



Employee Handbook

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INTRODUCTION

Mount Vernon Mission

We are a school of inquiry, innovation, and impact. Grounded in Christian values, we prepare all students to be college ready, globally competitive, and engaged citizen leaders.

Welcome To Mount Vernon

This Handbook is designed to acquaint you with Mount Vernon School (MVS) and to provide you with a general outline of the School's personnel policies, practices, and procedures. Policies, practices, and procedures set forth in this Handbook are not intended to create an agreement, nor are they to be construed to constitute contractual obligations of any kind.

The provisions of the Handbook have been developed at the discretion of Administration. MV reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. The provisions supersede any existing policies and practices and may not be amended or added to without the express written approval of the Head of School.

Please understand that no employee handbook can address every situation in the workplace. If you have questions about your employment, you are encouraged to ask them. If you have difficulty reading or understanding the provisions of this handbook, please contact Human Resources. Additionally, if you have any suggestions related to the School's policies or procedures, please contact your supervisor or Human Resources.

Inclusion Diversity Equity and Action (IDEA) Statement

Anchored in Christian values – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control, relationships at Mount Vernon are foundational to learning. Preparing students to be college ready, globally competitive, and engaged citizen leaders calls us to lean into inclusion, diversity, equity, and action.

Creating and cultivating connections between all people, ideas, and sectors, the School welcomes all learners to wrestle with voices and perspectives that challenge our assumptions, biases, stereotypes, and privileges. Not allowing our differences to divide us requires each of us to engage in honest, vulnerable, and courageous conversations through empathy, reflection, examination, and action. Being real agents of change is a continuous journey.

Committed to diversity, equity, and inclusion, our trust in each other strengthens our sense of identity, autonomy, and interdependence. As a school of inquiry, innovation, and impact, we are committed to creating and sustaining a school culture where all members feel valued and safe, sharing their authentic selves to design a better world...together.

EMPLOYMENT

Americans with Disabilities Act (ADA) and Reasonable Accommodation

Mount Vernon School complies with the Americans with Disabilities Act, as amended (ADAAA), and all applicable federal and state laws prohibiting disability-based discrimination. The School does not discriminate against qualified individuals with disabilities in any aspect of employment.

To assist our employees with a mental or physical disability, who suffer on-the-job injuries, or who have known limitations due to pregnancy, childbirth, or a related medical condition (including, but not limited to breastfeeding), we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Under this policy, we may modify job duties to comply with medical requirements or restrictions. Similarly, we will make reasonable accommodations for religious beliefs and practices.

Depending upon the specific facts and circumstances of each situation, an accommodation may include modification of work hours; schedule changes; more frequent or longer break periods (such as bathroom breaks); providing a place other than a bathroom for expressing milk; modifying food or drink policies; seating accommodations; limits on lifting;

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relocation of work areas; making existing facilities readily accessible and usable; providing mechanical or electrical aids; transfer to a less strenuous or less hazardous position; appropriate adjustment or modifications of examinations, training materials or policies; allowing you to apply for a vacant position for which you are qualified; or granting leave.

There are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the School, we may be unable to make the particular accommodation.

If you need to request a reasonable accommodation because of a mental or physical disability, on-the-job injury, or a known limitation due to pregnancy, childbirth, or a related medical condition, please notify Human Resources. Likewise, if you need an accommodation for religious holidays, beliefs or practices, notify Human Resources. In all instances, we will promptly discuss the matter with you, examine your request, and to the extent possible, attempt to reasonably accommodate you, and if necessary, discuss alternative accommodations that may be provided. As part of our interactive process and where allowed by law, the School may require you to provide information from your health care provider concerning your need for a reasonable accommodation.

Please remember that the School offers employees access to an Employee Assistance Program (EAP) which can provide confidential counseling and referral services, amongst other offerings. We also offer a generous benefit program to provide support and assistance as needed. Employees are encouraged to familiarize themselves with our benefit and leave offerings and to discuss any questions they may have with Human Resources.

Any employee who has questions or concerns about reasonable accommodations in the workplace is encouraged to discuss their questions with Human Resources. We cannot provide assistance if we don't know about it. You can raise concerns and make reports and/or requests without fear of retaliation. We do not discriminate or retaliate against any employee for requesting or using a reasonable accommodation. Anyone who retaliates against an employee for reporting concerns, making an accommodation request, or using an accommodation will be subject to discipline, up to and including immediate termination.

Equal Employment Opportunity

The faculty and staff of Mount Vernon School believe the fair and equitable treatment of employees is critical to fulfilling its mission and purpose. It is the policy of Mount Vernon School to conduct business and provide equal employment opportunity to all persons without regard to race, color, age, religion, gender, sexual orientation, national origin, disability status, protected veteran status or any other characteristic protected by federal, state or local laws.

Equal Employment Opportunity Commission (EEOC)

In accordance EEOC and ADA, unless there is an applicable shelter-in-place order or other directives from a public government or health agency, or the employee's condition is a medically identified as a disability that poses a direct threat to their health and safety as defined in the Americans with Disabilities Act (ADA), and the risk cannot be substantially mitigated or eliminated by a workplace accommodation all employees are expected to return to the workplace.

Immigration Law Compliance

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on or before the first day of employment. If this form and verification of employment eligibility is not completed during the first three (3) days of employment, we are required by law to terminate your employment. If you are currently employed and your status has changed, please inform Human Resources immediately.

Nursing Mothers

MV provides reasonable breaks during the work day for employees who are nursing mothers to express milk for their infants up to one (1) year after the birth of their child. In order to facilitate this, a private area, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public, will be made available for an employee to express breast milk. Nursing mothers should discuss the necessity and timing of such breaks with their immediate supervisor.

Health & Safety

MV follows GA State Department of Health guidelines, as well as, applicable federal and local government agency recommendations in complying with health & safety issues, including but not limited to global pandemics, and will make the required changes to School protocols to include infrastructure, work hours, and employee benefits.

If an employee claims they cannot return to the campus due to a health emergency, or has an underlying health condition that makes them vulnerable to health emergencies, Human Resources (HR) only will communicate with the employee regarding ADA policies and determination of proper accommodations that will permit the employee's performance of role essential functions. HR will be provided medical evidence of the underlying medical condition and the physician's suggested accommodations; HR may also send the employee's physician a questionnaire inquiring about the employee's limitations.

If an employee has been sick, they can return to work after being fever free for 24 hours without taking medication. GA State & Local guidelines, as well as CDC guidelines, may provide additional guidance specific to employee categories regarding remaining at home.

Acquired Immunodeficiency Syndrome (AIDS)

The policy to which MV adheres was written by the Georgia Board of Education for the public Schools and the Georgia Department of Human Resources that govern daycare licenses.

The acquired immunodeficiency syndrome (AIDS) is believed to be caused by the HIV virus. The vast majority of affected individuals are in the three primary risk groups - male homosexuals, hemophiliacs, and intravenous drug users. Transmission of the virus is primarily through the routes of sexual conduct and exposure to infected blood or blood products. Although HIV has been isolated from saliva and tears, transmission by exposure to these sources has not been documented. The majority of infected children acquire the virus from the infected mothers in the prenatal period. None of the pediatric AIDS cases in the U.S. have demonstrated transmission in a School, daycare or foster care setting; and indeed, casual person-to-person contact is believed to pose no risk for viral transmission.

Students who are medically ill should be evaluated on a case-by-case basis by a team comprised of the student's division head, personal physician, a School board-appointed physician, and public health personnel. The decision to admit should be based on the medical condition of the child including evaluation of his/her immune status and performance status. The most current medical information concerning contagiousness and transmittal will be used.

Students who are found to be medically unable to attend School by the medical review panel may have an alternative educational program set up at the expense of the Board of Education. This homebound educational tutoring is available to students in private schools. Students from private schools have to temporarily enroll in a public school to participate in this program.

Confidentiality is of extreme importance, and therefore the identity of affected students, if not already public knowledge, should be known only to the student's division head and teacher. Neither confirmation nor denial of suspicious or positive testing will be given by School officials, even if public knowledge is alleged.

There are no medical or legal reasons to restrict a child of an HIV-infected parent from attending school. Children with HIV infection should not receive live virus vaccines and should be excused from regulations requiring them. Of course, any student including an HIV-infected child, who has contracted a contagious disease, will not be allowed to attend School without clearance from the public health department.

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Employees who are known to be affected with the HIV virus should be allowed to continue in their capacity unless medically unable as judged on a case-by-case basis by a team comprised of the employee's personal physician, a physician appointed by the Board of Education, public health personnel and a School administrator. As in the case of the students, the most current medical information concerning contagiousness and transmittal will be used. Confidentiality for employees must be maintained.

Facts regarding Acquired Immunodeficiency Syndrome (AIDS) are taught at MV in Physical Education and Health classes. The Employee understands and agrees that Confidential Information developed during the course of employment at MV shall be subject to the terms and conditions of this Agreement as MV furnished the same Confidential Information to the Employee in the first instance. Confidential Information shall not include information that is generally available to and known by the public at the time of disclosure to the Employee, provided that such disclosure is through no direct or indirect fault of the Employee or persons(s) acting on the Employee's behalf.

Campus & Building Security

All employees wear photo IDs at all times. This ID badge also serves as an access fob. It is the responsibility of all employees to ensure buildings remain secure, do not open doors with a device to keep the door open, and close doors if an open door is observed. If a door does not lock when closed, notify security immediately. All employees are expected to notify their division supervisor or security if a security or safety issue is observed.

Intellectual Property Rights

The School has invested substantial resources in its employees, programs, and processes. Every employee is expected to work hard to continually improve the educational experience and the programming offered at the School. The School takes steps to protect this investment by requiring that all Intellectual Property be the exclusive property of the School. Intellectual Property includes all inventions, prototypes, discoveries, developments, formulas, techniques, derivatives and improvements and all works of original authorship or images that are fixed in any tangible medium of expression and know-how related thereto, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's employees, solely or in conjunction with others, during the period of employment and related to or used in connection with the business of the School, and all Confidential Information relating thereto. As examples only, Intellectual Property would include lesson plans, curricula, projects, music, performances, methods of instruction, website materials and/or creation, inventions created in any science or other class, results of science research and/or experiments, competency libraries, curriculum documents, and other similar work done while employed with the School and as a part of the Employee's employment with the School. As a condition of employment, each employee assigns and agrees to assign to the School any and all interest that he/she may have in any Intellectual Property. Employees shall promptly notify the School upon the design, creation or development of any and all Intellectual Property. At the School's request, employees shall execute and deliver to the School all documents or instruments that may be necessary to secure or perfect the School's title to or interest in the Intellectual Property. Intellectual Property should not be placed on the Internet (including any social media site, YouTube, or other similar site), uploaded to AI tools, shared with other schools, or used for any private purposes.

Confidentiality and Security

Employee acknowledges that during the course of employment, Employee will obtain, and have access to confidential information that is important to the School's business. This confidential information includes but is not limited to information relating to its students and parents, such as student and parent names, donor names and information, academic records, discipline information, addresses, financial information, and other personal information and information relating to the School's development of curriculum, strategic planning, fundraising, financial condition, and confidential employee matters. This is all herein collectively referred to as "Confidential Information." Employee acknowledges that such Confidential Information is worthy of protection and is the sole property of the School. Employee agrees that during the term of this Agreement and thereafter, for so long as the pertinent information or data remains confidential information, Employee shall not divulge or make use of any Confidential Information, directly or indirectly, personally or on behalf of any other person, business, corporation, or entity without the prior written consent of the School.

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To maintain the security and confidentiality of our campus, systems, and to protect staff and student information, the unauthorized recording of any meeting, conversation, training, or School-related proceeding — whether conducted in person or virtually, and whether by audio, video, or any other means — is prohibited and may result in disciplinary action up to and including termination of employment. Nothing contained herein will preclude you from engaging in conduct that is protected by Section 7 of the National Labor Relations Act.

Artificial Intelligence and Confidential Information Employees must not enter personally identifiable information (PII) or MV Intellectual property into any AI tool or platform. PII includes, but is not limited to, student records, accommodation plans, grades, health data, discipline records, financial information, and other confidential information about students, families, or employees. No AI tool or AI-enabled platform may be granted access to School networks, personal accounts, or confidential data without explicit vetting and authorization by the Technology Department. Employees who are uncertain whether a tool meets this standard should contact Technology prior to use.

Open Door Policy

It is the School's policy to invite employees to communicate directly with their respective division head/supervisor to effectively and expeditiously bring employee questions and concerns to the attention of MV. It is expected that employees address most work-related questions or problems with the appropriate division head/supervisor. However, if a problem has not been resolved to the satisfaction of the employee by the division head/supervisor, or the situation directly involves a division head/supervisor, then the employee is invited to contact Human Resources. In most cases, where a matter is not satisfactorily resolved by the division head/supervisor, the employee should notify the division head/supervisor before going to Human Resources. Employees are encouraged to use the Open Door Policy. Employees may use the Open Door process at any time without fear of any retaliation or reprisal.

EMPLOYMENT STATUS AND RECORDS

Employee Categories

Mount Vernon designates employees as exempt, non-exempt, full-time, part-time, and seasonal to make certain employees understand their employment status and benefits eligibility. These designations do not guarantee employment for any specified period of time. Accordingly, the right to terminate employment at any time is retained by both the employer and the employee.

- **Full Time** - Employees who regularly work at least 40 hours per week. Benefits eligibility for full-time employees is outlined in detail in the applicable summary plan descriptions.
- **Part-Time**
 - **PT Benefits Eligible** - Employees classified as part-time who have actual hours worked of 1,560 or more during their first year of employment or who have actual hours worked of 1,560 or more in a subsequent calendar year.
 - **PT Not Benefits Eligible** – Employees classified as part-time who have actual hours worked of less than 1,560 during their first year of employment or who have actual hours worked of less than 1,560 in a subsequent calendar year.
- **Exempt Employees** - Exempt employees are considered exempt from minimum wage and/or overtime pay provisions of the law. This determination is made on a position by position basis and analysis of actual duties (FLSA) performed.
- **Non-Exempt employees** - Non-exempt employees are eligible for overtime if they work more than 40 hours in a work week. Non-exempt employees also may be subject to additional local and/or state regulations governing work conditions and compensation. Overtime must be approved by an employee's supervisor in advance, unless required for the continued operations of the School. All non-exempt hours must be approved by an employee's supervisor weekly.

Performance Review

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Mount Vernon uses a competency-based growth system called LMNTS (Leadership Mastery Navigation & Teaching Standards) to define what is expected of our employees. It is Mount Vernon School's policy to evaluate every employee's performance on a continuing basis including feedback, and observations gathered from, but not limited to, formal evaluations, classroom observations, learning walks, instructional rounds, and formal and informal meetings, as well as other evaluative tools. All faculty members will be observed regularly during the school year. The employee and direct supervisor will meet to discuss growth and performance through a process that includes goal setting, mid-year conversations and year end reviews. If an employee is not meeting role-specific expectations, the direct supervisor may implement a performance improvement plan with the employee that includes specific gaps, opportunities for improvement, and timeline.

Faculty and staff agreements are evaluated annually unless otherwise warranted based on an individual's agreement or organizational requirements.

Employee Data Changes

It is the responsibility of each employee to update their employee information in the School's HRIS system. Personal mailing address, telephone number, names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. In the event of a name change, please reach out to HR/Talent & IT to make sure your name has been changed in email, slack, documents, HRIS (Paylocity), and other platforms.

Faculty Hired On or Prior to Fiscal Year 2018 - 2019

Faculty Separation from MV - Any Faculty hired prior to the Academic Year 2018 - 2019 are eligible for the following payroll procedure: Upon separation from the School, the School will pay all Faculty hired on or before Fiscal Year 2018 – 2019, who meet the requirements stipulated in the annual agreement and the Faculty Handbook, for July and August at the annual salary rate at the time of separation.

Separation Policy

Purpose

It is the policy of MV to ensure that employee terminations, including voluntary and involuntary terminations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

At-Will Employment

Except as otherwise provided in a written agreement with MV, Mount Vernon School is an at-will employer. This means that neither the employee nor MVS has entered into a contract regarding the duration of employment. Employees are free to terminate their employment with MVS, at any time, with or without reason; an employee must provide a written notice within a reasonable timeframe. Likewise, MVS has the right to terminate an employee, or otherwise discipline, or demote an employee at any time, with or without reason, at the discretion of MVS.

Voluntary Terminations

A voluntary termination of employment occurs when an employee submits a written notice of resignation, including intent to retire, to their supervisor and Human Resources within a reasonable amount of time, or when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment). Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation.

Involuntary Terminations

An involuntary termination of employment is a management-initiated dismissal with or without cause including, but not limited to, non-renewal of annual employment agreements.

Return of Property

Employees are responsible for all property, materials or written information issued to them or in their possession or control. Employees must return all property of MV that is in their possession or control in the event of termination of employment or resignation, immediately upon request. Where permitted by applicable laws, MV may withhold from the employee's final paycheck the cost of any items that are not returned when required. The School may also take all action deemed appropriate to recover or protect its property.

Upon end of employment notification (voluntary or involuntary), Human Resources will provide the employee information related to the end of employment process which includes: final pay details, health insurance information, retirement details, return of school property and a copy of their Separation Notice in accordance with the Employment Security Law, OCGA Section 34-8-190(c).

EMPLOYEE BENEFIT PROGRAMS

Employee Benefits

Eligible employees are provided benefits as summarized below. A number of programs, such as Social Security, Workers' Compensation cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The following benefit programs are available to eligible employees, but are subject to change during the year or from year to year:

- 403(b) Retirement Savings Plan
- Medical, Dental, and Vision Insurance
- Wellness Programs
- Employee Assistance Program
- Holidays (School observed)
- Jury or Witness Duty
- Basic Group Life and AD&D Insurance
- Long-Term Disability
- Military Leave
- Paid Time Off (PTO)
- Bereavement Leave
- Short-Term Disability
- Supplemental Life Insurance
- Accident, Critical Illness, and Hospital Indemnity Coverage
- Legal Insurance
- Pet Insurance
- Worksite Benefits

403(b) Savings Plan

MV provides a 403(b) retirement plan to all Plan eligible full-time employees who are at least 18 years of age. Contributions to the tax-deferred plan are made on a pre-tax basis through the School's retirement provider website. See Human Resources for Plan eligibility.

The School's program includes an auto-enrollment feature effective at an employee's hire date, at the minimum participation rate of 2%. However, participation in the 403(b) savings plan is voluntary and an employee may choose to opt-out of the Retirement Plan within 30-days of effective hire date. MV Retirement Plan Summary Document, distributed to all Retirement Plan participants annually provides detailed Retirement Plan information. Contributions are made through payroll deduction, by selecting a percentage of your annual compensation only for your contribution, and enrollment can begin or be stopped at any time.

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MV Retirement Plan provides for a matching program, in accordance with an employee's years of service. The matching program ranges from 5% to a maximum of 8% of an employee's annual compensation, based on an employee's years of service at MV. Please see The Summary Plan Description for specific detail. Returning employees should discuss details with the Director of Human Resources. This program may be amended from time to time at the discretion of the MV Administration.

Health Insurance

The MV healthcare plan provides employees and their dependents access to medical, dental, and vision insurance. Regular full-time and part-time employees based on Plan eligibility to participate in the health insurance plan as defined under the Affordable Care Act (ACA) or those employees working at least 30 hours of service per week averaged over a 12 month period, or 130 hours of service per month averaged over a 12 month period. Eligible employees may participate in the healthcare insurance plan subject to all terms and conditions of the agreement between the School and insurance carrier. All employees, who have selected School offered healthcare coverage, while on approved leave from the School, will continue to be covered by the School's health insurance plans with no break in coverage. See Human Resources Department for Plan eligibility.

COBRA Insurance

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, a terminated employee is entitled to continue participating in the School's group health plan for a prescribed period of time, usually 18 months.

If a terminated employee chooses to continue group benefits under COBRA, they must pay for the total applicable premium plus a 2% administrative fee. Coverage will cease if the terminated employee fails to make premium payments as scheduled, becomes covered under another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare. Further information regarding COBRA may be obtained from Human Resources.

Higher Education Tuition Reimbursement

Mount Vernon works to support faculty who are pursuing advanced degrees. To apply for financial assistance for the pursuit of a higher education degree (associates, bachelors, masters, doctoral) studies the employee must have worked at Mount Vernon for at least one year. Any grant awarded is contingent on the availability of budget funds. The following points explain the process in detail:

- The School will consider paying up to one-half of the tuition (capped at a lifetime max of \$5,250) for higher education courses taken as part of an approved degree plan *provided* the employee continues to be employed at MV for at least three (3) years after degree completion. Should the employee leave before three (3) years of continued service after higher education degree completion, the employee will be expected to pay back the School according to the following schedule:
 - Three (3) years continued service after higher education studies completion: 0% payback
 - Two (2) years continued service after higher education studies completion: 33% payback
 - One (1) year continued service after higher education studies completion: 67% payback
 - Zero (0) years continued service after higher education studies completion: 100% payback
- All employees must contact the following committee members for consideration of higher education studies financial support. A collective email may be sent to graduatestudiesrequest@mountvernonsschool.org, the [Higher Education Financial Support Form](#) must be completed, and a professional learning request should be completed in Folio. The committee includes: one's respective division head, the Chief Talent and Experience Officer, the Chief Learning Officer, Associate Head of School, and the Chief Financial & Operations Officer. If approved, a detailed document regarding funding will be provided by the committee.
 - The lifetime cap/maximum for graduate studies financial support is \$5,250
 - Emailed requests and [Higher Education Financial Support Form](#) must be submitted prior to starting coursework, before or during application to the Higher Education institution. If an employee starts a degree program prior to approval, tuition may not be reimbursed for the current fiscal year. The Higher Education Committee meets

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quarterly, and all approvals for the following school year must be submitted by April 30 to be included in the fiscal year's budgeting process.

- Immediately after each academic term is completed and the employee receives grades the employee must send a tuition statement and grade report to the committee as part of your request for reimbursement for that term. Grades must be on file before additional semesters of study can be funded. A minimum 3.0 GPA must be maintained in order to receive reimbursement. The cost of fees, textbooks, and supplies are not reimbursed.

Life Insurance

Life insurance offers you and your family financial protection. MV provides a basic life insurance plan for eligible employees at no cost to the employee.

Accidental Death and Dismemberment (AD&D) insurance provides protection in case of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Full-time employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the School and insurance carrier. Details of the basic life insurance plan, including benefit amounts, are described in the Summary of Plan Description (SPD) provided to eligible employees.

MV also provides a supplemental life insurance plan at additional cost for those employees who wish to participate. Please refer to the current Benefit Guide for additional information.

Paid Time Off (PTO) & Approved Leave

PTO is a time-off with pay program to provide eligible full-time employees the ability to decide how to use personal and sick time. This policy supersedes any previous personal and sick leave policies.

Eligibility

All regular full-time employees only are eligible to request use of accrued PTO.

Faculty

- **Paid Time Off**– Full-time faculty employees are eligible for 10 days of PTO (80 hours annually) if hired at the onset of the academic year, July 1. If hired after the academic year begins, PTO will be pro-rated based on the hire date. For returning faculty, PTO allotment is issued on July 1.
- **PTO Carryover** - Faculty are allowed to carry over three (3) PTO Days or 24 hours to the subsequent academic year into their regular Paid Time Off bank for a maximum of 104 hours.
- **Reserve PTO Bank**– Unused PTO will rollover into an individual's Reserve PTO Bank, not to exceed a total of 20 days, and may be applied to FMLA, military leave, and documented medical illness approved by Human Resources.

Staff & Administration

- **Paid Time Off**– Full-time staff and administrative employees are eligible for 25 days of PTO (200 hours annually) if employed as of August 1. If hired after August 1, PTO will be prorated based on the hire date. PTO allotment is issued August 1.
- **Reserve PTO Bank**– Unused PTO will rollover into an individual's Reserve PTO Bank, not to exceed a total of 20 days, and may be applied to FMLA, military leave, and documented medical illness approved by Human Resources.

Purpose of PTO

PTO is provided to full-time employees to manage time away from work during the scheduled academic year to manage illness, family related issues, and personal time off. Use of PTO must be approved by one's supervisor via the HR Time Management platform. In order to provide a cohesive experience for our students and families, faculty and staff are encouraged not to take more than two (2) consecutive PTO days when possible or take a PTO day on three (3) consecutive weeks. Requests for extended PTO use must be reviewed and approved by a supervisor via the HR Time Management platform.

Use of PTO must be approved in advance by an employee's supervisor via the HR Time Management platform. One's supervisor maintains discretion to approve or not approve PTO based on the operational requirements of the School and

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the availability of a substitute teacher. Employees should check the annual school calendar and any relevant divisional calendars to determine events that cannot be missed before submitting a PTO request. In addition, PTO requests will not be approved for days after a scheduled school holiday as well as the first two weeks of August, the last two weeks of December prior to break, and the last two weeks of May unless authorized by an employee's supervisor due to documented illness of an employee or immediate family member.

For exempt employees, PTO should be taken in 2 hour increments with 4 hours constituting a half of a work day and 8 hours for a full day. Requests for PTO less than 2 hours will not be approved. For example, an employee who requests 1.5 hours will be adjusted to taking 2 hours of PTO.

For non-exempt employees, PTO should be taken in 1 hour increments.

Employees who need to attend personal medical, dental, or other appointments during scheduled work hours should contact their supervisor or Human Resources in advance to confirm how the time will be handled. Depending on the nature of the appointment and the employee's role, the time may be considered paid work time, require use of accrued PTO, or require the hours to be made up within the same workweek with supervisor approval. Appointments should be scheduled outside of work hours when possible and are subject to the same advance approval process as other time-away requests.

PTO Treatment at Termination

- Regular PTO Bank - Upon termination from MV, employees, who have worked at MV for more than 12 months, are paid out for a balance of Regular PTO Hours, not to exceed 40 hours; employees working at MV for less than 12 months will not receive a payout for any PTO Hours. If an employee leaves during the month of July, PTO will not be paid out.
- Reserve PTO Bank - Upon termination from MV, employees *are not* paid-out the remaining balance of Reserve PTO Hours

PTO for Voting

- MV encourages all employees to participate in the electoral process. To that end, employees are provided a reasonable time for voting, no more than two (2) hours, provided that the employee is unable to vote during non-working hours due to the employee's work schedule to also include early voting (Senate Bill 129), governed by applicable local and/or state law.
 - State of Georgia (Ga. Code Ann. § 21-2-404) - Employers must give an employee up to two (2) hours of time off to vote unless the polls are open for two (2) consecutive hours before or after the employee's work shift. The employer may specify the time when employees may be absent. Employers are not required to provide paid time off to vote.

Misuse or abuse of PTO – including patterns of unplanned absences, use of PTO to extend holidays or breaks without approval, or falsification of the reason for leave – may result in disciplinary action up to and including termination of employment. Supervisors monitor PTO usage and will address patterns of concern through the appropriate disciplinary process.

Holidays

The School observes holidays as published in the **Key Calendar Dates**, which is released each winter for the upcoming school year and available on the HUB. All full-time and part-time employees are paid for School-observed holidays based on their standard weekly scheduled days and hours worked. Employees whose schedules vary week to week should confirm their default hours with Human Resources. Holiday pay does not count toward overtime calculations for non-exempt employees.

Family and Medical Leave Act (FMLA)

In compliance with the Family and Medical Leave Act of 1993 (FMLA), MV will provide eligible employees job-protected leave each year for certain medical and family-related reasons.

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Medical plan benefits for eligible employees and their dependents are described in detail in the Summary Plan Description (SPD) that is available to all employees on the HRIS (Paylocity) portal. These benefits may be canceled or changed at the discretion of MV unless otherwise required by law.

(1) Employee Eligibility

All employees who have been employed by MV for twelve (12) months or more and have worked no less than 1,250 hours in the previous twelve (12) months are eligible for family and medical leave under this policy.

(2) Types of Family and Medical Leave

Eligible employees may take up to twelve (12) weeks of unpaid leave during a twelve-month period for the following reasons:

- To care for the employee's child upon the birth of the child or upon the placement of the child with the employee for adoption or foster care
- To care for the employee's parent, spouse, or child who has a serious health condition; or
- When the employee is unable to work because of the employee's own serious health condition (including disability due to pregnancy or childbirth)

A *serious health condition* means an illness, injury, impairment, or physical or mental condition that involves either (1) inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility (including any period of incapacity or any subsequent treatment in connection with the inpatient care) or, (2) continuing treatment by a health care provider.

Family and medical leave for the birth or placement of a child for adoption or foster care must conclude within twelve (12) months of the birth or placement. In addition, if both employee and spouse are employed by MV, the maximum leave they may take for the birth or placement of a child or to care for a family member who has a serious health condition is a combined twelve (12) weeks within a twelve-month period.

The twelve-month period within which an employee may take twelve (12) weeks of family and medical leave is measured backward from the date the employee uses any family and medical leave. In other words, each time an employee takes family and medical leave, the remaining leave entitlement will consist of any balance of the twelve (12) weeks, which has not been used during the immediately preceding twelve months.

Eligible employees may take family and medical leave intermittently (e.g. in blocks of time) or by reducing their work schedule in certain circumstances. An employee may not take leave intermittently or on a reduced work schedule to care for a child after its birth or placement for adoption or foster care. If leave is taken because of the employee's serious illness or to care for a seriously ill family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary.

Employees who are on an approved family and medical leave of absence may not perform work for Mount Vernon or any other employer during that leave.

(3) Notice and Certification

An employee who requests family and medical leave ordinarily must provide the appropriate division head/supervisor with at least 30 days' written notice of the need for leave if the need is foreseeable. If the employee's need is not foreseeable, the employee should give MV as much notice as is practicable. Requests for leave (or for an extension of leave) should be submitted in writing to the Office of Human Resources. When leave is needed to care for an immediate family member who is ill, or for the employee's own illness and is for planned medical treatment, the employee must try to schedule the treatment in such a way as to limit disruptions of the employee's schedule.

Employees who need leave for their own or a family member's serious health condition must provide medical certification of the serious health condition from a health care provider to Human Resources may, at its own discretion, also require additional medical opinions (at the School's expense), periodic re-certification of the serious health condition, and, when the leave is a result of the employee's own serious health condition, fitness for duty report to return to work. Once the

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employee has provided MV with notice of the leave and certification as required, MV will determine whether the leave is designated as family and medical leave which counts toward the employee's twelve (12) weeks of leave.

If the employee fails to provide proper advance notice or certification for leave, the leave may not be designated as family and medical leave under this policy. If leave was taken under false pretenses, the employee is subject to disciplinary action up to and including termination.

(4) Compensation and Benefits

Family and medical leave consist of appropriate accrued paid leave and unpaid leave. If leave is requested for the birth or adoption of a child, the employee must first use any accrued PTO. If leave is requested for the employee's own serious health condition or to care for a family member with a serious health condition, the employee must first use any accrued PTO. After this paid time off has been exhausted, the employee will be granted unpaid leave for the remainder of the twelve (12) weeks of family and medical leave. If an employee is on short-term disability or workers' compensation for a condition, which is also a serious health condition under the FMLA, the employee's short-term disability absence and/or workers' compensation absence will be counted against the employee's family and medical leave entitlement.

An employee's use of family and medical leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, benefits that accrue according to length of service do not accrue during periods of leave.

During an employee's family and medical leave, the employee will be retained on the School's healthcare insurance plan under the same conditions that applied before the leave began. To continue healthcare coverage, the employee must continue to make any contributions that he/she made by employee to the plan before taking leave. Failure of the employee to pay a share of the healthcare insurance premium may result in loss of coverage. The School's obligation to maintain healthcare insurance ceases if the employee is over thirty (30) days late in paying his/her portion of the insurance premium or if the employee does not return from leave or states his/her intention not to return from leave. In circumstances where an employee is on paid FMLA leave, the appropriate deductions for insurance will be made in the usual manner from the employee's paycheck.

If the employee fails to return to work after family and medical leave has expired, the employee will be required to reimburse MV for the health insurance premiums the School paid during the leave unless the employee failed to return to work due to the continuance, recurrence, or onset of a serious health condition of the employee or a family member, or due to some other circumstances beyond the employee's control.

(5) Job Restoration after Family and Medical Leave

MV will reinstate an employee returning from family and medical leave to the same or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, an employee on family and medical leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously working for the School during the leave period. Key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the School's operations.

In addition to benefits provided by MV under the FMLA, an employee may be entitled to additional benefits under the laws of the state in which one works. If the need for leave arises, an employee should inform the respective supervisor and contact Human Resources for further information.

Military Leave

MV will grant an unpaid military leave of absence to employees who serve in the Armed Forces, the National Guard, or the commissioned corps of the Public Health Service, as required by the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Employees may elect to use accrued PTO to receive compensation during their military leave. While an employee is on military leave, the employee may be entitled to continue health insurance coverage for a period of time if the employee meets certain conditions. Employees should notify their division head/supervisor as soon as possible when military leave will be required and must provide MV with appropriate documentation of their military service.

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An employee who leaves work to perform active duty or training is ordinarily entitled to return to his/her previous position or an equivalent position after discharge or release from duty if the person meets certain eligibility requirements. To be qualified for reemployment under USERRA, the employee must generally:

- Terminate his or her military service under honorable conditions
- Give MV advance notice of the military service
- Be absent for military service for no more than five (5) years (cumulatively); and
- Apply for reemployment within five (5) days after being released from duty or from hospitalization continuing after release

Upon an employee's return to work after a military leave, the employee's seniority and other rights and benefits will be calculated as if the employee had remained employed during the military leave.

Employees who leave their employment to participate in assemblies or annual training, to attend service schools conducted by the Armed Forces, or to serve in the government-organized militia or state National Guard may also have certain rights under state law. Employees should consult the Human Resources for further information regarding their military leave rights.

Personal Leave of Absence

The School recognizes the need for its employees to balance the demands of the workplace and their personal needs. There may be times when circumstances require an employee to be absent from work for an extended period of time. As such, an unpaid Leave of Absence (LOA) may be available. All LOA must be approved by Division HOS and Human Resources. An LOA may result in limited or no access to MV platforms or programs.

If an employee must be out of work for more than three (3) days due to medical or personal reasons, contact Human Resources to assess circumstances, and documentation, and begin the process of obtaining leave approval with HR and Division supervisor.

Mount Vernon generally provides three (3) types of unpaid leave:

- Family and Medical Leave of Absence
- Uniformed (Military) Services Leave of Absence
- Personal Leave of Absence

Jury Duty or Witness Leave

MV will not discharge, discipline, threaten, or otherwise penalize an employee who is required to miss work to serve on a jury or attend a judicial proceeding in response to a subpoena or other court order or summons. Jury Duty time should be entered into the School's HR & Payroll system and approved by the employee's supervisor. Employees called to perform jury duty service or witness service will continue to receive their regular compensation during the period of time they must be absent from work. An employee who is called for jury duty, or who is subpoenaed to appear as a witness, must immediately inform their respective division head/supervisor and, if requested, provide MV with a copy of the jury duty notice or summons. Employees on jury or witness leave are expected to work as much as the court schedule permits.

Bereavement Leave

All full-time and part-time employees shall be entitled to bereavement leave due to the death of an *immediate family* member. Up to three (3) days leave shall be provided without loss of pay. If additional time is necessary, your Paid Time Off (PTO) may be used if you have available balance.

For this policy, *immediate family* is defined as:

- Parent/Step-Parent/Parent in-law
- Legal Guardian
- Spouse/Domestic partner

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- Child/Step-Child
- Siblings/Step-Siblings
- Grandparent
- Grandchild

An employee should immediately notify the respective division head/supervisor of a request for bereavement leave. The bereavement leave must be documented and approved by the division head/supervisor and submitted to Human Resources.

Short-Term / Long-Term Disability Insurance

MV provides both a short and long-term disability plan at no cost to employees for the purpose of managing illness or injury resulting in an extended absence from employment as defined by the plan. Long-term disability is designed to ensure a continuing income for employees who are disabled and unable to work. Full-time employees may participate in the disability plan subject to all terms and conditions of the agreement between the School and the insurance carrier.

Short-Term Disability: Each active, full-time employee is eligible for short-term disability insurance on the first day of the month following date of hire. Weekly Income Benefits begin disability and are paid out at 60% of an employee's weekly earnings up to a maximum benefit as stipulated in the MV Plan Summary.

Long-Term Disability: Long-term disability insurance is provided to active, full-time employees to provide salary protection when an extended disability caused by an accident or illness makes it impossible for the employee to perform his or her job. Income benefits begin after 90 consecutive days of total disability. The monthly benefit is an amount equal to 60% of an employee's covered monthly earnings.

Details of the Short-Term Disability and Long-Term Disability plans including benefits amounts, limitations, and restrictions are described in the Summary Plan Description provided to eligible employees. Please contact the Human Resources for more information about STD/LTD benefits.

Tuition Remission

If the Student's parent(s)/legal guardian(s) will receive tuition remission on account of their employment at the School, the tuition remission award will be reflected on the enrollment contract. However, if the Student's parent's/legal guardian's employment at the School ends while this Contract is in effect, Parent understands that the School may rescind the tuition remission, and Parent will be responsible for the full amount of tuition, prorated for the remainder of the school year from the date when employment ended. [See details](#)

Workers' Compensation Insurance

MV provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period.

All employees are covered under workers' compensation for job-related injuries. All job-related accidents must be reported to your division head/supervisor and Human Resources. Human Resources will prepare the School's First Report of Injury or Occupational Disease form and submit it to the Workers' Compensation provider. A panel of physicians is posted in each campus workroom from which you must choose one physician for medical care. If you are not satisfied with the initial doctor's care, you may change physicians one time to another doctor listed on the panel without permission from the School/workers' compensation insurance carrier. In an emergency situation, medical care should be received from the nearest hospital/physician. All continuing treatment must be received from a physician listed on the WC panel.

FMLA leave will run concurrently with receiving Workers Compensation Insurance Benefits. If you do not qualify for FMLA leave, then a Personal Leave of Absence may apply.

Employees who need to attend authorized medical treatment or physical therapy during scheduled work hours due to a workers compensation claim must use accrued PTO to cover that time, or schedule appointments outside of work hours

where possible. This applies consistently to all employees and is not affected by whether the underlying condition is work-related.

Employees must notify their supervisor in advance of any scheduled appointments and provide documentation from the authorized treating physician upon request.

TIMEKEEPING / PAYROLL

Employee Pay Schedule

All employees are paid over a 12-month period (24 pay periods, two pay periods per month), which aligns with the School's fiscal year, July 1 to June 30. If a faculty (10-month) member resigns prior to June 30, the employee will be paid through the last day of employment, not through the end of the month or fiscal year-end June 30th, in accordance with the employee's resignation date (please note, Human Resources will confirm the date). Once an employee resigns and the final termination date is confirmed, the School has no further salary obligation to the employee, and no employee is entitled to additional salary beyond the last day of employment or termination date.

Pay Deductions

MV is required by federal, state, and certain local laws to withhold certain deductions from your paycheck. This includes income taxes, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on both your federal Form W-4 and applicable state withholding exemptions. You may also authorize voluntary deductions from your paycheck, including contributions for voluntary benefit premiums, retirement plan contributions, MV Fund, or other services. Your deductions will be indicated in your wage statement. Contact Finance & Accounting or Human Resources for any questions about your paycheck.

Pay Periods

Employees are paid semi-monthly on the 15th and 30th of each month. If a pay date falls on a Saturday, payment will be issued on Friday. Direct deposit is required for payroll deposits and completed through the School's HR & Payroll system. Salaries are considered privileged information and should not be discussed with MV employees.

Recording Time for Non-Exempt (Hourly) Employees

Federal and state laws require organizations to keep accurate records of hours worked by non-exempt (hourly) employees. You should record your time no more than five (5) minutes ahead of your approved start time and no later than five (5) minutes after your approved end of work time. Please note, any time worked beyond your standard schedule, must be approved by your supervisor.

Non-exempt employees are required to accurately record their time via the School's Time and Attendance system. Employees are required to notify Payroll of any pay discrepancies, unrecorded or incorrectly recorded work hours, or any involuntary missed meal or break periods.

Do not complete the Time and Attendance records for any other employee or request that they do so for you. Please be sure to indicate your days off. Any changes to your Time and Attendance record must be approved by your supervisor.

Falsification of your Time and Attendance records or recording time for another employee may result in discipline, up to and including termination of employment.

EMPLOYEE CONDUCT

Standards of Conduct

Mount Vernon School's Identity, Christian values, Mission Statement, and Code of Conduct are cornerstones for the MV community. MV encourages integrity, respect, and compassion as central elements of character. The School calls for all members of the community to respect others and seek understanding through dialogue across difference both within and beyond the School, to treat all human beings with dignity, to support and promote a school culture where all members feel valued and safe, that does not discriminate against any individual or group, to observe safe behavior, and report unsafe conditions or practices.

Employees of MV are expected and required to maintain high standards of performance and conduct. While it is not possible to list all of the types of employee misconduct that can result in disciplinary action, the common threshold of a reasonable person indicates that certain types of misconduct cannot be permitted. The following list includes some, but not all types of conduct that may result in disciplinary action, up to, and including termination of employment:

- Violation of School policies, including but not limited to the Expressions, Language, Acts of Racism (ELAR) policy, Sexual Misconduct and Other Unlawful Harassment Policy, etc.
- Theft or destruction of School property or the property of other employees, students, or others at MV
- Abusing, threatening, or intimidating employees, students, or others at MV
- Use of offensive, obscene, disruptive, hostile, or abusive language on School property
- Willful or negligent non-performance of assigned duties
- Excessive and/or unexcused tardiness or absences, or failure to notify MV of tardiness or absence in a timely manner
- Dishonesty or falsification of School documents or records, including, but not limited to, time records, personnel records, and employment applications
- Being under the influence of alcohol or illegal and prescription drugs whenever an employee is responsible for the care of children/students
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs on MV property
- Sexual or other harassment or discrimination
- Conduct or behavior that negatively reflects on MV
- Unauthorized disclosure of confidential information
- Conduct that interferes with the work or safety of others
- Violating online social media policies
- Inappropriate communication with students via a digital platform. Inappropriate communication can, but is not limited to texting with a student, discussing content of a sexual nature; harmful activity; social activity pertinent for adults only
- Attendance at an event or gathering where students are participating in illegal activity, such as drinking alcohol (eg: graduation parties, house parties, etc.)
- Entering confidential, personally identifiable, or student information into an AI platform without authorization from the Technology Department
- Using AI tools to misrepresent or harm in any way that violates MV's standards of academic and/or professional integrity

Violation of these standards of conduct, or any form of disruptive or inappropriate behavior, may result in appropriate disciplinary action up to and including end of employment. The nature and severity of the discipline will be determined by MV in its sole discretion and will reflect the severity of the violation, the employee's past record, and other individual circumstances. While MV usually provides corrective counseling, immediate dismissal may result in situations where corrective counseling is not deemed to be appropriate to the situation.

Employees must notify their supervisor or Human Resources within 24 hours if they are arrested, charged with a criminal offense, or become the subject of a criminal investigation, excluding non-criminal offenses (speeding ticket, broken taillight). Failure to report such incidents in a timely manner may result in disciplinary action, up to and including termination of employment."

Expressions, Language, Acts of Racism & Bias

Honoring and respecting one another, regardless of identity and background, empowers members of our community to realize their full potential, to engage meaningfully in life, and to leave at the end of each day with their humanity fully intact. The School seeks to respect, affirm, and protect the dignity and worth of each member of our community to advance inclusion, diversity, and equity at Mount Vernon.

As a result, Mount Vernon does not tolerate expressions, language, and acts of racism or identity based bias whether it occurs on or off campus. Applying to students, parents, employees, and visitors, examples of expressions, language, and acts of racism include, but are not limited to:

- notes, cartoons, graffiti, tattoos, symbols containing bias and/or racially offensive language or pictures
- name calling, jokes or rumors involving aspects of identity, race, color, national origin, or ethnicity
- costumes or impersonations that are racially offensive or grounded in bias & harmful stereotypes
- threatening or intimidating conduct directed at another or a group of individuals because of the other's race, color, national origin, ethnicity or identity
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, national origin, ethnicity, or social identity
- written or graphic material appearing on any item and, including social media or circulated electronically, containing racial comments or identity based bias
- a physical act of aggression or violence upon another because of, or in a manner reasonably related to, race, color, national origin, ethnicity, or identity based bias
- other kinds of aggressive conduct such as theft or damage to property, which is motivated by race, color, national origin, ethnicity or identity based bias

Expressions, language, and acts of racism and identity based bias are a serious breach to humanity, the School's mission and values, and the standards of conduct established by the School. This type of injustice will not be overlooked or condoned. As a result, the School reserves the right to discipline a student or employee who engages in such behavior, up to and including suspension or dismissal from the School.

Anyone who is the victim of this type of conduct or who becomes aware of it must report it to the respective division, IDEA Department, or Human Resources Department. Without fear of retaliation, one will not be penalized in any way for making a good faith report of improper conduct. Do not assume that the School is aware of the improper conduct.

If a situation of improper conduct occurs, in all instances, the School administrative team will investigate the incident with discretion and confidentiality, work toward a resolution in a timely and efficient manner, and provide accountability to those involved.

Social Media Principles & Guidelines

Mount Vernon embraces social media as a tool for professional growth, educational dialogue, and amplification of the School's brand. These guidelines empower employees to participate online, in a way that reflects the values of the School. Mount Vernon regularly shares student work with families, the education community, and the public via verified, school-operated social media accounts. These guidelines exist to make it easy to answer one question: where does content belong?

- Student work belongs in the protected channels that faculty and families already use, either through the divisional Learning Management System (Toddle or Canvas) or through Mount Vernon's parent-facing portals (Veracross).
- The School's public story belongs on verified Mount Vernon accounts, curated by the Brand Team.

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Social media includes all means of communicating or posting information of any type online – blogs, personal websites, social networking platforms, web bulletin boards, chat rooms, and any other form of electronic or online communication, whether or not affiliated with the School.

Professional Accounts & Student Images

While all employees are encouraged to help students showcase their work in authentic and real-world ways, Mount Vernon does not expect or require employees to showcase student work on social media. Mount Vernon shares school-authorized stories via verified school accounts. Employees are encouraged to repost school-authorized content on their personal accounts.

Mount Vernon's school-authorized social media accounts are verified with a blue check on Instagram, and are:

- @mvmustangs, @mvschool_athletics @mvschoolonline, @madeatmv
- On Facebook - facebook.com/mountvernonsschool and facebook.com/mountvernonsschoolonline
- On LinkedIn - linkedin.com/school/the-mount-vernon-school/ and linkedin.com/company/mvschoolonline

Mount Vernon's "official" social media accounts are recognized by using the standard Mount Vernon Brand naming convention, includes the following language in the bio: *"Official Mount Vernon [program name] account"* and includes the location emoji (pin) and tags @mvmustangs, is run by an Mount Vernon employee, and the credentials have been shared and listed with the Brand Office.

The best place to showcase student work, including student photos and videos for families, is via the divisional Learning Management System (Toddle or Canvas) or via Mount Vernon's parent-facing portals (Veracross) for parents to see and access or submit the story to the brand team for consideration for inclusion on the School's verified accounts.

The School's student media release covers School use only and does not extend to personal or third-party accounts, regardless of educational intent.

Principles & Guidelines

Employees are expected to represent the School professionally, both on and off campus. The following guidelines apply to all online activity:

- Do not disclose confidential student and/or School information
- When commenting on School matters, posting about the School or the educational industry in a professional capacity, we expect employees to be positive and professional ambassadors of the school
- When commenting on School matters, clearly identify yourself as an employee
- Do not use School logos or the Mount Vernon name without approval from the Brand Office
- Comply with copyright, intellectual property, privacy, and fair use laws
- The School may request that certain posts be edited, withdrawn, or removed
- Content that adversely affects employees, students, families, or the School's interests may result in disciplinary action up to and including termination

Additionally:

- Do not use student images or likenesses without written consent
- When in doubt, consult the Brand Office before posting
- Employees of Mount Vernon are solely responsible for what they post online and are expected to maintain high standards of performance and conduct.

Sexual Misconduct and Other Unlawful Harassment

The School's Sexual Misconduct Policy makes clear the School's commitment to addressing sexual misconduct and maintaining a safe campus environment. The School does not tolerate sexual misconduct, including sex discrimination, by students, faculty, or staff, regardless of gender identity or expression, or sexual orientation whether on school property, on school-related trips off school property, at school-sponsored social functions, or off-campus. The School does not tolerate sexual misconduct directed towards students, faculty, or staff by vendors, contractors, or other third parties having agreements or contracts with the School, supporters of the School (donors, volunteers, alumni/ae, parents), or visitors to the School.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as Georgia General Statute, prohibited by law. MV will promptly investigate any allegations of harassment and, if it is determined that harassment has occurred, MV will take appropriate disciplinary action, up to, and including termination or removal from the School of the offending party.

Harassment is verbal or physical conduct that denigrates or shows hostility toward an individual or conduct that creates an intimidating, hostile, or offensive working environment for an individual because of sex, race, color, religion, national origin, age, sexual orientation, or disability. Harassment may include but is not limited to, epithets, slurs, jokes, or other verbal or physical conduct relating to an individual's sex, race, color, religion, national origin, age, or disability. Harassment can take place in person, orally, in written form, or via a digital platform.

Sexual harassment usually involves unwelcome sexual advances, acts of gender-based animosity, or sexually charged workplace behavior and may include, but is not limited to:

- Unwanted or unwelcome physical contact or conduct of any kind, including, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact
- Verbal abuse of a sexual nature, including sexual flirtations, advances, propositions, sexual innuendos, or sexually suggestive, insulting or graphic comments, noises, or sounds
- Sexually explicit, suggestive or offensive jokes
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress, body, appearance, or personal life
- The display or distribution in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs, drawings, or magazine pictures
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages

Reporting

Employees who believe they are being or have been harassed or discriminated against in violation of this policy must promptly go to a member of the MV Support Team: Human Resources, School-Appropriate Division Head or Head of School.

Process

It is the policy of MV to listen to all complaints, promptly investigate with due regard for confidentiality, and quickly apply appropriate discipline that will end any harassment and discrimination in the workplace. Employees are required to cooperate fully with any investigation of harassment or discrimination. Discipline for engaging in harassment or discrimination, or other forms of impermissible harassment, will depend upon the facts and circumstances of the incident but may include termination.

MV will not retaliate against any employee because of reports of alleged harassment or discrimination or because of cooperation with any investigation. Any employee who believes retaliation has resulted from either the reporting of a complaint of harassment or discrimination or from participation in an investigation of such allegations must immediately report this to the Head of School or the Chair of the Board of Trustees for MV.

Prevention Efforts

The School strives to create a campus environment in which everyone is safe from sexual misconduct. In an effort to achieve this goal, the School maintains open avenues for reporting sexual misconduct, follows through with

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investigation and adjudication in a timely basis, regularly evaluates campus culture, annually evaluates all spaces on campus to identify potentially unsafe locations, annually reviews the sexual misconduct policy, monitors state and federal law, and makes adjustments to the sexual misconduct policy as needed. In addition, initial and periodic background checks are conducted on all adult members of the community, and regular training is provided for faculty and staff.

Faculty and Staff Relationships

MV strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary to maintain efficient operations of the school. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as leaders within the organization given their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Procedures

- During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
- Employees engaging in personal exchanges on-campus and/or at school-sponsored events should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on School premises, whether during working hours or not.
- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to disciplinary action, up to and including end of employment. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
- Employees are required to disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or the Director of Human Resources (HR). MV will review the circumstances to determine whether any conflict of interest exists.
- When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, MV will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
- The provisions of this policy apply regardless of the sexual orientation of the parties involved.
- Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
- Any concerns about the administration of this policy should be addressed to the Head of School or Director of HR.

Faculty and Staff Interaction with Students

The faculty/staff and student relationship is a central component of learning, and faculty and staff must demonstrate care without crossing boundaries.

MV relies on significant interaction between faculty and students. Because of this interaction, ensuring the School has a well-defined and clearly understood policy for faculty and student interaction is vital to ensure a trusting learning environment for students.

Employees of MV are expected and required to maintain high standards of performance and conduct. While it is not possible to list all of the types of employee misconduct that can result in discipline, common sense indicates that certain types of misconduct cannot be permitted.

Code of Conduct

All MV employees are bound by a strict code of conduct which mandates that all interactions with students be safe, healthy, positive, and respectful. Sexual misconduct involving students is strictly prohibited. The following list includes some, but by no means all, of the types of sexual misconduct that can result in disciplinary action, up to, and including termination of employment and/or criminal prosecution:

- Sexual or romantic invitations
- Dating or soliciting dates
- Engagement in sexualized dialogue in person or via electronic media
- Making suggestive comments in person or via electronic media
- Exposure
- Self-disclosure of a sexual or erotic nature
- Exchange of gifts with no educational purpose
- Inappropriate communication with students via a digital platform. Inappropriate communication can include, but is not limited to, content of a sexual nature; harmful activity; social activity pertinent for adults only. Using digital media with students other than for the express purpose of MV-sanctioned activity is discouraged

Interaction with Students

- Faculty and Student Interaction - maintain a healthy adult and student relationship, focused on learning. It is prohibited for faculty and staff members to do the following:
 - Engage in unwanted or excessive touching of a student
 - Be alone with a student(s) in a room without a window or in an area where you cannot be observed - one must be in a room or area where you can be observed and interrupted
 - Engage in inappropriate video activities or exchanges with student(s)
 - Engage in inappropriate language in person, written, or via digital/social media with student(s)
 - Engage in excessive or inappropriate digital media communication(s)
 - Engage in discussion supporting use of alcohol, tobacco, or use of prescribed or illicit drugs
 - Engage in outside non-school activities with students. Be mindful of engaging in non-school activities sports, arts, clubs beyond the scope of MV programs
 - Engage in inappropriate communication on any digital or electronic platform. This includes, but not limited to content of a sexual nature; harmful activity; social activity pertinent for adults only
 - Engage in inappropriate messaging via texting or direct message with an individual student. Messaging must be School-related and not involve any non-School topics
- Physical Space - Be aware of your surroundings
 - Rooms and Area - Faculty must be in a room or area that is visible, observable, and interruptible by others - rooms and doors must have unblocked windows
- Transportation
 - Local or Day Trip Transportation - Do not transport students in any vehicle without another adult in the vehicle unless in the case of an emergency or pre-approved by Mount Vernon parent or legal guardian
 - Long-distance or overnight Transportation - Two (2) Faculty chaperones are required to attend every long-distance or overnight trip for every student group of eight (8) or more.

MV prefers all chaperones to be faculty of the School, however, non-faculty chaperones can accompany a student trip after successfully completing School approved CORI and SORI background checks.

Reporting

All employees are mandated by law to report suspected violations of the code of conduct, including sexual misconduct involving students. Any suspected violation (by student or employee) or issue deemed to create risk (either physical, emotional, or sexual) must be documented in an incident report. Employees under active investigation for misconduct may be placed on leave and banned from campus and all campus activities. Any employee found to have violated appropriate boundaries with a student will be terminated.

- Procedures for Reporting Sexual Misconduct & Boundary Crossings
 - Any member of the MV community, including students as well as current faculty and staff, may submit a report of sexual misconduct by contacting a member of the MV Support Team: School Health Services (Counselor and Nurse), School Appropriate Division Head, and Head of School. The Head of School determines when legal counsel is made part of the MV Support Team
 - Any alumni/ae as well as former faculty or staff member who wishes to report current or historic instances of sexual misconduct should contact a member of the MV Support Team
 - Reporting – When the School learns of an instance of sexual misconduct, the School's Support Team will contact the GA Department of Family and Children Services as required under its responsibility as a mandated reporter. Such reports are also made, where appropriate, to the Sandy Springs Police Department
 - Employees who have regular contact with students are, in most instances, mandated reporters, as defined by GA General Statutes O.C.G.A 19-7-5 (2016)
 - Any employee who has questions about whether they are a mandated reporter and/or about the reporting obligations should consult with the Head of School or Director of Human Resources
 - Through the facilitation of the School's Support Team, mandated reporters are required to report to the Department of Families and Children Services (DFCS) or a law enforcement agency when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected, or is placed in imminent risk of serious harm
 - Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment
 - Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances, or associations injurious to his well-being
 - Through the facilitation of the School's Support Team, mandated reporters must report orally to the DFCS Hotline or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected and must submit a written report to DCF within 48 hours of making the oral report
 - Mandated reporters are required by statute to submit a copy of the written report to the School. To comply with this provision, written reports facilitated by the Director of Counseling Services should be submitted to the Head of School or Chief Financial Officer or Division Head
- Reasonable Cause to Report
 - If a School faculty or staff member has reasonable cause to suspect or believe that sexual misconduct has occurred, or if there is reason to believe that a student has been abused, neglected, or is placed in imminent risk of serious harm, that School faculty or staff member must report it to a member of the MV Support Team
 - If a student has reasonable cause to suspect or believe that sexual misconduct has occurred, that student should report it to a member of the MV Support Team
 - Students with generalized concerns about peers who may be involved in an unhealthy relationship may speak to any member of the MV Support Team. The Support Team will pass information about unhealthy relationships and possible sexual misconduct to a School counselor who will meet with the student who may be at risk to assess the situation
 - Complaints involving individuals who are not students or School employees should be brought forward through the same process outlined above. Examples of such outside individuals or groups are listed below (Please note, all vendors, contractors, and tutors are required to provide a recent successful criminal and sexual offender background check or undergo a successful criminal and sexual offender background check):

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- MV parents and/or legal guardian
- Vendors to or contractors of the School
- Supporters/volunteers of the School
- Visitors to the School
- Tutors/therapists
- Community coaches
- After-school activity mentors

Prevention Efforts

The School strives to create a campus environment in which everyone is safe from sexual misconduct. In an effort to achieve this goal, the School maintains open avenues for reporting sexual misconduct, follows through with investigation and adjudication in a timely basis, regularly evaluates campus culture, annually evaluates all spaces on campus to identify potentially unsafe locations, annually reviews the sexual misconduct policy, monitors state and federal law, and makes adjustments to the sexual misconduct policy as needed. In addition, initial and periodic background checks are conducted on all adult members of the community and regular training is provided for faculty and staff.

Substance Abuse Policy

MV is committed to providing a safe work environment and to fostering the well being and health of its employees and students. In addition, MV faculty and staff are expected to be role models for students and must comply with all MV anti-substance abuse policies:

- It is a violation of School policy for any employee to use, possess, sell, buy, transport, trade, offer for sale, or offer to buy tobacco, illegal drugs or other non prescribed intoxicants and controlled substances (or paraphernalia associated with such prohibited substances), or otherwise engage in the use of such substances on the campus, during working hours, in the presence of students, or while on School trips
- It is a violation of School policy for any employee to report to work or work under the influence of or while impaired by illegal drugs or other non-prescribed intoxicants and controlled substances
- It is a violation of School policy for any employee to report to work or work under the influence of or impaired by alcohol or to possess or consume alcohol on School property during working hours, in the presence of students or while on School trips
- It is a violation of School policy for any employee to use tobacco on MV property, while on School trips, or in the presence of students. This restriction applies to cigarettes, e-cigarette devices, cigars, pipes, and all smokeless tobacco
- It is a violation of School policy for any employee to use prescription drugs illegally or in a manner inconsistent with the physician's prescribed dosage. It is also a violation of School policy for an employee to use prescription drugs, which have the effect of impairing the employee's ability to perform his/her job duties in a safe and acceptable manner (However, nothing in this policy precludes the appropriate use of legally prescribed medications that do not cause unsafe or unacceptable job performance)

GENERAL DUTIES, POLICIES, AND PROCEDURES

Attendance and Punctuality

The efficient operations of MV depends upon the regular attendance and punctuality of the School's employees. While MV recognizes that circumstances beyond an employee's control may sometimes cause the employee to be absent from work for all or part of a day, unexcused and/or excessive absenteeism may result in disciplinary action up to and including termination.

Faculty are expected to contact division administration via telephone or email/slack/text by 6:00 a.m. and receive confirmation if contacting via email/slack/text by 6:00 a.m. on the day when absent. Advance notice allows for a continued educational experience for students and our ability to support the collective wellbeing of colleagues with

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minimal disruption. Excused absences are those which are taken in accordance with the School's established leave policies, and for which the employee gave sufficient notice to the appropriate division head/supervisor. Unexcused absences occur when an employee fails to give MV sufficient notice of the absence, employee takes excessive or unreported time off from work, or at designated weeks of the year in the months of August, December, and May. All employees are expected to be on campus unless approved.

The following are the applicable work hours for MV employees:

Preschool Hours

Preschool working hours are determined and communicated to teachers by the Head of the Lower Campus and/or Director of Preschool. These hours will vary by classroom in order to best meet the needs of the students. Teachers are expected to adhere to the hours assigned as student ratios must be met in order to maintain compliance.

Lower School, Middle School and Upper School Hours

Faculty Hours

- Preschool & Extended Play 7:00 a.m. - 6:00 p.m. (varies based on role)
- Lower School 7:30 a.m. - 3:30 p.m.
- Middle School 7:30 a.m. - 3:30 p.m.
- Upper School 7:45 a.m. - 3:45 p.m.

However, if required for the continued operations of the School or due to a change in the School's schedule, the School reserves the right to require employees to work an adjusted schedule which may require working school hours earlier than 7:30 a.m. or later than 3:30 p.m.

School Hours

- Preschool (Infants-PK5) 8:00 a.m. - 3:00 p.m.
- Lower School (K - 5) 8:00 a.m. - 3:00 p.m.
- Middle School (6 - 8) 8:00 a.m. - 3:00 p.m.
- Upper School (9 - 12) 8:15 a.m. - 3:15 p.m.

Preschool, Lower, Middle, and Upper School teachers should adhere to these set faculty hours. Requests for arriving late to School or leaving before 3:30 p.m. must be limited. Time away from School will be deducted as 2 hour increments from PTO. Teachers must notify their respective division head in advance before leaving campus.

Faculty Meetings/Workshops

Faculty meetings are held regularly. Time for faculty meetings may extend beyond normal hours. All faculty members are expected to attend the meetings. The School will not reimburse costs for food or drink during faculty meetings.

All teachers will participate on Research, Design, and Iteration teams, and engage in Summer+ Learning designed to further the work and mission of the School. All full-time faculty receive dedicated planning time for classroom preparation.

Extended Play Hours

Each Extended Play teacher is contracted for a specific number of hours after the regular school day has ended. These hours will vary by the needs of each classroom. The start and end time of these hours is determined by the Director of Auxiliary Programs or the Head of Lower Campus in order to best meet the needs of the students.

Staff Hours

- Lower Campus and Upper Campus 7:30 a.m. - 4:00 p.m.

However, if required for the continued operations of the School or due to a change in the School's schedule due to unforeseen circumstances, the School reserves the right to require employees to work an adjusted schedule which may require working School hours earlier than 7:30 a.m. or later than 4:00 p.m.

Campus Presence and Required Days:

Employees are designated as either 10-month or 12-month based on their employment agreement. All employees, regardless of designation, may be required to report to campus on days beyond their standard schedule to fulfill School

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operational needs, including but not limited to pre-planning, post-planning, professional development, School events, or other duties as assigned. Supervisors will communicate required campus days to employees in advance. Employees are expected to be present on all required days; absence on a required day without prior supervisor approval will be subject to the School's attendance and disciplinary policies. PTO may not be used to excuse absence from a required campus day without explicit supervisor approval.

Excessive Absenteeism

Excessive employee absences, even if due to a legitimate reason, are disruptive to the work environment and compromise the student experience and cause an undue burden on coworkers. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination of employment. Moreover, the School reserves the right to take into consideration an employee's attendance record when making decisions regarding employment and promotion or advancement.

Job Abandonment

The School expects their employee to report to work on time for every scheduled work day. Employees who are absent from work for three (3) consecutive days without giving proper notice to their immediate supervisor and Human Resources will be considered to have voluntarily resigned as a result of job abandonment. If the employee is unable to contact the School for any absence, they should ask a representative (such as a family member) to do so on the employee's behalf. If the employee or a representative is unable to contact the School due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the School within three days), the employee or their representative must contact the School as soon as practicable to explain the situation and employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

Additional Duties

Faculty and staff may be assigned additional duties to include carpool, lunch, or supervisory duty in the morning and/or afternoon. Schedules will be given prior to the start of the school year.

Communications

All formal written communications should obtain one of the approved School logos. Also, refer to the MV Brand and Style Guide for all School logos and font recommendations.

Dress Code

MV employees are expected to use good judgment and dress to maintain a professional image at MV. Dress and appearance send messages to students, parents, and colleagues regarding the mission of the School. Faculty and staff members should always appear neat, clean, and well-groomed to maintain professionalism (general professional attire does not include and is not limited to flip flops, warm-ups, tank tops, and athletic tights). As a private faith-based institution, the Dress Code standards are a framework developed at the discretion of the Administration. MV reserves the right to interpret, modify, or supplement the provisions of the Dress Code standards at any time.

Media Release

By signing the MV Employee Handbook, all employees allow their photograph and/or voice recording to be used in Mount Vernon-approved photographs, videos/films, publications, news, social media, live stream classes, and website on Mount Vernon's behalf. This would include any third-party affiliate, upon the School's approval. Please note, access to involvement in a live stream class will be on a password-protected platform, limited to students participating in a specific class, in person or virtually, and the faculty member (employee and substitute) conducting and monitoring the class.

Electronic Communications

MV encourages the use of appropriate electronic communication and information services to assist in communicating with students, families, faculty, and employees and in the learning process. Please note, however, computers, mobile devices (e.g., phones, tablets) email, text, Slack, and voicemail systems provided by MV are the property of the School and

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should only be used for School-related purposes; and therefore, there is no individual privacy or confidentiality when using School provided electronic communication devices, platforms, and information systems.

MV reserves the right, in its sole discretion, to review, from time to time, any and all user's electronic files or voice files, composed, sent, or received by the user. All email, text, Slack, and voice mail messages are School records. The contents of any voice, email, text or Slack message may be disclosed within MV for business purposes to authorized personnel without employee permission or knowledge.

Internet access is provided to employees by MV for school use only. As a result, internet access and usage are subject to periodic and unannounced inspections or monitoring. It will be a violation of this policy for any employee to download or distribute information that is offensive, insulting, or demeaning to School personnel or any other person, such as sexually explicit or gender-specific pictures, cartoons or jokes; ethnic or racial slurs; or any other message that may be construed to be harassment or which concerns a person's sex, race, age, national origin, disability, pregnancy, or religious or political beliefs.

Unless directly related to classroom instruction or assessment, teachers and staff members are discouraged from using mobile devices in classrooms while students are present.

Artificial Intelligence (AI) Use

Mount Vernon supports the responsible use of Artificial Intelligence (AI) tools in ways that strengthen learning, enhance professional practice, and uphold the integrity, privacy, and agency of every member of our community. AI use at MV is guided by three core principles: human-centeredness, developmental appropriateness, and ethical integrity.

Approved Tools All AI tools used for School-related purposes must be vetted and authorized by the Technology Department for privacy, security, and educational alignment prior to use. Employees may not use unapproved AI tools for any School business, including instructional, administrative, or operational tasks.

Disclosure As an organization, we are committed to disclosing AI-influenced use whenever AI contributes ideas, language, analysis, or creative output to work product when appropriate. This applies to communications, reports, instructional materials, and any deliverable produced on behalf of the School. AI-generated content must be reviewed, verified for accuracy, and represent the employee's own professional judgment. Faculty & staff should be using the AI evaluation tool to ensure AI disclosure within a lesson.

Data Privacy See *Confidentiality and Security* for requirements governing AI use and personally identifiable information.

Prohibited Uses The following uses of AI tools are prohibited:

- Entering student, employee, or other confidential PII into any AI system without explicit authorization
- Uploading audio, images, video, or biometric information of any community member into an AI system without explicit authorization
- Using AI to produce, clone, or distribute harmful, inappropriate, or misleading content
- Using AI to replicate or alter any person's likeness without express consent
- Representing AI-generated work as entirely one's own without disclosure

MV's AI tools, practices, and policies will be reviewed regularly as technologies, laws, and educational research evolve. Questions about AI use should be directed to your supervisor or the Technology Department.

Emergency Closings

Severe weather may necessitate closing of the School. When inclement weather results in School closing, an announcement will be made as soon as possible. MV has adopted an emergency notification system, which allows the

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School to send telephone, text, and/or an email messages to employees and parents providing information about School closings or emergencies. The School will use the emergency notification system to notify School delays or cancellations due to inclement weather or for other emergency situations as warranted.

In addition, the School will notify appropriate media outlets. When severe weather threatens during a school day, the School will immediately notify radio and television stations, and Extended Play will close as soon as possible. The School's website can also be checked for updated information at www.mountvernonschool.org as well as the parent portal.

In the event of a school closing, the *MV Virtual Home Learning Plan* may be executed accordingly by division.

Force Majeure

Should events beyond the control of the School occur, including, but not limited to, fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities, the School has the discretion to close the School and/or modify its operations, curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. During such an event, the Employee shall fully perform all duties and responsibilities as communicated to the Employee by the School. Depending upon the modifications the School makes, if any, the School may in its sole discretion reduce Employee's compensation to reflect any decrease in duties. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen; provided, however, that if the School requires Employee to perform certain services during the closure, the School shall pay Employee for such services at the rate determined by the School. If the School cannot reopen due to a force majeure event under this Paragraph, the School is under no further obligations, including any payment beyond the last date that the Employee actually worked (which includes any long distance or remote learning the School put into place during the event at the communicated compensation rate).

Employee Expense Reimbursement

Employees will be reimbursed for reasonable expenses incurred for School-related purposes and aligned with a division's or department's budget with prior approval from supervisor/division head; the School will not reimburse for meal or drink costs during a time when an employee could access School or conference provided lunch or coffee. Instructions for expense reimbursement [can be found here](#). All original, applicable receipts must be submitted within 30 days of the end of the travel or 15 days after the end of the School's fiscal year if traveling in June. Requests without receipts will not be approved.

- Classroom, Co-Curricular, or Office Supplies purchased from approved vendors (see the Finance & Accounting Office for approved vendors), within the department, division, or School budget. All original, applicable receipts must be submitted within 30 days of the end of the travel or 15 days after the end of the School's fiscal year
- Travel
 - Local Travel - reimbursement for privately owned vehicles (POV) mileage, in accordance with [Federal Travel Regulations](#) (FTR)
 - Long Term Travel - reimbursement for privately owned vehicles (POV) mileage, in accordance with [Federal Travel Regulations](#) (FTR)
 - Airfare - Employees should coordinate with the Executive Assistant of their division in order to simplify the payment of the airfare costs. Employees may apply their airline rewards numbers to the flights booked by the School.
 - Food & Lodging - The School uses a per diem rate to reimburse employees on travel for both food and lodging, the School does not accept actual expenses and will not reimburse expenses greater than the approved Federal Travel Regulations Per Diem Rates
 - [Meals & Incidental Travel Expenses](#) (M&IE)
 - All lodging reservations should be coordinated with the Executive Assistant of the employees division for ease of purchase. Employees may apply hotel rewards numbers to the hotels booked by the school.

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- Professional Learning (PL)
 - Professional Learning [must be approved](#) by division head or supervisor in advance of the program.
 - [Professional Learning](#) must be within the approved annual budget; however, Administration can change or cancel a planned PD program if operationally required

Teaching, Learning & Assessment

All faculty & staff who teach students, should refer to the [Teaching, Learning & Assessment](#) addendum, which outlines policies and procedures specific to teaching, learning, & assessment.

Professional Learning & Growth

Professional Learning & Growth programs and expectations for all employees are outlined in the [Professional Learning & Growth addendum](#).

Preschool

Preschool faculty and staff should refer to the [Preschool Standards & Procedures](#) addendum, which outlines policies and procedures specific to the Preschool program.

Transportation for Expeditions/Field Trips

MV may provide transportation to some school-related activities such as field trips, expeditions, and co-curricular events. In the event MV provides transportation to School-related events, such transportation is subject to MV policies and MV employee supervision.

Rented or for-hire vehicles are covered by the car rental vendor insurance, and MV insurance may provide excess coverage.

All field trips and expeditions are scheduled through and approved by the grade-level division administration. Teachers and staff members are to remain with students at all times and need to remember that field trips are an extension of the classroom. Teachers never ride in separate cars on school trips. Parent chaperones may not drive children other than their own for field trips and expeditions. Students may not drive other students with the exception of family members.

Employees cannot use personal-owned vehicles to transport students to MV school-related activities.

Required ratios for expeditions:

- a. PS, 1:4, always at least 2 adults
- b. LS, 1:10, always at least 2 adults
- c. MS, 1:12, always at least 2 adults
- d. US, 1:12, always at least 2 adults

School Vehicle Use Policy

Mount Vernon operates Mercedes-Benz Sprinter vans for School-related transportation, including expeditions, athletic events, and School trips. Employees authorized to drive School vehicles are responsible for the safety of all passengers and must comply with the following requirements.

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Driver Eligibility

Driving School vehicles is a privilege, not a right, and is contingent upon age and maintaining an acceptable driving record. Employees must be at least 25 years of age to operate School vehicles. The School conducts Motor Vehicle Record (MVR) checks upon employment and on a three-year cycle for all employees. Employees with recent criminal motor vehicle violations — including but not limited to DUI, reckless driving, or other serious moving violations — may be deemed ineligible to drive School vehicles. HR or the employee's supervisor will communicate eligibility status directly. Employees are responsible for notifying HR immediately if their driving record changes after hire.

Required Training

Prior to driving a School vehicle with students, employees must complete both of the following:

- The 15-passenger van training module in Vector Solutions (virtual)
- An in-person, behind-the-wheel training session administered by the Facilities team, offered during Pre-Planning or available upon request

Employees who have not completed both requirements are not permitted to drive School vehicles. Completion must be documented and on file with HR prior to operating any School vehicle.

Pre-Trip Checklist

Before every trip transporting students — whether in a School van, rented vehicle, or charter bus — the driver must complete the [Pre-Travel Checklist](#) via the QR code posted in each vehicle. The checklist must be completed for each leg of transportation. Failure to complete the checklist prior to departure is a violation of School policy.

Driver Conduct and Safety Standards

Employees operating School vehicles must:

- Be sober and fully alert at all times while driving; driving under the influence of alcohol, drugs, or any substance that impairs judgment is strictly prohibited and grounds for immediate termination
- Require all passengers to wear seatbelts before the vehicle is in motion
- Maintain appropriate noise levels in the vehicle; music volume must not impair the driver's awareness
- Prohibit passengers from throwing objects, changing seats, or engaging in any behavior that distracts the driver or creates an unsafe environment while the vehicle is in motion
- Drive in a manner that prioritizes passenger safety and complies with all traffic laws

Employees are responsible for communicating and enforcing these expectations with students before departure.

Violations

Failure to comply with any provision of this policy may result in loss of driving privileges, disciplinary action, up to and including termination of employment.

Fundraising

Policies and procedures have been established by MV to assure a coordinated, School-wide fundraising plan and Gift Acceptance Policy that supports the mission, objectives, programs and current needs of the School.

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Fundraising efforts are limited to campaigns and events coordinated and approved by Community Giving & Impact. Any person or group wishing to undertake fundraising, resource acquisition or solicitations on behalf of the School, School groups or School activities must first consult with the Community Giving & Impact office. The policy relates to all School and volunteer organizations, including any group in which fundraising is conducted to help supplement existing budgets or raise funds for a capital project (Academics, Athletics, Maker, Design & Engineering, and divisions, etc).

The policy applies to fundraising and solicitation in any manner including letters, calls, emails, and personal requests. These activities are prohibited unless otherwise authorized by the Community Giving & Impact Team. Additionally, promotional materials, mailers, clothing, and other related items using the School's name or logo, which are associated with the fundraising effort, must also be approved by the Brand Team.

This policy has been established to:

- Ensure that all fundraising projects or events conform to the School's defined fundraising objectives, practices and programs and meet current and future needs
- Strengthen communication, coordination, and fundraising results for all School groups associated with MV
- Coordinate efforts to engage parents, businesses, and community members to financially invest in the School and be properly acknowledged for their support
- Avoid inundating our School community with too many requests and eliminate potential negative impact on other initiatives or create competition among School groups for funding
- Build new and strengthen existing relationships between the School and community, ensuring the image of the School is maintained
- Assure that all fundraising events and materials meet IRS guidelines

Gifts Accepted by Employees

MV faculty and staff cannot accept gifts of cash, stock, gift cards, or items directly or indirectly from individuals (parents/guardians, grandparents, students) in the Mount Vernon community exceeding \$100 in value annually. Additionally, employees may not purchase gift cards for faculty/staff using Mount Vernon funds. All gifts must be aligned with this Handbook and MV priorities.

Preschool, Lower, Middle & Upper School Special Duties

Faculty members not engaged in carpool duty or PlayMaker classes are expected to be available each morning before and after school for tutorials. Tutorials will be used for students to make up missed work, to ask questions for clarification of the subject matter, and to receive individual explanations or help on concepts. Teachers are expected to notify parents if students need to attend tutorials. They are also required to assist on special events such as dances and attend all events requested by their division leader/supervisor.

Pre-Planning, Post-Planning, and Summer+ Learning

Faculty and staff members are required to attend pre-planning and post-planning days to ensure program continuity unless authorized by the respective division head or immediate supervisor. As a school of inquiry, innovation, and impact, faculty and staff are also expected to participate fully in Summer+ Learning for extended professional development.

Faculty members who provide faculty child care are required to report earlier and remain longer for their pre-planning and post-planning to ensure program continuity and training.

Privacy Issues

No MV employee should give information about or pertaining to another employee.

Student records are considered confidential and should never be shared with anyone other than a designated MV employee, the student's parent(s)/legal guardian(s), and the individual student. Teachers should not discuss a student unless permission is given by the division head and the parent(s)/legal guardian(s) and a signed release form are on file with the Director of Academic Resource Services.

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Employees are expected to respectfully communicate objective information regarding behavior and academic performance with appropriate parties for the sake of supporting student performance and care.

Psychological Evaluations and Standardized Test Scores

Psychological evaluations are filed in the Academic Resource Center. Standardized test scores are filed with the student's records in the Office of Academic Records. Student files are confidential and should not be removed from the office, copied, altered or destroyed.

School Trips

Faculty are expected to chaperone students on overnight and/or all-day trips. Dates for these trips vary from year to year. Two (2) faculty chaperones or more, based on the number of students, are required to attend every long-distance or overnight trip.

Additional Services for Pay: Faculty Tutoring, Private Lessons, Babysitting

All private support services should be coordinated through the appropriate department. For tutoring services, faculty must be approved by the Academic Resource Department. Faculty members or coaches who provide additional services outside of school coordinated services for a fee approved by the Director of Academic Resources must not tutor their own students or students in their grade level and must do so outside of school hours. Tutoring may not begin until after a faculty's contractual obligation of the school day ends.

Additional support services or private lessons in arts/music and private athletic coaching must be approved by the Athletic Director or Director of MADE. Directors, instructors, and coaches are prohibited from offering services to students that they work with (during school hours or extracurricularly) for a fee, and must receive prior approval from the MADE Director or Athletic Director. Use of Mount Vernon facilities must be scheduled and approved in advance. All employees are expected to follow the code of conduct whenever they are interacting with students.

No coach, outside organization, or third party may use Mount Vernon's athletic facilities, equipment, or spaces—including but not limited to courts, fields, gyms, buildings, and other athletic areas—without the explicit written consent of the Director of Athletics and/or appropriate school administration. This policy applies to all forms of use, including private lessons, camps, clinics, and facility or space rentals. Requests for use must be submitted in advance and approved in writing prior to any scheduled activity. Where such permission is granted, the approved must comply with all applicable Mount Vernon codes of conduct, operational standards, and insurance requirements, and must agree to remit an agreed-upon fee or percentage of any associated revenue to the school.

In appropriate situations, MV adult faculty and staff members may provide babysitting services for MV families. However, MV staff members are operating on their own will and initiative, and the School is not responsible and liable for any arrangements and services provided by MV faculty and staff members and for MV families. Faculty and staff members are discouraged from babysitting for any family that has a child in their class.