

# Keystone Prep High School

2017-2018

## Staff Handbook



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# Mission, Vision, and Core Values

## Mission

To offer a different approach to high school where students with unique learning styles thrive academically, emotionally, and socially.

## Vision

Keystone Prep High School will be the nationally recognized educational model for individualized support for students who learn differently to become successful, independent thinking, self-sufficient, creative problem solvers who are responsible contributing members of society.

## Core Values

### ACHIEVING

We always focus on removing the barriers, not lowering the bar. We provide a personalized learning environment and evidence based instruction which engages teens and creates self-motivated learners. We never stop challenging students to achieve individual success.

### HONORING

We always honor individual uniqueness. We believe in each child's potential to learn and his ability to succeed and in helping provide supports for them to explore their personal passions. We never give up!

### UNDERSTANDING

It's always our priority to understand each student's strengths, weaknesses, interests, and what motivates each individual. Our continuous desire to help each student realize his or her full potential and to create a personalized learning environment. We never underestimate the value of continuously adapting to the educational needs which best support each student.

## Accommodations

Each student in our school may need specific accommodations, based on their unique diagnosis. Keystone Prep High School has multiple people trained to advise and instruct on how those accommodations should be administered and applied. There are also certified ESE teachers on staff who can assist you, in addition to your Administrative Team. The Head of School conducts training on accommodations through Professional Development Workshops several times a year and more in depth during diagnosis based trainings in an ongoing process at faculty meetings. Each time a training occurs you will receive documentation in the form of printed materials which may be specific to a certain diagnosis. Those materials must be three hole punched into your Faculty Handbook manual and used appropriately with each student based on their specific needs. The Head of School has spoken at National Educator Conventions on how to apply appropriate classroom accommodations for individual student needs, so see the Head if there are any questions or you want more “one on one” assistance with the application of a specific accommodation for a student. All faculty members must utilize accommodations and know how they affect the students in the classroom. Understanding must be fostered throughout the KPHS community regarding these needs.

## Administrator, Staff, and Teacher Professional Space

Each staff member is expected to manage their own work space and keep their offices and classrooms clean. Every staff member and teacher must maintain what is often referred to as the “Teacher Triangle.” This is a protected space students are not allowed into. This includes the staff member or teacher’s desk, file cabinets, areas with confidential information, the Staff Handbook, documents supplied to the staff member of a confidential nature or regarding students, and the textbook teacher’s editions. **Students should never access or see confidential information, be allowed to sit at a staff member’s desk, or be in the professional work space or Teacher Triangle.** It is expected that student records, lesson plans and grades are kept in a LOCKED desk or file cabinet that is not accessible to students or anyone else. **A student is never permitted to use a computer that has been assigned to a staff member or teacher.** Additionally, a student should never be allowed to view another student’s grade or graded work. Staff members not being responsible for the confidentiality of these records and ensuring their space is protected from students will put themselves at risk for dismissal. This includes leaving your keys out, or confidential materials out where visible, and your computers not locked up. Protecting your professional space from students is being responsible and wise.

## Assemblies

Assemblies are designed primarily to deliver academic value, education, and promote school spirit. They may also be used for persuasive understanding of appropriate behaviors in our learning environment. To maintain an organized program and receptive audience, teachers need to sit with their students throughout the program. If you feel you have a topic of value you would like to see included in an assembly, see your Administrator/s or Head of School.

## Attendance

### Attendance at School Activities

Every member of the faculty is encouraged to attend and support as many of the school activities as possible. Faculty members are required to attend all fundraisers. Attendance at additional activities and/or events may be required at the request of the Head of School.

## Attendance for Staff

Faculty and staff are expected to be at their job on a consistent basis without exception. Coming in late, leaving early, or being off campus without permission are obviously not tolerated. Each benefits eligible staff member is allotted a specific number of days for illness or personal leave (see Compensation and Benefits). Abuses beyond those stated days will result in payroll withholding and/or employment file write ups. Obviously, accidents or extended illness will be dealt with on an individual basis with your supervisors.

## Attendance for Students

Attendance for students and your role in recording it is just as important as your own attendance. The State of Florida requires that each high school student be in their classroom for 135 hours of instruction to receive credit for a class. Both absences and tardies from class affect a student's ability to receive subject credit for that class. Therefore, it is mandatory that all teachers take attendance at the beginning of each class period. No teacher may be lax in keeping these recorded times. Honesty must always be used in applying state requirements regardless of how much you like a student. Professional ethics in conducting yourself through proper record keeping apply, and must be honored, before the desire to help. Have your records available on your recorded absences and tardies by individuals and minutes lost regarding attendance for your administrators to see upon request. Falsification of any academic records is inappropriately. Not complying with the State of Florida standards is a potential termination offense. Colleges and universities depend on the proper preparation of students to enter the world of upper academia as does receiving an earned high school graduation diploma.

## Scheduled Absences

As a standard practice, the day immediately before and after school vacation days on the school calendar may not be taken as an additional day off. Staff may not schedule time off on a Professional Development day or an Early Release day.

## Campus and Classroom Responsibilities

When class is in session, the teacher is expected to always be in the room. If an emergency arises that requires the teacher to leave the class, they are expected to inform the Administrator/s so that supervision can be provided immediately. No student should ever be left unsupervised during any curricular or extracurricular activity. Classrooms are for guided instruction. Incidents that occur like bullying or inappropriate behavior or speech are due to a lack of supervision in the classroom and will be addressed. This applies to all staff supervision at lunch and elsewhere on campus. No employee should tolerate inappropriate student behaviors at any time.

## Classroom Management

For the school program to run smoothly, everyone must do his or her part in maintaining discipline. All teachers should strive to establish effective but firm control and discipline within their own classroom settings. Teaching can only take place when effective behavior management systems are in place for all the students to be able to learn.

Teachers should make every effort to be fair to all students. Personal dignity, self-confidence, and self-control are important in education. By proper administration of the classroom, the confidence, loyalty, and respect from the students will be gained for the instructor. Inappropriate behaviors or shouting should never occur. Keep control.

Student time on task generally equates to increased achievement. Remember: A well-planned lesson consistently applied for the whole period is the best defense against discipline problems. Plan a routine activity to take place at the beginning of every class period. Also, continual provisions must be made to have planned activities for those students who finish their work early or for those who are gifted. Be sure instruction time is always well organized.

Students can be more readily accountable if they are fully aware of expectations. Each teacher should develop classroom rules with their immediate interventions to be used if their rules are not followed. Your classroom rules must be in tandem with the Progressive Discipline Policy in the Parent Handbook. These expectations should be posted in the classroom and a copy given to the student with their class syllabus.

## Classroom Interventions

Classroom interventions should be instituted for student misconduct of a less serious nature. An effective classroom teacher manages their own issues in classroom discipline and has a low tolerance for inappropriate behaviors which lead to many other problems that reflect on the instructor. Documentation of interventions must be provided if it becomes necessary to send a student for discipline to the Administrator/s. For repeat infractions, a parent contact should have been made by the teacher via phone before referring the student to the Administrator/s for further discipline.

## Civility from Parents and Students

No staff member is expected to tolerate being spoken to inappropriately or in a belittling, demeaning, or foul manner. Cursing at an employee will not be tolerated. The workplace is to be polite and professional. Common courtesy is expected from others. If you experience any parent or student being inappropriate, notify your Administrator/s immediately. Refer to the Civility Policy located in the Keystone Prep High School Parent Handbook for details on how this will be handled. If abused, the individual abuser will be dealt with by the Administrator/s as stated in that policy.

## Communications

### Information Technology

Keystone Prep High School makes available a variety of technological resources to support learning and enhance our business. Telephones, cell phones, computers, computer files, the e-mail system, the voicemail system and software ("Technology") furnished to employees are intended for business use. It is inappropriate to use these resources for non-business related activity such as: transmission of chain letters (regardless of intent), unauthorized games, operating a business, soliciting money for personal gain, using the Internet for personal reasons, disseminating confidential information, gambling or engaging in any other activity in violation of any law, etc. Also, foul, inappropriate or offensive messages, such as racial or sexual slurs, are strictly prohibited. Technology and all data transmitted through Keystone Prep High School equipment are Keystone Prep High School property and must be maintained according to Keystone Prep High School rules and policies.

To properly manage our Technology, we may examine any stored or transmitted information. Therefore, you should not expect that the information you store in or send through these systems is private. Keystone Prep High School reserves the right to monitor voice mail messages and e-mail messages, without notice to you, and at any time, and not necessarily in your presence. We reserve the right to disclose any computer storage media, messages or documents produced, sent or received by employees to law enforcement officials without any prior notice.

In order to protect the security of our systems, do not disclose your password to others and do not use an unauthorized password or other means to gain access to the computing resources, e-mail or voice mail of others. We periodically monitor use of these communication systems. Keystone Prep High School may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, computer, etc. These communication

technologies and related storage media and databases are to be used only for Keystone Prep High School business and they remain the property of Keystone Prep High School. We reserve the right to keep a record of all passwords and codes used and/or override any such password system.

We respect all computer software copyrights and adhere to the terms of our software licenses. Therefore, you may not duplicate software or give software to anyone (including contractors, customers, and other third parties) without prior approval of the Information Technology Department. You may use software on equipment only as allowed by our license agreements. The unauthorized modification of the LAN startup/sign-on process is also inappropriate as security and virus protection could be breached.

We all have a responsibility to ensure corporate assets are used in an appropriate and productive manner. You must receive prior authorization before any Keystone Prep High School technology may be removed from the premises. Violations of our information technology policies may result in loss of technology privileges, disciplinary action and/or prosecution. For a complete copy of Keystone Prep High School's Technology/Equipment Policy, contact Human Resources Manager.

## Outside Requests for Information

Any outside requests for information about Keystone Prep High School from research firms, other companies, the news media, consultants, etc. should be directed to the Head of School before any information is given. This helps us maintain consistency on important school communications, ensures that accurate information is given for those matters appropriate for public knowledge, and minimizes the risk of releasing confidential information.

## Parent Communication

Communication with our parents and stakeholders is imperative for the success of our students. However, while communication is important, the primary focus of a teacher must be classroom instruction. Each teacher is provided with a 55 minute, duty-free plan period. During this time, teachers should return parent phone calls and emails along with doing lesson planning for upcoming classes. **It is a paid time to organize your lessons and respond to parents.** It is not paid for handling life outside of school. Please respond to any parent communication within 24 – 48 hours of its receipt from a parent or vendor you are dealing with related to school issues. In the event of an emergency, a teacher may request assistance from an administrator or front office staff to respond appropriately. Make every effort to respond to requests in a timely and professional manner.

If you feel you are being abused by a parent expecting daily communication or excessive communication, notify your Administrator/s for how to handle these excessive demands. High school students need to be engaging with their own instructors independent of their parents. Additional demands should only occur if the parent is trying to assist the instructors by ensuring their student does the appropriate work. A student telling a falsehood to a parent for self-gain opens themselves up to potential discipline from the Administrator/s. Neither false character assassinations on staff members, rumors, or false stories will be tolerated regarding the employees or other students. These are very serious offenses. At times, parents may fall prey to such falsehoods and need staff reassurance. Immediately report these sorts of allegations to your administrators.

## Personal Phone Calls and Cell Phones

Teachers are provided a planning period with access to a quiet area and telephone in the Supply Room to return calls to parents when privacy is needed. Personal calls should be limited at school and never occur during a class time.

## Use of Social Media

It is strongly recommended that staff and teachers develop and maintain frequent communication with parents, students, and all Keystone Prep High School stakeholders. However, personal or one on one communication with a student is not recommended, unless it is for the specific purpose of school related business. Staff and teachers are discouraged from over socializing with parents and students outside of their professional role, when using any form of personal communication such as social media, Facebook, Instagram, or Twitter etc. Although everyone is supposed to be protected against prejudice we have far too often seen it leveled in education. It is recommended that communication occur by using team meetings, email transmissions, and telephone calls. The school recommends staff do not friend or follow student's personal accounts on social media platforms, or accept being friends with students in these communication areas for this very reason. Do not carry the school logo or emblem on your own media pages as your personal views may not be that of the professional institution you represent. If you choose to post that you work at the KPHS institution, you choose to represent it, so be sure you do not use inappropriate posts that would misrepresent the good name of the institution. If you do have student friends on your social media and vulgarity is used or reported resulting in complaints in the workplace by parents, it becomes a part of the school process because the person so doing, brought it into the school.

## Compensation and Benefits

### Introduction

Your paycheck is one of the most tangible rewards for your work at Keystone Prep High School. Yet, it is only part of the many benefits available to you. This portion of the Employee Handbook contains a very general description of our pay policies and the benefits to which you may be entitled. Please understand that this general explanation is not intended to provide you with all the details of these programs. Therefore, this handbook does not change or otherwise interpret the terms of any summary plan descriptions. Your rights can be determined only by referring to the full text of the benefits summary plan descriptions. To the extent that any of the information contained in this handbook is inconsistent with the plan documents, the provisions of the plan documents will govern in all cases. Keystone Prep High School may amend, delete or modify, in whole or in part, the provisions of the described benefit plans. We may also require or increase employee premium contributions towards any benefit at our discretion. If you need more information on a specific program, please contact Human Resources.

### New Hires

During your introduction, you will learn your responsibilities and get acquainted with fellow employees and with our organization. Completion of the employee probationary period does not entitle you to remain employed by Keystone Prep High School for any definite period of time. However, the first of the month following completion of the introductory period, regular full-time employees (those who are scheduled for and work 25 hours per week and all staff required school days) are eligible for most employee benefits described in this handbook. Mentor may be assigned to new staff members and will be approved exclusively by the Head of School.

### Compensation and Benefits

As a small, private, non-profit employer, Keystone Prep High School continually balances its budgetary constraints with the need to attract and retain the most qualified staff to serve our students. KPHS recognizes it cannot compete with private schools that have operated for years with large endowments, or with large local public school districts, and will likely lag the market with compensation offerings. Keystone Prep's base pay guidelines provide the Head of School with a pay range for each type of position based on a job's function and the candidate's level of education.

The Head of School determines the base pay offered to potential employees within the appropriate pay range base on additional factors including years of experience and exceptional skill sets. KPHS does not have a large full-time employee population to allow for employer funded healthcare offerings, however, provides benefit eligible employees a benefit allocation for use towards a savings plan or healthcare plan of their choice. In the Fall of 2016 the Head of School appointed a benefits committee to suggest creative solutions to the benefit offerings. As Keystone Prep High School grows, the leadership is committed to offering increasingly competitive compensation to effective employees.

## Payroll

All employees of Keystone Prep High School are paid every other Friday for work performed during the previous two-week pay period. There are 26 pay periods per year and full-time teachers are paid on a twelve (12) month basis. If a regular payday falls on a holiday, employees will be paid on the last day worked before the holiday. The pay period begins on Monday and ends on Sunday two weeks later. Please review your paycheck for errors. If you find a mistake, report it to the Human Resources Manager right away. Any error will be corrected as soon as possible.

Paychecks include your gross wages earned minus all legally required deductions (taxes, garnishments, and social security) and any other deductions you may have authorized (i.e., insurance premiums, direct deposit). You will be asked to self-enroll with our payroll provider from a personal email address before your first pay date. Keystone Prep High School uses direct deposit of your paycheck (automatic payroll deposit). You may deposit your paycheck in more than one checking or savings accounts. Please see the Human Resources Manager for instructions.

## Recording Hours Worked

All hourly employees must record how many hours were worked each day. Please ensure that your actual hours worked and any leave time are recorded accurately. Falsification of your hours worked is grounds for disciplinary action, up to and including termination. Signed time sheets are due to Human Resources each Monday after the end of a pay period to ensure timely payment of wages. Should employees fail to submit approved time sheets by this deadline, the employees' wages will be paid on the next regular payroll cycle.

## Overtime

From time to time, employees are asked and required to work overtime to meet Keystone Prep High School's business needs. Prior written approval from the Head of School is required to exceed 40 hours of work per week. Overtime compensation applies to all non-exempt and hourly employees. Exempt employees may have to work hours beyond their normal schedules as work demands require, but no overtime compensation will be paid to exempt employees. Overtime will be paid at 1½ times your regular hourly base rate for full-time and part-time non-exempt employees who actually work more than forty hours in a pay week (exclusive of lunch break). Personal/professional or sick/bereavement time off will **not** be considered hours worked for purposes of performing overtime calculations. The workweek is defined as beginning 12 a.m. on Monday and ending 12 a.m. on the next consecutive Sunday.

## Performance Appraisals

Performance appraisals serve as an important communication link regarding your work performance. We use the performance appraisal process to evaluate individual accomplishments and also to identify areas of performance that do not meet Keystone Prep High School's performance based expectations. The frequency of performance appraisals may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Different performance evaluation tools are used to broaden the depth of the evaluation process. Keystone Prep seeks staff members who are self-motivated and perform their duties at the highest possible level. Pay increases are based on performance evaluations.

Performance increases are only granted in conjunction with a favorable performance evaluation. However, favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Keystone Prep High School and depend upon many factors in addition to performance.

## Authorized Absences

Full-time employees have six (6) sick/bereavement days and four (4) personal/professional days at the beginning of the academic year. These days are not designed for vacation time but for specific events that cannot be avoided during the academic year. There is no carry over provision from year to year. After four (4) cumulative sick day absences, employees may be required to bring a physician's note documenting the illness. The Head of School must approve personal days in advance. Approval of time off is based on such factors as adequate coverage of job responsibilities, staffing requirements, and overall functioning of the school. If an illness or death occurs to others of close relation sick leave, if requested, may be granted by the Head of School.

## Holidays

Keystone Prep High School typically observes nine paid holidays each year when they fall during the work week: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. The school calendar is published prior to the beginning of each academic year and will ultimately determine when staff is expected to report to work.

In order to be eligible for holiday pay you must be a full-time employee or a part-time employee regularly scheduled more than 25 hours per week and scheduled on all staff required work days. Employees who are on a student only work day schedule are not eligible for holiday pay. An employee must be actively at work on the scheduled workdays immediately prior to and after the holiday. For hourly employees, the holiday pay will be based on your straight-time pay rate and your regularly scheduled hours (your payment amount is based on the hours you would have worked had it not been a holiday, not to exceed eight hours). Hourly employees must be regularly scheduled to work on the day of the holiday to be eligible for holiday pay.

## Business and Travel Expenses

Keystone Prep High School will reimburse employees for pre-approved reasonable and necessary business expenses that are fully documented. Please see the Head of School for approval information.

## Employee Education

Some employees may need to attend training programs, seminars, conferences, meetings, or other outside activities. Attendance at such activities, whether required by Keystone Prep High School or requested by individual employee, requires the approval of the Head of School. To obtain approval, submit a written request to your Head of School detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

For attendance at events authorized by Keystone Prep High School, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the Business Office team in advance. Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices. This policy does not apply to your voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Keystone Prep High School encourages professional development for all employees in order to improve their professional knowledge, job skills, and certification(s); such activities do not qualify for reimbursement or compensation under this policy without prior written approval.

## Group Health and Dental Insurance

Keystone Prep High School provides comprehensive medical and dental insurance plans for regular full-time employees and their dependents on the first of the month after 30 days of full-time employment. Our group plans are fully-insured plans that requires premium payments through payroll deduction. Costs may vary, depending on the type of plan we have and the type of coverage you select. In the event of an increase in insurance premium rates, all covered employees will be required to contribute to the cost of increased premiums to retain coverage. Details about insurance coverages are available in a separate publication distributed by Human Resources.

If you do not apply for insurance coverage within 30 days of becoming eligible, you will not be able to enroll until the next open enrollment period. Open enrollments are held in September each year for health coverage. The Human Resources Manager can assist you in making the necessary arrangements for enrollment. Please see the Summary Plan Description for requirements and further details.

## Benefits Continuation

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 gives you and your qualified beneficiaries the opportunity to continue health and/or dental insurance coverage under Keystone Prep High School's health plan when a "qualifying event" would normally result in the loss of eligibility. Some qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours (including some types of leaves of absence), an employee's divorce or legal separation, a dependent child no longer meeting eligibility requirements, and an employee's eligibility for Medicare entitlement.

Under COBRA, you or your beneficiary pays the full cost of coverage at Keystone Prep High School's group rates plus an administration fee. Keystone Prep High School will provide you with a written notice describing rights granted under COBRA when you become eligible for coverage under the health insurance plans.

## Retirement

Keystone Prep High School encourages employees to refer to the Social Security Administration web site at <https://www.ssa.gov/retire/> to plan for their retirement.

## Workers' Compensation

Keystone Prep High School provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers Compensation Benefits and return it to the Human Resources Manager; and
- Provide Keystone Prep High School with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that you are able to return to work after a workers' compensation leave, you under most circumstances will be reinstated to your same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had remained on active employment status rather than on a leave status. For example, if the employee out on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining Keystone Prep High School's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

Your return depends on your qualifications for any existing openings. If, after returning from a workers' compensation disability leave, you are unable to perform the essential functions of your job because of a physical or mental disability, Keystone Prep High School's obligations to you may include reasonable accommodation, as governed by the Americans with Disabilities Act.

## **Conflict Resolution**

Conflicts will always exist in a workplace. Employees have different points of view and communicate with one another with various styles. Because our staff spend large amounts of time together, it is important for each individual to take steps toward resolving workplace conflicts with co-workers with an open mind. When conflicts arise, Keystone staff members need to follow these steps:

### **Step 1:**

Begin by attempting to work out the differences directly with the co-worker you have a challenge with, and not by discussing your frustrations about them with other staff members. Use the meeting to clarify your understanding and share your perception. This step alone can often resolve misunderstandings. Once efforts are made to establish a common goal and ways to meet that goal, team members can often generate improvements in the workplace. This step is required before asking a supervisor or a manager to become involved.

### **Step 2:**

If the first step does not resolve the disagreement, have a frank discussion with the Head of School. The Head of School has a responsibility to answer questions, solve problems and address concerns as they arise. Without this contact, the Head of School may not even be aware that a problem or concern exists.

This procedure is important for both you and Keystone Prep High School. It is also important to understand that your supervisor will assign tasks that need to be completed to make our school run effectively. We cannot guarantee that every problem will be resolved to your satisfaction. However, we value your observations and there will be times when your input will be invited. The most effective approach is to offer ideas solutions to the concerns raised.

## **Course Syllabus**

Teachers must prepare a detailed course syllabus for their classes and distribute one to each student during the first day of classes along with classroom rules. A copy of their syllabus and rules must be submitted to the Administrator/s. These syllabi will reside in the school records for administrative uses.

## Gradebook

Teachers will be required to keep grades in TeacherEase on a daily and weekly basis. All grades received by a student that are used in computing the final grade must be documented in TeacherEase. Any explanation as to the procedure used to calculate quarter/semester grades should be noted in TeacherEase so that any parent, teacher or administrator can interpret them. Students should average three opportunities per week to affect their grades. Teachers have one week from due date before final grades should be entered in TeacherEase. Special exceptions may be allowed for large projects or essays with prior Administrator/s permission. Grade entering should never fall behind (in the same week assignments or tests were given) or ever hold up quarter and semester grades. Teachers are required to come in early or stay late to be able to meet the grade distribution deadlines. Failure to do so, will result in employee disciplinary procedures for the teacher.

Semester grades will be calculated per the following percentages:

Quarters 1/3 = 40 %

Quarters 2/4 = 40%

Semester Exam = 20%

## Health and Safety

### Bloodborne Pathogens

It is important to know that blood and other body fluids can transmit serious infectious diseases. Keystone Prep High School has a Bloodborne Pathogens Control Program that provides training to certain individuals. These trained persons know how to safely clean up blood or other body fluids. If you should ever encounter blood or other body fluids at work, please stay clear and advise administration. If at any time you come into direct contact with blood or other body fluids, immediately wash the area with soap and water and see the Clinic Supervisor for further information.

### Clinic and Medication Dispensing

A student who becomes ill or is injured while at school must go to the clinic with a hall pass from his/her teacher. Parents or guardians will be notified to pick up a student when an illness or injury occurs, as deemed necessary by the Clinic Supervisor. An accident form must be filled out detailing the specifics immediately following the injury and given to the Clinic Supervisor, as well as to the Administrator/s. If it occurred due to fooling around or horseplay, the Administrator/s will also be notified and subsequent student/teacher actions will occur.

The Clinic Supervisor and designated substitutes that are trained, will administer medication to students with conditions, chronic illnesses, disabilities, or long term needs which necessitate taking prescribed medicine to protect the student's health. No other staff member may ever give any medication to a student, or knowingly allow students to take medicine at any time, including over-the-counter cold and pain medications. If the Clinic Supervisor is away, the Registrar will dispense medications, and if they are both away, the Human Resources Manager, or Administrator/s will dispense the medications. No other untrained employee may ever dispense medications at KPHS.

## Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster (e.g., hurricane, fire, explosion), the school will be closed if the building is damaged or highways leading to the school are damaged. For instructions on reporting to another location, contact the Head of School immediately, if possible.

## Injuries

If you are injured during or as a result of your work at Keystone Prep High School, you should report the incident immediately to your manager. Providing immediate notice to the appropriate individual is your responsibility. Your manager will complete an Employee Injury Report and take it to the Human Resources Manager. Failure to report a work-related injury immediately could result in the denial of workers' compensation benefits.

Injuries that result from an activity that is social or recreational are not normally considered work-related. Injuries that occur during these activities and need medical attention should be handled through your health insurance.

## Safety

All employees are required to report to the Head of School or to the administrator in charge if they know of anyone on campus with a criminal background or with criminal charges pending, or anyone in possession of any dangerous object or weapon, or anyone who has made a threat of harm.

## Security

Follow Keystone Prep High School guidelines to help maintain a secure workplace. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees and students depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the Head of School, Administrator/s when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

## Workplace Violence

All employees, including educators, administration and temporary employees, should be treated with courtesy and respect at all times. You are expected to refrain from fighting, or other conduct that may be dangerous to others. Weapons (guns, knives, etc.), explosives, and other dangerous or hazardous devices or substances are prohibited on Keystone Prep High School property.

Conduct that threatens, intimidates, or coerces another employee, student, or member of the public at any time, including non-work periods, will not be tolerated. Any threatening statement or gesture will be interpreted as intent to carry it out. It will not be a defense that you were only joking, fooling around, or engaging in horseplay. Similarly, veiled threats will not be tolerated. Corporal punishment of students in our school is strictly prohibited.

All threats of (or actual) violence, both direct and indirect, should be reported immediately to the Head of School. This includes threats by employees, as well as threats by students, vendors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported immediately to your Head of School.

Keystone Prep High School encourages you to bring your disputes or differences with other employees to the attention of the Head of School or Human Resources Manager before the situation escalates into potential violence.

## Leaves of Absence

Keystone Prep High School may grant leaves of absence to employees in certain circumstances. Requests for any leave should be in writing as far in advance as possible. Keep in touch with the Human Resources Manager or Head of School during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting the Human Resources Manager and the Head of School, Keystone Prep High School will assume that you do not plan to return and that you have abandoned your position.

### Military Leave

Leaves of absence without pay for military or reserve duty are granted to full-time and part-time regular employees in accordance with state and federal laws. If you are a reservist or member of the National Guard, you are also granted time off without pay for required training. After returning from military service, you will have rights to reinstatement, vacation, compensation, and length of service as required by law.

### Unpaid Personal Leave

You may request an unpaid leave of absence for personal needs due to extreme situations over which you have no control, such as a family or other emergency. The leave must be taken continuously. Requests for leaves are approved by the Head of School and recorded by the Human Resources Manager.

If your request is due to an emergency, you must notify the Head of School as soon as possible. In such an emergency situation, a written leave request must normally be submitted within three (3) days of the beginning of your leave. You must return to work immediately at the end of the leave. If you do not return to work, Keystone Prep High School will assume that you have resigned.

Your benefits will continue during your leave as long as you reimburse Keystone Prep High School for any missed health insurance premium contributions when you return to work. Reinstatement cannot be guaranteed to employees returning from personal leave. However, every attempt will be made to give you the same position or a similar position, subject to budgetary restrictions, our need to fill vacancies and our ability to find qualified temporary replacements.

### Jury and Witness Duty

If you are a full-time regular employee who is summoned to jury duty, Keystone Prep High School continues your base wage rate during your active period of jury duty up to a maximum of five (5) days per calendar year. You are also permitted to retain any allowance you receive from the court for such service. If you are not a regular full-time employee, you are given time off without pay while serving jury duty. Employees out on any type of leave are ineligible for jury duty pay.

You must show your jury duty summons to the Head of School or Human Resources Manager within three (3) days of receiving a summons so that arrangements can be made to accommodate your absence. You are expected to report to work whenever the court schedule permits. All employees are allowed unpaid time off if subpoenaed to appear in court as a witness. Volunteer service on a jury, appearances as a voluntary witness, or as a plaintiff or defendant are not covered by this policy. Florida witness, plaintiff or defendant laws will apply.

## Leaving Campus During the Day

It is necessary to know where all staff are during the day because of incoming calls, emergencies, insurance and for safety purposes. **Requests to leave during the day and on your working hours should be used only for emergency purposes.** If you do need to leave, your request must be approved in writing by your Head of School before leaving campus. Failure to follow these procedures may subject you to employee disciplinary procedures. Expecting exceptions during your workday is taking advantage of the system. Each staff member must fill out the Absence/Time Off Request Form and have it approved in advance to be off campus during work hours.

## Mandatory Reporting

Although every person has a responsibility to report suspected abuse or neglect, some occupations are specified in Florida law as required to do so. These occupations are considered "professional mandatory reporters". A professional mandatory reporter of child abuse/neglect is required by Florida Statute to provide his or her name to the Abuse Hotline Counselor when reporting. A professional mandatory reporter's name is entered into the record of the report, but is held confidential (§39.202, F.S. and 415.107, F.S.).

## Off-Duty Conduct

While Keystone Prep High School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with our legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect Keystone Prep High School's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects Keystone Prep High School's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

## Personal Property

Keystone Prep High School provides all essential items required to perform your duties. Any personal property which is brought onto Keystone Prep High School's premises, including briefcases, personal calculators and computers, personal radios, etc., is solely at your own risk. Therefore, you should take necessary precautions to protect your personal effects from theft, loss, or damage while at work or traveling on Keystone Prep High School' business.

## Policies and Practices

Keystone Prep High School employees are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or by Keystone Prep High School. Nothing in this handbook limits the right to terminate at-will employment. No manager, supervisor, or employee of Keystone Prep High School other than the Head of School has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms.

## Confidentially

The protection of confidential information and trade secrets is essential both for Keystone Prep High School and its employees' future security. In the course of your work, you may have access to confidential information regarding Keystone Prep High School, its affiliates, students and their families, suppliers, and perhaps even fellow employees. To protect such information, you may not disclose any trade secrets or confidential information from work except as necessary to perform your duties.

Students and employees have a right to expect all personal information about themselves, their school record, and their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Student, employee, and business operational information should never be accessed, disseminated, or discussed with others, outside Keystone Prep High School, except on a need to know basis according to the employee's position. Keystone Prep High School's student records and rosters are trade secrets and are the exclusive property of Keystone Prep High School. You may not directly nor indirectly solicit business competitive with Keystone Prep High School's business based on information from those student records. Further, information in a student record or a personnel file is confidential and can be released only after receiving written authorization from the student or employee, or as required by law. All requests for such information must be reviewed and responded to by the Head of School. Any questions about your responsibilities in this area should be directed to Head of School or Human Resources Manager.

## Conflicts of Interests and Ethics

We are committed to maintaining high standards of ethical business practices. "Conflicts of interest" arise when the personal interests of an employee influence, or appear to influence, that person's ability to act in Keystone Prep High School's best interest. For example, you must not accept payments or other favors that might be regarded as placing yourself under some obligation to a vendor or customer who deals or wants to deal with Keystone Prep High School. Also, outside activities such as a second job or self-employment, must be kept totally separate from your employment with Keystone Prep High School. Any activity or personal financial interest that could adversely affect the objectivity of your judgment could also interfere with the performance of your duties and responsibilities. Therefore, you must not have a position with, or financial interest in, another business that interferes with Keystone Prep High School's duties or responsibilities. You must disclose to your manager any financial interest in, or position with (including work as a consultant or advisor), any competitor of Keystone Prep High School. No outside activity (such as volunteer work) should involve Keystone Prep High School's name or its employees, or be performed during working hours. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

If you are involved in any of the types of relationships or situations described in this policy, you should immediately disclose the relevant circumstances to your Human Resources Manager and the Head of School. If an actual or potential conflict is determined, Keystone Prep High School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts constitutes grounds for disciplinary action.

## Copyright Compliance

Keystone Prep High School recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio visual or printed materials and computer software, unless the copying or use conforms to the "fair use" doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is allowed for such purposes as criticism, comment, news reporting, teaching, scholarship, or research as long as four standards are met:

- The use must be for such purposes as teaching and must be nonprofit.
- You may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers.
- In most circumstances, copying the whole of a work is not considered fair use; copying a small portion may be if these guidelines are followed.
- If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While Keystone Prep High School encourages its staff to enrich learning programs by making proper use of supplementary materials, it is your responsibility to abide by Keystone Prep High School’s copying procedures and obey the requirements of the law. In no circumstances will it be necessary for staff to violate copyright requirements in order to perform their duties properly.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with Keystone Prep High School’s procedures or is permissible under the law should contact his or her manager. The manager will then inform the Head of School immediately.

## Drug-Free Environment

Keystone Prep High School maintains a drug and alcohol-free workplace. Employees who use illegal drugs or misuse alcohol or legal drugs present a potential safety risk to themselves, students, fellow workers and the public. Moreover, the possession or effects of drug and alcohol abuse impairs our ability to provide quality education for students and to provide role models of good citizenship.

This policy prohibits the following:

- Possession, use, transfer, or sale of prohibited substances while on school premises or work time
- Being under the influence of a prohibited substance on school premises. “Under the influence” of alcohol means that a person has an alcohol concentration of .02 or more on work time or Keystone Prep High School property. “Under the influence” of an illegal drug or controlled substance without a valid prescription means any detectable level of the prohibited substance in an employee’s system
- Storing any prohibited substance in a desk, vehicle, or other place on school property
- A conviction under any criminal law involving alcohol for a violation that happened on school time or school premises or a conviction under any criminal drug law
- Transfer or sale of illegal drugs or controlled substances, regardless of whether on work time or school premises

A “prohibited substance” is alcohol, illegal drugs, prescription drugs not validly prescribed, or any substance that affects your ability to safely or competently perform your job.

Keystone Prep High School will require a drug and alcohol screen under the following conditions:

- If your conduct causes Keystone Prep High School to have a reasonable belief that you are under the influence of alcohol and/or drugs; or
- When you are involved in a workplace accident or are injured on the job and the circumstances raise a belief that impairment contributed to or caused the accident/injury; or
- Keystone Prep High School has a reasonable belief that you are in violation of this policy.

If you refuse to sign a test consent form, delay or obstruct the testing process, or refuse to be tested, you will be considered insubordinate and will be discharged. Attempts to alter or substitute a test sample will also result in termination of employment.

Also, you and your vehicle, lunches, personal effects, desks or similar areas may be searched while on school premises when there is a reasonable belief that:

- You possess a prohibited substance; or
- You ingested a prohibited substance.

“Reasonable belief” is a belief based on observed, specific, objective facts (i.e. disposition, appearance, behavior, speech, odor) where the rational inference to be drawn under the circumstances is that the person is under the influence of drugs or alcohol. It also means receiving information from an employee, law enforcement, security personnel or other sources believed to be reliable.

Violation of this policy will result in disciplinary action, up to and including discharge, and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.

## Employee References

All requests for references must be directed to the Human Resources Manager or Head of School. No other manager, supervisor, or employee is authorized to release references for current or former employees. By policy, Keystone Prep High School discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, will also inform prospective employers of the amount of salary or wage you last earned.

## Equal Employment Opportunity

Keystone Prep High School selects, develops and promotes employees based on the individual's ability and job performance. Keystone Prep High School provides Equal Employment Opportunity to all people in all aspects of the employer/employee relationship without unlawful regard to age, color, creed, gender, marital status, medical condition including genetic characteristics, national origin or ancestry, physical or mental disability, pregnancy or pregnancy-related condition, race, religion, veteran status, or any other consideration made unlawful by federal, state, or local laws. Keystone Prep High School policy also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. This policy affects decisions including, but not limited to: your compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer and other privileges of employment.

Keystone Prep High School is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Keystone Prep High School operations and prohibits unlawful discrimination by any Keystone Prep High School employee, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Keystone Prep High School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Keystone Prep High School Human Resources Manager with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. Keystone Prep High School will then conduct an investigation to

identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. Keystone Prep High School will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Keystone Prep High School will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to the Head of School or Human Resources Manager. Your complaint should be specific with details of the incident(s) including the date(s), time(s) and the names of the individuals involved. Keystone Prep High School will undertake an investigation and attempt to resolve the situation.

If Keystone Prep High School determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Remedial action could include unpaid leave or attending required training. Appropriate action also will be taken to deter any future discrimination. Keystone Prep High School will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

## Hiring of Relatives

Keystone Prep High School does not maintain a strict policy that prohibits employment of relatives in all circumstances. However, there are restrictions on the employment of relatives under some circumstances. For example, Keystone Prep High School may refuse to place a relative under the direct supervision of another relative, for business reasons of supervision, safety, security, morale, conflict of interest, etc. For the same reasons, Keystone Prep High School may refuse to place related family members in the same department. We will also avoid situations where the nature of an employee's job could place that employee in an awkward position if relatives were employed in an area or function over which the employee has influence.

In other cases where a personal conflict, conflict of interest or the potential for any conflict arises, even if there is no supervisory relationship involved, the parties may be reassigned, not hired or separated from employment. For the purposes of this policy, Keystone Prep High School defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

## Investigations

Like all companies, our success is threatened by drug use, theft, vandalism, or other wrongful activities.

It is our obligation to resolve such problems as quickly and as accurately as possible. Keystone Prep High School may find it necessary to conduct an investigation. Investigations protect both you and Keystone Prep High School.

Keystone Prep High School investigates in a reasonable manner to determine whether any employee has engaged in conduct warranting disciplinary action. Every employee (as a condition of employment) is expected to fully cooperate in any investigation, which may include questioning, a search of your person, or search of personal property (e.g. purses, packages, lockers, lunches, etc.). Please do not bring personal items to work that you are unwilling to have the Head of School or Human Resources Manager see. An employee's failure to participate in an investigation could result in termination from Keystone Prep High School.

## Job Duties

The Head of School or another member of the administration will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of Keystone Prep High School. Your cooperation and assistance in performing such

additional work is anticipated and expected. Keystone Prep High School reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

## Other Employment

While employed by Keystone Prep High School, you are expected to devote your energies to your jobs with Keystone Prep High School. The following types of employment elsewhere are prohibited:

- Additional employment that conflicts with your work schedule, duties, and responsibilities at Keystone Prep High School;
- Additional employment that creates a conflict of interest or is incompatible with your position with Keystone Prep High School;
- Additional employment that impairs or has a detrimental effect on your work performance with Keystone Prep High School;
- Additional employment that requires you to conduct work or related activities on Keystone Prep High School property during your working hours or using Keystone Prep High School facilities and/or resources; and
- Additional employment that directly or indirectly competes with the business or the interests of Keystone Prep High School.

If you wish to engage in additional employment that may create a real or apparent conflict of interest, you must submit a written request to your manager explaining the details of the additional employment. If the additional employment is authorized, Keystone Prep High School will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

## Personal Data Changes

It is the responsibility of each employee to promptly notify the Human Resources Manager of any changes in personnel data. Personal mailing addresses, telephone numbers, change in marital status, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, licensure and other such status reports should be accurate and current at all times.

## Social Security Number Confidentiality

Keystone Prep High School collects and maintains social security numbers of employees, students, and others in the ordinary course of business and as required by law. We handle social security numbers with a high degree of security and confidentiality as follows:

- The confidentiality of social security numbers is maintained to the extent practicable; the unlawful disclosure of social security numbers is prohibited;
- Access to information or documents containing social security numbers is limited to those who have a business-related reason to know this information;
- Documents containing social security numbers are disposed of properly.

No person will knowingly disclose, transfer or unlawfully use the social security number of any employee, student or other individual. Also, social security numbers will not be (1) Publicly displayed; (2) Used as the primary account number or identifier for an individual, except where existing records or record systems require such use; (3) Visibly printed on identification cards or badges; or (4) Used, transmitted, or stored on records or record systems that are not encrypted or secure. This policy applies to Keystone Prep High School records and record systems. It does not apply to the records or record systems maintained by third parties or vendors. Corrective action will be taken in the event of an intentional violation of this policy. Such action could include modification of a process, practice, record or

record system to better protect the confidentiality of social security numbers or, if appropriate, disciplinary action, up to and including termination of employment.

## Solicitation

In an effort to maintain a productive work environment and to prevent inconvenience to others, persons not employed by Keystone Prep High School may not solicit or distribute literature on Keystone Prep High School's premises at any time for any purpose.

Keystone Prep High School recognizes that employees may have interests in events and companies outside the workplace. However, to operate efficiently, solicitation within Keystone Prep High School's facilities or on Keystone Prep High School's grounds is restricted. You may not solicit or distribute printed material concerning these activities during work time. (Work time does not include lunch periods, work breaks, or any other periods in which employees are not on duty. Work time does include the work time of both the soliciting employee and the employee to whom it is being directed.) Employees may not solicit in work areas at any time. (Work areas include classrooms, offices, halls, aisles, or other areas where work is performed. They do not generally include staff lunchrooms or break areas.)

In addition, bulletin boards maintained by Keystone Prep High School are to be used only for posting or distributing material directly concerning school business and approved for posting by the Head of School. All employees are expected to check these bulletin boards periodically for new and/or updated information. Employees are not to remove material from the bulletin boards.

## Technology/Equipment Policy

### Commercial Use

School information resources should not be used for commercial purposes, including advertisements, solicitations, promotions or other commercial messages unrelated to pre-approved school use. Photos may not be copied.

### Copyrights and Licenses

Users must not violate copyright laws and must respect licenses of copyrighted materials at all times. For the avoidance of doubt, unlawful file-sharing - using the school's information resources is a violation as well as falsifying information to represent it as one's own when it belongs to someone else.

### Equipment

The Technology Policy is an agreement that the signees are the steward of their assigned computer/notebook/tablet. This requires that they are responsible for any abuse causing the computer/notebook/tablet to malfunction due to:

- abuse of the computer/notebook/tablet
- breaking the computer/notebook/tablet
- damaging the computer/notebook/tablet
- dropping or tossing the computer/notebook/tablet
- harmful neglect of the computer/notebook/tablet
- spilling water or beverage on the computer/notebook/tablet

In the event the computer/notebook/tablet equipment experiences any of the above listed infractions, the user will be fully responsible for the replacement cost of the device and for paying for the new computer/laptop/tablet to be programmed by our specified agent. **This combined total replacement cost is to be paid immediately, so the equipment can be replaced.**

## **Personal Use**

School information resources should not be used for activities unrelated to the appropriate intended academic functions, and only be used by students when working appropriately in the educational setting.

## **Prohibited Technology Usage**

Users must not download, message, send, share, sext, text, participate in, view or watch any fraudulent or inappropriate technology use including but not limited to: harassing, obscene (i.e. pornographic), threatening, or other such messages or material that are a violation of applicable law or school policy, in particular, contributing to the creation of an inappropriate or hostile academic or work environment, which will result in immediate suspension.

## **Political Use**

School equipment and information resources must not be used for partisan political activities as prohibited by federal, state or other applicable laws, and may not be used for other political activities to remain in compliance with federal, state and other laws due to our 501c3 status. School emails cannot be used to promote partisan politics or personal belief systems.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a user believes a computer or mobile device might be infected with a virus, they should alert the Administrator/s immediately. Users should not attempt to remove the virus or download any programs to help remove the virus.

## **Social Media**

Users must respect the purpose of and abide by the terms of use of online media forums, including social networking websites, mailing lists, chat rooms, blogs etc. including never using such sights for bullying or for defamatory remarks about others in our student or staff population. Be careful when commenting to support other sites. If commenting negatively about the school, or the staff, or other students you may forfeit a scholarship or be asked to leave the school.

## **Technology Policies Related to Personally Owned Computers/Notebooks/Cell Phones and Resources**

Keystone Prep does not ask students or staff to use their personally owned resources to conduct school business. Individual units being brought into or operated within the school setting are bound by the same polices as listed here. Any personally owned resources used for activities, business, or personal needs while on our campus or grounds, are subject to this policy and must comply with all Keystone Prep requirements pertaining to that type of resource and to the type of data needs involved. The resources must also comply with any additional requirements (including security controls for encryption, patching and backup) specific to the school functions for which they are used, and to ensure our school technology systems are not compromised in any way by personal equipment. If such a compromise occurs and it can be traced to a specific user, all costs related to the repair of the school's system will be passed on to the user identified as creating the said breach. Where use of external networks is involved, policies governing such use also are applicable and must be followed.

## **Technology Responsibility**

Serious offenses regarding technology users may result in serious discipline consequences and/or law enforcement being called to investigate the misuse if it involves bullying or hacking on a school device. Saying "a friend or someone else used the computer/notebook/tablet" will not halt the investigation or remove a student's discipline

consequences, as the computer/notebook/tablet is assigned to a specific individual, who is required to have it in their personal possession at all times. The said equipment is never to be left unattended. **The user is fully responsible that no other person accesses their equipment at any time.**

### **Technology Use Requirements**

Keystone Prep is a non-profit, tax exempt 501c3 organization and as such is subject to specific federal, state and local laws regarding sources of income, political activities, use of property, technology use, and similar matters. Due to that tax exempt status Keystone Prep is also subject to government regulations for that status, and thus must ensure proper use of property/services under its control. Use of the school's technology information resources must comply with federal, state, and local policies and obligations (including licenses and subcontracts), and abide by all federal and state laws relative to proper technology use.

### **Web Access**

Web access will be restricted in compliance with KPHS technology regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, they should alert the Administrator/s over technology.

### **Tobacco-Free Environment**

In keeping with Keystone Prep High School's intent to provide a safe and healthy work environment, smoking and the use of tobacco products is prohibited throughout our buildings and on Keystone Prep High School grounds.

### **Unlawful Harassment**

Keystone Prep High School is committed to providing a work environment that is free from discrimination and unlawful harassment. Prohibited harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other legally protected characteristic, or that of his/her relatives, friends, or associates that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance
- Otherwise adversely affects an individual's employment opportunities

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to a protected characteristic
- Written or graphic material in the workplace that insults or shows hostility or aversion toward an individual or group because of a protected characteristic
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by Keystone Prep High School policy.

In addition to the above types of harassment, sexual harassment is a particularly offensive type of conduct that will not be tolerated in the workplace. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made a condition of an individual's employment
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct unreasonably interferes with work performance or creates an intimidating, hostile or offensive work environment

Harassment of an employee within the definitions outlined above is viewed by Keystone Prep High School as a serious offense and will be dealt with accordingly. Keystone Prep High School will use its best efforts to deal with harassment of our employees by non-employees such as parents, service persons, delivery persons and sales persons. Likewise, complaints that Keystone Prep High School employees, while on school business, are harassing or sexually harassing the employees of our customers, vendors, etc., will be taken seriously and dealt with in the same manner as if all parties are Keystone Prep High School employees (also see "Civility Policy" in the Faculty Orientation manual).

If you believe you are being subjected to harassment or sexual harassment, you should immediately notify your supervisor. It is the responsibility of the supervisor to contact the Head of School or the Human Resources Manager, which will take prompt and necessary steps to investigate the matter. Appropriate action will be taken based on the results of the investigation. In situations where the employee is dissatisfied with the action taken, successive levels of management should be notified of the problem. To the extent possible, Keystone Prep High School will maintain the confidentiality of the persons involved.

Keystone Prep High School encourages all employees to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the Florida Commission on Equal Opportunity investigate and prosecute complaints of prohibited harassment in employment.

Keystone Prep High School prohibits any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in an investigation. However, if after investigating any complaint of harassment or unlawful discrimination, we determine that an employee has provided false information, disciplinary action may be taken against that person. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including discharge from employment.

#### Explanation of Sexual and Other Unlawful Harassment

It is the policy of this School that all employees shall have the right to work in an environment free from any form of unlawful discrimination. Sexual harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of this School that sexual harassment will not be tolerated. Such conduct will result in disciplinary action up to and including dismissal. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and/or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions.

Hostile Environment - Is one in which unwelcome sexual advances, requests for sexual favors, and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with

an individual's work performance or creating an intimidating, hostile, or offensive work environment. Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct, such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct, such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an 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,
- Physical conduct, such as touching, assault or impeding or blocking movement and retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their immediate supervisor or to either the Head of School or Human Resources Manager.

This School prohibits retaliation against any employee who complains of harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need-to know-basis.

## Work Hours

Keystone Prep High School is normally open for business between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. The Head of School or designee will tell you what hours you will be expected to be at work. The Head of School may need to alter an employee's schedule based on the duties required. In addition, employees may be required to work overtime or hours other than those normally scheduled when necessary. Exempt employees should expect to work past business hours and on weekends to complete their job duties when requested.

The workday (a consecutive 24 hour period) begins at 12:01 a.m. and ends at midnight. The workweek begins on Monday and ends on Sunday. For purposes of pay, daily hours are computed based upon the day the actual work began.

## Potentially Controversial Materials

KPHS does not support the use of controversial materials for instruction including those which contain nudity, profanity, strong language or violence. If a teacher can find no other way to instruct their students without the use of potentially controversial literary works, novels, videos, YouTube clips, music or lyrics, the Administrator/s and the Head of School must review the material first, be assured there is no other alternative, and give written consent prior to the educational use of said materials. Your Administrator/s must have a copy of all questionable materials prior to classroom use. A letter must also be sent home informing parents, gaining parent permission, and explaining the following:

1. An alternate assignment if the parents decide their student should not participate in the assignment.
2. A cautionary note regarding the content, with an explanation as to what students will hear, see or read.
3. A space provided for a parent signature, giving permission for the student to view the material and to be signed by the Administrator/s and Head of School.
4. Explanation for educational purpose of said material and how this piece will enhance the lesson plan.

## Professional Appearance

Personal appearance is an influencing factor in life and in representing the organization an individual is employed by and the profession they hold. The KPHS community expects its employees to present themselves in a professional manner, which will add dignity to the educational environment. It is the responsibility of each employee to come to work in attire which will enhance his/her self-image with colleagues, parents, and students. We are engaged in the business of education, and therefore, employees are expected to model appropriate dress and be well groomed and in professional attire. Clothing must be clean and non-wrinkled. All employees are required to follow the business dress guidelines provided at staff orientation. Please refer to the “Business Casual, Smart Casual, Business/Informal” handout in the Faculty Orientation manual.

Exposed body piercings should be limited to the ears on anyone. Items or piercings on the tongue, lips, nose, eyebrows or other visible body parts are prohibited during work and at educationally supported events. Tattoos and other body drawings must be minimized in appearance, as much as possible. Hair should be combed, well-groomed and styled such that it does not obstruct an employee’s face. Men’s facial hair should be kept neat, trimmed, well-groomed and must not be unruly.

Appropriate	Inappropriate
<ul style="list-style-type: none"> <li>• Dress pants</li> <li>• Khakis or corduroys</li> <li>• Dress capris (women)</li> <li>• Skirts or dresses (women)</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants, leggings, exercise wear</li> <li>• Shorts, low-rise or hip-hugger pants</li> </ul>
<ul style="list-style-type: none"> <li>• Polo collar knit or golf shirts</li> <li>• Oxford or professional shirts</li> <li>• Collared school logo wear</li> <li>• Short-sleeve blouses or shirts</li> <li>• Turtlenecks</li> <li>• Blazers or sport coats</li> <li>• Jackets or sweaters</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts with writing (other than school logo)</li> <li>• T-shirts or sweatshirts</li> <li>• Beachwear</li> <li>• Exercise wear</li> <li>• Crop tops, clothing showing midriffs, spaghetti straps, anything see through, low necklines</li> </ul>
<ul style="list-style-type: none"> <li>• Boating or deck shoes, loafers (men)</li> <li>• Casual, low-heel, open-back shoes (women)</li> <li>• Decorated or dress sandals (women)</li> <li>• All footwear must be in good repair</li> </ul>	<ul style="list-style-type: none"> <li>• Flip flops without heels or decorations</li> <li>• Athletic shoes, tennis shoes, Croc-like sandals</li> <li>• Any unclean footwear</li> </ul>

- PE Coaches: appropriate athletic attire (shorts must meet student dress code near knee) collared golf shirts, no t-shirts, school embroidered shirts are acceptable if collared
- Custodial/Maintenance Staff: (shorts must meet student dress code to the knee) collared golf type shirts, no t-shirts, closed toed shoes in good repair are required, and work appropriate boots when needed (based on daily duties)
- Dress jeans and tennis shoes with collared shirts are permitted only on Fridays
- Dresses (women) and sport coats or suits (men) are expected for graduation or other dress events like galas

## Professional/Student Interaction

The following policies and practices are intended to support staff and students by being as clear as possible about safe conduct. Inevitably, situations will arise that this handbook does not cover and you should seek advice from your Head of School or the Human Resources Manager.

### Contact

You should not establish social contact with students for friendships or a relationship. Please refrain from giving personal details to students, e.g. home/mobile phone numbers, home or email address, unless checked with and agreed by the Head of School. Any contact with parents or students by email must be by school email (copy to Administrator/s), and any unwelcome communications to staff (written or visual) from students or parents should be reported immediately to your Head of School. Any emails sent from a teacher to a student must also include an administrator on the distribution.

### Control and Physical Intervention

Always try to defuse situations without physical intervention. We do not expect staff to put themselves at physical risk, but you may intervene to prevent a student from injuring themselves or others. The correct course of action is to notify administration and ask for immediate assistance prior to the situation becoming disruptive.

### Gifts

Small “thank-yous” from students and families are okay, but do not accept gifts of any significant value since this may be construed by others as a bribe or lead the giver to expect preferential treatment. Generally, only give gifts to a student as part of an agreed school reward, approved in advance by the Administrator/s. In any other context, ensure that any gifts given are of insignificant value and given to all students equally.

### Grading Expectations

A maximum number of points will be given to each test/assignment based on the amount of time, effort, and energy expected to be expended on the activity in order to do a quality job. The grade on any assignment can be easily calculated by dividing the number of points earned by the total number possible for that assignment. Students should average three opportunities per week to affect their grades.

The following grading scale is based upon the above calculations:

100-90% = A Superior quality (All directions carefully followed, student is cooperative and on task, well above average performance on the expectations and parameters of assigned work throughout.)

89-80% = B Above average (All directions carefully followed, high quality product and work is neat and above average throughout). Student was mostly cooperative and on task.

79-70% = C Average (All directions carefully followed, all minimum requirements are satisfactorily met and work is neat and well done throughout.) Student was cooperative and on task at least 75% of the time.

69-60% = D Below average (Most directions followed but not all required elements are present (incomplete) and/or overall quality of work is inconsistent/poor.) Student had problems remaining cooperative and on task.

59-0% = F Unsatisfactory (Several required elements are missing/directions are not followed or work is of poor quality and/or accuracy is poor.) Student was mostly uncooperative and off task during the assignment/test.

*Note: Incomplete work is not satisfactory/average and earns grades below “C” but is better than a “0”, so students should turn in all work. Repeated incomplete work will cause a student’s grade to fall.*

Grade (GPA) Weights: A-4 B-3 C-2 D-1 F-0

Honors courses receive an increased weight of 0.5

Advanced Placement courses receive an increase weight of 1.0

## Lesson Plans

It is a teacher’s professional responsibility to have workable lesson plans developed for your classes. All lesson plans are to be submitted through TeacherEase prior to instruction and to the Administrator/s. Weekly lesson plans must be submitted through TeacherEase before the first day of the week of instruction for your classes. Substitutes should always have lesson plans in advance. If parents’ opinions on projects or grades create concerns, please review them with the Administrator/s and the Head of School.

### **Emergency Lesson Plans and Attendance by a Substitute**

Emergency lesson plans for three days should be prepared by each teacher in advance and should be included in your Substitute Folder. These plans should have general activities that any substitute could use anytime during the school year, if an emergency would prevent you from sending in lesson plans appropriate to the progress in class.

Each teacher is responsible for keeping a record of each student’s absence and tardies, excused and unexcused, using the TeacherEase system. Teachers should have a copy of class rosters in their substitute folder. **Under no circumstances should a teacher leave their username and password in TeacherEase for a substitute.** All absences and tardies must also be recorded by a substitute for entry on your return to be entered into TeacherEase.

Teachers are responsible for seeking clarification whenever they are unsure about the requirements of this policy.

## One-to-one Situations

- Do not meet with students in remote, secluded areas of the school or grounds.
- Ensure that there is visual access and/or an open door whenever meeting.
- Ensure that there are other staff around or at least aware of the meeting.
- Do not pre-arrange meetings with students away from the school premises, ever.

## Plagiarism Policy

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices. Plagiarism and cheating robs students of their opportunity to become competent.

The following behaviors promote success and student achievement:

- Be prepared. Try to keep to a realistic schedule that balances academics and social and personal life.
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when students are studying for a test or writing a paper.
- Keep current with assignments. If a student needs to read an entire novel the evening before a test or before a paper is due on that novel, performance on either will suffer.
- Make certain that students understand assignments and the assessment that will be used. If they have questions or concerns, students need to seek out teachers who help them.
- Use all avenues of support available. For help needed beyond the classroom, teachers who are well versed in the subject must be available to assist.

Plagiarism is academic dishonesty which is taking credit for written, oral, or on-line material that is created, authored, or prepared by another; or not giving credit for the source of the material.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as their own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as their own
- submitting purchased or papers from the Internet written by someone else as their own
- supporting plagiarism by providing work to others

Consequences:

Teachers who determine that a paper includes plagiarized material can take academic measures, such as giving a failing grade for the paper. The teacher will also take disciplinary measures. The case will be referred to administration.

## Physical Contact

As a general rule, do not touch students. Physical contact should never be secretive or for personal gratification or of a type which may be considered indecent. Do not indulge in horseplay. Use extra caution when it is known that a student has suffered previous abuse or neglect.

There are occasions when it is appropriate for staff to have physical contact with students, but you should only touch when it is proper to do so in your professional judgment. Physical contact should be in response to a student's needs at the time, of limited duration, and appropriate given the student's age, stage of development, gender, and background. Some staff may need to initiate physical contact, e.g. in order to support a student so the student can perform a task safely, to demonstrate a particular piece of equipment/ instrument or to assist with an exercise. This should be done with the student's consent and understanding of the reason and in an 'open' environment. Report immediately any physical contact of concern or which you believe may have been inappropriate or misconstrued. Additionally, a student should not be at a staff or faculty member's home without the presence of a parent.

## Positions of Power and Trust

Do not use your position at Keystone Prep High School to gain access to information for your own advantage or to a student's or family's detriment. Also, do not use your position to intimidate, threaten, coerce or undermine students.

You should not be seen as paying inappropriate attention to a particular student. Always ask yourself, “Are my actions fair, reasonable, proportionate, measured, safe and applied equitably?” Be aware how your action may be viewed by others.

Sexual activity with a student is improper and illegal. As a professional, you must never put yourself in an inappropriate position. Any offense deemed so will result in immediate termination and the matter will be referred to law enforcement officials.

## Propriety

You should not:

- Behave in a manner that would lead any reasonable person to question your suitability to work with children or to act as a role model;
- Make inappropriate or profane remarks to a student (including email, letter, phone, text messages, phone and social media), or behave in any way which could be interpreted as sexually provocative in nature.
- Discuss your own sexual preferences or sexual relationships with or in the presence of students.
- Make unprofessional personal comments which victimize, demean, or humiliate students.

## Student Behavior Management

You should apply behavior management strategies fairly and consistently so as to minimize the risk of students perceiving injustice or victimization. Also:

- Do not use physical intimidation.
- Do not use sarcasm, demeaning or insensitive comments.
- Always try to remain calm and to defuse situations before they escalate.
- Never try to bar a student's 'way' or to physically prevent a student from leaving a room or a situation, unless s/he may constitute a threat to her/himself or others. Calmly advise the student that leaving against your instructions is their choice but against policy and it will be dealt with seriously.

## Transporting Students

KPHS prohibits employees from transporting any student(s) in any vehicle(s) unless it is for an approved school event. Permission can only be granted in writing, prior to the event, by the Head of School. Never transport a student to a hospital in a personal vehicle following an accident. Always call an ambulance.

## Rules of Conduct

### Working Together

Keystone Prep High School expects high standards of conduct and performance from all employees. Behavior or performance that is below these standards may result in disciplinary action as appropriate. In addition to the policies contained in other sections of this handbook, the standards listed below represent a sample of situations that may occur. Keystone Prep High School may take disciplinary action as deemed appropriate if circumstances arise which are not specifically covered by this handbook. This statement of standards does not alter Keystone Prep High School's policy of at-will employment. Except as otherwise provided in a separate employment agreement, either you or Keystone Prep High School remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Violations of the following policies are so serious that, following a thorough investigation, they could result in corrective action up to and including discharge for the first offense:

- Dangerous Behavior – carrying weapons; using, possessing or distributing intoxicants or illegal drugs; reporting to work under the influence of intoxicants or illegal drugs; refusing to submit to a drug or alcohol screening when requested; failing to report a work-related injury.
- Dishonesty/Unethical Behavior– theft or concealment of stolen property; falsifying Keystone Prep High School records or any employment-related information; originating or spreading false statements concerning employees or Keystone Prep High School; unauthorized disclosure of confidential information; engaging in criminal conduct whether or not related to job performance.
- Inappropriate Business Behavior – abusive, profane, or threatening language; conducting personal business during work time; excessive absenteeism or tardiness; gambling; improper use of Keystone Prep High School technology or other KPHS resources, equipment, or facilities; insubordination, including but not limited to failure or refusal to follow instructions from supervisors or administration, including demeaning or belittling co-workers; misuse of confidential information; showing disrespect for co-workers; violation of discrimination or harassment policies.
- Violence or Threat of Violence – including deliberate property damage, threatening conduct or fighting.

### **Corrective Action**

Keystone Prep High School has established a system of progressive discipline that includes verbal warnings, written warnings, and suspension. Keystone Prep High School may suspend an employee from work while investigating a situation to determine the appropriate course of action. The system is not formal and Keystone Prep High School may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. Keystone Prep High School's policy of progressive discipline in no way limits or modifies the at-will employment relationship.

A violation of Keystone Prep High School policy or standards may lead to the following disciplinary action, according to the seriousness of the violation:

1. Verbal Warning: The Head of School or designee will meet with you to discuss a problem with your performance or professional behavior. This will be documented in your personnel file.
2. Written Warning: The Head of School or designee will put a performance or behavioral issue in writing. This will be reviewed with you. Corrective actions will be discussed. Both you and the Head of School or Human Resources Manager will sign the written warning. The written warning may include a suspension from work. A negative performance review is considered a written warning.
3. Termination of Employment: Some policy violations may result in immediate termination without any prior warnings.

### **Staff Absentee Procedures**

**If you need to call in sick, call the Administrator/s the night before. If you are unaware until the morning, call the Head of School's Administrative Assistant by 6:15 a.m.,** so a substitute can be located and arrive at work before the start of your classes or arrangements can be made for your job duties for the day. Each staff member must complete the Absence/Time Off Request Form with their immediate supervisor, and obtain approvals prior to **any absence during operating hours.** If you know you are going to be absent the day before your absence, leave detailed plans for duty coverage and arrange your needs with the person covering for you. If you email plans to the school the morning of your absence, please send them to your Supervising Administrator and the Receptionist by 7:00 a.m. on the day of your absence.

Teachers substitute folders should include:

- Bell schedule
- Class Roster
- Classroom policies and procedures
- Emergency policies and procedures
- Important information about individual students
- Lesson Plans
- Seating chart
- Special notes of importance a substitute would need to know

## Student Hall Passes

No student is ever allowed out of class. Restroom breaks occur between classes. If there is some major pressing need and you cannot conduct class without sending a student someplace, they must have an approved hall pass from his/her teacher. Students should not be sent by teachers to another teacher's class or kept additional periods by a teacher, unless the affected teacher has given prior permission. A student who needs to see an administrator does so with an appointment made during homeroom period, or before or after school, so as not to miss any academic time. If a student has an emergency, a call should be placed to Administrator/s. **All students with a school safety concern may be seen at any time by any of the administrators. Students are never to be left unsupervised.**

## Textbooks

Teachers are responsible for keeping track of textbooks. Teachers will issue each student a textbook and are expected to keep a list of students and textbook numbers issued to them. At the end of each school year, teachers will be responsible for compiling a list of students who have failed to return their assigned textbook so they can be charged. If the teacher fails to keep account of the textbooks assigned to them, and the student assigned the book by the teacher is missing their textbook, and the teacher did not record it so the student could be charged with replacing it on loss, the teacher will be charged. Textbooks are very expensive - some costing over \$75.00 each. Being responsible and good stewards of the school's property is critical to the professional educator's job assignment.

This handbook provides the most current and up-to-date information on the policies of Keystone Prep High School. It should always be considered a "work in progress". The Administration reserves the right to make any revisions that they deem necessary to promote the vision and mission of the school and provide the most effective and positive learning environment possible for our students.



## Keystone Prep High School Staff Handbook: Confirmation of Receipt

I have received the Keystone Prep High School Staff Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook. I have been afforded the opportunity to ask questions and understand the details of this document. Keystone Prep High School believes strongly in the plans, policies, and procedures described in the handbook. I understand that Keystone Prep High School may revise those policies and benefits from time to time, however. Keystone Prep reserves the right to change my hours, and working conditions dependent on circumstances.

The language in the handbook does not create a contract between myself and Keystone Prep High School for either employment or the provision of benefits and I understand that my employment is at-will. Rather, this handbook is for informational purposes only. No one, except the Head of School of Keystone Prep High School, may enter into any agreement for employment for any specific period of time or otherwise contrary to the Staff Handbook. Also, any such agreement must be in writing. In the event of a conflict between the terms of my employment agreement and this handbook, the employment agreement shall control. This handbook supersedes and replaces all prior versions.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this page with signature and date to Human Resources Manager.