

Employee Handbook



2018-2019

School Year

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Introduction to Vision Academy

Welcome to Vision Academy

Congratulations on joining the Vision Academy (VA) family. As a respected employee, we welcome you to a group of dedicated educators who are building a reputation for excellence in charter schools. Our future looks bright as we create unique and innovative opportunities for the students in Monroe who enter our doors.

This organization will be one to which you will proud to be a part. Each employee will help build a positive reputation for achievement through the various talents and interests brought to the school environment. As individuals, we are good, but we will be stronger and better as a group through the synergy we create. The Board of Directors of Vision Academy is confident that you will find fulfillment and gratification in your work at Vision Academy.

This Employee Handbook outlines the framework for a positive, professional environment. Details are included to help you understand our benefit programs, policies, and procedures. Employees are responsible for reading and understanding this Employee Handbook. If anything is unclear, please don't hesitate to ask.

In the back of this handbook is an Acknowledgement and Receipt. Please sign and return the Acknowledgment document to the designee. This document confirms that you understand and agree to follow the policies and procedures of Vision Academy.

We extend best wishes to you for a wonderful school year.

Sincerely,

Latoya Jackson, CEO/Founder
Vision Academy
Learning Solutions, Inc

About This Handbook

This Employee Handbook is not a contract of employment or a warranty of benefits. It has been prepared to inform you of Vision Academy's employment practices, and policies, as well as the benefits provided to you as a valued employee. It applies to all employees and all employee classifications.

VA is constantly in the process of revising and improving its policies, procedures, and benefits and may decide to change those contained in this handbook over time. When this happens, VA will make you aware of any changes in future editions of this handbook through bulletin board postings or other communications. VA's Leadership reserves the right to add to, delete, or change any policies, procedures, or benefits contained in this handbook and they can do so at any time without prior notice.

If any provision in this Employee Handbook is found to be unenforceable and invalid, such a finding will only invalidate that particular provision and will not invalidate the entire Employee Handbook. Each employee is responsible for reading, understanding, and following the guidelines and rules in the Employee Handbook.

The purpose and function of this Employee Handbook is to help inform staff of their rights and benefits as employees of VA. Each employee of VA is responsible for the contents of this Employee Handbook and is encouraged to ask any and all questions pertaining to its contents. Comments and questions should be directed to VA's Leadership team. It is required that each employee keep a copy of the Employee Handbook as a reference throughout the year.

Please note that the contents of this handbook do not subject VA to any liability for any claim to comply with the rules, policies or goals in this handbook. This handbook supersedes all prior versions of any employee handbook or manual that VA has issued and may eliminate or modify existing policies.

What You Can Expect from VA

VA believes in creating a stimulating work environment and positive working relationship between all employees. In pursuing this goal, VA has developed the following employee relations objectives:

1. Provide a rewarding workplace with a primary focus on students' academic and social development.
2. Recruit employees on the basis of experience, training, successful teaching practice, positive attitudes, and strong character without regard to age, sex, race, religion, national origin, disability, veteran status, political belief, sexual orientation, marital status, or familial status.
3. Compensate all employees based upon their experience and credentials.
4. Provide competitive employee salaries and fringe benefits along with comfortable and collaborative working conditions.
5. Handle all complaints with fair, firm, consistent attention and resolutions.
6. Respect individual rights, responsibilities and privacy with demonstrations of courtesy and consideration.

7. Promote an atmosphere in keeping with VA's vision, mission, and goals with a primary focus on student achievement and social development.

Mission

Vision Academy will provide a robust, data driven learning experience for all students.

Educational Philosophy

The guiding philosophy for Vision Academy is to provide holistic learning experiences and solutions to every child, every day. The charge for teachers and staff is to foster growth and development of the whole person through intrinsic rewards that lead all children to the discovery of the love of learning from the inside out.

The goal is to allow each child the opportunity to discover the ability to think and to learn, and to manage their own learning and growth, thus "Learn from the Inside Out."

Employee's Primary Responsibilities:

Instructional Duties

Instructional Duties have been outlined and thoroughly explained in the Faculty Handbook.

Hours of Operations

Vision Academy's building is open each school day from 7:00 a.m. until 5:30 p.m. These hours are subject to change should school hours of operation ever change. If access to the building is needed outside of the specified hours, please see the Operations Manager. Special access needs to be scheduled one (1) week in advance.

Staff members should expect to be on campus until staff meetings are over on days when there are faculty meetings. Attendance at these meetings to plan instruction and develop professionally is required of all teachers and staff.

All regular full-time staff members are encouraged to attend school events occurring outside of school hours. All regular full-time staff members are required to attend and assist with the Open House and the school wide fund raising activities. All staff members from each grade level team, support services and operations must be present at every Parent and Community meetings.

Procedures for Reporting Absences

In the case of an unplanned emergency absence, the employee must contact the designee by email as early as possible, but no later than 7:00 a.m. for all employees. If an employee fails to show up for work without reporting to his or her supervisor, he or she will be disciplined and noted as a no call no show. Failure to correct this behavior will result in discipline up to and including termination and will be treated as a no call no show.

For all absences longer than one (1) day in length, verification of the reason for the absence must be submitted to the employee's supervisor. If an employee has had more than 3 unplanned absences during the school year, all further absences must be verified to the employee's supervisor regardless if it

is only one day in length. If an employee is absent three or more consecutive days without permission or without contact with the school, those absences will be considered job abandonment.

If an absent employee does not contact the designee, he or she will be coded as “Absent without official leave (AWOL).” Non-exempt employees and exempt employees who are teachers will not be paid for AWOL days. Non-teacher exempt employees will have pay deducted for AWOL days to the extent allowable by law.

Professional Dress

Part of Vision Academy’s culture is to show parents, students and the larger community that the work we do during the school day is important and that the employees who do this work are professional. Faculty and staff are expected to serve as role models for our students by adhering to the professional dress policy and also enforcing all student dress code regulations.

Therefore, VA requests that staff members dress professionally when instructing students and on parent-teacher conference days. Staff should dress modestly. Staff should not wear clothing that is distracting to students. In the event that this policy is not followed appropriately, the designee will have authority to ask the employee to go home and change clothes. The time away while changing will be unpaid for non-exempt employees, and for exempt employees who are teachers to the extent it is allowed by law

Piercings shall not be worn on any visible body parts. (Pierced ears for women are acceptable.) Tattoos shall not be visible.

1. Attire – Professional business formal attire shall be worn. Professional dress is dress that is neat and clean. Collared shirts on male and females should be worn with only one button open. For males, a tie and jacket is required. Jeans, jogging suits are not considered appropriate, unless the school is having a theme day or special activity and announced by administration. (Employees who go outside of Vision Academy representing the school may not do so in theme day attire.) Skirts, dresses, and culottes with hemlines or splits should be an appropriate length. Shirts or blouses which expose the midriff or arms and arm pits **are not** to be worn while at work.
 - Shoes – Tennis shoes **are not** acceptable shoe attire during the school day (with the exception of Physical Education personnel, medical reasons or theme days.) Any shoes required to be worn for safety reasons must be worn. Flip flops are also unacceptable.
 - Hair – Hair must be neat and clean and should be natural in color. Extreme highlights and bright colors are not permitted. Hair cuts should also be professional. No mohawks allowed. Facial hair shall be neatly groomed.
 - Males shall wear socks at all times.
2. Physical Education personnel shall dress appropriately when changing from P.E. activities to their regular classroom setting.
3. Sleeveless apparel is not acceptable (especially under arm and around neckline).
4. School employees may opt to wear school uniform or school paraphernalia at the discretion of the site administrator on designated days.

5. Custodial/Cafeteria workers will dress in accordance with the job requirement. Uniformity in dress will be determined by the site administrator and/or supervisor.
6. Necklines that reveal cleavage, see-through blouses, shirts, tank tops, and/or halters are not acceptable staff and students will be sent home for this type of attire.
7. Tennis shoes, jeans, t-shirts, and jogging suits are acceptable on spirit day or when the CEO deems appropriate.
8. All clothing shall be appropriately sized. The site administrator will determine appropriateness when a discrepancy arises.

Surveillance

VA prohibits employee use of cameras in the workplace, including camera phones, to the extent that such usage violates student privacy rights (including, but not limited to, FERPA), or captures images of business/student records. However, VA reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

Restrictions on Employee Camera Use

1. Employees are prohibited from using cameras or other visual recording devices, including camera phones, in the workplace to the extent that such usage violates student privacy rights (including, but not limited to, FERPA), or captures images of business/student records, unless specific advance written authorization has been obtained from their department head.
2. Authorization may be granted when a specific business purpose will be served by the possession or use of such a device and when its use will not violate employee privacy.
3. Authorization may be granted in limited personal circumstances that will be reviewed on a case-by-case basis.
4. Authorization may be revoked at any time for any reason. In such cases, employees will be given a reasonable opportunity to remove the equipment from the premises.

Company Monitoring

VA does use both audio and visual surveillance to monitor work areas.

1. Employees should not expect privacy in work-related areas.
2. Employee privacy in non-work areas will be respected to the extent possible. VA's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where non-work-area privacy must be compromised.

Conflict of Interest

A conflict of interest is when any employee, Board of Directors member, or other person in a position of authority has competing personal or professional interests.

All employees must sign a conflict of interest agreement stating that they will not derive any personal profit or gain (excluding salary from VA), directly or indirectly, by reason of his or her participation with Vision Academy. Each individual shall disclose to the Operations Director or his/her designee any

personal interest which he or she may have in any matter related to Vision Academy and not participate in any decision on that matter.

It is the policy of VA to excuse any staff, Board of Directors member, or other interested party from any part of the hiring process when the potential employee in question is a relative of the employee, Board of Director, or interested party.

Personnel Inquiries

No one in this organization other than the CEO, is authorized to respond either verbally or in writing to inquiries of any type about any employee of this organization.

Corporal Punishment

Staff members should not touch students as a disciplinary measure, unless safety intervention is necessary to protect a child's physical well-being, or the well-being of another person. In the event of a classroom emergency in which a child needs to be physically restrained, staff members should notify the Dean of Business Affairs to the extent possible.

Corporal punishment is prohibited by VA. Corporal Punishment, cursing, downplaying, negative words and down talking can all result in immediate termination. Prohibited actions include but are not limited to: hitting a child with one's hand or foot, striking or spanking a child with a ruler, pointer, or other object, taking away a child's chair and requiring him or her to stand for long periods of time, requiring a child to perform a repetitive physical task such as writing the same phrase over and over, and requiring a child to affix something to the body as a symbol of bad behavior, such as tape over the mouth. Any employee who becomes aware of an incident of corporal punishment must report that incident immediately to the Operations Director. Parents may not authorize teachers to use corporal punishment.

Gift Policy

Employees are not permitted to accept gifts of any kind of a value exceeding twenty dollars (\$20.00) - including, but not limited to money, goods, food, entertainment, or services - directly or indirectly from students or their families. Offers of such gifts in excess of \$20.00, even when refused, must be reported to the CEO immediately.

MEDIA RELEASES

Employees may not provide official comments on behalf of the school to the media. If a contact is made by the media seeking official comments from the school, the employee should request the name of the caller, the telephone number where the person can be reached and the name of the media represented. The employee should inform the media representative that an appropriate VA representative will return the call. The employee should immediately advise the CEO of any such call. Any official statement made on behalf of VA should be made by the CEO. An employee should never release the home telephone number of any other employee or staff member. Members of the press seeking access to the school must adhere to the general visitors policy at all times. Any employee violating this policy will be subject to discipline up to and including termination.

Personnel Inquiries

No one in this organization other than the CEO, is authorized to respond either verbally or in writing to inquiries of any type about any employee of this organization.

Employment Termination

Resignation

An employee who works directly with students who wishes to resign is requested to give two (2) weeks' written notice to the designee. In the case of the Dean or any other administrator, he or she is requested to do the same with the CEO. An employee who does not work directly with students is requested to give/email two weeks' written notice to the designee.

Termination of Employment

All employment with VA is **at-will**. Accordingly, VA reserves the right to terminate employees at any time for any reason, including poor performance, misconduct, neglect of duty, cursing, incompetence, inefficiency, dishonesty, breach of trust, fraud, moral turpitude, or violation of any of the policies or procedures set forth in this Employee Handbook.

Reasons for Termination

To ensure orderly operations and provide the best possible work environment, VA expects employees to follow rules of conduct that protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination. While this non-exhaustive list enumerates grounds for termination, this list in no way should be read to limit the —**at will** status of employees of VA. The list includes:

- theft, damage or unauthorized removal or possession of VA's property
- theft or loss of funds collected on behalf of a school fund-raising event
- falsification of timekeeping records
- any discriminatory act
- cursing or negative down talk
- sexual or other unlawful or unwelcome harassment
- possession, distribution, sale, transfer or use of alcohol or illegal drugs while on duty, including operating vehicles or equipment
- any disruptive behavior, including fighting or threatening violence in the workplace
- insubordination or other disrespectful conduct
- gambling on the premises
- safety violations including lack of supervision of students
- possession of dangerous or unauthorized materials, such as explosives or firearms
- excessive absenteeism, tardiness or any absence without approval

- misappropriation of VA's property
- organizing work stoppages or public protests while on company time

All VA employees are employed **at will** and may be terminated with or without cause or notice at any time. Offer letters will be distributed at the end of the school year. Receiving an offer letter does not change the At-Will status of an employee's employment. VA also reserves the right to change the organizational structure of the school and eliminate jobs or job classifications when necessary.

Exit Interviews

In a resignation situation, VA management likes to conduct an exit interview to discuss an employee's reasons for leaving and any other impressions that the employee may have about VA. During the exit interview, employees can provide insights into areas for improvement that VA can make. Every attempt will be made to keep all information confidential.

Return of VA Property

Any VA property issued/purchased for employees such as computer equipment, keys, communication device, or petty cash must be returned to VA at the time of the employee's separation of employment from VA. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from a teachers' or non-exempt employees' paychecks, and to the extent allowed by law, may be deducted from non-teacher exempt employees' paychecks. Employees may be required to sign a wage deduction authorization form for this purpose.

Postemployment Inquiries

VA does not respond to oral requests for references. In the event an employee's employment with VA is terminated, either voluntarily or involuntarily, VA may be able to provide a reference to potential employers only if the employee has completed and signed a release form. VA reserves the right to determine whether or not to respond to a reference request.

Employees of VA should not under any circumstances respond to any requests for information regarding another employee unless responding is part of their assigned job responsibilities. Employees who receive requests for information regarding other employees should forward those requests to their supervisor who should then forward them to the CEO.

Protocol

Employees who leave or are terminated will be entitled to all pay that may be due to them under the law with the following qualifications:

1. Unused sick days will be forfeited.
2. Employees will be advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) of their right to continue health care coverage for themselves and their dependents at group rates, but at their own expense, for up to 18 months.

3. Any employee who is terminated or who resigns must return all office property, materials and supplies in such employee's possession to their supervisor before they receive their final payout. Failure to return VA's property may result in deductions from pay if allowed by law.
4. No information or copies of information, including, but not limited to files, memos, computer-stored items, lists or other similar information may be taken by such employee without the express written permission of their supervisor.
5. The final date of employment is the final date on which the employee serves his or her duties at Vision Academy. It should not be construed as the date upon which the employee receives his or her final pay.

Severance Pay

Employees are not entitled to severance pay.

Insurance Conversion Privileges

According to the Federal Consolidated Omnibus Budget Recalculated Act (COBRA) of 1985, in the event of an employee's termination of employment with VA or loss of eligibility to remain covered under VA's group health insurance program, employees and their eligible dependents may have the right to continued coverage under VA's health insurance program for a limited period of time at their own expense.

At their exit interview or upon termination, employees will learn how they can continue their insurance coverage and any other benefits they currently have as an employee who is eligible for continuation. Employees should consult their supervisor or the CEO for additional details.

Open Communication Policy

VA encourages all employees to discuss any conflict they may have by the use of a concern form. If a resolution cannot be reached, the employee should arrange a meeting with their supervisor to discuss any concern, problem, or issue that arises during the course of their employment. If requested, any information discussed in such a meeting will be considered confidential to the extent reasonably practical. Retaliation against any employee for meeting with their supervisor to voice their concerns will not be tolerated. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors. It is more constructive for an employee to consult his/her supervisor directly. Problems that arise in the school setting are best resolved there. Therefore, we encourage you to bring forth the issue to the appropriate member of management rather than discussing with other staff members.

Outside Employment

While VA recognizes that staff members may be involved in outside employment and activities, outside employment or activities must not interfere or conflict with the employee's position at Vision Academy. Outside employment of any kind or outside activities that may conflict with the employee's position at Vision Academy must be reported to the employee's direct supervisor.

However, employees may hold outside jobs as long as they meet the performance standards of their employment with VA. All employees will be subject to VA's scheduling demands, regardless of any existing outside work requirements. This may include after school meetings and weekend activities.

If VA determines that an employee's outside work interferes with his or her performance or the ability to meet the requirements of VA, the employee may be asked to terminate the outside employment, if he or she wishes to remain with VA.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not take an outside job, either for pay or as a donation of his/her personal time, if the job competes in any way with the employee's services to VA, determination is at the sole discretion of VA. Employees may not use the school facilities or resources to provide an additional source of income. Employees whose financial situations require them to hold a second job, part-time or full-time, or who intend to engage in a business enterprise of their own agrees to notify administration.

Suggestions/Concerns

VA encourages all employees to bring forward their suggestions and good ideas about how VA school can be made a better place to work, and VA's service to parents, students, and community enhanced. When employees see an opportunity to help achieve our goal of developing "a world class" school, they should submit a concern form. A concern form has been established and distributed to all employees. The Leadership Team will discuss the suggestion and decide on possible implementation. VA will value and listen to all suggestions and/or concerns. When a suggestion from an employee has particular merit, VA provides for special recognition of the individual(s) who had the idea.

The Selection Process

Applications

VA does not discriminate. VA carefully selects its employees through written applications, certification reviews, personal interviews and reference checks. This selection process helps VA find and employ people who are concerned with the success of its students; people who are certified and highly qualified in their job assignments; people who can carry on their work with skill and ability; and people who are comfortable with VA and who can work well with our team and who does not reflect an opposing persona of our mission.

VA relies on the accuracy of the information provided in these written applications and personal interviews, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Your Employment

All VA employees will be required to sign an offer letter that will specify the terms and conditions of the employee's employment, VA's general expectations regarding the employee's performance, and what the employee can expect from VA. Signing the offer letter does not, in any way, alter the at-will status of the employee.

Public Relations

The success of VA depends upon the quality of the relationships between VA, its employees, students, parents and the general public. The public impression of VA and its interest in VA will be formed, in part, by VA's employees. VA employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, VA, and VA's services.

Below are several things employees can do to help leave people with a good impression of VA. These are the building blocks for our continued success.

- Communicate with parents regularly and during the flex time schedule.

- Speak to students and handle them as if they are the most important people in the world (They are).
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to e-mail and voice mail within 24 hours during the work week.
- Take great pride in your work and enjoy doing your very best.
- Refrain from rude or unprofessional behavior toward parents, students, vendors, or other members of the public while in the course and scope of school business.
- Abide by Hoffman’s law regarding student and state employee interaction and communication

Equal Employment Opportunity

It is the policy of VA to provide equal employment opportunities to all qualified employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. VA does not discriminate under federal or state law on the basis of race, color, religion, sex, national origin, disability, pregnancy, sickle cell trait, handicap, or whether the individual is a smoker or nonsmoker.

This policy applies to all aspects of the employment experience, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, -sponsored training, and social and recreational programs. Any and all such employment decisions will be made in a non-discriminatory manner.

VA complies with the Americans with Disabilities Act and all applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. We will also provide reasonable accommodation for such individuals in accordance with these laws. It is our policy to:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment;
- Administer medical examinations to employees when justified by business necessity;
- Keep all medical-related information confidential and retain it in separate files;
- Provide reasonable accommodation to applicants and employees with disabilities, except where it would create an undue hardship for VA; and
- Notify individuals with disabilities that we provide reasonable accommodation to qualified individuals with disabilities by including this policy in our personnel handbook and by posting the Equal Employment Opportunity Commission’s poster on discrimination throughout our premises.

A qualified employee with a disability may request a reasonable accommodation by communicating this request to the Principal either orally or in writing. Upon receiving the request, the Principal will meet

with the employee to identify the precise limitations resulting from the disability and the potential accommodation that VA might make. VA reserves the right to request additional medical documentation.

VA has designated the following individual as the coordinator for receiving, investigating, and responding to claims of sex discrimination, disability discrimination, age discrimination, and other forms of discrimination:

NAME: Executive Team

Email: info@visionacademymonroe.com

EMPLOYMENT AT WILL

Your employment with VA is voluntary and subject to termination by you or VA at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of your employment.

VA's employment guidelines are intended only as an explanation of its employment practices, policies, benefits, and a general guide to working for the School. They do not represent contractual terms of employment. Despite anything that you may read in any School material, employment at VA is strictly at-will. None of VA's policies are meant to serve as an employment contract.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document.

Disability Accommodation

It is the policy of VA to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). VA will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. VA will also make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments in the job description and provided that any accommodations made do not impose an undue hardship on VA.

In general, it is your responsibility to notify your supervisor of the need for an accommodation. Upon doing so, your supervisor may ask for your input on the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Immigration and Nationality Act

As a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility as requested on the

Employment Eligibility Verification Form I-9 within three (3) business days of starting employment. Where indicated, employees will be required to submit documentation establishing continued eligibility for employment.

All offers of employment are contingent on verification of your right to work in the United States. If at any time you cannot verify your right to work in the United States, VA may be obliged to terminate your employment.

Occupational Exposure Policy

Employees exposed to blood or other bodily fluid, in the course of their jobs must exercise universal precautions. Universal precautions are intended to prevent the transmission of blood borne disease when providing first aid or health care. Such precautions include the use of protective gear, washing hands and any contaminated areas with soap and water, and seeking medical attention for any significant exposure to the blood or bodily fluids of another person. VA will take steps to limit employee exposure to blood and other potentially infectious bodily fluids pursuant to OSHA.

If VA takes any steps to ascertain whether there are toxic substances in its workplace, employees have a right to access that information per Louisiana State Law.

Harassment Policy

It is the policy of VA to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator or other employee of VA to harass a student, teacher, administrator, or other employee through conduct or communication.

Harassment

VA strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. To this end, VA considers unacceptable any conduct or comments regarding a person's age, race, color, creed, sex, national origin, sexual orientation, disability, or other protected characteristic that fail to respect the dignity or feelings of the individual. Accordingly, discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

In general, ethnic or racial slurs and other verbal or physical conduct relating to a person's sex, race, color, religion, age, national origin, sexual orientation, disability or other protected characteristic constitute harassment when they unreasonably interfere with a person's work performance or create an intimidating work environment.

Sexual harassment has been defined by federal and state law to include: unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The types of conduct prohibited by this policy include, but are not limited to:

1. Any demand for sexual favors that are accompanied by a promise of favorable job treatment or a threat concerning the employee's employment or the terms and conditions thereof.
2. Subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the person's employment or future job opportunities.
3. Repeated offensive or unwelcome sexual flirtations and advances; verbal comments, jokes or innuendo of a sexual nature; words or gesture of a sexual nature used to describe a person or depict a situation; or the display of sexually suggestive objects or pictures.

What Does Harassment Look Like?

Harassment can take many forms. As used in this Employee Handbook, the term —harassment|| includes, but may not be limited to:

- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status or any other protected status defined by law.
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault.
- Offensive pictures, drawings or photographs or other communications, including e-mail.
- Threatening reprisals of an employee's refusal to respond to requests for sexual favors or for reporting a violation to this policy.

All Other Discrimination and Harassment

It is VA's policy that no discriminatory conduct by or against our employees will be tolerated. Harassment of any form is prohibited, including, but not limited to: verbal, physical, or visual harassment of any kind; any form of sexual harassment (see description above); ethnic slurs; and creating or maintaining an intimidating, hostile or offensive environment. Harassment is prohibited in all relationships at the school including, but not limited to relationships between staff members, between staff and students or between staff members and parents/guardians of students.

Reporting

Employees who have complaints or concerns about any type of harassment against them or others are required to immediately report this conduct in writing to their supervisor or the President of the Board of Directors. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

VA is serious about enforcing its policy against harassment. However, VA cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to VA's attention so it can take whatever steps are necessary to correct the problems.

Investigation and Remediation

If an employee believes that he or she has experienced harassment, or believes that he or she has witnessed harassment, that employee should immediately notify the CEO in writing, or any other managing personnel with whom that employee feels comfortable. If harassment has occurred by the CEO, the employee should immediately notify the President of the Board of Directors.

All reports of harassment will be promptly investigated by CEO or designee, or his or her designee who is not involved in the alleged harassment, and will be kept confidential to the extent possible.

If an investigation confirms that harassment has occurred, the CEO will take appropriate corrective action, which may, upon a determination by the CEO, include, but not be limited to, an official memorandum in an employee's personnel file or the recommendation for termination of the offending employee. Documentation of the event, the investigation, and the remediation will be kept for at least three (3) years.

All complaints of harassment will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Responsibility

All VA employees have a responsibility for keeping our work environment free of harassment.

Retaliation

VA will not permit any retaliatory conduct against an employee who comes forward with a genuine complaint or concern about harassment or who assists in the investigation process nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms of conditions of employment.

Standards as to Physical Contact with Students and other Staff Members

Under Louisiana Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Louisiana courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other's consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing.

It is the policy of VA that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior.

While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs initiated by the student
- Hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- “High fives” and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear,
- Patting a student on the knee (grades K through 5 or special needs children)
- Holding hands while walking with small children or special needs children
- Reasonable self defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Arms around shoulders
- Remove hair from the face of another or other similar types of contact
- Kisses on the mouth
- Corporal punishment
- Sitting students on one’s lap
- Touching buttocks, chests or genital areas
- Pushing a person or another person’s body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Bench-pressing another person
- Tickling
- Hugs with bodies pressed together below the waist
- Piggyback rides
- Massage
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force, even for disciplinary reasons, is prohibited.

In Louisiana, an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. Consequently, an attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy, if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted.

Violation of this policy could subject the teacher or staff member to discipline up to and including termination. The victim may also choose to bring civil or criminal charges against the violator.

This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or special needs children touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances, although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident.

It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves. **When in doubt – Do Not Touch!**

Reporting Child Abuse

All VA employees who have cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect shall immediately report such abuse to their supervisor, the local child protection unit of the Louisiana Department of Social Services, and a local or state law enforcement agency. Reports can be filed orally, but must be filed in writing within five days of the initial oral report. Report forms are available on the Department of Social Services website, <http://www.dss.state.la.us/assets/docs/searchable/OCS/CPI-2.pdf>. The failure to report suspicion of child neglect or abuse can subject the person who fails to report to criminal proceedings.

Teachers and other school personnel are considered mandated reporters of suspected child abuse, neglect, or crimes against the child. All employees must report suspected child abuse, neglect or suspected crimes against any child when they have reasonable cause to believe such abuse, neglect, or crime has occurred or is occurring. Reasonable cause is defined as —a reason that would motivate a person of ordinary intelligence under the circumstances to believe that something has occurred. Child abuse is defined as —any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm.

When an employee has reasonable cause to believe that a child is being or has been abused, neglected or a victim of suspected crime against the child they must report the alleged behavior to the Child Abuse Department within 24 hours. The academic leader should be made aware of the report. If the academic leader is the alleged offending party, the school employee must make the report directly to Child Protection Services. As stated in the Whistleblower Policy found on page 65 no individual who makes a claim in good faith shall suffer harassment, retaliation or adverse employment consequence because of such report. The hotline for reporting suspected child abuse, neglect or suspected crimes against the child is (504) 680-9000.

Once the report is filed with Child Protection, it is up to the academic leader, or if that individual is not cooperating or is the alleged offending party then the Principal, to follow the process outlined by Child Protection until there is a resolution of the issue. Parent communication will be dictated by the rules and regulations of Child Protection. **Employees alleged to have committed child abuse, neglect, or crimes against a child will be reported to the Monroe Police Department.**

The employee will also have to write a report of the alleged incident or incidents to be filed and kept confidential. The report will be kept on file for at least five (5) years. Included in the report should be the date of the report, the name of the child in question, the alleged offending party, a description of the alleged incident or incidents (if there is one), and any supporting information or documentation.

VA will hold annual training conducted by the Logistics Coordinator on recognizing the signs of child abuse, neglect, and crimes against any child as well how to report such alleged events during staff pre-service. The Principal will be a resource for all employees if they ever have a question about being a mandated reporter or how to make a report. If the Executive Director does not have the answer to any question presented by a staff member, he or she will direct that staff member to the organization that will have the necessary information.

General Reporting

Each employee has a general duty to report all potentially illegal or unethical conduct by the school or a fellow employee, as well as potential violations of the school code or ethics handbook. The process for an employee to raise a grievance is as follows:

- The employee brings her or his concern to their supervisor in writing. This report should include the date of the report, the date of the alleged incident, persons involved, a description of the incident, and any supporting documentation.
- If the employee is not satisfied with the response, she or he may put the concern in writing and give it to the CEO, or a member of the Board of Directors, who will forward it to a member of the Grievance Committee.
- The Grievance Committee will investigate the concern and respond to the employee in writing. The Grievance Committee will provide the Board of Directors with a report at the next Board of Directors meeting.
- The committee will be composed of at least two people. The Executive Director will not serve on this committee.

In the event that the complaint involves a procedure, action or directive of the Executive Director, an employee may file a complaint directly with the Chairman of the Board of Directors. In such instances, the Board will be the investigator and final arbiter of the complaint. Information must be submitted to the Board of Directors.

No disciplinary actions shall be taken against any employee who reports harassment or discrimination, unless following investigation, the employee is found to have made the report in bad faith.

Conditions of Employment

Criminal Conviction

All employees are required to notify the Executive Director within five (5) days of any criminal conviction whether it occurred in or out of the workplace.

Background Criminal Check

As a condition of their employment, all employees are required to submit to a criminal history review. A criminal history review through the Louisiana Department of Public Safety and Corrections, Office of State Police, Bureau of Criminal Identification, shall be administered. The criminal history review shall include a fingerprint check and simultaneous FBI check.

Employees of VA must successfully clear a background criminal check before their first day of work. If a situation arises where an employee must begin before clearance is received the employee must receive an Emergency Conditional Appointment that has been approved by VA's Board of Directors. Under a conditional appointment, measures will be taken to ensure that the staff person is supervised on a regular basis to ensure the safety of students.

Employees, who have never been fingerprinted for the Louisiana State Education Department must be fingerprinted at any police precinct, or other state and local criminal justice agencies, institution of higher education or another entity arranged or approved by VA prior to beginning work.

Criminal background screens may also be conducted at any other time during the course of an employee's employment.

Employees are required to provide transcripts to verify units earned or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to the Office Manager. To the extent permitted by law, VA may require that these costs be borne by the employee.

Professional Behavior Expectations

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to VA and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon

fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Some examples of unacceptable workplace behavior in which an employee may be immediately terminated for includes, but are not limited to:

- Verbal or physical abuse of students or guests
- Cursing of any kind
- Negative jeers or taunts
- Endangering the well-being or safety of students, employees or guests
- Theft or embezzlement
- Acts involving dishonesty or breach of trust, such as fraud
- Conviction of a crime or violation of law
- Possession, selling or use of illegal substances while on VA premises or while on duty
- Violation of VA's Drug Free Workplace Policy
- Falsification of VA records
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials, or programs
- Inappropriate demeanor with parents or other staff members
- Insubordination – refusing to follow the direction of your supervisor or other disrespectful conduct toward your supervisor
- Abusive or vulgar language
- Prolonged lunch or break periods
- Unacceptable job performance
- Altercations with any employee or guest
- Unexcused absenteeism/tardiness
- Sleeping while on duty
- Failure to comply with regulatory requirements or safety rules and regulation
- Traffic violations while operating a vehicle on school errands
- Violation of student, parent, employee or VA confidentiality
- Failure to provide honest and accurate information to an administrator, supervisor or director of VA
- Possession, use and distribution of dangerous or unauthorized materials, such as explosives, firearms, knives or other dangerous weapons while on duty or on VA premises
- Fighting, threatening violence, intimidation or harassment toward any individual directly or indirectly associated with VA
- Smoking on VA grounds or during hours of work
- Talking on a cell phone during instructional hours/Addressing students by names other than formal Vision Academy Salutation. (Mr/Ms.....)
- Attempts to disrupt or undermine the academic program or business interests of VA or to encourage others to do so Any conduct on or off the job which the VA in its sole discretion believes will adversely affect the image of the VA
- Other violations of VA policies

Employees who violate any of these rules or who demonstrate other inappropriate behavior will be subject to appropriate disciplinary action. The severity of the disciplinary action will be based upon circumstances of the infraction and may include termination. VA reserves the right to suspend any employee and to investigate violations of any of the above workplace behavior.

Professional Standards and Ethics Policy

Ethics

It is the policy of VA that all persons who represent the School, including members of the Board of Directors, executive officers, employees, contract providers, vendors and volunteers adhere to this ethics and professional boundaries policy.

Ethics are the values and principles that are used to help us decide whether our actions are right or wrong. Although we often think about ethics as they pertain to personal situations, ethics are also very important for people working in organizations as well, as making the right decisions by our clients, students and School representatives is of utmost importance.

VA expects all employees to adhere to high ethical standards while also promoting ethical behavior and adhering to the professional boundaries. The School is committed to engage in and encourage ethical behavior in all aspects of the operation. Employees should use sound professional judgment and “common sense” when making decisions. When in doubt or in question about how to handle a situation, always consult with Human Resources, the Principal or CEO for guidance.

Being ethical according the VA standards includes but is not limited to the following:

- Acting within the letter and spirit of the law;
- Acting within your authority;
- Following lawful and reasonable directions;
- Protecting official information;
- Not misusing School property and/or information;
- Being impartial;
- Being honest – providing honest and complete information to all students and their families as well as School staff as appropriate;
- Avoiding conflicts of interest;
- Not taking personal benefits from your official position or information acquired through work;
- Helping students and their families to understand their entitlements with regard to their education;
- Reporting corruption, fraud or defamation;
- Treating all persons who represent the School, in addition to all students, with courtesy and sensitivity;
- Not harassing others sexually or in other ways;
- Not coercing others unlawfully;
- Exercising reasonable care and skill in doing your job;
- Respecting the ethnic, cultural, religious and lifestyle differences of students, their families, and colleagues;
- Respecting the rights of all students and their families to make informed decisions;
- Complying with all applicable rules, regulations and laws relative to employee duties; and
- Establishing and maintaining a high standard of accuracy and completeness in documenting,

maintaining and reporting information

VA is judged according to the actions of those who represent it. Acting with honesty and integrity will maintain the respect and confidence we seek from the community and our students and co-workers.

This honesty and integrity is demonstrated when:

- We treat all people with courtesy and sensitivity to their rights, duties and aspirations.
- We conduct ourselves in an unprejudiced, objective and efficient manner, considering matters on the merits without regard to outside influences or personal interests.
- We do not take improper advantage of our positions in order to obtain a benefit from others or ourselves.
- We do not tolerate dishonest behavior by our co-workers or others.
- We do not tolerate bullying, harassment, unlawful discrimination or other inappropriate behavior in any form.
- We do not act in a way which is intended to harass or intimidate our co-workers and others.
- We fully comply with the requirements of VA's ethics policy.

Professional and ethical conduct is integral to VA. Compromising this principle will cause us to lose the confidence and respect of our community, students and co-workers.

Professionalism is acted upon when:

- We exercise care, responsibility and sound judgment when carrying out our duties.
- We maintain and strive to improve the skills, knowledge and competencies that are required for us to be efficient in our duties.
- We always maintain a professional relationship with students and colleagues.
- We work together as a team and treat each other with respect and dignity, striving for a safe and efficient workplace.
- We provide students and colleagues with evidence based advice and factual explanations that we are competent and authorized to provide.
- We act professionally at all times and strive to maintain a positive image of VA.

Conflicts of interest occur when we have a personal or professional interest sufficient to influence, or appear to influence the objective performance of their duty. We are not to participate in activities that could put VA in a position in which the confidence in the School can be jeopardized.

Conflicts of interest will be avoided when:

- We do not put ourselves in a position where it could appear that private interests or activities, including personal relationships, sporting, social or cultural activities, are in conflict with VA's policies.
- We do not put ourselves in a position where personal interests and/or relationships compromise the educational intent of the School.
- We separate political views and activities from the performance of our essential duties.
- We inform our managers or administrators as soon as we become aware of a possible conflict of interest, including financial or personal interests of ourselves or others we know.
- We seek consent before accepting other employment.

- We do not solicit, accept or offer money, gifts, favors or entertainment that might influence or appear to influence their judgment.

In order to maintain credibility, all School representatives must respect the privacy of students and their families and conduct business confidentially. At all times we must comply with the laws governing disclosure of information. Protecting the privacy of co-workers, students, and VA is mandatory.

To ensure the proper use of confidential information:

- We should only access confidential information for authorized School-related tasks.
- We do not encourage or pressure others to disclose confidential, sensitive or privileged information.
- We do not unlawfully disclose any information acquired directly through our employment or inadvertently.
- We should not take advantage of any information or documentation that we have access to. This information should not be used for our own or any other's benefit.
- We ensure collection, storage and disposal of confidential information regardless of its medium.

Compliance with the laws and regulations that govern VA and the education industry along with the operations of the School are essential. Commitment to compliance is seen when:

- We respect and abide by all laws, regulations, policies, standards and documents that direct the operations of the School.
- We comply with all lawful and reasonable direction from authorized personnel.
- We work to assist members of the community and students to understand their rights and entitlements according to the laws in which the School operates.
- We do not unlawfully coerce or harass a student and/or anyone who represents the School.
- We only act within our authority.

VA strives to be good citizens and achieve community respect. This can be done when employees are aware of their responsibilities and are accountable for their actions.

Commitment to achieving respect is supported when:

- We are committed to equity and diversity.
- We strive to make a positive contribution to the organization and the community we serve.
- We consider the broader impact of our decisions on the students, co-workers and School representatives.
- We report any corrupt or fraudulent conduct in which we have reason to suspect.

Professional Boundaries and Procedures:

VA expects staff to maintain a professional and educational relationship with students.

Although it is not possible to disclose all situations, we have included here the code of conduct expected for certain responsibilities.

Transportation:

- Employees hired to provide transportation to students are only allowed to transport in School owned vehicles approved for official use.

- Employees are also not to provide students transportation to and from the facility at any time without prior written approval from the Principal.
- In the instances where a teacher may provide transportation to a student, the teacher should notify a peer prior to transporting that student.

Student interaction after hours:

- Employees should not arrange to meet with students for social activities after hours, unless this is an official function of VA in which the employee has received prior approval from the Employees should not attend student's personal events such as house warming's, birthday parties, weddings and funerals unless written prior approval is received from the Principal.
- All contact with students should be transparent and professional at all times. If ever student interaction is questionable, the teacher should consult with the Principal.

Acknowledgment of students in public places:

- While VA finds it acceptable for employees to acknowledge a greeting from a student in public, it is not acceptable for confidentiality to be breached. Employees should not discuss any information about the student or School or another student in a private or public setting.

Workplace Practices:

- Employees should not take lunch and/or breaks with a student without prior written approval from the Principal.
- Employees should not allow student access to the School outside of normal hours of operation without prior written approval from the Principal.

Personal and/or Material Resources to Students:

- Employees should not lend money to students under any circumstance.
- Employees should not allow student access to office equipment except for the purposes allowed by the facility and during specified times (i.e. copy machines, telephones, pencils, pens, etc.)
- Employees and students are not allowed at any time to borrow School equipment for personal use outside unless it's for an official School-related activity.

Personal Information:

- Employees should not discuss details of their problems or personal life with students. While it's sometimes useful for staff to give some general facts about themselves when it relates to a particular issue relevant to the student, only as much information should be provided as needed to make the student feel understood.

Procedures for Dealing with Issues in Question:

- If an employee becomes concerned with the nature of an issue with regard VA's standards of ethics:
 - The employee needs to discuss with the Principal, CEO or Human Resources the situation;
 - The employee should take appropriate action (i.e. discuss with the student why they are unable to do whatever is considered inappropriate) and
 - The employee should document the situation and action taken and submit the documentation to the Principal, CEO or Human Resources.
- Relationship issues should be covered as part of the staff and educational supervision training:
 - The nature of educational relationships;
 - Techniques of developing relationships and engaging students; and
 - Negotiating and clarifying with consumers regarding boundary issues that may arise.

Work Schedule

Attendance

The presence or absence of each employee is of critical importance to the successful operation of the school. Therefore, VA expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day.

VA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Employees are not allowed to perform work at home or away from the VA, unless specifically authorized for each occurrence by the CEO. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on scheduled non-paid lunch break, unless

specifically assigned by the supervisor. Attendance at VA sponsored functions is generally not compensated unless the supervisor has required you to attend and work at the function and has written approval from the CEO to provide the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including, termination.

Absence or Lateness

At times, it may be necessary for employees to be absent from work. Emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off (PTO) has been provided for this purpose.

Employees who are unable to report to work, or who will arrive late, should contact the CEO and the Office Manager and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor.

Employees who are unable to call in themselves because of a major illness or, emergency or for some other reason, should be sure to have someone call for them.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting the administration know will be considered a —lateness pattern|| and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Supervisors will make a note of any employee's absence or lateness, and his or her reasons, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination.

Note: Information on the types of leaves offered and their qualification criteria are included in the Leave section of this Employee Handbook.

All staff members are expected to be on time for all duties. If an employee is running late, the employee must contact the Operations Director before the start of his or her work day. All tardiness will be documented by the staff member's supervisor. If an employee is excessively tardy without authorization, he or she will receive a written warning and be placed on thirty-day probation. Failure to correct this action can result in termination.

Employment Policies

Regular Employees

At the time employees are hired, they will be classified according to their position. Employees who are unsure how their position is classified or what their scheduled start and end dates are for the school year should ask their supervisors.

Casual Employees

VA may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a casual employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a casual position will not exceed six months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered casual employees. A casual employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Casual employees are not eligible for benefits described in this Employee Handbook, except as granted on occasion, or to the extent required by provision of state and federal laws. Those casual employees classified as —non-exempt (see the section titled —Nonexempt and Exempt Employees|| below) who work more than 40 hours during any work week will receive overtime pay.

Non-Exempt and Exempt Employees

At the time of hire, transfer, and/or promotion, employees will be classified as either exempt or non-exempt. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of 40 hours per workweek. These are referred to as non-exempt in this Employee Handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See Wage and Salary Policies in the section of this Employee Handbook titled —Compensation for a full description of overtime payment policies.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at VA has been assigned to the Office Manager. Questions regarding insurance, wages, and interpretation of policies should be directed to the Office Manager.

INCLEMENT WEATHER

At times, emergencies such as severe weather, fires, or power failures can disrupt School Operations. Typically, the School will follow the closures in Ouachita Parish. The decision to close the office will be made by administration and employees will be notified of any closures by the Executive Director appropriately. Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use any accrued, unused PTO.

Personnel Files

VA will keep a confidential file on each employee that may include, but is not limited to, the following items: application materials and resume, letters of hire and acceptance, copies of certificates and licenses, performance evaluations, letters of commendation and/or warning letters regarding job performance, records of all disciplinary actions, a signed code of ethics, and documentation required by state or other regulatory agencies.

VA is committed to the laws and general principles of employee confidentiality as they pertain to the content of the personnel files.

Employee files are the sole property of VA. Employees can access their personnel files after receiving written permission from the Executive Director.

Any employee may examine his or her personnel file in the presence of the Executive Director or his or her designee. The employee may take written notes about the contents of the file, and may add comments for inclusion in the file. No personnel file is to be copied or removed from the office where it is kept unless expressly permitted by the Executive Director.

VA will only release information on school personnel as consistent with all applicable rules and regulations. When legally mandated to release information on school personnel, VA will comply without employee notification. If an employee requests VA to release information to an outside party, that request must be put in writing to the Executive Director. It is at the sole discretion of the Executive Director, unless mandated by applicable laws and regulations, if the information is released or not.

Change of Personnel Status

Employees are required to notify the Data Coordinator or his or her designee, as soon as possible, of any change in name, family status, address, telephone number, emergency contact or other information affecting personnel data held or used by VA within two weeks of any change. Any employee not notifying the Operations Director of any change in the above information within the two week reporting period could be subject to disciplinary action up to and including including termination.

Personnel information will be kept in accordance with all applicable laws and regulations. Louisiana State requires that employee information be kept for five (5) years, FICA requires that wage and tax records be kept for four (4) years, OSHA requires records of occupational injury or illness to be kept for five (5) years after the incident documented, and ERISA requires that retirement plan records be kept for six (6) years.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify the Office Manager as soon as possible. The relevant items are as follows:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status

7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any VA vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify the Operations Director within 31 days for benefit modifications, if necessary.

You may see information that is kept in your own personnel file in the presence of the Office Manager, and you may request and receive copies of all documents you have signed. Please make arrangements with the Office Manager.

Medical Records

All medical records, if any, will be kept in a separate confidential file. VA maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Employee Grievance Policy

Any employee wishing to formally complain about a procedure, action or directive of another co-worker or supervisor should provide notification as soon as possible. All grievances will be taken seriously. The process for an employee to raise a grievance is as follows:

- The employee brings her or his concern to their supervisor orally or in writing.
- If the employee is not satisfied with the response, she or he may put the concern in writing and give it to the Principal, or another member of the Board of Directors, who will forward it to a member of the Grievance Committee.
- The Grievance Committee will investigate the concern and respond to the employee in writing. The Grievance Committee will provide the Board of Directors with a report at the next Board of Directors meeting.
- The committee will be composed of at least two (2) people. Executive Director will not serve on this committee.

In the event that the complaint involves a procedure, action or directive of the Principal, an employee may file a complaint with the Board of Directors. In such instances, the Board will be the investigator and final arbiter of the complaint.

No disciplinary actions shall be taken against any employee who reports harassment or discrimination, unless following investigation, the employee is found to have made the report in bad faith.

The school's Leadership Team is the proper vehicle for all teachers and staff members to address problems and concerns proactively. The members serve as representatives with the responsibility of communicating ideas and problems that affect the entire school. Although the chartering agency, VA, does not recognize any collective bargaining agency, collective problem-solving and a culture of respectful debate on issues of importance are welcome.

Grievance Procedure

In the event of a dispute involving employment practices or the enforcement of the personnel policies contained in this Employee, the Student or Faculty Handbooks, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. This documentation will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.

1. The employee may submit his/her grievance in writing to the VA Steering Committee within seven calendar days of a failed good faith effort to resolve the dispute.
2. Within fourteen calendar days of receipt of the written grievance, the VA Steering Committee shall schedule a hearing at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than twenty days after receipt of the written grievance and after notification to the employee.
3. The VA Steering Committee will hold a hearing and render a decision, as established by a majority vote of the members of the Steering Committee. If the Chairperson or any member of the Steering Committee is an involved party, he/she will be precluded from hearing the grievance and participating in the decision. The decision shall be rendered within seven calendar days of the completion of the final hearing. Any such proceedings shall be conducted in closed session, unless otherwise requested by the employee. The employee may not have counsel present at the hearing. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision shall be made within seven calendar days of the last committee hearing.
4. The decision of the Steering Committee shall be final unless appealed by the employee to the Hearing Officer who may review and modify the decision of the Steering Committee if it finds that the Committee failed to properly follow the grievance process described above. A request for an appeal must be submitted to the CEO within seven calendar days of the decision of the Steering Committee. After receiving an appeal request, the Operations Director shall schedule a meeting with the Steering Committee to consider such an appeal as soon as administratively practical. Any VA employee or affiliate, who is an interested party, shall excuse themselves from any reviews of the Steering Committee decisions. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee. The employee may not have counsel participate in any such proceedings.

Compensation Program

The goal of VA's compensation program is to attract potential employees, meet the needs of all current employees and encourage well performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and VA needs.

Compensation Philosophy

It is VA's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual performance and VA's salary schedule.

VA applies the same principles of fairness to all employees, regardless of their age, sex, race, religion, national origin, disability, veteran status, sexual orientation, political belief, marital status, familial status, or any other factor protected by law.

Pay Period

VA's pay period consists of bi-monthly payments. Pay dates are on the published pay schedule. VA will pay all employees over an annual period based upon the job requirements. Employees who are terminated or who voluntarily separate from employment with VA will only be paid for the time they are employed by VA.

VA employees typically receive their pay by Direct Deposit. Paper checks will not be issued, under normal circumstances, though accommodations may be made if necessary. Employees must present individual authorization forms (available in the office manager's office) to the office manager. Each employee is responsible for notifying his/her individual bank with any instructions regarding the money deposited by the VA.

Mandatory Deductions from Paycheck

VA is required by law to make certain deductions from your paycheck each time one is prepared. These may include federal, state and local income taxes or contributions to Social Security. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Office Manager immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court ordered garnishments, will be explained whenever VA is ordered to make such deductions.

Note: Please see —Wage Garnishments|| later in this section for further information.

Exempt Employee Salary Deductions

VA will pay exempt employees a salary rather than by the hour. Once an employee's paid time off days have been exhausted or are otherwise unavailable, VA will deduct pay from an exempt employee's salary under the following circumstances: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

VA will not deduct pay from a non-teacher exempt employee's salary if the employee has a partial day absence. Exempt employees who believe that VA made an incorrect or improper salary deduction should promptly report the deduction to their supervisors. If VA incorrectly or improperly made a deduction from an exempt employee's salary, it will reimburse the employee for the deducted pay. VA reserves the right to terminate employment once absenteeism exceeds paid or unpaid leave available.

Effective Date of Compensation Changes

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change unless specified otherwise.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice.

Payroll Advance

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

Error in Pay

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should tell the Office Manager immediately. The Office Manager will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day, if not sooner. An employee who believes he or she has been paid too much must report such an error to the Office Manager. Failure to report the error may be result in discipline up to and including termination.

Overtime Pay

Non-exempt employees will be eligible to receive overtime pay of one and one-half times their regular hourly wage for hours worked over 40 hours in one week. Overtime pay is based on actual hours worked. If, during that week, an employee was away from the job because of a job related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note that for a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a 40-hour workweek.

Your supervisor must approve all overtime in advance. Employees who fail to work scheduled overtime or who work overtime without prior authorization will be subject to disciplinary action, up to and including termination of employment.

Time Records

By law, VA is obligated to keep accurate records of the time worked by employees. If required, employees are responsible for accurately recording their time worked. Time worked is all the time actually spent on the job performing assigned duties. Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of departure from work for personal reasons.

No one may record hours worked on another's timecard or timesheet. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of both employees. In the event of an error in recording your time, please report the matter to the CEO or designee immediately.

Wage Garnishments

VA hopes that its employees will manage their financial affairs so that it will not be obligated to execute any court ordered wage garnishments. However, when an employee's wages are garnished by court order, VA is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. VA will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck.

The amount of the administrative cost to process the garnishment may be charged per check written to cover the administration of the above, if permitted by the judgment of garnishment.

Personnel Policies

Personnel Evaluation

Bulletin 1525 – Guidelines for Personnel Evaluation located at Part CIII of Title 28 of the Louisiana Administrative Code requires that certain VA employees be evaluated in accordance with the following procedures:

Professional Development Portfolio

All instructional and professional staff will create and maintain a Personal Development Portfolio containing the goals and outcomes of the school and the employee's personal plan for meeting those goals and outcomes and for continuous improvement. After an initial meeting between the Executive Director and the employee, at which time mutual goals are reviewed and a professional growth program is developed, the employee will create the Portfolio, and include samples of classroom, school or administrative work, personal reflections, and any other material deemed appropriate as evidence of continuous improvement.

Employee Observations and Professional Evaluations

Our intention is to hire the most qualified people available and to give them the maximum opportunity to succeed and attain professional growth. All staff members are expected to demonstrate progressive expertise in job performance and knowledge. Staff members will be provided guidance and assistance on a regular basis, both informally and formally.

For all non- instructional staff, their respective supervisor will discuss the staff person's performance and establish performance goals based upon the responsibilities and requirements of the position. Annual performance evaluations (based on the anniversary date of the staff person's hire) are conducted to provide the opportunity to discuss job responsibilities, to identify and correct weaknesses, to recognize strengths and to discuss positive, purposeful approaches for meeting goals. These reviews and evaluations serve as an objective basis from which recommendations for salary adjustments and other personnel decisions may be made.

In accordance with bulletin guidelines, evaluations for instructional staff will be conducted through informal and formal meetings along with classroom visits. Evaluations will be conducted for a range of reasons, including observation of student achievement, demonstration or modeling, assistance with guided reading, or observation of practice. Classroom visits may be unannounced. The purpose of this is not to make the staff member feel uncomfortable. To be effective in their roles, members of the school administration require a good sense of the needs of the students and the staff. This will result from administration having a regular presence in the classroom.

Throughout the school year, teachers will have the opportunity to reflect on their own progress through regular grade-level team meetings.

Typically, once per year each teacher will have a formal evaluation. Prior to the formal evaluation, the teacher who was evaluated will receive a performance evaluation based on the visits and observations. The criteria of the evaluation will be based on VA's operating values and the employee's job description.

We expect that staff will carry out their responsibilities fully and to the best of their abilities, and conduct themselves in a manner that best serves VA's interests. The results of the formal evaluation will be kept in each employee's personnel file. If a staff person's work performance does not meet satisfactory standards, their Manager or supervisor, in conjunction with the Principal may take any of the following steps:

- Identify areas of weakness, counsel and recommend ways to address them within a specified time frame;
- Warn the staff person orally, and if the problem(s) continues, warn the staff person in writing with a copy to the staff person's personnel file; and/or

Recommend the discharge of the staff person to the Board. These steps are not to be seen as progressive in nature. The Principal will take the step that is most appropriate under the circumstances. The Principal does not have the authority to fire a staff person. Hiring and firing are solely the responsibility of the Board.

Results of formal observations, consisting of the employee's and the Principal's or direct supervisors observations and recommendations, will be put in writing and included within the employee's own Personal Development Portfolio and the school's personnel file. Nothing in this section limits the Principal from conducting other observations of an informal or unannounced nature.

Response to Observation and Review Findings

All employees shall have the right to make timely written objections to the observations or review findings. These objections will be attached to the observation and/or evaluation and kept in the employee's personnel file. If a teacher will not be renewed for the next school year, notification will be provided to the teacher.

Non-instructional staff members are also subject to both informal and formal performance reviews.

Increased compensation or continued employment is not guaranteed as a result of a performance review, even when the review is satisfactory.

Compensation Reviews

Factors such as job performance, unexcused absences and tardiness, continued training and education, leadership abilities, positive attitude, and willingness to accept additional responsibilities, may be considered in determining compensation. However, good performance does not guarantee increased compensation or continued employment. VA does not guarantee increased compensation or continued employment.

VA is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction.

A good benefits program is a solid investment in VA's employees. VA will periodically review the benefits program and will make modifications as appropriate to the company's condition. VA reserves the right to modify, add or delete the benefits it offers, providing reasonable notice of such changes to our employees.

Eligibility for Benefits

12-month, 11-month, 10-month, 9.75-month and 9.5-month full-time employees are eligible to receive benefits in accordance with the provisions of this Employee Handbook. Please review your benefit documents for the terms. If there is a discrepancy between the documents and this handbook, the benefit documents control. Temporary employees are not eligible for benefits. Employees who do not fit into any of the above categories may also be eligible to receive benefits.

Medical Benefits

All 12-month, 11-month, 10-month, 9.75-month and 9.5-month full-time employees are eligible for medical insurance. Other employees, aside from temporary employees, may also be eligible to receive benefits, dependent upon the circumstances of that employee's employment. Initial medical benefits forms must be completed prior to your start date. It is the employee's responsibility to complete and

return medical benefits forms to their supervisors. The Business Manager will have current rates and information.

VA will contribute 60% of full-time employees' medical premium coverage during employment by VA. Employees are eligible for coverage the first day of the month following 30 days of employment. Eligible employees, who choose not to obtain medical insurance through VA, must sign a waiver of participation in the benefit programs.

Short Term and Long Term Disability Insurance

VA does not provide short and long term disability insurance to any full-time employees without cost to the employee. Health policies are available at full cost to the employees for both short and long term disability insurance. Please see the controlling insurance documents for insurance benefits information.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy. This insurance is provided at no cost to VA employees. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness that is directly related to performing your assigned job duties. This job injury insurance is paid for by VA. Employees who cannot work due to a job related injury or illness will have their medical bills and a portion of their income paid by Workers' Compensation insurance until they can return to work.

All injuries or illnesses arising out of the scope of an employee's employment must be reported to the employee's supervisor immediately. VA School Administrators and Supervisors have a copy of the Employee Incident Form to fill out in the event of a workplace injury. Prompt reporting is the key to prompt benefits. Employees should insure their right to benefits by reporting every injury, no matter how slight. Where an injury is not reported timely, the employee may lose their right to being paid workers' compensation.

Employees returning to work after being absent due to a work related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance for returning to work.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon separation of employment with VA. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. Unemployment compensation is designed to provide employees with a temporary income when they are out of work through no fault of their own. For an employee's claim to be valid, he or she must have a minimum amount of earnings determined by the State, and must be willing and able to work. Employees should apply for benefits through the local State Unemployment Office as soon as they become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees may be required by law to contribute a set amount of their weekly wages to

the trust fund from which benefits are paid. VA may be required to deduct this amount from each paycheck an employee receives and to match the employee's contribution dollar for dollar, thereby paying one-half of the cost of the employee's social security. Employees enrolled in the State Retirement System (TRSL, LaSERs, LSERs) are not eligible to contribute to Social Security while they are contributing to the State Retirement System.

An employee's Social Security number is used to record their earnings. Employees are encouraged to protect their Social Security record by ensuring that the name and Social Security number on their pay stub and W-2 Form are correct. Employees may also want to make sure their earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or by accessing them on-line at www.ssa.gov.

Retirement Plan

VA offers participation in a state retirement plan for those employees who are eligible to participate. For more information about the Teachers Retirement System of Louisiana (TRSL), call (225)925-6446 or visit the website www.trsl.org.

LACTATION ACCOMMODATION POLICY

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The School has designated a location for this purpose. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. For non-exempt employees, breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Paid and Unpaid Leave

As described below, VA provides eligible employees with Paid Time Off (PTO). In some circumstances, leave is unpaid. VA compensates employees entitled to PTO using their base hourly rate, excluding shift premiums and overtime compensation, if any.

Holidays

VA recognizes the following holidays for 12-month, 11-month, 10-month, 9.75-month, and 9.5-month school-based employees according to their scheduled work year:

- Thanksgiving Break (November)
- Winter Break (December)
- Martin Luther King Day (January)
- Mardi Gras (March)
- Spring Break (April)
- Unpaid Holiday (April)

All 12-month, 11-month, 10-month, 9.75-month and 9.5-month employees are eligible to receive holiday pay for scheduled VA holiday closures as noted above. Temporary employees are not eligible to receive holiday pay.

To qualify for holiday pay, employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Principal's request/approval
- At the request/approval of their supervisor, Principal or Assistant Principal
- Due to closure of VA and/or the VA schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved vacation

Holiday pay for hourly and salaried employees will be equivalent to the pay that employees receive for their normally scheduled hours. Holiday pay will not count toward overtime. The holiday will only be treated as a paid holiday if it falls on a day you are regularly scheduled to work.

Paid Time Off (PTO)

All 11-month, 10-month, 9.75-month and 9.5-month employees are eligible to earn up to ten (10) days of PTO during their scheduled work year. All 12-month employees are eligible to earn up to twenty (24) days of PTO during their scheduled work year. Temporary employees, workers being paid short or long-term disability insurance, and workers being paid workers' compensation are not eligible to accrue PTO.

From their date of hire, employees will earn one day of PTO at the beginning of each month before the last scheduled day of work in the school year, up to 10 paid days off accrued in the year for 11-month, 10-month, 9.75-month and 9.5-month employees and up to 12 days off accrued in the year for 12-month employees.

VA employees do not have the right to carryover paid days off at the end of the school year. VA will pay employees for any accrued, unused paid days at the end of the fiscal year, or upon an employee's separation of employment from VA.

In the event an employee has exhausted his or her PTO, any additional time off will be taken without pay.

PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, or immediately before or after holidays without supervisor's permission.

Employees should submit requests for use of extended PTO (in excess of 5 days) to their supervisor in writing for approval, at least two weeks before the extended PTO.

Bereavement Leave

VA understands that the loss of a loved one can be a very difficult and stressful period and provides bereavement leave with pay for such circumstances. In the event of a death in an employee's immediate

family, regular full-time employees may take up to three (3) consecutive days of paid bereavement leave. Regular part-time employees may take such leave on a prorated basis.

If you need to take bereavement leave, please notify your Supervisor promptly so that arrangements can be made to cover your absence. Pay for bereavement leave applies only to regularly scheduled work days, and does not include holidays, weekends, time not worked, or time when an employee is on other paid leave.

All 12-month, 11-month, 10-month, and 11.5-month employees will receive up to three working days of leave with pay (not charged to PTO) upon the death of an immediate family member. Members of the immediate family include the employee's spouse/domestic partner and their relatives including, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse.

Bereavement pay will only be made to employees for actual time spent away from work. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday pay in addition to bereavement pay.

Bereavement pay is a gift from VA. It is not a benefit and is not to be treated as wages. Employees do not accrue bereavement leave and will not be paid for unused bereavement leave. Newspaper obituaries or funeral programs naming the employee should be presented as documentation for bereavement days.

Professional Development Days and Preparation of Training Materials

VA expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of the school. For this reason, all employees are permitted to take one paid professional development day each year.

Employees should submit written requests to take professional development days to their supervisors for approval. The request shall include a printed or written agenda and/or printed material pertaining to the professional development. VA requests that employees submit requests to take professional development days at least one week in advance. The granting of request will be solely in the discretion of VA.

Paid professional development days are a gift from VA, and are not to be treated as wages. Professional development days do not accrue and cannot be carried over from year to year. VA will not pay for unused professional development days.

VA believes that meaningful professional development results in higher levels of student achievement. Therefore, the administration will try, as often as possible, to provide time to participate in a range of professional activities.

Staff will from time to time be asked to attend presentations or seminars held outside of normal school hours, to provide small-group instruction outside of normal school hours, or to design and execute academic projects. Depending on the project, employees may be eligible for per session pay or per hour pay.

Where an employee voluntarily attends meetings, seminars, trainings, etc., the employee must have prior approval from their Supervisor and vacation or PTO will be used for the time taken, even where it relates to the course and scope of the teacher's employment.

Uniformed Services Employment and Reemployment Rights ACT (USERRA)

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and other applicable laws. These employees may apply accrued PTO to the leave if they wish; however, they are not obliged to do so.

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

Accepting Other Employment or Going into Business While on Leave

Employees who accept any employment or go into business while on a leave of absence from VA will be considered to have violated the terms of their employment with VA as of the day on which they began their leave of absence and may be subject to disciplinary action up to and including termination.

General Employee Safety

VA is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

VA will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor, director or assistant Principal for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

VA strongly encourages you to communicate with your supervisor regarding safety issues.

Parking

You are encouraged to use the parking areas designated for our employees. Remember to lock your car everyday and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or

leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.

VA cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents. Employees are expected to follow city ordinances for proper parking. VA is not responsible for parking violation fines that result from failure to obey city laws for parking.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all VA activities. We want to protect you against injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work.

Trash Disposal

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners, and edges. Keep drawers closed. Open only one drawer at a time.

Report Injuries

Immediately report all injuries, no matter how slight, to your supervisor.

Ask Questions

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is VA's responsibility to provide for the safety, health and security of its workers during working, hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employee Report of Injury/Illness Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation.

Employees will be subject to drug testing post- accident. Failure to submit to testing could result to denial of a Workers' Compensation claim and also could lead to immediate termination.

Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Fire Prevention

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

In Case of Fire

If you are aware of a fire, you should:

- Immediately contact administration.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
- When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately. Take your roll book with you.
- Proceed with students to nearest exit, making sure all students are accounted for.
- Contact outside emergency response agencies, if needed.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to your designated area near the building. Be present and accounted for during roll call.
- Do not re-enter the building until instructed to do so.

Housekeeping

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

If you spill a liquid, clean it up immediately. Do not leave, materials, or other objects on the floor that may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times. Student book bags and personal belongings must be stored on coat hangers, in cloakrooms, or in cubicles—not on chair backs.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor or Assistant Principal immediately.

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Security

Maintaining the security of VA schools and offices is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave VA's premises make sure that all entrances are properly locked and secured.

Smoking

No person shall smoke, use an e-cig, chew, or otherwise consume any tobacco or tobacco product while on VA grounds or any school bus transporting children attending any VA school functions of any kind. Any person who violates this policy may be subject to disciplinary action up to and including termination and/or a fine not to exceed two hundred dollars.

Communications

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

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, employees should make certain they are aware of and utilize all VA methods of communication, including this Employee Handbook, bulletin boards, discussions with the memoranda, staff meetings, newsletters, training sessions, and company e-mail and Internet.

Employees will receive other information booklets, such as their insurance booklets, from time to time. Employees may take these booklets home so that their family may know more about their job and benefits.

In addition, employees may receive letters from VA. There is no regular schedule for distribution of this information. The function of each letter is to provide employees and their families with interesting news and helpful information that will keep them up-to-date on the events here at VA.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

VA shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is School-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the School for this purpose, and VA shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by VA.

Any electronic communication made by an employee at the School to a student enrolled at the School or that is received by an employee at the School from a student enrolled at the School using a means other than one provided by or made available by the School shall be reported by the employee in a manner deemed appropriate by VA. Records of any such reported communication shall be maintained by VA for a period of at least one (1) year.

DEFINITIONS

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric or photo-optical system and pertains to both personal and School issued devices.
2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

3. *Computers* – pertains to any and all computers.
4. *Social networks* – locations on the Internet where users may interact with other users -- examples are Facebook, Twitter, MySpace, YouTube, and other social networks sites available on the internet.
5. *Improper or inappropriate communications* – any communication between employees and/or students, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization or suggestive in nature.

VA shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any School employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the School.

SOCIAL MEDIA

The School takes no position on your decision to start or maintain a blog or social networking site (i.e. Facebook, Twitter, etc.) However, it is the right and duty of the School to protect itself from unauthorized disclosure of protected information. The School's social media policy includes rules and guidelines for personal blogging and maintenance of personal social networking sites and applies to all employees. Further, refrain from using social media while at work /on work equipment, unless it is work-related as authorized by the CEO or consistent with the School's policies for use of work equipment. Do not use your School email address to register on social networks, blogs or other online tools.

General Provisions - Blogging or other forms of social media or technology include but are not limited to video or wiki postings, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the School.

You may not publicly discuss students outside School-authorized communications. You are prohibited from disclosing proprietary to which employees have access. Such information includes student information, privileged information, copy-righted information, trade secrets, financial information and strategic business plans. This policy is not intended to limit your right to discuss wages or working conditions at the school.

Personal Blogs / Social Networking Sites – You are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

The School respects your right to use blogs and does not discourage public conversation and does not discriminate against your use of these mediums for personal interests and affiliations or other lawful purposes. Bloggers are personally responsible for their commentary. Bloggers can be held personally

liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just the School.

You may not use School owned equipment, including computers, school-licensed software or other electronic equipment, nor facilities or school time, to conduct personal blogging. You may not use blogs to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with the School.

If you choose to identify yourself as an employee of the School, please understand that some readers may view you as a spokesperson for the School. Because of this possibility, we ask that you state that your views expressed in your blog are your own and not those of the School, or of any person or organization affiliated or doing business with the School.

Unless used for non-commercial purposes to promote unionized activities, you may not post on personal blogs or any personal social media accounts: photographs of students; or photographs of persons engaged in the School-related business, at School events and of School products. You may not post on personal blogs any advertisements of School products nor sell School products and services. You may not link from a personal blog to the School's internal or external web site. All of this is grounds for immediate termination.

You should not speak to the media on the School's behalf at any time for any reason. This is grounds for immediate termination. All media inquiries should be directed to the CEO or designee. If you have any questions relating to this policy or your personal blog, ask a member of the Human Resources team.

Employer Monitoring – You are cautioned that you should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including the School. The School reserves the right to monitor comments or discussions about it, its employees and clients and the industry, including products and competitors, posted by anyone, including employees and non-employees, on the Internet. The School may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries and personal and business discussion forums. You are cautioned that you should have no expectation of privacy while using School equipment or facilities for any purpose. The School reserves the right to use content management tools to monitor, review or block content on School blogs that violate the Social Media Policy.

Reporting Violations - The School requests you report any violations or possible or perceived violations to administration.

Discipline for Violations - Violation of the School's Social Media Policy will result in corrective action up to and including termination. Corrective action or termination will be determined based on the nature and factors of any blog/social networking site post. The School reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Communication with Vendors – The School also takes no position on whether or not communicate vendors via social media as long as you are acting in accordance with all policies contained herein.

However, if you are asked by a vendor to join their social media network and you are not comfortable doing so, please utilize the following language in declining their invitation:

Dear INSERT NAME,

I appreciate your invitation to become a part of your social network. However, based on the VA's Social Media Policy, I feel it is best I decline your invitation at this time. I certainly look forward to maintaining our professional relationship via e-mail and telephone and will let you know if this position changes in the future.

Respectfully,

INSERT YOUR NAME

This policy does not prohibit and will not be interpreted or enforced in a manner which could interfere with, restrain, or coerce employees from engaging in activities protected by the National Labor Relations Act. This means that employees are not limited or restricted, in any way, from discussing the School's working conditions, including perceived harassment, discrimination, safety, compensation, wages, benefits, or other issues that relate to working conditions. This includes the working conditions of the employee or his/her co-workers.

TELEPHONE USE/TEXT MESSAGING

Personal telephone calls and text messaging from a personal cellular phone, School cellular phone or a School landline phone, both incoming and outgoing, can negatively impact work flow and be disruptive to your students and coworkers. Personal telephone calls and text messaging should be kept to a minimum except during break times or with express permission from the Principal or CEO. However, VA recognizes that there occasionally may be times when personal telephone calls and text messaging must be made or received during business hours. Such calls/text messages should be kept minimal and must not interfere with the employee's work schedule. Employees should follow all client facility rules regarding the use of telephones/cell phones while on their premises and are expected to adhere to the stricter of the standards between the School and client facility.

Teachers should never text or call students directly from personal phones. All communication to students should be done internally via the School's e-mail system.. This is grounds for immediate termination unless you have previous written documentation and approval from the organizations founder.

Some of our business is conducted over the telephone. It is important that a professional, courteous attitude is expressed during every telephone conversation. In addition, all telephone messages should be given priority and returned immediately.

The personal use of the school's telephone system, including facsimile machines, is limited and should only be done in emergency situation. Employees are prohibited from utilizing School equipment to make personal long distance calls without approval from the Principal or CEO. Any long distance charges incurred by VA for an employee's personal use may be deducted from the employee's paycheck.

Failure to comply with this policy can result in corrective action, up to and including termination.

USE OF SCHOOL EQUIPMENT AND COMPUTERS

Equipment - The School may provide any supplies, equipment, and materials necessary for you to perform your job. You are expected to exercise care in the use of School equipment and property and use such property only for authorized purposes. Loss, damages or theft of School property should be reported at once. Negligence in the care and use of School property may be considered grounds for corrective action, up to and including termination. Upon termination of employment, you must return all School property, equipment, work product and documents in your possession or control. Failure to return equipment will result in the cost of the equipment being deducted from your final paycheck.

It is the responsibility of the employee to ensure that School tools, test equipment, computers, etc. which have been issued to an employee are stored/transported in their respective protective cases. If damage occurs to School owned/rented equipment, and it is found that the damage resulted from employee negligent or intentional, the employee may be responsible for the costs associated in replacement of the equipment.

All School property, including but not limited to desks, file cabinets, computers, computer disks and electronically stored data, and vehicles used by School employees, is subject to being searched and the contents held by School personnel at any time. Additionally, the School reserves the time to search and/or require employees to allow searches of personal parcels, bags (including handbags and briefcases) and/or other personal items, and/or personal vehicles brought onto the School Premises when necessary.

It is not permissible to remove either the VA's, client's, contractor's, fellow employee's, student's or vendor's property from the School Premises for personal use without permission from the Principal. VA will not be responsible for any loss or damage to personal property.

Computers - It is the policy of VA that the use of its or its clients' computers and software should be limited to appropriate School-related use only. You should not utilize the computer system for your personal benefit. You are prohibited from installing software on any work computer or system without express permission from the Principal.

Further, this policy reaffirms that you should have no reasonable expectation of privacy with respect to any computer hardware, software, e-mail or other computer or electronic means of communication or storage, regardless of you having a private access or an entry code into the computer system. Both VA, and its clients, reserves the right to monitor the use of their respective computer systems.

E-mail - For many employees, e-mail is an official form of communication. It is the property of VA and is intended for carrying out School business.

VA reserves the right to monitor the e-mail system to ensure that it is being used for School-related purposes. Sent e-mail messages should not contain any sexually explicit, obscene, crude language or profanity. VA requires employees to be respectful and professional to coworkers, parents, students, vendors, etc., and to work cooperatively with management. Any e-mail messages received falling under this purview should be deleted immediately and reported to the Principal or Human Resources if you deem necessary. See Section "**Workplace Harassment and Discrimination Policy**". VA can rightfully enter the e-mail system and review, copy or delete any messages and disclose such messages to others.

Finally, you are advised not to delete any School-related e-mails. Set your Outlook up so that you can file e-mails appropriately.

Internet Usage – VA offers an Intranet system that will allow you to access tools and data more efficiently. The Intranet and Internet should be used for School-related purposes only. The use of the school's Internet access for personal communications or for non-School-related solicitations including, but not limited to, religious or political causes, is strictly prohibited. Employees are also prohibited from displaying, transmitting and/or downloading sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees learning of any misuse of the School's Intranet/Internet access shall notify a member of administration.

Licenses and Fees - Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of the CEO.

Games and Entertainment Software - Employees may not use a VA Internet connection to download games or other entertainment software or to play games over the Internet.

Copyrights and Trademarks - VA's computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization from the Principal or CEO. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and discuss with the Principal or CEO.

Further, any VA-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from the Principal or CEO to act as an official representative of VA, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of VA."

School Key – Employees are responsible for keeping School key(s) in a safe place that will not allow access by students, unauthorized staff or any individual not directly associated with the School. The key is also not to be duplicated by any employee. It is also the responsibility of the employee to report to the Principal if the key is lost or stolen. Failure to return the key or report that the key is missing will result in the employee having to pay for a replacement key.

Maintenance and Security of System - Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents or otherwise creating unnecessary computer network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are School-related.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to VA's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to VA's network.

In addition, files obtained from sources outside of the VA computer network, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to e-mail; and files provided by students, co-workers or vendors may contain dangerous computer viruses that may damage VA's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders or use disks from non-VA sources, without first scanning the material with VA-approved virus checking software. If you suspect that a virus has been introduced into VA's computer network, notify technology personnel immediately.

Telecommunication Policy

VA provides computer and communication systems to support Vision Academy's business activities. These systems may include, but are not limited to: PCs, software, telephone, voicemail and electronic mail systems, all centralized computer equipment, networks, and access to the Internet. Each user is personally responsible to ensure that these guidelines are followed and that no breach of confidentiality is in question. No employee of VA is permitted to use any computers or communications systems for any non-school related business.

All data in VA's computer and communication systems (including, but not limited to, documents, and other electronic files, email and recorded voicemail messages) are the property of VA. VA may inspect and monitor such data at any time. VA may also monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual.

No individual should have any expectation of privacy for electronic communications or account information in VA's system, including, but not limited to, documents, emails or messages marked private, which may be inaccessible to most users but remain available to VA. The deletion of a document or message may not prevent VA from having access to the item or completely eliminate the item from the system. Likewise, no individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, VA may restrict access to certain sites that it deems are not necessary for business purposes.

VA's computer and communication systems may not be used to create, transmit, access, receive, print, download or solicit material that is illegal, unauthorized, inappropriate, derogatory, obscene, sexually explicit or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, citizenship, sex, sexual orientation, disability, age or religious or political beliefs. For example, the display or transmission of sexually explicit images, messages, jokes and cartoons is not allowed. This is all grounds for immediate termination.

Similarly, VA's systems may not be used to lobby, solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes. Likewise, employees should not download or disseminate copyrighted material, load or execute unlicensed software on VA's computers or conduct any other activity in violation of applicable law or regulations. Employees are prohibited from intentionally disrupting the network, destroying or altering information, unauthorized interference with private information, and provision of access to unauthorized persons.

Employees assume all risks associated with using the network, including indemnification of the school, if it is sued for damage caused by the employee's actions on or through the network.

Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. VA has no duty to inform any employee of changes to this policy.

Computer Software (Unauthorized Copying)

VA does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

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

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

1. VA licenses the use of computer software from a variety of outside companies. VA does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, VA employees shall use the software only in accordance with the software publisher's license agreement.
3. VA employees learning of any misuse of software or related documentation within the company must notify the IT Manager immediately.

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

Computers, Electronic Mail, and Voice Mail Usage Policy

VA makes every effort to provide the best available technology to those performing services for VA. In this regard, VA has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer stored information, voice mail messages and electronic mail messages created, sent or received by VA's employees with the use of VA's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by VA.

VA property, including computers, electronic mail and voice mail, should only be used for conducting company business. Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although VA provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as company records.

VA also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, VA must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because VA reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that VA or its designated representatives will not have a need to access and review this information. Individuals using VA's business equipment should also have no expectation that any information stored on their computer whether the information is contained on a computer hard drive, computer disks or in any other manner will be private.

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

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by VA if necessary within or outside of VA.

Given VA's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

VA's CEO will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

With respect to electronic mail in particular:

- It is the employee's responsibility to manage the size of their own mailbox. Users whose e-mailboxes exceed the allocated storage limit will be denied further e-mail access until compliance is arranged.

Note: The limit for a mailbox is set at 40MB. Warning will automatically be provided as the mailbox reaches intermediate size to assist in the management of the e-mail storage.

- ☐ E-Mails that must be retained, should be copied to the local drive or other storage media and once verified as retrievable copies, deleted from the e-mail system. The e-mail accounts of terminated employees will immediately be disabled upon termination and then completely deleted from the system one month from the effective date of the termination.
- ☐ Files larger than 10 Megabytes will not be transmitted over the e-mail system as an attachment. Transfer of files of this size causes undue interruption to other network transmissions. These files should be placed in a dedicated or Public Drive available for use.
- ☐ Transmission of personal messages (especially those with photo attachments) should be limited to hours other than normal working hours.

Any employee who violates this Computer, Electronic Mail and Voice Mail policy may be subject to discipline, up to and including termination.

VA will provide a PDA device, two-way radio and/or cellular phone to individuals occupying certain positions.

These are considered Company property/equipment. If the property/equipment is broken or damaged by the employee, the amount to replace the property/equipment will be deducted from the paycheck of that employee.

Company provided equipment such as the cellular phones, PDA device and two-way radio should be used for VA business only. These are provided to ensure that you are reachable by other VA personnel

for any VA matter during business and off-business hours. No employee should have any expectation of privacy as it relates to this equipment.

There are 1000 minutes allocated per month for each of the individual having the PDA device or cell phone. It is the responsibility of each of these individuals to manage within the allocated minutes.

Company provided equipment must be returned to VA upon termination of employment, no matter the reason for leaving VA. If the device is not returned, its replacement cost will be deducted from the final paycheck.

Policy on Internet Use and Software Downloading

This policy defines the proper employee use of the VA Internet Access and the procedures for handling software download opportunities.

- ❑ While using the Internet, respect the privacy of others and do not intentionally obtain copies, modify files, passwords or data that belong to others. Do not represent yourself as someone else by using another's account. Do not forward personal material without prior consent. Do not use language that is abusive, profane or offensive.
- ❑ When using items from the Internet, respect the legal protection provided by copyright licenses to programs, books, articles and data.
- ❑ When offered links to material on the Internet, do not follow the links unless you are aware of the origin of the message. Do not download software upgrades or suspect attachments without contacting the IT department beforehand. Software upgrades often are not adequately tested and can introduce incompatible code making the existing system unstable. Attachments may contain viruses or malicious code that can compromise the security of the in-house system.
- ❑ While using the Internet, adhere to existing Federal and State laws regarding electronic communication. This includes regulations re: accessing information without authorization, giving passwords out to others or causing a system to malfunction. These laws carry both civil and criminal penalties.
- ❑ Do not access material that is fraudulent, harassing, sexually explicit, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability or other characteristic protected by law).

Employees who are in doubt as to the protocol and risks involved in using the Internet or in downloading software upgrades offered on the Internet should contact the IT Manager.

Drug Free Workplace Policy

VA is committed to providing a safe workplace and encouraging good worker health. For this reason, VA strictly prohibits the use, possession, manufacture, distribution, dispensation, or sale of illegal drugs or alcohol on VA premises, in VA -supplied vehicles, during working hours, and after working hours at VA sponsored events.

Additionally, VA requires its employees to submit to drug and/or alcohol testing in certain circumstances. Specifically, employees may be required to submit to drug and/or alcohol testing in the following circumstances:

Post-offer/Pre-employment Testing

Certain categories of employees will be required, as a condition of employment, to submit to a post-offer/pre-employment drug and/or alcohol test before beginning their job duties.

Reasonable Suspicion Testing

VA will request that an employee be tested if it determines based on a reasonable and articulable belief that the employee is using drugs or alcohol after direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use.

Pursuant to this policy, any employee who is convicted under any criminal drug statute is required to inform VA within five days after the conviction.

Employees who are convicted under any criminal drug statute, who refuse to be tested, whose tests results are verified positive for drugs and/or alcohol, and/or who failed to comply with this Drug Free Workplace Policy will be immediately removed from duty and be subject to disciplinary action, up to and including termination. Additionally, VA reserves the right to suspend without pay any employee arrested for violating any criminal drug statute pending a determination regarding the employee's culpability.

Under certain circumstances, VA will consider continuing the employment of an employee who has violated a substance abuse rule on a one time only basis or of an employee who has volunteered that he/she has a substance abuse problem, provided the employee has entered into an approved treatment or counseling program. A determination of continued employment will be based upon consideration of the rule violated, the specific circumstances involved, as well as the employee's overall work record. A second rule violation will result in automatic employment termination.

Employees who enter into a drug or alcohol treatment or a counseling program may, at the employer's discretion, be required to comply with more stringent testing or other requirements than found in this policy.

DRUG, ALCOHOL AND CONTRABAND POLICY

The purpose of this policy is to establish the School's Drug, Alcohol and Contraband protocol in order to assist in providing a safe and healthy working environment for employees and students and to protect the School property while providing safe and efficient operations. Compliance with this policy is a condition of employment. This policy is made for the maximum safety and well-being of all employees and other personnel. Everyone's assistance and cooperation for the achievement of this goal is vitally important.

"School Premises" includes all locations where work is performed by VA or where work is assigned to the School for its use by a client or contractor or student including parking lots and storage areas. It also includes automobiles, vans and all other vehicles and equipment that are either School-owned or leased.

The use, possession, concealment, transportation, promotion, theft, distribution or sale of the following items or substances by any School employee, or by any subcontracted employee, is strictly prohibited on all School, client and vendor premises.

- Illegal drugs, inhalants, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen, or cannabinoid (herein called “drugs”).
- Unauthorized alcoholic beverages – Any alcoholic beverages not consumed at a School sponsored event or during the course of normal/reasonable School-related practices (i.e. a glass of wine with a client lunch or dinner).
- Firearms, weapons, explosives, and ammunition.
- Stolen property.
- Drug paraphernalia.
- Unauthorized prescription drugs.
- Prescribed drugs which are not being taken as directed by the individual’s prescribing physician.

Being at work or reporting for work with a detectable quantity of any drug in your system that would be identifiable if tested at a Substance Abuse and Mental Health Services Administration (SAMHSA) facility is also prohibited. In addition, you are prohibited from the offsite use of alcohol and the possession, use, or sale of illegal drugs when such activities adversely affect job performance, job safety, or the School’s reputation in the community.

Prescription Drugs – If you are using prescription drugs and have been advised of the possibility of impaired functioning (i.e. tiredness, fatigue, poor reaction time, etc.) or adverse reaction (i.e. seizure, extreme nausea, and the like) as a result of using the prescription and you are required to operate an automobile or perform a safety sensitive task as a function of your position, you must notify the CEO and/or Human Resources of the identity and dosage of such prescription drugs BEFORE beginning work. VA reserves the right to have a School physician determine if the prescription drug or medication produces hazardous effects, which may lead to the doctor restricting its use on School Premises, before scheduled work times, or restricting the employee’s work activity.

Searches and Inspections

While on School Premises, VA may conduct searches and inspections, at any time, of your or other persons and their personal effects, clothing, work areas, and vehicles to determine if you or other persons are in possession of, using, transporting, or concealing any prohibited or stolen items and/or substances. Management or specialists may conduct such searches and inspections, and trained dogs may be used. If you refuse to submit to a search or inspection, or are found to be in possession of any such prohibited or unauthorized items without an explanation satisfactory to VA, you will be subject to corrective action, up to and including termination. Where appropriate, items discovered through these searches may be taken into custody and turned over to the proper law enforcement authorities.

VA will generally try to obtain an employee’s consent before conducting a search of work areas and personal belongings, but it may not always be possible to do so.

Drug and Alcohol Screening

VA may use a urine drug screen test or other approved testing procedures to help control or detect drug or alcohol usage. These tests may be used in, but are not limited to, the following circumstances:

- Employment hiring process – Applicants may be tested upon a conditional offer of employment being made. Such conditional offer of employment will be withdrawn if an applicant refuses to undergo a test or has a confirmed positive result.
- Re-entrance employee examinations – during the rehiring process.
- Scheduled, periodic testing – testing that may be scheduled for all members of a particular employment classification or group.
- Part of an overall search and inspection of the School Premises.
- When a supervisor or management has a reasonable suspicion that an employee is intoxicated, is using, or is working under the influence of drugs or alcohol, two or more management staff should authorize a reasonable suspicion drug or alcohol screen. NOTE: A supervisor may reasonably suspect that an employee illegally uses drugs or alcohol based upon observing drug or alcohol use; apparent drug or alcohol intoxication; abnormal or erratic behavior; investigation; arrest; employee's own admittance of use; or conviction for drug or alcohol related offenses; reports from credible sources; or evidence that the employee attempted to tamper with a previous drug or alcohol screen test. Employees who fall into this category should be transported to the testing site and, thereafter, home by the School, a cab, or other form of transportation not controlled by the employee. These individuals are required to remain off work until test results are received and should receive pay for the time off work unless the results are positive. If an employee refuses to be tested and leaves School Premises or client property operating a vehicle, the School will notify the governing law enforcement authorities that an employee suspected of being under the influence of drugs and/or alcohol has left the School Premises operating a motor vehicle.
- When an employee is found in possession of suspected illegal or unauthorized drugs or paraphernalia.
- Following on-the-job accidents, unsafe practices, and/or near miss incidents.
- Random samplings.
- Post-Treatment/Counseling/Rehabilitation or Return to Work Testing – submission to a drug screening test will be a condition of reinstatement of employment upon completion of a drug/alcohol treatment or counseling program or any other return-to-work established procedure.
- Periodic follow-up testing following a prior positive test result – any employee who tests positive and either continues or become re-employed with the School is subject to drug and/or alcohol testing without notice for a period of up to five (5) years commencing with the employee's return to work following a confirmed positive test or following participation in a drug or alcohol dependency treatment program.
- Annual testing in additional physicals.

Note: The results of these tests are kept confidential and are normally known only to you and to management personnel in the particular decision making chain.

When asked to submit for drug and/or alcohol screening you will have 30 minutes plus any required driving time (after you are notified of the test requirement) to arrive at the collection facility.

Attempts to or actually altering, degrading, substituting, diluting, or switching any urine and/or blood or hair sample is prohibited.

Refusal to Submit to Testing

Refusal to submit to testing includes, but is not limited to, the following:

- Failure to provide a specimen.
- Failure to cooperate with the testing process.
- Failure to report for a collection in a timely manner.
- Failure to provide an adequate specimen (which includes not having a legitimate medical reason preventing adequate urination).
- Submitting an adulterated or substitute specimen.

If you refuse to test/submit as defined above, or refuse to sign the consent form, you will be informed that the refusal to test/submit or to sign the consent form will result in corrective action up to and including termination.

Any employee who professes to “shy bladder syndrome” or the inability to produce a urine specimen and does not have medical documentation that indicates a medical condition that would prevent the ability to produce a urine specimen, will be given up to 40 ounces of liquid and allowed to wait for no more than three (3) hours at the collection facility. As soon as it becomes apparent that the donor is unable or unwilling to produce a specimen, he/she should be advised of the three hour limit. At the end of the three hours, his/her specimen will no longer be accepted and it will be considered a refusal to test.

Testing Results

When an initial drug test is positive you will be contacted to review any prescription medications that you may be taking that could alter the results and to give you a reasonable opportunity to explain a confirmed positive result. Every attempt will be made to contact you to discuss the testing results. If, after several attempts, contact is still not achieved, the result will be reported as an “unable to contact” positive. If contact is made and you have a legitimate prescription in your name, the sample will be ruled negative.

When a confirmed positive test is received, you (or any prospective employee) have the right of access to the records relating to your drug test and the right to retest the original specimen. The cost of the retest will be your (or prospective employee) responsibility. The retest must take place at a certified laboratory or as otherwise required by applicable state law. You (or prospective employee) must, within 72 hours of the date on which you were first contacted about the positive result, express your desire to have the specimen retested.

Corrective Action for Policy Violations

Any of the following actions by you will result in corrective action up to and including termination:

- Refusal to submit to a search or inspection.
- Refusal to submit to a urine drug screen or other approved testing procedure, or is found, as a result of such tests, to have any detectable quantity of an illegal drug, controlled substance, or other

substance that may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen, or cannabinoid.

- Any other violation of the policy.
- Attempting to alter, degrade, substitute, dilute, or switch any urine, blood or other testing sample.

The CEO *or* Board of Directors reserves the right to consider re-employment of prior drug, alcohol and/or contraband policy violators based on specific circumstances and individual situations. This re-employment consideration is at the discretion of the CEO.

Employee Request for Help

No employee's job will be placed in jeopardy, nor will any employee be subject to disciplinary action for voluntarily requesting help for alcohol and other drug addictions. However, a request for assistance will not excuse an employee from a policy violation immediately prior to or while an actual drug screen, blood sample, search or inspection is being conducted on School Premises or after the urine drug screen or sampling has been completed.

Counseling/Rehabilitation/Employee Assistance Programs

Employees with drug/alcohol problems are encouraged to seek early assistance from an approved counseling/rehabilitation program. Participation in an approved counseling/rehabilitation program is voluntary and completion of the program is the responsibility of the employee. Any employee participating in such a program will be expected to maintain satisfactory job performance. Confidentiality in accordance with VA's policies will be followed regarding a rehabilitation program. If an employee must sustain treatment under a prescribed rehabilitation program, absences will be handled according to existing policies regarding disability, FMLA leave, Personal Time Off ("PTO") or unpaid time off. Counseling/Rehabilitation programs are to be offered to the employees at their own expense.

No Solicitation/Distribution Policy

It is the policy of VA not to permit solicitation of staff members for any purpose during working time, or distribution of literature on the premises at during work hours. Loitering in or about the premises after work hours are not permitted.

Non-employee visitors have a limited right of access to VA's facilities and should only be on VA property for purposes directly related to their children's education. Visitors who are not visiting for the purpose of directly dealing with their child should report to the Attendance Office/SRO work area and will only be allowed visitation for purposes of proper sales or maintenance and repair. Exceptions to this policy can be obtained only through administrative approval to non-employee representatives of a limited number of charitable non-profit organizations, community partners or community stake holders.

Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work related duties. Employees on their meal times, break times, or other non-working

times may not solicit or distribute literature to other employees during the working time of such employees.

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

Cash Receipts

All cash received, with the exception of the cafeteria, must be accounted for and received by the Office Manager, on a daily basis. Numerical teacher's receipt books are provided. No cash should be left in the facility area(s) of the school.

Expense Reimbursement

Employees must have written authorization (by way of a requisition document approved by the CEO) prior to incurring an expense on behalf of VA. School-based staff reporting to a supervisor should send a requisition document to the supervisor, who will forward it to the Office Manager. Any commitment made by an employee without prior approval will be considered a personal expense and not authorized to be paid with school funds. To be reimbursed for all authorized expenses, you must submit an expense report accompanied by receipts and the CEO must approve it. Expense report forms will be made available after a requisition document has been approved. Please submit expense reports within one week of incurring authorized expenses. In order for VA to keep records and accounting accurate and current, expense reports older than three months old may not be honored.

Subject to prior approval by the CEO as discussed above, the following procedures provide for reimbursement of authorized employee and Board of Directors expenses incurred on behalf of VA for:

- Food (excluding alcoholic beverages)
- Lodging
- Transportation
- Expenses for VA meetings and events

All expense reimbursements are contingent on production of actual receipts and filing appropriate forms. Travel expenses will be reimbursed by payment of actual lodging expenses and actual meal expense within the following limits:

- Breakfast: Up to \$8.00
- Lunch: Up to \$12.00
- Dinner: Up to \$12.00

Gratuity for satisfactory service is normally fifteen (15) percent. For individual trips involving unusual circumstances, the CEO may authorize actual reimbursement on a case-by-case basis.

Approved travel arrangements for workshops/conferences should be submitted to the CEO at the latest, 35 days before the date of workshop. This is to ensure that all discounted rates are maximized and room availability guaranteed.

Reimbursement for approved travel arrangements that involve the use of an employee's personal vehicle will include mileage reimbursement according to the Internal Revenue Service optional standard mileage rates for business purposes. This reimbursement will cover the cost of gas associated with the use of an employee's automobile for VA business purposes. Mileage reimbursement will be made only when approved in advance and only for travel outside of the normal requirements of an employee's position.

Tuition Assistance

VA does not offer tuition assistance.

Personal Use of VA Property

Employees are not allowed to borrow VA equipment for their own personal use. In no instance may equipment be taken from the school premises without prior management approval. As a VA employee, you accept full responsibility for accountability, proper utilization and losses of equipment assigned to you or under your control. Employees are responsible for returning the equipment in good condition, and may be required to pay for any damages that occur as a result of improper use/loss while using the equipment.

Relatives

VA recognizes that it may employ members of the same family. However, one family member may not directly or indirectly supervise another or process, review, or audit the work of another without written approval from the supervisor of the highest-ranking employee.

Violence in the Workplace Policy

VA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect VA or which occur on VA property will not be tolerated and is grounds for immediate termination.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at VA, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on VA's premises, regardless of the relationship between VA and the parties involved.
- All threats or acts of violence occurring off VA's premises involving someone who is acting in the capacity of a representative of VA.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- Intentional destruction or threatening to destroy VA's property.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

VA prohibition against threats and acts of violence applies to all persons involved in VA's operation, including but not limited to personnel, contract, and temporary workers and anyone else on VA property. Violations of this policy by any individual on VA property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors.

Weapons

VA believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, VA prohibits all persons who enter school property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

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

Any employee disregarding this policy will be subject to immediate termination.

School Bulletin Board Policy

School bulletin boards are controlled/owned by the School's Board of Directors. Before any item may be posted on a school bulletin board, the schools designee must approve the item for posting and place their signature on it. Items posted without the signature of the designee will be removed.

Property Searches

All school property belongs to VA including, but not limited to, desks, chairs, bookcases, computers, phones, and file cabinets. No person, including any staff member, has any right to privacy with respect to these items or locations. School equipment, including computers, copiers and projectors, should not be used for any personal business without prior approval from the Principal.

Employees also have no expectation of privacy with respect to all communications, including but not limited to telephone, voicemail, e-mail, and Internet use.

VA is not responsible for loss or damage of any employee's personal property, even if the damage or loss occurs on school grounds.

Copyright Work Product Ownership

It is the policy of VA that the entire right, title, and interest of any and all writings and other creations that staff members prepare, create, write or initiate or otherwise develop as part of their own efforts while employed by VA belongs to VA. This includes, but is not limited to any development of curriculum. These works are VA's sole and exclusive property.

Whistleblower Policy

General

VA requires its directors, officers and employees to observe high standards of business and personal ethics, as such personal ethics relate to the organization, in the conduct of their duties and responsibilities. As employees and representatives of VA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy is not a vehicle for reporting violations of VA's applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with VA's Employee Handbook.

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of school assets or suspected regulatory, compliance, or ethics-related issues, concerns or violations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to report in good faith violations or suspected violations of high business and personal ethical standards, as such personal ethics relate to the organization, and/or applicable legal requirements (Violations) in accordance with this Whistleblower Policy.

No Retaliation

No administrator, director, officer or employee who in good faith reports a Violation shall suffer harassment, retaliation or adverse employment consequence because of such report. An employee who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization. Notwithstanding anything contained herein to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between VA and its employees, nor does it change the fact that employees of VA are employees at will. Nothing contained herein provides any director, officer, or employee of VA with any additional rights or causes of action.

Questions

Concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to the Chairperson of VA's Legal Committee, who may also serve as your Compliance Officer. Upon receipt of a call or an email, an investigation will be conducted.

Hearing/Compliance Officer

The Hearing Officer is responsible for investigating and resolving all reported Violations and shall advise the Quality Assurance Liaison and, if the Hearing Officer deems it appropriate of all reported complaints and allegations of Violations. The Quality Assurance liaison is required to report to the full Board of Directors at each regularly scheduled board meeting on compliance activity.

Accounting and Auditing Matters

The Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved. Promptly upon receipt, the Audit Committee shall evaluate whether a complaint constitutes an accounting complaint and if so shall promptly determine what professional assistance, if any, it needs in order to conduct an investigation. The Audit Committee will be free with the recommendation of the designee and the full approval of the Board of Directors to engage outside auditors, counsel or other experts to assist in the investigation and in the analysis of results.

Investigations

The Compliance Officer may delegate the responsibility to investigate a reported Violation, whether relating to accounting and auditing matters or otherwise, to one or more employees of VA or to any other individual, including persons not employed by VA, selected by the Compliance Officer; provided that the Compliance Officer may not delegate such responsibility to an employee or other individual who is the subject of the reported Violation or in a manner that would compromise either the identity of an employee who reported the Violation anonymously or the confidentiality of the complaint or resulting investigation. Notwithstanding anything herein to the contrary, the scope, manner and parameters of any investigation of a reported Violation shall be determined by the Audit Committee in its sole discretion and VA and its employees will cooperate as necessary in connection with any such investigation.

Acting in Good Faith

Anyone filing a complaint concerning a Violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

In making a complaint or submission, an employee of VA may request that such complainant be treated in a confidential manner (including that VA take reasonable steps to ensure that the identity of the employee making the complaint remains anonymous). VA takes seriously its responsibility to enforce this Whistleblower Policy and therefore encourages any employee reporting a Violation to identify him or herself so as to facilitate any resulting investigation. Employees may, however, submit complaints on an anonymous basis. Reports of Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days, but only to the extent the sender's identity is disclosed or a return address is provided. All reports will be promptly investigated; the scope of any such investigation being within the sole discretion of the Audit Committee, and appropriate corrective action will be taken if warranted by the investigation.

Records

The Audit Committee will retain on a strictly confidential basis for a period of seven (7) years (or otherwise as required under VA record retention policies as amended from time to time) all records relating to any complaint and to the investigation and resolution thereof. All such records are confidential to VA and such records will be considered privileged and confidential.

Confidentiality

Employees of this organization may not release any privileged information about Vision Academy, its students, its activities, or the activities of its personnel except as normally required by their duties or as expressly permitted by the Executive Director.

Examples of confidential information include, but are not limited to:

- Report cards;
- Standardized test scores;
- Medical records;
- Residence and contact information; and
- Special Education records.
- Trade Secrets
- Any and all information contained in the schools procedural Manuals
- Documents
- Day to Day Operations'
- Day to Day Happenings

Only parents and guardians who have custody of their children and personnel mandated by law are allowed to see confidential information. Any applicable law or regulation supersedes a parent or guardian from seeing confidential information (i.e. a restraining order, a court order).

No employee shall publish, disclose, use, or authorize anyone else to publish, disclose, use, or in anyway cause to be published, disclosed or used, any private or proprietary information which such employee may in any way acquire, learn, develop, or create by reason of employment with this organization, unless otherwise provided by the designee. Any document or other material containing such information is required to be returned to the designee upon an employee's termination or resignation.

If an employee finds it necessary to release privileged information about Vision Academy, its students, its activities, or the activities of its personnel except as normally required by their duties or as expressly permitted by the Executive Director, that employee must submit a written request to the Executive Director . The request must include the information to be released as well as whom the information is being release to in order to be considered. Failure to secure permission before releasing privileged information can result in disciplinary action, including termination.

The obligation for employee confidentiality continues after employment has been terminated.

School Supply and Teacher Certification Reimbursements

Teachers are eligible for reimbursement for school supplies related expenses paid with their personal funds up to \$100 per year. Employees are required to turn in receipts or other proof of expenses to the designee.

All expenses over \$200, if anticipated in advance, must be approved by the designee or his or her designee. Requested reimbursement for such expenses must be made in writing to the designee or his or her designee. Such requests must list each expense, and receipts for each item must be attached to the request.

The final decision on whether to reimburse an employee for any expense is vested with the designee.

Travel Related Reimbursements

All travel related expense must be approved by the designee before it occurs. If the trip requires travel by plane, train or a rented vehicle, the staff person must also obtain approval before tickets are purchased or reserved. VA prefers to reimburse staff for expenses, but will also purchase tickets directly upon request.

If a staff person attends professional development or other professional events offsite, then that staff member may submit receipts for reimbursement of meals. Meals are only reimbursed when they are not provided at the event. Meals are only reimbursable when the meal occurs during the professional development or during approved travel times. Staff members must check with the designee or their supervisor for approval of meal related expenses. The same guidelines outlined above apply:

- Reimbursement, the staff member must have a required overnight stay or travel that would not allow the staff person to be home before 8:00 p.m.
- No travel related reimbursements will be made for purchases of drugs/alcohol.

Student Related Policies

Discipline Policy

All faculty members and staff of Vision Academy must be familiar with the Student/Family Handbook. It contains the student management plan, dress code, and disciplinary actions.

Student Medicine Policy

A parent or guardian requesting that medication be administered to their child during the school day must submit the following in writing during school hours to the designee

1. a letter of request and authorization that contains all information required by State Board of Elementary and Secondary Education (SBESE) policy;
2. written orders for all medications to be given at school, including annual renewals at the beginning of the school year;
3. a written description by physician or dentist of the desired effects and the child-specific potential of adverse side effects;

4. a prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter;
5. a list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student;
6. a list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed person prescribing the medication;
7. arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist; the medication shall be delivered by a responsible adult; and
8. unit dose packaging shall be used whenever possible.

Medicine shall be stored in a locked cabinet, closet, or drawer with access only provided to the nurse and the Operations Director. Medication will be stored only in its originally labeled container as dispensed by the pharmacist and will be stored with a photograph of the child who will be receiving the medication.

Compensation

Explanation of Employment Categories

NONEXEMPT employees are entitled to overtime pay for all hours actually worked over 40 hours in a workweek under the Fair Labor Standards Act.

EXEMPT employees are not entitled to overtime pay under the Fair Labor Standards Act.

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

- REGULAR FULL-TIME employees are those who are regularly scheduled to work the full-time schedule of 40 plus hours a week. They receive all mandatory benefits and are generally eligible for all of VA's discretionary benefits, subject to the terms, conditions and limitations of each benefit program.
- PART-TIME employees are those who are regularly scheduled to work less than 30 hours per week. They receive all legally mandated benefits but are not eligible for VA's discretionary benefits.

CASUAL employees are those that are hired without benefits. They will not receive employment discretionary benefits.

Additionally, employees may be hired as eleven month or year round employees. Eleven-month employees include, but are not limited to teachers and program staff. Twelve-month employees include leadership and most administrative staff. The determination is made at the time of hire and indicated in an employee's hire letter.

Time Reporting Procedure

All nonexempt employees are responsible for recording the actual time they have worked. Federal and state laws require VA to keep an accurate record of time worked in order to calculate pay and benefits. VA is fully committed to complying with all federal, state and local wage and hour laws. If an employee suspects that an error in pay has been made, the employee must immediately bring the issue to his or her supervisor's attention for prompt investigation and any necessary correction will be made. VA will not tolerate any form of retaliation against employees who make a report concerning payment of wages or cooperate in an investigation of the same. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

All exempt (salaried) staff members are asked to sign in every morning in the Main Office by 7:45 a.m. unless specified otherwise in the staff member's hire letter or by the employee's supervisor. Additionally, at the end of the work day, all employees are required to sign out before leaving the campus.

VA requires non-exempt employees to complete time records. These signed time sheets are due at the end of every pay period and must be provided to the employee's supervisor. Failure to do so may result in disciplinary action.

All non-exempt (hourly) staff members are asked to sign in every morning in the Main Office 7:40, unless specified otherwise in the staff member's hire letter or by the employee's supervisor. Hourly staff members are required to take one (1) hour, unpaid lunch break each day, and must sign in and out when they take lunch.

All employees are responsible for signing in upon arrival by the time specified above. In the case where an employee has not signed in by 9:00 a.m., the Office Manager will code the employee as absent and no hours will be counted. Employees must sign in accordance to the time on the office clock.

Nonexempt employees must accurately record the time they begin and end work, the time they begin and end each meal period and the beginning and ending time of any breaks exceeding 15 minutes. All overtime work must be approved by the supervisor before it is performed.

All staff members and classroom teachers are asked to stay on campus until 4:30pm unless their hire letter specifies a different end time or a mandatory event has been scheduled.

Time worked is solely the time actually spent on the job performing assigned duties and should not include any time that is spent not working or any time off that is taken during the workday.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination.

Employee Benefits

Leave Policy

If an employee is out of work on any leave other than a no-fault day or vacation time, they do not accrue vacation or no-fault time.

Vacation Days

Eleven month employees are entitled to school breaks, as outlined in the school calendar. If an employee leaves before the end of the school year they forfeit any unused vacation, no-fault leave, sick or paid holidays.

Critical Days

Critical Days are defined as periods of school operations where it is critical that all staff be in attendance. Generally, staff will not be allowed to take vacation time during critical periods.

Critical periods will be outlined above and may vary based on a staff person's job description.

Parental Leave

Prior to the birth of their child, employees may use their unused sick days. They also may take an additional week of leave without pay.

Under VA's parental leave policy upon the birth or adoption of a child, employees are eligible for a maximum of six (6) weeks of leave with only 2 of those weeks being paid if the employee has time available.

Upon returning from leave, VA will make a good faith effort to reinstate the employee in the same position or an equivalent position for which she or he qualifies, with comparable pay, benefits and other terms and conditions of employment, provided such position is funded and available. VA reserves the right to deny reinstatement to the extent permitted by law.

Benefits during this time will be the same as benefits offered to employees that are temporarily disabled.

Parental leave is concurrent with, not additional to, Family and Medical Leave.

It is the policy of VA to provide equal treatment to all employees in regard to Parental Leave without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, or any other protected classification.

Jury Duty

VA understands that employees must fulfill their civic responsibilities by serving jury duty when required. The employee is expected to request a deferral of jury duty if their absence would create serious operational difficulties at any time. Regular full-time employees and regular part-time employees will be paid one (1) day's wages during jury service (referenced from www.laworks.net) If an employee is required to serve jury duty beyond the period paid by VA, he or she may use any available paid time off, such as personal days.

Employees must email the summons to the CEO so that arrangements can be made to accommodate the Employee's absence. Employees who are excused from jury duty for any day or half day are expected to report for work. Upon completion of jury service, the Employee must submit to their supervisor official proof of the dates of such service. The Employee must also submit all to him or her fees paid by the court for those days for which the employee received his or her regular pay.

Discretionary Leave

Discretionary leave will be permitted on the authority of the CEO. Any employee needing discretionary leave should see the CEO. The CEO will have final authority on all decisions on discretionary leave.

Family Medical Leave Act, 5 U.S.C.A. 6381 et seq

If applicable, Vision Academy complies with the Federal Family and Medical Leave Act (FMLA); Eligible employees are provided up to twelve (12) weeks of unpaid leave to regular full-time employees and regular part-time employees who meet the requirements described below during a 12-month period. Employees may use this leave to care for a child after birth or adoption or placement with the employee for foster care or the care of a family member (biological, adopted or foster child, spouse, domestic partner or parent) with a serious health condition, or in the event of an employee's own serious health condition.

Serious Health Condition

A serious health condition is:

1. One that requires either inpatient care or continuing treatment by a health care provider;
2. A condition that makes an employee unable to work or perform other daily activities for more than three (3) consecutive calendar days and requires continuing treatment by a health care provider; or
3. Treatment for a chronic serious health condition that if left untreated would likely result in an absence from work of more than three (3) consecutive days.

Health Care Provider. A health care provider is defined as any physician, podiatrist, dentist, clinical psychologist, clinical social worker; optometrist, nurse or mid-wife who is authorized to provide health care and is acting within the scope of her or his duties. It also includes any health care provider who is accepted by the employer's group health plan.

Eligibility. To qualify, employees must have completed one (1) full year of service and have worked at least 1,250 hours during the twelve (12) month period preceding the leave.

All periods of time when an employee was on payroll counts towards determining whether the employee has been employed for at least twelve (12) months. Periods of unpaid or paid leave are not considered time worked.

Request for Leave. An employee who requests a family and medical leave must notify their supervisor and submit to their supervisor or his or her designee the official Leave Request Form at least thirty (30) days in advance of taking the leave. If proper notice is not given, leave may be denied unless there is a reasonable excuse for the delay. If otherwise qualifying leave is denied for lack of notice, VA may designate leave to start thirty (30) days after proper notice is given. In the event it is not possible to provide at least thirty (30) days notice, an employee should provide notice within five (5) business days of when the need for the leave becomes known to the employee.

Medical Certification. Medical certification will be required from a health care provider for cases involving leave to care for a seriously ill spouse, child or parent or due to an employee's own serious health condition.

Certification must be provided within fifteen (15) days, unless it is not practical under the circumstances. Certification forms can be obtained from the Office Manager or his or her designee.

At its sole discretion, VA may require a second opinion from an independent health care provider selected by and at the expense of VA. If the opinions of the employee's and VA's health care provider differ, then VA can require a third opinion, at its expense, from a mutually agreed upon health care provider.

Employees are required to use all accrued no-fault days during any leave period for her or his own serious health condition. Once such benefits are exhausted, the balance of the leave period will be without pay.

Benefits. All benefits that operate on an accrual basis such as no-fault days will cease to accrue during the leave period.

All group health benefits will continue during the leave provided the Employee continue to make regular contributions to the plan. Other benefits such as life insurance and retirement savings plan will be governed in accordance with the terms of each plan.

Family and Medical leave will run concurrently with any disability, or Workers' Compensation leave.

Returning from Leave. An employee returning from leave must notify their supervisor of the intent to return to work at least seven (7) calendar days prior to the anticipated date of return.

Prior to returning to work, an employee on leave for her or his serious health condition will be required to submit a statement from her or his health care provider indicating she or he is able to return to work and can perform the essential functions of the position to which she or he is returning, with or without reasonable accommodation. Where needed, VA will consider making reasonable accommodation for any disability in accordance with applicable laws. See Accommodation for Individuals with Disabilities.

Upon returning from leave within the twelve (12) week period, VA will make a good faith effort to reinstate the employee in the same position or an equivalent position for which she or he qualifies, with comparable pay, benefits and other terms and conditions of employment, provided such position is funded and available. VA reserves the right to deny reinstatement to the extent permitted by law.

Reduced or Intermittent Leave. An intermittent or reduced leave schedule may only be taken for a seriously ill spouse, child or parent or for an employee's own serious health condition. Intermittent leave will be taken in increments of whole hours.

Other Exceptions and/or Provisions. Employees out on leave must contact the CEO or Director at least every two (2) weeks to report on their status and intention to return to work at the end of the leave.

While on unpaid leave, an employee will not accrue service time for eligibility for a performance review, salary review or adjustment.

Leave taken to care for a child after birth or adoption must be taken in consecutive workweeks. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. In such instances, VA will follow comparable federal and state laws in reviewing those leave requests.

Regular full-time and regular part-time employees with less than one year of service and/or who have not worked at least 1,250 hours during the 12-month period prior to their leave do not qualify for family and medical leave. However, in the event of their own serious health condition, they may request a medical leave of absence as follows:

- Leave requests must be made at least thirty (30) days in advance of the date the employee would like the leave to begin or in emergency situations, with as much advance notice as is practicable, using our official Leave Request Form. Normally, this should be within five (5) business days of when the need for the leave becomes known to the employee.
- The leave will be limited to a maximum of sixty (60) calendar days. Reinstatement is not guaranteed to any employee requesting leave under this provision. Upon returning from leave within the 60-day period, VA will make every effort to place employees in the same position or an equivalent position for which they qualify and which is comparable in pay, benefits and other terms and conditions of employment. Such placement will be subject to budgetary restrictions, our need to fill vacancies and our ability to find qualified temporary replacements.

This policy does not pre-empt any state or local laws and does not seek to provide greater rights than provided under FMLA if applicable.

If you have any questions or need a Leave Request Form, please speak with the Business Manager.

MILITARY LEAVE OF ABSENCE

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your manager as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with RLMcCall Partners.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months' active duty for training, you must apply within a reasonable time (usually thirty (30) days) after discharge.

MILITARY RESERVES OR NATIONAL GUARD LEAVE OF ABSENCE

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

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

Insurance and Retirement Policies

Eligible employees are provided with a wide range of benefits. Some of these benefits such as Workers' Compensation, Social Security and Unemployment Insurance are provided to all employees, as required by law.

Additionally, VA provides a broad range of benefits to certain employees according to their employee classification. While some benefit programs require contributions from employees, most are fully paid by VA. VA reserves the right to alter benefits with appropriate notice.

- No-Fault Days
- Paid Holidays
- Medical Insurance
- Vision Insurance
- Vacation Days
- Dental Insurance
- Parental Leave
- Leave Without Pay
- Bereavement Leave
- Life Insurance

Medical and Dental Insurance

VA provides a medical insurance plan as well as a dental and vision insurance plan to each full-time regular employee. Only full-time regular employees are eligible for medical, vision and dental benefits. Benefits begin on the first of the month following the first day of employment. Medical and dental insurance coverage is optional for eligible employees.

Employee co-payment for health care coverage will be required and will vary depending upon the level of coverage selected by the employee (individual, individual plus spouse, individual plus child/children, family, etc). Employee contributions for health care coverage will be automatically withheld from employee paychecks on a pre-tax basis. More details are available in the Summary Plan Description available from the Operations Director.

Any employee who wishes to decline one or more of the insurance benefits offered by the organization is required to submit such a request in writing to the Operations Director director@visionacademymonroe.com.

Visitors

All visitors are required to visit the office of the school, and present a state-issued form of identification. Such visitors must log the time of entry, the purpose of their visit, and log out at the time of their departure, and must be accompanied at all times by a staff member. Failure to abide by the Visitors Policy of VA may result in the offending visitor being escorted off campus, and will be considered trespassing.

Occupational Safety and Health Administration (“OSHA”) Statement.

VA strives to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognized hazards that might cause serious physical injury. In accordance with the Occupational Safety and Health Act (“OSHA”), VA maintains a log of all occupational injuries and illnesses, and asks that employees report such injuries and illnesses within 48 hours so that VA may report these occurrences within a lawful period of time to the nearest OSHA office.

As employees of VA:

- You have the right to notify VA or OSHA about workplace hazards. You may ask VA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by VA for making safety and health complaints, or for exercising your rights under the OSHA Act.
- You have a right to see OSHA citations issued to VA. VA must post the citations at or near the place of the alleged violation.

- VA must correct workplace hazards by the date indicated on the citation, and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- VA must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSHA Act that apply to your own actions and conduct on the job.

As your employer:

- VA must furnish all employees a place of employment free from recognized hazards
- VA must comply with the occupational safety and health standards issued under OSHA.

If you would like more information regarding your OSHA rights or additional information, visit www.osha.gov or call 1-800-321-OSHA.

Information

The general contact information for Vision Academy is:

Latoya Jackson, CEO

director@visionacademymonroe.com

318.651.3984 (phone)

318.651.3985 (fax)

Complaints and Communications

School Contact

If you have any questions or comments about anything contained in this HR Manual, please contact CEO at director@visionacademymonroe.com

Employee Acknowledgement Form

The employee handbook describes important information about VA, and I understand that I should consult the CEO by email regarding any questions not answered in the handbook. I have entered into my employment relationship with VA voluntarily. I understand that my employment is at-will and I acknowledge that there is no specified length of employment beyond my contract.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I certify that I have read, understand and will abide by the Equal Employment Opportunity and Non-Harassment Policy, and the Communications and Technology Systems Policy. I further certify that I have read the Drug Abuse and Use Policy.

I understand that a violation of any policy contained in the Handbook, could result in disciplinary action, up to and including termination of employment.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. A copy of this Employee Acknowledgment Form will be on file in the personnel records for the duration of my employment with VA.

EMPLOYEE NAME (please print): _____

EMPLOYEE SIGNATURE: _____

DATE: _____