,100 Family Out of Pocket	Up to \$1500 indiv/\$2250 family, 100% coverage Over \$1500 indiv/\$2250 family, copay required After Out of Pocket is reached, 100% coverage Sample Co-Pays: \$25 Co-Pay Primary Care Physician \$40 Co-Pay Specialist; \$250 Inpatient Hospital \$10 / \$40 / \$80 Rx Co-pay	Employee - \$54.63 <u>\$49.34</u> Employee + Spouse - \$163.90 <u>\$164.46</u> Employee + Child - \$139.31 <u>\$139.79</u> Family - \$233.55 <u>\$234.35</u>
Dental Insurance	Guardian Dental Plan	Preventive Service - 100% Basic Services - 80% Major Services - 50% Annual Max - \$2,000 Deductible - \$50 single / \$150 family	Employee - \$0. 87 <u>.81</u> Employee + Spouse - \$1.82 <u>\$1.68</u> Employee + Child - \$2.04 <u>\$1.88</u> Family - \$3.08 <u>\$2.84</u>
Life Insurance	Guardian Life Insurance	1X annual salary up to \$100,000	No Cost to Employee
Vision Insurance	Guardian Vision	\$10 In-Network Copay - annual eye exam \$25 Copay for Lenses \$100 annually for frames/contacts, then 20% off remaining balance after \$25 Copay \$25 Copay for Contact Lenses	Employee - \$0. 16 <u>.15</u> Employee + Spouse - \$0.28 <u>.26</u> Employee + Child - \$0.28 <u>.26</u> Family - \$0.45 <u>.41</u>
Short Term Disability	Guardian Short Term Disability	7 Day Elimination Period \$1,000 Maximum weekly benefit 12 Week Duration	No Cost to Employee
Long Term Disability	Guardian Long Term Disability	90 day Elimination Period 60% of Monthly Income up to \$5,000	No Cost to Employee
Retirement Plan	American Funds	2024-2025 2025-2026 Match for Years of Service 1st year - 0%; 2nd year - 2% 3rd year - 4%; 4th year - 6% More than 4 years of service - 6% *The Board retains the right to change Employer match should conditions warrant	Participation Determined by Employee Employer match is determined by years of service, not years of participation.
HRA	The Preferred Group \$7,150 Individual Out of Pocket \$14,300 Family Out of Pocket	First \$1,750 indiv/\$2,500family provided in full by HRA outright via debit card. Thereafter, HRA coverage provided in full after employee pays a copay until Out-of-Pocket maximum is reached. Claim must be submitted. \$25 Co-Pay Primary Care Physician \$40 Co-Pay Specialist; \$250 Inpatient Hospital \$10 / \$40 / \$80 Rx Co-pay	No Cost to Employee



ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

A 6-12 Academy of Excellence



APPENDIX D: FAMILY AND MEDICAL LEAVE

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 healthcare provider for a condition that either prevents an employee from performing the functions of their job, or prevents the qualified family member from participating in school or daily activities.

Family or Medical Leaves of Absence will be granted for a period of up to twelve weeks during a 12-month period. A 12-month period begins on the date of the Employee's first use of Family or Medical Leave. Successive 12-month periods commence on the date of an Employee's first use of family and medical leave after the preceding 12month period has ended.

Under some circumstances, Employees may take family and medical leave for their own serious health condition or the serious health condition of a spouse, child, or parent intermittently or by reducing their normal weekly or daily work schedule. Employees, however, must make reasonable efforts to schedule treatment and care so ALCS operations are not disrupted. No intermittent or reduced leave is permitted for parental leaves except with ALCS express permission. Intermittent or reduced leaves are also available during Active Duty or service member caregiver leave.

Requesting Leave:

Employees may request an FMLA Leave by providing the School Business Administrator with a written notice of their need for leave. Where foreseeable, this notice must be given at least 30 days prior to the first day of anticipated leave. If it is not possible to give 30 days' notice, the employee must give as much notice as is possible, generally on the day of learning of the need for leave or the next business day, and must comply with ALCS normal call-in procedures. Calling out "sick" without providing the reason for the needed leave will not be considered sufficient notice for FMLA leave under this policy. For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to operations. To that end, the employee is required to consult with ALCS when arranging the date(s) of treatment to identify dates on which absences will not unduly disrupt operations, subject to the approval of the health care provider.

Certification of Need for FMLA Leave:

If the need for leave is your own serious health condition or the serious health condition of a member of your immediate family, you may be required to submit a medical certification from a health care provider. The employee is required to provide the certification within 15 days of the school's request, or be able to demonstrate that it is not possible to do so under the circumstances, despite the employee's diligent, good faith efforts. If deemed necessary, the Company may ask for a second opinion. The Company will pay for the employee to get a certification from a second doctor, which the Company will select. If there is a conflict between the original certification and the second opinion, the Company may require the opinion of a third doctor. The Company and the employee will jointly select the third doctor, and the Company will pay for the opinion. The third opinion will be considered final.

ALCS may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, ALCS may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence or as otherwise permitted by law.

Medical certification of fitness for duty before returning to work may be required if the leave was due to the employee's own serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination of employment. Providing false or misleading information or omitting materials information in connection with an FMLA leave will result in disciplinary action, up to and including termination.

Health Insurance and Other Benefits:

ALCS will maintain, for up to a maximum of 12 work weeks of FMLA leave, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. Employees will continue to be responsible for their portion of the premium payment. Employees who fail to return after a leave may be required to reimburse ALCS for the entire cost of health insurance premiums. If ALCS grants an employee an extension beyond 12 weeks of leave, the employee will maintain the same insurance coverage beyond the 12 weeks (or 26 weeks for military caregiver leave).

Employees will be required to use any accrued paid leave time (i.e. personal time) concurrently with FMLA leave, unless the employee is receiving disability or workers' compensation benefits. If the employee receives disability or workers' compensation benefits, they may elect, but are not required, to use accrued paid time off to bring them to 100% of compensation. Any leave taken pursuant to an applicable disability or workers' compensation law will run concurrently with FMLA leave provided the reason for the absence is due to an FMLA-qualifying serious illness or injury.

While an employee is using accrued paid leave, the employee continues to accrue paid time off. If the employee is not utilizing accrued paid time off, the Employee will not accrue paid leave time during the leave of absence.

During FMLA Leave, employees may, depending upon the reason for the leave, be eligible for short-term disability payment and/or workers' compensation benefits consistent with state law. All employees eligible for NYS Disability or Workers' Compensation are required to submit the appropriate forms to the School Business Administrator.

Medical Extension:

If your FMLA Leave entitlement expires and you remain medically unable to return to work because of your physical or mental disability, ALCS will attempt to accommodate you and may provide additional leave beyond the 12 weeks of FMLA leave. An employee should contact the School Business Administrator to request such accommodation.

Return to Work:

Employees on FMLA Leave should provide the organization with at least one week written notice of their intended return to work. A doctor's note may be required to ensure that an employee may safely return to work.

Most employees returning to work will be reinstated to your previous position or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions as the law allows. However, upon return from a Family or Medical Leave, you have no greater right to reinstatement than if you had been continuously employed rather than on Leave.

Your use of Family or Medical Leave will not result in the loss of any employment benefit that you earned or were entitled to before using Family or Medical Leave.

Should the employee fail to return to work after the leave period, the employee may be required to remit to ALCS the costs of the health premium paid by ALCS. Any accrued, unused time will be forfeited in the event the employee terminates employment without returning for work and working the required notice period.

If, upon return, you require reasonable accommodations due to a disability, notify the School Business Administrator and ALCS will engage in an interactive process with you to help us determine whether reasonable accommodations can be provided to enable you to perform the essential functions of your job.

Additional Information:

ALCS and applicable law prohibit any interference with, restraint, or denial of any right provided under the FMLA and prohibit discrimination against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceedings under or relating to FMLA.

ALCS encourages you to bring any concerns or complaints about compliance with the FMLA to the attention of the School Business Administrator immediately. You may also file a complaint with the U.S. Department of Labor or file suit.

For further information or clarification about FMLA leave, please contact the School Business Administrator.

APPENDIX E: PAID FAMILY LEAVE

New York's Paid Family Leave provides job-protected, paid time off so you can:

- Bond with a newly born, adopted or fostered child,
- Care for a close relative with a serious health condition, or
- Assist with family situations when a family member is deployed abroad on active military service.

You can continue your health insurance while on leave and are guaranteed the same or comparable job after your leave ends. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on Paid Family Leave.

Payroll Deduction

Paid Family Leave is 100 % funded through employee payroll contributions that are set each year to match the cost of coverage. The rate of employee contributions is reviewed annually and is subject to change by New York State's Department of Financial Services.

New York Paid Family Leave is insurance that may be funded by employees through payroll deductions. In ~~2024~~2025, the contribution is 0.~~373~~388% of an employee's gross wages each pay period. The maximum annual contribution is \$~~333.25~~354.53.

Employees earning less than the current New York Statewide Average Weekly Wage (NYSAWW) of ~~\$1,718.15~~1,757.19 will contribute less than the annual cap of \$~~333.25~~354.53 consistent with their actual wages.

Waivers

If an employee does not expect to work long enough to qualify for Paid Family Leave, the employee may opt out of paying Paid Family Leave payroll contributions by completing a waiver of benefits form. This waiver is optional, and an employer may not require that an employee sign a waiver. Employees who complete a waiver will not contribute to Paid Family Leave through payroll deductions and will not be eligible to take Paid Family Leave. If the employee's schedule changes and will be expected to qualify for Paid Family Leave, the waiver is automatically revoked and the employee is responsible for paying any required Paid Family Leave contributions from the first day of employment.

Benefits -- Time

Eligible employees can take Paid Family Leave for up to twelve (12) weeks in 202~~5~~4. Leave can be taken either all at once or in full-day increments. You may take the maximum time-off benefit in any given 52-week period.

Benefits -- Pay

Paid Family Leave pay benefits also phase in over four years. Benefits are a percentage of your average weekly wage, capped at that same percentage of the New York State Average Weekly Wage, as calculated annually by New York State's Department of Labor. These benefits are 67% of your average weekly wage for ~~2024~~2025, capped at 67% of New York State's Average Weekly Wage capped at ~~\$1,718.15~~1,757.19

Eligibility

All eligible employees are entitled to participate in Paid Family Leave.

- Full-time employees: Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.
- Part-time employees: Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive.

Employees are eligible regardless of citizenship and/or immigration status. In the event that an employee also collects New York State Disability Leave Benefits (“DBL”) for their own disability, the maximum amount of time that can be taken for both DBL and PFL can total no more than 26 weeks during a 52-week time period.

ALCS will not permit more than one employee to use PFL to care for the same family member at the same time. For example, if both spouses work for ALCS, ALCS may deny PFL to one spouse if both employees have requested to take PFL during the same period of time to bond with the same child. However, both spouses could take PFL at different times to bond with the same child.

Relationship with other types of leave

Relationship between *NYS Paid Family Leave (PFL)*, the federal *Family and Medical Leave Act (FMLA)*, short-term disability and Workers’ Compensation is as follows:

- FMLA: Paid Family Leave can be taken by employees who are eligible for time off under the provisions of the FMLA. PFL will run concurrently with designated FMLA leave when the reason for leave qualifies under both PFL and FMLA. Eligible employees must then apply for both PFL and FMLA.
- Short-term Disability: You may not receive short-term disability and Paid Family Leave benefits at the same time. You may not take more than 26 combined weeks of short-term disability and Paid Family Leave in a 52-week period.
- Workers Compensation: If you are unable to work and qualify for Workers’ Compensation Benefits, you may not use Paid Family Leave benefits at the same time as you are receiving Workers’ Compensation benefits. If you are receiving reduced earnings, you may be eligible for Paid Family Leave. Please check with the Director of Finance and Operations.

Impact on Leave Accruals

Time spent on paid sick or personal days can be counted toward an employee’s eligibility determination. These days off will count as qualifying work days for eligibility for Paid Family Leave. Employee contributions will continue to be collected during periods of paid time off. Employees are not allowed to use accrued time with PFL benefits in order to receive full pay during their absence.

Qualifying Events

- New Child: You can take Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child. Expectant mothers cannot take Paid Family Leave for their own pregnancy. Paid Family Leave for the birth of a child begins after the birth. It is not available for

prenatal conditions. Company policy allows only one employee at a time to receive PFL to bond with the same child.

- **Serious Illness:** You can take Paid Family leave to care for a close relative with a serious health condition. These relatives can live outside of New York State and even outside the country. You cannot take Paid Family Leave for your own health condition. Company policy allows only one employee at a time to receive PFL to care for the same family member.
 - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:
 - Inpatient care in a hospital, hospice, or residential health care facility, or
 - Continuing treatment or continuing supervision by a health care provider.
 - A close relative includes:
 - Spouse
 - Domestic partner
 - Child and stepchild
 - Parent and stepparent
 - Parent-in-law
 - Sibling
 - Grandparent
 - Grandchild
- **Military Active Service Deployment:** You can take Paid Family Leave to assist with family situations arising when your spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. You cannot use Paid Family Leave for your own qualifying military event.

Your Rights and Protections

You have job protection, ensuring you can return to the same job (or a comparable one) when you return from Paid Family Leave. You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

Your employer is prohibited from discriminating or retaliating against you for requesting or taking Paid Family Leave. You do not have to take all of your sick and/or vacation time before using Paid Family Leave.

Taking Paid Family Leave

1. **Notify your supervisor and the Director of Finance and Operations:** When you want to take Paid Family Leave, you must notify your supervisor and the Director of Finance and Operations at least 30 days before your leave will start if it's foreseeable. Otherwise, notify your supervisor and the Director of Finance and Operations as soon as possible.
2. **Obtain required forms:** Contact the Director of Finance and Operations, Albany Leadership's insurance carrier (The Hartford), or visit ny.gov/PaidFamilyLeave to obtain the required forms.
3. **Complete and submit forms:** Fill out the *Request for Paid Family Leave (Form PFL-1)* following the instructions on the cover sheet, and submit it to the Director of Finance and Operations. The Director of Finance and Operations must fill out their section of the form and return it to you within three business days. If the Director of Finance and Operations fails to respond, you may

proceed to the next step below and submit all materials directly to Albany Leadership's Paid Family Leave insurance carrier, The Hartford.

4. Obtain and attach supporting documentation: The specific documentation or additional forms required for each type of leave are described on the request for Paid Family Leave and at ny.gov/PaidFamilyLeaveApply.
5. Submit your request forms and supporting documentation: Submit to Albany Leadership's
6. Paid Family Leave insurance carrier, Guardian. You can submit your claim before or within 30 days after the start of your leave. The insurance carrier must pay or deny your request within 18 calendar days of receiving your completed forms.

Employee Documentation

When filing a Paid Family Leave claim, an employee must submit supporting documentation to the insurance carrier, as detailed here:

Childbirth

The documentation requirement for a claim for Paid Family Leave to bond with a newly born child depends on whether the applicant is the birth mother or the second parent.

The birth mother must submit a birth certificate, if available, or documentation of pregnancy or birth from a health care provider. The document must include the mother's name and the child's due date or birth date. The second parent must submit, if available, a birth certificate naming them as a parent. If a birth certificate naming the second parent is not available, the second parent may submit a Voluntary Acknowledgment of Paternity or a Court Order of Filiation naming them as a parent.

If those documents are not available, the second parent can submit birth documentation from the birth mother's health care provider and either a marriage certificate or evidence of a civil union or domestic partnership to demonstrate the relationship to the birth mother.

If none of these documents are available, the second parent may submit other documentary evidence of parental relationship to the child, to be evaluated on a case-by-case basis by the carrier.

Foster Care

A claim for Paid Family Leave to bond with a fostered child requires the submission of a letter of placement issued by a county or city department of social services or local voluntary agency. If a second parent is not named in the documentation, a copy of the document plus a document verifying the relation to the parent named in the foster care placement will be needed.

Adoption

A claim for Paid Family Leave to bond with an adopted child requires a court document finalizing adoption, or, for Paid Family Leave taken before the adoption is complete, a document showing that the adoption process is underway. Examples of proof of a pending adoption include a signed statement from an attorney, adoption agency or adoption-related social service provider that the employee is in the process of adopting a child. If the second parent is not named in that document, they must also file documentation verifying the relationship to the parent named in the adoption.

Serious Health Condition

A claim for Paid Family Leave to care for a family member with a serious health condition requires a medical certification, completed by the care recipient's health care provider. An authorization for personal health disclosure form is required by the HIPAA Privacy Rule and must be completed by the care recipient and retained on file with the health care provider in order to submit the required medical information.

Active Military Duty Deployment

A claim for Paid Family Leave to assist loved ones when a family member is deployed abroad on active military duty generally requires either a PFL-5 "Military Qualifying Event" certification or a US Department of Labor "Certificate of Qualifying Exigency for Military Family Leave." Those forms include (1) military documentation of the family member's deployment or impending deployment (active duty orders or other notice from the military), and (2) documentation of the reason for leave.

Paid Family Leave Process and Contacts

At Albany Leadership Charter High School for Girls, requests for Paid Family Leave forms and forms submissions should be directed to the Director of Finance and Operations. Our Paid Family Leave insurance carrier is: Guardian.

Disputes

If your Paid Family Leave claim is denied, the insurance carrier will provide you with information about how to request arbitration. A neutral arbitrator will decide claim- related disputes.

Contact: Insurance carrier - Guardian P.O. Box 14332 Lexington, KY 40512 800-268-2525

Discrimination Complaints

Employees are protected from discrimination and retaliation for requesting or taking Paid Family Leave. If Albany Leadership Charter High School for Girls terminates your employment, reduces your pay and/or benefits, or disciplines you in any way as a result of you requesting or taking Paid Family Leave, send the Director of Finance and Operations a formal request for job reinstatement using the *Formal Request for Reinstatement Regarding Paid Family Leave (Form PFL-DC-119)*, which can be found in the forms section of ny.gov/PaidFamilyLeave. File the completed form with the Director of Finance and Operations and send a copy to: Paid Family Leave, P. O. Box 9030, Endicott, NY 13761-9030

If Albany Leadership fails to comply with the request for reinstatement within 30 days, you may file a Paid Family Leave discrimination complaint with the Workers' Compensation Board using *Paid Family Leave Discrimination Complaint (Form PFL-DC-120)*, which is also available on the Paid Family Leave website. Once your complaint is received, the Board will assemble your case and schedule a preliminary hearing in front of a Workers' Compensation Law Judge.

For more information on Paid Family Leave, please visit ny.gov/PaidFamilyLeave or contact the Director of Finance and Operations.

APPENDIX F***Harassment and Other Discrimination Reporting Form***

This form is designed to assist individuals making a report under Albany Leadership Charter School for Girls ("ALCS") Diversity, Discrimination and Harassment Policy (the "Policy"). If you believe you are being or have been subjected to conduct in violation of the Policy, or witness or otherwise become aware of such conduct, you are expected to report such, either verbally or in writing. It is ALCS's policy to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, you should submit it to *the Human Resources/Benefit Administrator*. If you are more comfortable reporting verbally or in another manner, you are welcome to do so. For information concerning alternate avenues of reporting, please refer to the Policy.

ALCS prohibits retaliation against any individual who opposes a discrimination practice, makes a good faith report or encourages an individual to make a report of discrimination or harassment, or who participates in an investigation of such a report. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters more efficiently.

INFORMATION ABOUT YOU

Name: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: ☐Phone ☐Email ☐In person**INFORMATION ABOUT YOUR SUPERVISOR**

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Email: _____

Work Address: _____

INFORMATION CONCERNING SUSPECTED POLICY VIOLATION

1. Your report concerns:

Name: _____ Title: _____

Work Phone: _____ Work Email: _____

Work Address: _____

Relationship to you: ☐Supervisor ☐Subordinate ☐Co-Worker

☐Other: _____

2. Please describe the conduct or incident(s) that is/are the basis of this report and how the conduct is affecting you and your work. Describe each act or incident separately including dates, times, locations and your reaction and/or action(s) taken in response. Please use additional sheets of paper if necessary.

3. Why do you believe the conduct or incident(s) described above violate(s) the Policy?

4. Is the conduct continuing? ☐Yes ☐No

5. Please list the name and contact information of any witnesses or individuals that may have information related to your report:

6. Are there any documents or other evidence of the conduct or incident? If so, please describe and/or attach.

7. What is your desired outcome of the investigation?

Upon receipt of this notification, Human Resources will contact you. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. For additional information, please refer to the Policy.

The information provided in this report is true, accurate and complete.

Signature: _____

Date: _____

APPENDIX G

Airborne Infectious Disease Exposure Prevention Plan

Introduction

The purpose of this plan is to protect employees and students against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards. Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

Responsibilities

This plan applies to all employees of Albany Leadership Charter School for Girls. Any questions or concerns regarding this policy can be directed to the following individuals:

Name	Title	Location	Phone
S. Neal Currie, Jr. Dr. <u>Ron Large</u>	Interim -CEO	Central Office <u>High School</u>	518.694.5300
Felicia Woods	Principal	High School	518.694.5300
Marshay Hines	Principal	Middle School	518.694.5300

Health Screening:

- All individuals entering the building must be screened for symptoms of an airborne infectious disease.
- Health Screenings will consist of a temperature check and (if applicable) completion of a health questionnaire.

Temperature Checks:

- Temperature checks are required by everyone entering the building (staff, students, and visitors).
- A non-touch - walk up scanning thermometer will be used to take temperatures to reduce close contact between students and staff.
- Individuals with a temperature of 100° Fahrenheit or above will not be granted entry into the building. Temperature records will be maintained. Individual temperatures will not be recorded. Only pass / fail will be recorded.

Health Questionnaire:

- The health questionnaire is required by all staff and visitors and will periodically be issued to students
- The health questionnaire must be completed by all employees or visitors before entering the building.
- The health questionnaire is an electronic form managed by Auscura.
- Staff will receive a daily email with a link to complete the health questionnaire (including weekends).
 - Staff only need to complete the questionnaire on days they are working in the building.
- It is strongly recommended that staff complete the questionnaire on a smart phone so that the entry pass can easily be accessed.
- Staff will only have to take the health questionnaire once per day.
- The health questionnaire helps identify if an individual has symptoms of an airborne infectious disease or has been exposed to an airborne infectious disease.
- All information placed in the questionnaire is stored separate from any employment records and is stored in compliance with HIPAA.
- Staff are strongly encouraged to complete the health screen PRIOR to coming to school.
- Staff that do not pass the health questionnaire will receive a message that they have not passed the health questionnaire and are not to come to school.
 - Should this occur, **staff must inform the Main Office by 6:30am** that they will not be in school for the day and must inform their immediate supervisor. Staff must also inform their direct supervisor of their absence and follow any directions communicated by the direct supervisor.
 - Staff will be contacted by Human Resources or their supervisor concerning actions they must take to safely return to the building.
- If the staff member is cleared to come to work (via the health screen questionnaire) the staff member will be provided with a link to obtain a daily entry pass.
- The entry pass must be shown to Mr. Smith or designee upon entry to the building.

Individuals With Positive Health Screens At School

- Any individual that arrives to the building with a positive health screen (i.e. a temperature reading of 100° Fahrenheit or higher, and/or did not pass the health questionnaire) will not be permitted to enter the building.
- *Staff arriving to school with positive health screens* (a temperature reading of 100° Fahrenheit or higher, and/or did not pass the health questionnaire) will consult with Mr. Smith and/or the Nurse. The staff member will be sent home and provided with instructions on what to do to safely return to work.

- Students arriving to school with positive health screens (a temperature reading of 100° Fahrenheit or higher) will be escorted to the ALCS's quarantine / isolation area. The student will remain in the quarantine / isolation area until dismissed by the parent/guardian or emergency contact.
 - It is ALCS's expectation students will be dismissed within one hour of parent/guardian notification.
 - If the parent requires the student to take public transit, the student will be provided with a face mask (if needed) and instruction on how to ride public transit safely.

Quarantine / Isolation Area Location

- Gym Entrance Breezeway

Visitors

- Visitor access will **only** be permitted to visitors who cannot conduct business remotely (for example, contractor, vendor, social services).
- All visitors must go through the health screen process.
- Visitor policies, as outlined, in the Parent/Guardian Handbook & Code of Excellent Conduct (www.albanvleadershiphigh.org/wp-content/uploads/2020/08/2020-2021-Student-Code-of-Conduct-and-Parent-Handbook-converted-Final.pdf) still apply.

Building Occupancy

- Per the Daily Synchronous Model, ALCS is reducing student occupancy in the building.
- All staff are required to report to work unless they have been approved to work remotely.

School Schedule

Where the situation warrants, ALCS may use a Daily Synchronous Learning Model. The chart below identifies the days student groups would report to school. When students are not in school they would attend their scheduled class remotely.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
	Group D (Remote)				
	Group C				
1	Group A	Group B	Group A	Group A	Group B
2	Group A	Group B	Group B	Group A	Group B

ALCS will have three in-person groups, one remote group:

Group A - General Education population, last name A-K

Group B - General Education population, last name L-Z

Group C - Special Populations (ENL, SWD) and students from families requesting daily in-school instruction (pending availability)

Group D - Seniors with permission, and students from families requesting daily out-of-school instruction

Groups A and B will rotate attendance on Wednesdays.

Group A Group B: In-person learning on two consistent days per week; synchronous remote learning for out-of-school days

Group C: In-person learning daily, working with assigned co-teachers

Group D: Synchronous remote learning, or asynchronous remote learning for certain admin-designated classes (e.g. dual enrollment classes)

Social Distancing

- To the extent possible, everyone in the building is expected to practice social distancing. Social distancing means keeping a 6-foot distance from one and other.
- The school has taken many steps to promote social distancing. This includes, but is not limited to, reducing building capacity, altering hallway procedures, and distancing students in classrooms.
- Teachers and staff are always expected to enforce social distancing guidelines in the building and model social distancing.

Classroom Occupancy

- Classroom occupancy will be reduced to approximately 2-12 students per classroom.
- Students participating in in-person instruction will be seated 6 feet apart in classrooms.
- At the teacher's discretion, students will be assigned a desk for each class. If assigned a desk, students are required to sit at their assigned desk.
- Signage and floor stickers will be placed in each classroom to assist in social distancing.

Arrival & Dismissal

Staff Arrival

- Staff can arrive, to work between 7:00am-7:30am. Staff must arrive to work NO LATER than 7:30am.
- Staff must enter through the Main Entrance.
 - Staff fobs are restricted and will only work at the Main Entrance.
- Staff must participate in the Health Screen process (as described above). While waiting to enter the building, staff must practice social distancing.
- Only 3 staff members can be in the Main Entrance Vestibule.
- Students will not be permitted entry into the building UNTIL all staff are present at their first period location.

Student Arrival

- Students can begin entering the building at 7:40 am.
- Students arriving to school prior to 7:40 am will be required to wait outside.
- Students will enter the building at the Main Entrance via two socially distanced lines.
- SST team members will be assigned duties to support student arrival.
 - After clearing the health screen (as described above) students will proceed to their scheduled class.

Student Dismissal

- Student dismissal will be staggered.
- Student dismissal will be from 2:50pm-3:00pm. The dismissal schedule will be as follows:
 - The Isolation Room will dismiss at 2:50pm via the Isolation Area entrance.
 - The first floor (Main Office, 102G, & Classrooms 103-107) will dismiss via the Main Entrance between 2:50pm & 2:51pm (after Isolation area clears)
 - Rooms 201-207 & 215-218 will dismiss via the Main Entrance at 2:55pm.
 - Rooms 208-214 will dismiss via the Main Entrance at 3:00pm.
 - A member of the SST team will inform teachers when it is safe for students to dismiss. Teachers are not to dismiss students until notified by an SST team member.
 - Students are required to immediately leave the building. Students cannot congregate outside.
 - After school activities, including in-person Flex are suspended. Flex will be remote. Students may participate in Flex on days they are learning remotely.
 - Students that need to collect personal items and/or turn in a uniform, will report the Union. Staff will dismiss these students via the Union exit.
 - Students waiting for rides or busses, will be required to wait outside and remain socially distanced. Students will be required to wear face masks while waiting for busses.

Staff Dismissal

- Staff may leave the building at the conclusion of their shift (see supervisor for specific time). Staff may dismiss out of the Main Entrance or South Stairwell Exit.
- Staff must ensure that exterior doors close and lock.
- Staff can report any exterior door concerns to Mr. Arno or Mr. Smith.

Hallway Procedures

- Students must practice social distancing in the hallways (i.e. distance of 6 feet) to the extent possible.
- Students must wear a face mask while in the hallway.
- Students will be required to walk in designated lanes and maintain social distancing.
- Staff will monitor the hallways to ensure compliance.
- Due to classroom cleaning, students will be required to wait outside of the classroom in a socially distanced line until the classroom is cleaned.
- Staff that are not cleaning classrooms are required to monitor the hallways.
- Bathroom and locker use are prohibited.

Student Bathroom Procedures

- Access to bathrooms will be at arrival, dismissal, and during class via the school's hall pass system.
 - Students will not be permitted to use the bathroom during the first/last 10 minutes of class.
- Bathroom access will be restricted to no more than 3 individuals in multiple person use bathrooms.
- Students will only have access to the hallway bathrooms. (Basement, first floor, 2nd floor).
- The Student Union bathroom will be reserved for kitchen staff only.
- SST staff will monitor bathroom use on the 1st and 2nd floor.

- PE teachers will monitor bathroom use in the basement.
 - The basement bathroom will be reserved for students in PE.

Prayer Room

- The prayer room will be located in room 210 or in the home team locker room.
- Sister Sharifa will supervise the prayer room if it is located in 210.
- A member of the SST team will supervise the prayer room if located in the home team locker room.
- Social distancing must be maintained in the prayer room.

Student Meal Procedures

Breakfast

- Breakfast is grab & go. Students will be provided a hot meal & beverage in the lobby each morning from 7:40am-8:00am. After 8:00am through the conclusion of 1st period, students will be provided with a breakfast bar in the lobby.
- Breakfast may be consumed in the classroom between 7:40am-8:00am.
 - if students are not eating, they must be wearing a face mask.
- Students arriving after 8:00am will be provided approximately five minutes to eat their breakfast outside of the classroom. Culture Leaders will monitor breakfast eating in the hallway.
- Students are permitted to bring outside food to school.
- Outside food can only be consumed in the classroom during 7:40am-8:00am.
 - Students are permitted to carry outside food in their bags.
- The janitorial crew will collect garbage during 1st period from the classrooms.
- Additional garbage cans will be placed in the hallway for student arrival.

Lunch

- Lunch will be consumed in the Union.
- Lunch will be supervised by the SST team and teacher that do not have classes during the lunch periods.
- Students will sit and eat lunch at individual desks (spaced 6 feet apart).
- Upon arrival to the Union, students will report to their assigned desk (desks will be chosen during orientation).
- Students will be directed to enter the lunch line by row.
- At approximately 2 minutes before the conclusion of the lunch period, staff will direct students to dispose of trays and prepare to leave the Union.
- Students will be led out of the Union prior to the sound of the bell and escorted to their classes.
- Students will wait outside of the class until the bell rings and it is safe to enter the room.
- Union desks will be cleaned between lunch periods. The Culture Leader, SST member, and Janitor will clean the desks prior to the arrival of students.

Staff Lounge

- Capacity will be limited to 5 staff members.

Hand & Respiratory Hygiene

- Enclosed documents provide directions on how to properly wash hands and prevent the spread of germs through coughing and sneezing.
- Hand sanitizer is available in all classrooms, offices, and common spaces (i.e. hallways, cafeteria, and building entrances).
- ALCS community members are encouraged to wash and sanitize hands often.
- ALCS staff must wash hands prior to eating, prior to putting on PPE, and after using the bathroom.
- ALCS staff must sanitize hands upon entry to the building and before using common touch areas (i.e. copier).
- Students will be directed to wash/sanitize hands prior to meals, placing PPE on, and upon building/classroom entry.

Personal Protective Equipment:

- ALCS has secured PPE for all staff and students. Specifically ALCS has secured:
 - Disposable face masks for students, staff, and visitors.
 - Reusable face masks for students and staff.
 - Face shields for staff requiring close contact with students and for students and staff that cannot wear a face mask (official documentation may be required).
 - N-95 ventilating masks for staff that are in contact with suspected an airborne infectious disease positive cases.
 - Protective Nitrile gloves for staff.
 - Gowns for staff that are required to be in close contact with individuals.
- In addition, ALCS has installed plexiglass in high traffic areas and installed hand sanitizing stations in all classrooms and throughout the building.
- ALCS has also purchased Nanoseptic products which are self-cleaning adhesive material. These products will be placed on many common touch surfaces, such as door handles.
- Staff needing specific PPE or additional PPE must contact Mr. Arno or Mr. Smith.

Face Mask Protocol

- Face masks must always be worn except during meals and mask breaks.
- Failure to wear a face mask by anyone can result in disciplinary action and/or immediate dismissal from the building.
- Mask Breaks: Teachers can allow students to have a mask break during first or last 5 minutes of class.
- To have a mask break students MUST:
 - Be socially distanced
 - Facing the same direction
- Please refer to the enclosed document "Facemask Dos and Don'ts" on how to wear a face mask

Face Mask Cleaning Instructions

Per CDC guidelines, reusable face masks must be cleaned regularly.

Airborne Infectious Disease Symptoms

Staff must be aware of and report if they or others in the community are presenting symptoms of an airborne infectious disease.

Emergency Warning Signs Of Airborne Infectious Disease

- ALCS will call 911 for emergency transport for any student or staff member showing any of these emergency warning signs of MIS-C or an airborne infectious disease or other concerning signs:
 - trouble breathing
 - pain or pressure in the chest that does not go away
 - new confusion
 - inability to wake or stay awake
 - bluish lips or face
 - severe abdominal pain

Procedures for Reporting and Responding to Symptoms of An Airborne Infectious Disease

Individual with Symptoms at Home

- If a student or staff member screens positive for a symptom of an airborne infectious disease at home, prior to leaving for school, the individual cannot report to school.
- The staff member must follow the procedures outlined in the "Health Screening" section.
- The parent/guardian of the student must contact the Main Office and report the symptom.
- The information will be evaluated by the Nurse or designee. The Nurse, or designee, will contact the individual to assess the symptom and obtain information (such as when symptoms began, when the individual was last in school, potential contacts, etc.) to determine next steps to be followed by the school.
- If the school determines that the individual needs to be seen by a health care provider, ALCS will follow the procedures outlined the "Return to School After Illness" section.

Individual Exposure to an Airborne Infectious Disease

- ALCS requires that all students and staff immediately report if they have been exposed to an airborne infectious disease. Should this occur, per CDC guidance, individuals will not be permitted to return to the building until they have been symptom free for the requisite period of time or can provide a negative an airborne infectious disease test.

Individuals with Symptoms in School

- Should students and staff present an airborne infectious disease symptoms while at school, or at point of entry after waiting in a school line, the individual will be immediately isolated and evaluated by the Nurse.
 - Note: Common sense must be used when identifying symptoms. For example, if a student is consuming water and it "goes down the wrong pipe", that student will cough until the issue subsides. In this instance, a student would not need to be sent to the Nurse

- Note: It is strongly recommended that the teacher call the Nurse prior to sending a student with the above symptoms to the health office. It is imperative that the Nurse, or designee, be aware of a possible an airborne infectious disease issue with a student so that they can properly isolate the student and obtain the proper PPE.
- Students and staff with an airborne infectious disease symptoms will be dismissed.
 - Refer to "Return to School After Illness" section for information on when students or staff with symptoms of an airborne infectious disease may return to the building.
- Students that cannot immediately leave the building will remain in the isolation area until they can be dismissed by a parent/guardian.
- If a parent/guardian cannot be immediately reached, an emergency contact will be contacted.
 - Staff and students with symptoms must review:
 - CDC's Stay Home When You Are Sick guidance
 - www.cdc.gov/flu/business/stay-home-when-sick.htm
 - Follow up with a health care provider.
 - Review the emergency warning signs of an airborne infectious disease
 - ALCS will alert and coordinate with the Albany County Health Department (ACHD) or other local health department.
 - Based on health department guidance, an interview will be conducted with the individual demonstrating the symptom to gather contact information and to provide information to the health department.
 - Based on health department guidance, affected individuals and those that are considered contacts will be notified and informed that they should begin quarantine while waiting for the further instructions from the health department.
 - ALCS will follow health department guidance regarding the appropriate notification to the school community. The purpose of the notification is to inform the impacted individuals of a potential or positive case of an airborne infectious disease and the next steps the individual should take.
 - ALCS will clean and disinfect all involved spaces (per NYSDOH and CDC guidelines).
 - If guidance cannot be obtained by the health department, ALCS will close the building and transition all students to remote learning. ALCS will remain closed until the school has received guidance from the ACHD or local health department and the school has been cleaned and disinfected (per NYSDOH and CDC guidelines).

Confirmed or Suspected Case

If ALCS receives notification that any student, staff, or visitor has tested positive for an airborne infectious disease or has a suspected case of COVID 19, the school will collaborate with the ACHD or local health department and take the following actions:

- Close school (in accordance with "School Closures" section) for at least 24 hours. Students will transition to remote learning.
- ALCS will alert and coordinate with the ACHD or other local health department.
- Based on health department guidance, an interview will be conducted with the individual with the confirmed or suspected case to gather contact information and to provide information to the health department.
- Based on health department guidance, affected individuals and those that are considered contacts will be notified and informed that they should begin quarantine while waiting for the further instructions from the health department.

- ALCS will follow health department guidance regarding the appropriate notification to the school community. The purpose of the notification is to inform the impacted individuals of a confirmed or suspected case of an airborne infectious disease and the next steps the individual should take.
- If guidance cannot be obtained by the health department, ALCS will remain closed the building and students will transition to remote learning.
- ALCS will clean and disinfect all involved spaces (per NYSDOH and CDC guidelines).
- ALCS will remain closed until ALCS has received guidance from the ACHD or local health department and the school has been cleaned and disinfected (per NYSDOH and CDC guidelines).

Return to School After Illness

ALCS will comply with CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of an airborne infectious disease and/or testing positive for an airborne infectious disease.

- If a student or staff member is not diagnosed by a health care provider for an airborne infectious disease ALCS will permit a student or staff member to return to school under the following conditions:
- A health care provider has provided documentation that it is safe for the individual to return to school.
- Negative an airborne infectious disease testing.
- Symptom resolution.
- The individual has no fever, without the use of fever reducing medicines, for 24 hours.
- The individual has felt well for 24 hours.
- The individual has been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.
- If an individual is diagnosed with an airborne infectious disease by a healthcare provider based on a test or their symptoms or does not get a an airborne infectious disease test but has had symptoms, the individual cannot be in school and will stay at home until:
- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- Per CDC guidance, individuals that have been exposed to an airborne infectious disease will not be permitted to return to the building until they have been symptom free for 14 days or can provide a negative an airborne infectious disease test.

Airborne Infectious Disease Testing

- ALCS will comply with CDC guidance and not conduct an airborne infectious disease testing, however ALCS will screen for an airborne infectious disease Symptoms as detailed in the "Health Screening Section."

School Closures

- Should there be a confirmed case of an airborne infectious disease in the school, ALCS may close in accordance with CDC, NYDOH, and/or NYDOE guidelines.
 - Per NYSED Guidance, ALCS will collaborate with the ACDH and NYSDOH to determine if there is a need to close the school for an extended period of time.
 - ALCS will remain closed until ALCS has received guidance from local or state health departments and the school has been cleaned and disinfected (per NYSDOH and CDC guidelines).
- ALCS will continuously monitor warning signs that positive an airborne infectious disease cases may be increasing beyond an acceptable level (i.e. increased absenteeism or increased illness in school community). If infection rates rise, ALCS may modify operations or close to reduce risk of infection.
- If the infection rate rises above 5%, ALCS may modify school operations for medically vulnerable students and staff participating in in-person instruction.
- Per NYSED Guidance, ALCS will monitor absentee rates of students and staff. Should absentee rates impact the ability of the school to operate safely, ALCS will close and all students will transition to remote learning.
- Should ALCS see an increase in student absentee rates (both in person and remote), ALCS will consult with local health officials to determine if there is a need to close the school.
- As directed by Governor Cuomo, ALCS will also monitor infection rates in considerations for reopening in September and in evaluating the potential need for additional short- or long-term closures during the school year. ALCS will close if:
 - The regional infection rate rises over 9% after Aug. 1.
 - The seven-day rolling average of the infection rate is above 9%.
 - The 14-day average is below 5%.
 - ALCS will reopen if the Capital Region remains in Phase 4 and if the daily infection rate remains below 5% using a 14-day average, unless otherwise directed by the ACHD. ALCS can remain open even if the rate continues to rise above 5% until it reaches 9% for the seven-day average.
 - ALCS will communicate school closures in accordance with the school's School Closing procedures as outlined in the Albany Leadership Charter High School for Girls Parent/Guardian Handbook.

Transportation

- ALCS does not own school busses or manage school bus staff. A small percentage of ALCS students are transported by yellow school bus, a service which is provided by a student's home district. Some school busses transport non-ALCS students and ALCS students at the same time. To reduce the spread of infection, ALCS highly encourages parents/guardians to drop off their students. Non-ALCS students are prohibited from disembarking school busses on ALCS property.
- ALCS is keeping open communication with bus companies and districts to identify practices bus companies are implementing to ensure student safety. To the extent possible, ALCS will partner with bus companies to promote student safety and social distancing on school busses.
- ALCS students will be required to wear face coverings on the school bus (unless medical reasons prohibit mask wearing) and socially distance from other riders (unless the riders live in the same household). When students disembark, staff will confirm with the driver that ALCS

students complied with all school bus safety regulations. ALCS will evaluate safety violations by students to determine if it is safe for the student to enter the school.

- Parents/guardians of ALCS students riding the school bus are required to screen their students for an airborne infectious disease symptoms. Students with a 100° Fahrenheit or higher temperature or with an airborne infectious disease symptoms cannot go on the bus or enter the school. ALCS will provide information about bus policies and riding requirements to parents.
- SST staff will supervise the loading and unloading of school busses at school. Social distancing and the wearing of face coverings will be required during the loading and unloading of school busses.

Cleaning and Disinfection

- ALCS will continue routine cleaning during day and evening hours.
- ALCS will frequently disinfect common touch areas throughout the business day: bathrooms, railings, door handles, desks, etc. The janitorial crew and SST team will assist in this routine cleaning.
- Teachers and staff are required to disinfect classroom desks, chairs, and phones at the conclusion of class. A cleaning schedule will be provided.
- Staff will be required to clean their individual workspace (desk, phone, white boards, etc.) at the conclusion of their shift.
- Nanoseptic self-cleaning materials will be installed on high touch areas (door handles, railings, etc.) and replaced every two months.

Student Expectations

- Students are required to abide by all safety expectations (i.e. face mask wearing, social distancing, sitting in assigned seats, etc.).
- Students that fail to comply with safety expectations will be managed by the Student Support Team and referred to the disciplinary system.
- Actions that can occur for students failing to abide by safety expectations include, but are not limited to:
 - Removed from the classroom and placed in the isolation area.
 - Parent/guardian meeting.
 - Removed from in-person instruction and placed in fully remote instruction.

Medically Vulnerable/High-Risk Groups

- ALCS recognizes that there are community members who may be or have family members at increased risk for an airborne infectious disease and may need added provisions for social distancing.
- Reasonable accommodations for these individuals will be evaluated on an individual basis and in consultation with health care providers, school officials, and/or parents/guardians.
 - Accommodations may include, but are not limited to, fully remote learning or work, additional PPE, or increased social distancing measures.