



**THE  
MOUNT  
VERNON  
SCHOOL**

# **Employee Handbook**

## **Addendums**

[MV Crisis Management Plan](#)

# 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 The Mount Vernon School (MV) 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.

## EMPLOYMENT

### Equal Employment Opportunity

The faculty and staff of The Mount Vernon School believe the fair and equitable treatment of employees is critical to fulfilling its mission and purpose. It is the policy of The 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 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 have not complied with this requirement or if your status has changed, please inform your division head or supervisor and the Finance & Accounting Office via formal written notification.

### 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

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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 (e.g., COVID-19 or variants) or has an underlying health condition that makes them vulnerable to health emergency, Human Resources (HR) only will communicate with the employee regarding ADA and determine whether there are any accommodations that will permit the employee to perform the essential functions of the job. 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.

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

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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. All employees are expected to notify their division supervisor or security if a security or safety issue is observed. Additionally, 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.

### Intellectual Property Rights

MV retains all rights, title, and interest in and to its technology, intellectual property (IP) which includes all content created for the standard use in business operations, while employed at MV Copyright (CR), and proprietary rights. Additionally, MV reserves the right to use any and all content used for curriculum or other MV programs, products, or services regardless of source for School use, to advance the MV programs, products, or solutions. Employees shall not remove, efface or obscure any proprietary information which is retained by MV without prior written approval. MV employees acknowledge and agree they have no ownership or other rights to any intellectual property owned by MV. MV retains the right to license all IP developed at MV or using resources provided by MV. IP rights may be granted to an employee(s) at the discretion of the School. With respect to Derivative Works of the property, ownership rights will be determined on a case by case basis.

### Confidentiality and Security

Employee understands and acknowledges that during the course of employment, they will have access to and learn about confidential intellectual property, secret and proprietary documents, materials, and other information, in tangible and intangible form, of and relating to MV and its business. The Employee further understands and acknowledges that this Confidential Information and the Employer's ability to reserve it for its exclusive knowledge and use is of great competitive importance and commercial value, and that improper use or disclosure of the Confidential Information by the Employee might cause MV to incur financial costs, loss of business advantage, liability under confidentiality agreements with third parties, civil damages, and criminal penalties.

For purposes of this Agreement, Confidential Information includes, but is not limited to branding, research, development, research, design, and philanthropy. The Employee understands that the above list is not exhaustive, and that Confidential Information also includes other information that is marked or otherwise identified as confidential or proprietary, or that would otherwise appear to a reasonable person to be confidential or proprietary in the context and circumstances in which the information is known or used.

### 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.

### 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 in to 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.

### Separation Policy

#### Purpose

It is the policy 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, The 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).



## EMPLOYMENT STATUS AND RECORDS

### Access to Employment Files

Employment Files are the property of MV and access to them is restricted. Generally, only officials and representatives of MV who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an employee may review their file, with Human Resources.

### 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

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, but not limited to formal evaluations, classroom observations, learning walks, instructional rounds, and individual faculty conferences, as well as other evaluative tools. All faculty members will be observed regularly during the school year. The teacher and division head will meet to discuss the focus of growth and performance on a periodic basis.

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.

## EMPLOYEE BENEFIT PROGRAMS

### Employee Benefits

Eligible employees are provided benefits as summarized below. A number of programs, such as Social Security, Workers' Compensation, and Unemployment Insurance, 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
- 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
- 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.

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. 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

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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 the Finance & Accounting, Human Resources Office.

### Higher Education Tuition Reimbursement (for all degrees approved after 5/1/22)

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@mountvernon.school.org](mailto:graduatestudiesrequest@mountvernon.school.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 and Innovation Officer, the Executive Director of Learning and Innovation, and the Chief Financial 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 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.

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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. This guide can be accessed through our current benefit system or Finance & Accounting Office.

## 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** - 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.

#### Faculty PTO Schedule

- PTO Carryover - Faculty are allowed to carry over three (3) PTO Days or 24 hours to the subsequent academic year
- Maximum Annual Balance - Employees are allowed to maintain a maximum annual balance of 13 PTO Days or 104 hours
- PTO Balance more than three (3) PTO days can be applied to the following:
  - Individual 20 Day Reserve PTO Bank - Unused PTO days can be applied to an individual's PTO Bank, not to exceed 20 days, and can be applied to FMLA, military leave, documented medical illness

**Staff & Administration** - 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.

#### Staff & Administration

- Individual 20 Day 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.

### 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 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.

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.

### PTO Treatment at Termination

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- 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.

## 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.

Medical plan benefits for eligible employees and their dependents are described in detail in the Summary Plan Description (SPD) that is available to all eligible employees from the Finance & Accounting Office. 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.

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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 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 the Finance & Accounting Office. MV 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 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 the Finance & Accounting Office 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.

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 Finance & Accounting Office, Office of 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, Finance & Accounting Office 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
- 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.

### 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



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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.

## 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 (MV) 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 other people both within and beyond the School, to treat all human beings with dignity, to support and promote a school climate that does not discriminate against any individual or group, and 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, common sense indicates that certain types of misconduct cannot be permitted. The following list includes some, but by no means all, of the types of conduct that can result in disciplinary action, up to, and including termination of employment:

- Violation of School policies
- Inappropriate use of Expressions, Language, and Acts of Racism
- 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 content of a sexual nature; harmful activity; social activity pertinent for adults only

### Expressions, Language & Acts of Racism

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.

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:

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- 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.

## Online Social Media Principles & Guidelines

MV embraces social media as a way to learn and grow professionally, to contribute to the educational conversation, and to expand the brand of the School. As a result, Mount Vernon developed these guidelines as a way to empower School employees to participate in the online social media space, to guide participation personally as well as when acting on behalf of Mount Vernon, and to reiterate the values of the School.

### **Social Media Defined**

Social media includes all means of communicating or posting information or content of any type on the Internet or internet platform, including to your own or someone else's web blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the School, as well as any other form of electronic or online communication.

### **Principles & Guidelines**

The School expects all employees to be role models for students and to represent the School in a professional and appropriate way, both on and off campus. The School has established, but not limited to, the following online social media principles and guidelines:

- Internet postings should not disclose any information that is confidential to Mount Vernon School
- If an employee comments on any aspect of the School's business, the employee must clearly identify themselves as an employee

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- Internet postings should not include any School current or previous logos, The Mount Vernon School, Mount Vernon School or any representation of The Mount Vernon School, without express approval by the School's Brand Office
- Internet postings must respect and comply with copyright, intellectual property, privacy, fair use, and other applicable laws
- Use of digital platforms may require approval when the employee is posting about Mount Vernon School and the educational industry, review with School's Brand Office
- School reserves the right to request that certain subjects are avoided, certain posts are edited or withdrawn, and inappropriate comments are removed
- Any content, information, or conduct that adversely affects an employee's job performance, the performance of fellow employees or otherwise adversely affects students, parents, donors, trustees, vendors, suppliers, or other people who work on behalf of the School or the School's legitimate business interests may result in disciplinary action up to and including termination

Ultimately, employees of Mount Vernon are expected and required to maintain high standards of performance and conduct, being solely responsible for what they post online. We are always ambassadors of Mount Vernon.

Ultimately, employees of MV are expected and required 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

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### **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 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.

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- 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

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- 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 committed sexual misconduct involving a student will be terminated.

- Procedures for Reporting Sexual Misconduct
  - 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

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- 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):
    - 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 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 or when the employee takes excessive time off from work or at designated weeks of the year in the months of August, December, and May. 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

- 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 AM or later than 3:30 PM

##### 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.

### **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 Extended Play 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.

### **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.

## Student Sudden Cardiac Arrest Notification

In accordance with GA Law, SB 60, MV will provide information regarding Sudden Cardiac Arrest:

- Post information on the warning signs of Sudden Cardiac Arrest (SCA) in visible areas of the Upper School, Middle School, Health Clinic, and Athletic Facilities
- MV will provide information regarding SCA at academic and athletic student-athlete/ & parent pre-season meetings twice annually
- MV will, via Pre-Participation Evaluation, review the annual health consent forms, obtain Sudden Cardiac Arrest (SCA) Awareness Acknowledgement form consent before student-athlete participation in MV athletics sports
- MV will follow referral procedures to obtain medical clearance to rule out a cardiac condition for all student-athlete syncope episodes during athletic participation. Should a cardiac condition be identified, student-athletes will be required to complete the Return-to-Play (RTP) protocol once a written physician's clearance is obtained before resuming participation in MV athletics; with a return to play protocol for students fainting or passing out while participating in sports, including a required medical clearance before a student can return to athletic participation

## Additional Duties

Faculty and staff may be assigned additional duties to include carpool, lunch, or courtyard 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 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.

### 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 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.mountvernon.school.org](http://www.mountvernon.school.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.

### 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. An employee must complete a [Check Request Form](#), attach original and applicable receipt(s), submit to your division head/supervisor for review and approval, and submit to Finance & Accounting Office for reimbursement, typically within 7 - 10 days. 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.

- 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) (<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>),
  - Long Term Travel - reimbursement for privately owned vehicles (POV) mileage, in accordance with Federal Travel Regulations (<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>)
  - 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.
- 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

### 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, intended to further the work and mission of the School. All full-time faculty receive dedicated planning time for classroom preparation.

### Field Trips/Transportation

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.

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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.

### 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.

Fundraising efforts are limited to campaigns and events coordinated and approved by Community 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 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, Visual & Performing Arts, and buildings).

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 Community Impact and Brand Development teams. Additionally, promotional materials, mailers, clothing, and other related items using the School's name or logo, which are associated with the fundraising effort, must be approved by the aforementioned offices.

This policy has been established to:

- Assure 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 individual gifts of cash or stock or items directly or indirectly from the community exceeding \$100 in value annually. 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.

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.

### Faculty Tutoring/Babysitting

All private tutoring should be coordinated through the Academic Resource Department. Faculty members or coaches who tutor after school 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 off-campus. Tutoring may not begin until after a faculty's contractual obligation of the school day ends.

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.

# LEARNING AND ASSESSMENT

## Student Progress Monitoring

Assessment is so much more than a test or a grade. At Mount Vernon, we seek to offer multiple and varied opportunities for learners to demonstrate evidence of learning, growth, and mastery. Our system includes a balance of standardized/objective, adaptive/personalized, authentic/real-world, and performance-based assessments that connect to learning outcomes, mindsets, as well as individual curiosities and passions. Assessment relative to standards and desired outcomes, feedback from trusted others, and reflection on experiences help learners to understand more deeply what they are learning and how they can progress further with their learning. At Mount Vernon, a number of components work together as a system to help a learner steer on his or her learning journey.

Student learning and progress are monitored and communicated with a variety of both quantitative and qualitative measures including:

### Progress Reports: Grades & Standards (Literacies, Skills, Attributes)

#### Developmental Progress and Grades

Grades are a form of feedback on a student’s performance in achieving the learning outcomes and reaching the goals and objectives. Grades reflect mastery of content and demonstration of skills relative to learning standards. A grade should represent what a learner knows and can do with that knowledge. Grades are useful in helping students plan their overall academic programs. Many of the choices students make about the courses they take should be influenced by performance in previous courses since that performance is a legitimate assessment of the student’s readiness for subsequent courses.

#### Standards-Based Grades: Preschool (Infants-PK5), Lower School (Grades K-5), Middle School (Grades 6-8) and Upper School (Grades 9-12)

In order to track student progress relative to specific learning outcomes, power standards, focal points and competencies in various learning experiences and courses, Mount Vernon uses the following indicators for feedback on standards and objectives related to knowledge, skills, and dispositions. This includes standards-based feedback for the MV Mindsets and work habits.

##### Infants-PK2

Observed	Teacher has observed student demonstration of this skill independently and consistently
Progressing	Teacher has observed student demonstration of this skill inconsistently
Not Observed	Teacher has not yet observed student demonstration of this skill

##### PK3-PK5

Proficient	Student independently and consistently demonstrates proficiency of this standard at the time of the report
Emerging	Student is progressing, but does not yet consistently demonstrate understanding in this standard
Novice	Student needs significant support in development of this standard

##### Kindergarten-Grade 5

Advanced	Student independently and consistently exceeds expectations of this standard at the time of the report
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Proficient	Student independently and consistently demonstrates proficiency of this standard at the time of the report
Emerging	Student is progressing, but does not yet consistently demonstrate understanding in this standard
Novice	Student needs significant support in development of this standard

### Letter-Grade Scales: Middle School (Grades 6-8) and Upper School (Grades 9 - 12)

The following are descriptions of the summative grades for the Middle and Upper Schools.

<b>AD</b>	A+	Student independently and consistently demonstrates advanced evidence of learning and exceeds expectations in this area at the time of the report	Grades of "A+" and "A" in a course indicate a high level of mastery of the course's objectives in both knowledge and skills.
<b>AD/PR</b>	A	Student independently and consistently demonstrates advanced evidence of learning and high proficiency in this area at the time of the report	
<b>PR</b>	B+	Student consistently demonstrates proficiency in this area at the time of the report	Grades of "B+" and "B" in a course indicate proficiency in meeting the course's objectives in both knowledge and skills.
<b>PR/EM</b>	B	Student demonstrates proficiency in this area at the time of the report	
<b>EM</b>	C+	Student learning shows evidence of emerging understanding, but does not yet consistently demonstrate proficiency at the time of the report	Grades of "C+" and "C" in a course indicate limited progress in meeting the course's objectives in both knowledge and skills.
<b>EM/NV</b>	C	Student learning shows evidence of emerging understanding and needs significant support in the development of this area at the time of the report	
<b>NV</b>	F	Student has not shown evidence of development in this area at the time of the report	A grade of "F" in a course indicates failure to meet the course's objectives in knowledge and skills and/or requirements.
	I	Student has completed an insufficient amount of work to discern development in this area (Incomplete)	A grade of "I" (incomplete) in a course indicates a student has not completed the course requirements. If the work is not completed in the allotted amount of time, the grade will become an "F" as the student has not shown evidence of development in this area at the time of the report. An "I" may be a final grade dependent upon extenuating circumstances as approved by divisional administration. The Instructor should report
	W	Withdrawal	



Clarifying Translations from "NEPAd" to Letter Grade Reported

Altitude Learning Score (NEPAd)	Veracross Letter Grade
Advanced (PR and 71+% toward Advanced)	A+ Letter Grade
Proficient (PR and 36-70% toward Advanced)	A Letter Grade
Proficient (PR and 0-35% toward Advanced)	B+ Letter Grade
Emerging (EM and 67-99% toward Proficient)	B Letter Grade
Emerging (EM and 34-66% toward Proficient)	C+ Letter Grade
Emerging (EM and 0-33% toward Proficient)	C Letter Grade
Novice (NV and 0-99% toward Emerging)	F Letter Grade

Grade Equivalency Chart: Upper School (Grades 9-12)

Letter	GPA	Honors	A.P.
A+	4.5 quality points	5.0	5.5
A	4.0 quality points	4.5	5.0
B+	3.5 quality points	4.0	4.5
B	3.0 quality points	3.5	4.0
C+	2.5 quality points	3.0	3.5
C	2.0 quality points	2.5	3.0
F	0.0 quality points	0	0.0
I	Incomplete		

Portfolios

With faculty direction and support, students curate and reflect on their learning by using Portfolios within the School's learning management systems. An ePortfolio is a collection of examples of a learner's work that may be used for evaluation, information, and celebration. It is a visible record of learning that may be used to display one's best work or display revisions and show growth over time.

Conferences and/or Exhibitions

As a means for communicating about student experience and performance, Mount Vernon Faculty prepare for and participate in conferences and/or exhibitions of learning. Conferences may exist in three forms: parent-share, teacher-share, and student-share. Students will have multiple opportunities to lead conferences and showcase work at learning exhibitions throughout the year. Family members are encouraged to attend conferences and exhibitions which are

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opportunities for students to reflect upon and showcase their growth in understanding and skill development and share their unique passions and interests.

### Feedback: Comments, Progressions, Proficiency Scales & Rubrics

Faculty are expected to provide feedback to learners that are kind, constructive, specific, and timely. While feedback certainly comes in oral communication, faculty should also record and archive considerable written feedback through comments in narrative notes, proficiency scales, and rubrics.

Proficiency scales and rubrics provide coherent sets of criteria for a student's work that include descriptions of levels of development and performance quality on the criteria. The main purpose of these tools is to assess performances, (like using an electric drill or discussing an issue) or to observe a product that is the result of the student's work (like a finished bookshelf or a written report). Predetermined criteria descriptions and productive comments clarify for students the qualities their work should have.

### Standardized Testing

Mount Vernon utilizes a number of standardized testing instruments to assess students' developing skills and abilities, as well as to calibrate iterations to curriculum and instruction. Mount Vernon faculty often serve as proctors for the administration of the various standardized testing provided for students.

### Learning Outcomes

MV continually designs, evaluates, and iterates its program of study. The design and development of this program are governed by several basic principles that are part of the overall philosophy of the School. All faculty are expected to have full awareness of MV Learning Objectives, as detailed in the MV Competency Libraries, and incorporate them into their instruction as directed.

Textbook selections and purchasing are conducted by the division leadership with input from faculty. Approval by the division leadership is required for all large textbook selections prior to any purchase.

Learning Objectives are delineated within each content area of the MV Competency Libraries with enough flexibility to foster interdisciplinary and transdisciplinary learning. Any suggested revisions to the MV Learning Objectives must go through review, discussion, and approval with the division leadership the Learning and Development Team.. Faculty are expected to use the MV Competency Libraries and may not make their own digital copies of the School's learning objectives documents to avoid confusion.

## Professional Learning and Growth Process

Mount Vernon's Professional Learning and Growth Process is founded on our mission to be a school of inquiry, innovation, and impact. As professionals, we strive to demonstrate the connected elements of our MV Identity.



As described in [The Impact Ready Project](#), Mount Vernon works to nurture and advance a dynamic learning community.

Embarking on a hopeful and exciting decade ahead, we are going on a journey to:

- Discover where knowledge searches for maximum impact
- Traverse all dimensions of community
- Leverage emerging innovation in education
- Cultivate an inclusive, regenerative school culture

### **Professional Portfolio: LMNTS Documentation**

All members of the Mount Vernon professional learning community are expected to maintain a robust professional portfolio using the LMNTS Professional Growth, Review and Advancement system. LMNTS is an acronym for our [Leadership and Mastery-Navigation Teaching Standards](#), and Mount Vernon currently uses an internal platform to organize and manage the operations of this system. Portfolio entries are composed of artifacts and reflections that call on the artifacts to show evidence of learning and growth. Certain cornerstones of our LMNTS system are explained below.

### **Goal Setting**

Faculty and staff members will establish, share, and demonstrate fulfillment of professional goals each year. Goals are focused on a customized and personalized collection of LMNTS competencies that are selected by the faculty/staff member, as well as supervisors and coaches. Work on goals is evidenced through the artifacts and reflections contained in the employee's portfolio.

### **Formal Feedback**

Faculty members and supervisors are expected to collect feedback via the survey tools provided by the School, such as Pulse Surveys, Student/Course Surveys, Peer Surveys, and Supervisor Surveys. Additionally, classroom observations and notes, learning walks, instructional rounds and portfolio entries are utilized to provide feedback on professional practice, as well.

### **Conversations and Year-End Summary**

The purpose of conversations and the year-end summary is to collaboratively assess progress and professional growth. The staged review is a structured opportunity for an administrator and a teacher to discuss and document progress relative to the strategic objectives and professional standards of the School.

### **Written Mid-Year & End-of-Year Self-Reflection**

Each faculty member will reflect in writing as an opportunity to revisit individual growth, to set goals for the future, and share ideas for the ongoing improvement of the School.

### **Learning Walks**

A Learning Walk is an informal visit to one or more learning environments conducted by an administrator and/or members of the faculty. Learning walks may be unscheduled or scheduled. All faculty members are expected to participate in (and document) at least one learning walk each semester.

### **Instructional Rounds**

Faculty members will participate in instructional rounds for exploring the depths of professional practice. Similar to medical rounds in teaching hospitals, each instructional rounds team works collaboratively to dig deeply into professional practice over time. Collectively these methods enable the School to map and innovate our School holistically and systematically. All faculty members are expected to participate in (and document) Instructional Rounds as a part of a small cohort throughout the year.

### **Professional Learning**

For any professional learning that is funded by the School, faculty are expected to maintain reflections, artifacts, and records of that professional learning in their portfolio, with corresponding LMNTS competencies tagged. Faculty may track all of their professional learning on the internal platform, if desired, even those experiences not funded by Mount Vernon.

## Strategic Objectives & Standards of Professional Growth

As Mount Vernon explores and engages with our new strategic plan, The Impact Ready Project, high performing faculty and staff are called out as an essential Corp of Impact.

To ensure a quality and equitable learning experience for student learners, the faculty and staff are committed to robust standards in differentiating, customizing, and personalizing learning through inquiry-based and competency-based education.

## MV Faculty Professional Competency Library: Professional Standards and Expectations

### **Competency Background, Foundations & Overview**

Teaching and learning are incredibly complex endeavors. Much like a journey can be assisted by tools such as a compass and a map, teaching and learning can be supported through tools like competencies and standards that provide common language and breakdown complexity with component pieces and models for leveling up to improve. The Mount Vernon School believes in thoughtfully defining and clarifying the professional competencies that we expect in the practices of faculty and teacher leaders. Grounded in our MV Identity - our mission, our commitment, our strategy and our approach. The School maintains a [Faculty Competency Library](#) to serve as the foundation of professional practice at MV. The metaphor of "library" gives credit to the enormous body of knowledge, skills, and dispositions that constitute strong teaching. Library also serves to provide an outline to the importance of organizing the work in ways that help us all to be able to locate what we are searching for to help us in the next stage of the journey.

### **Competency Areas**

Mount Vernon recognizes that teaching and learning evolves and develops over time, and pedagogy benefits from innovation. In our developing practice for K-12, though, we currently call out seven specific, professional competency areas: I-IV) The Danielson Framework for Teaching (Planning and Preparation, the Classroom Environment, Instruction, Professional Responsibilities); V) Inquiry-Based Learning; VI) Competency-Based Education; and VII) Inclusion, Diversity, Equity & Action (IDEA). Additionally, we define competencies for Leadership and Administration (VIII), and we include the Literacies, Skills, and Attributes (IX) that are intended to be more student-facing while also important for professional educators. We've organized the competencies into "stacks" as in a library, as well as a robust list that lays out the competencies with additional resources in terms of standards with specific elements and details. There are also customized competency areas for the Preschool, Clinic Staff, as well as Admin & Staff located on the [LMNTS website](#).

### **Professional Learning & Growth**

The Mount Vernon School believes deeply in continuous, ongoing professional learning and growth. Of course, to ensure a high quality learning experience for our student learners, Mount Vernon faculty and teacher leaders are committed to high standards in our teaching and learning practices. While committed to high standards, we also acknowledge that enhancing professional practice involves stewarding adult learning with genuine curiosity and commitment to systemic advancement in the interconnected competencies that comprise teaching. The professional learning and growth plan at Mount Vernon exists to promote, encourage, and support the advancement and development of practice relative to the competency areas, standards, and components exhibited here in this library, as well as to the overall intangible competence, confidence, and joy that enlivens our careers as educators.

## Professional Development Requirements

In addition to the School's adherence to the NAIS Principles of Best Practice and the SAIS Accreditation Standards, we value year-long professional learning both on campus and off campus. Faculty and staff are encouraged to take advantage of opportunities the School provides, as well as those beyond school provisions, to grow their professional practice. Additionally, the School encourages faculty and staff to achieve advanced degrees in fields that will bolster and deepen their service as professional educators and innovative practitioners.

### **On-Campus Requirements**

Mount Vernon School requires that all faculty and staff regularly participate in learning opportunities for ongoing growth.

Preschool, Lower School, Middle School, and Upper School faculty and staff are required to attend and actively participate in all weekly professional learning experiences offered throughout the school year. Regular attendance is required by divisional leadership and ensures continued learning related to the School's mission, vision, strategic planning and divisional learning goals. Faculty participating in Arts or Athletics practices are expected to collaborate with their division head to coordinate possible alternative learning opportunities and plans to cascade missed information.

Non-teaching staff/employees are also expected to attend and actively participate in professional learning experiences. This may include on-campus professional learning experiences within a division or department, online learning (seminars, webinars, etc.), and department-specific, on-campus and off-campus professional learning or approved alternate activities. All professional learning should be coordinated through the department head.

### **Off Campus Opportunities**

While not required, all faculty and staff at Mount Vernon have the opportunity to apply for professional learning experiences that align with the school's key priorities. To apply, faculty and staff should utilize the professional development request process linked on "The Hub" and meet with their division or department leadership team for approval. All approved off campus professional learning must be coordinated through divisional or departmental leadership. Grant proposals are considered throughout the school year as funds allow, and special grants may be awarded for summer research, design and iteration, as well.

### **NAEYC Accreditation**

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All Preschool faculty and staff are required to uphold all professional learning requirements as outlined by the National Association for the Education of Young Children (NAEYC) in conjunction with their on-campus requirements.

### **Licensure with the Georgia Professional Standards Commission**

While a Georgia Licensure is not required for employment, the School supports employees who wish to keep their licensure current. The School upholds the rules and regulations of the [Georgia Professional Standards Commission](#) (GaPSC) outlined for Private Institutions. Employees wishing to renew their Georgia certification should contact the Executive Director of Learning and Innovation to initiate the process with GaPSC. Approval requires Mount Vernon employees to have their LMNTS 4X4 complete and their portfolio and formal feedback up to date.

## Preschool

### Supervision of Young Children in Preschool

Mount Vernon Preschool adheres to all NAEYC standards and guidelines.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by teaching staff to successfully perform the essential functions of a position within the Preschool.

While performing the duties of this job, teaching staff is regularly required to move from standing to crouching to sitting on the floor and back to standing. Teachers must be able to use hands and fingers to reach, handle, or feel objects, tools, or controls; and see, talk and hear. Teachers must be able to lift children up to 50 lbs. Teachers must be able to lift and carry children and equipment, as well as spend time on the floor or child-sized furniture.

They will be expected to clean and maintain equipment and facilities and must be able to move throughout the community with children. The teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the teacher will have to supervise all children at all times. The teacher may come in contact with children who are ill and /or contagious, and must take precautions to ensure the health and safety of all children, parents, staff, and themselves.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Staff may request a short and immediate break when they are unable to perform their duties.

#### **Addressing Challenging Behaviors**

Teachers use positive reinforcement to encourage good behavior. Parents are asked to relate to the teacher any event or circumstance which could impact behavior and performance, such as divorce, illness, moves, or death.

Standards of conduct and specific School regulations regarding behavior are based upon consideration and respect for the rights of others. The School's policy complies with federal and state civil rights laws.

At Mount Vernon, we strive to provide each child with a productive and successful learning environment. When challenging behaviors persist within the classroom or School, School staff members will first notify the Division Director of the child's behavior. If the Director of Preschool deems it necessary, he/she will contact the Lower Campus Counselor, Lower Campus Dean of Students and Spiritual Life, or the Director of Academic Resource Services. Together with the family, those professionals work as a team to assess the function of the behavior and develop and implement an individualized plan that includes positive behavior support strategies and supports the child's inclusion and success when possible, with the goal of limiting or eliminating the use of suspension, expulsion and other exclusionary measures. If challenging behaviors persist, even after appropriate interventions have been exhausted, the School reserves the right to remove the child from the program. If exclusionary measures must be taken, the School may offer assistance to the family in accessing services and an alternative placement.

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Per NAEYC 1B.8, Teacher behavior such as physical punishment, psychological abuse, or coercion when disciplining a child including shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears, shaming, name calling, rough handling, or physical restraint; requiring a child to remain inactive for a long period of time is prohibited and subject to immediate termination of employment. Appropriate use of restraint for safety reasons is permissible.

### Relationships

Teaching staff are to counter potential bias and discrimination by:

- Treating all children with equal respect and consideration
- Initiating activities and discussions that build positive self-identity and teach the valuing of differences
- Intervening when children tease or reject others
- Providing models and visual images of adult roles, differing abilities, and ethnic or cultural backgrounds that counter stereotypical limitations
- Avoiding stereotypes in language references

### Supervision

Employees of MV must be aware of where children are at all times.

- Teaching staff members must position themselves in such a way that they can see and hear all infants and toddlers/two-year old children at all times, including when children are sleeping
- Teaching staff members must supervise PK2-PK5 children by keeping them in sight most of the time. Supervision for short intervals by sound is permissible as long as teaching staff frequently check on children who are out of sight
- Teaching staff are expected to sit with children and engage them in conversation when time for a snack or meal is provided, even if the food is brought from home. Conversations must extend beyond rules and expectations for behavior at the table
- Teaching staff must position themselves when outside on the playground in such a way that they are easily able to see and assist children
- Support staff and volunteers do not work alone with children. They must be with, and supervised by, regularly scheduled educators at all times
- Newly hired teaching staff do not work alone with children until appropriately onboarded by the School

### Safe Sleep Practices

Infants younger than 12 months will be placed on their backs in a crib to sleep without the use of infant sleep positioners. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. Only sleepers, sleep sacks, and wearable blankets provided by the parent/guardian that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. Please provide at least two labeled sleep sacks for your child, one for warm weather, and one for cooler weather.

Infants who arrive at school asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep.

### Staff-Child Ratios

Mount Vernon School follows [NAEYC](#) guidelines on group size and teacher: child ratios. They are as follows:

- Infants:
  - Group size: 8
  - Teacher:Child Ratio: 1:4
- Toddlers:
  - Group size: 12

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- Teacher: Child Ratio: 1: 6
- Twos:
  - Group size: 12
  - Teacher: Child Ratio: 1:6
- PK3/PK4/PK5
  - Group size: 20
  - Teacher: Child Ratio: 1:10
- Teaching staff:child ratios must be maintained at all times during the day, during both indoor and outdoor time

### Teaching Teams

- Unless unexpected staff changes occur, each teaching team remains consistent for the entire school year; and
- Teachers remain with a consistent group of children for the entire school year

## Health Procedures in the Preschool

### Promoting and Protecting Children's Health and Controlling Infectious Disease

#### Diapering

- Staff should use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason)
- For children who require cloth diapers, the diaper must have an absorbent inner lining, completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering

#### Diapering Procedures

- Staff check children for signs that diapers or pull-ups are wet or contain feces:
  - At least every two hours when children are awake
  - When children awaken
  - Diapers are changed when wet or soiled
  - Diapers or soiled underwear are changed in the designated changing areas and not elsewhere in the facility
  - Teachers have a hand on the child when the child is being changed on an elevated surface
  - Following posted changing procedures (as outlined in the NAEYC Cleaning and Sanitation Frequency Table)
  - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding
  - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly by using a hands-free device
  - Containers that contain soiled diapers are kept closed and are not accessible to children
  - Teachers whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day

#### Hand Washing

The following are required procedures for washing hands:

- Adults wash hands as follows:
  - Before and after feeding a child
  - Before and after administering medication
  - After assisting a child with toileting
  - After handling garbage or cleaning
- Proper hand-washing procedures are followed by adults and children and include:



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- Using liquid soap and running water
- Rub hands vigorously for at least 20 seconds including back of hands, wrists, between fingers under any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water)
- Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute for hand washing in any required hand-washing situation listed above.
  - Staff wear gloves when contamination with blood may occur
  - Staff do not use hand washing sinks for bathing children or for removing smeared fecal material
  - In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food
  - Hand hygiene with an alcohol-based sanitizer with 60% to 95% alcohol is an alternative to traditional hand washing (for children over 24 months and adults) with soap and water when visible soiling is not present

The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored
- Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious disease to themselves and to others. Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance

### **Maintaining a Healthful Environment**

- A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is either to be washed by hand using water and detergent, then rinsed, sanitized, and air dried or washed and dried in a mechanical dishwasher before it can be used by another child
- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized
- Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious disease
- When spills of body fluids occur, staff should clean them up immediately with detergent followed by water rinsing
- After cleaning, staff should sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table
- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning
- Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container

### **Feeding Policy**

- Infants unable to sit are held for bottle-feeding. All others sit or are held to be fed
- Infant toddler/twos do not have bottles while in a crib or bed and do not eat from propped bottles at any time.
- Toddler/twos do not carry bottles, sippy cups, or regular cups with them while crawling or walking
- Teaching staff offers children fluids from a cup as soon as the families and teachers decide together that child is developmentally ready to use a cup
- Whole milk will be served for lunch for children two years of age and under unless a student has a milk allergy and parent/guardian informs the School's nurse. The School nurse will notify the School's food provider
- No hot dogs, grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of nut-based butter/spreads or raw carrots will be served to children under the age of four
- Staff must thoroughly wash all fruits and vegetables prior to students eating them
- Staff should never use plastic or polystyrene (Styrofoam™) containers, plates, bags, or wraps when microwaving children's food or beverages
- Teachers cut foods into pieces no larger than ¼ inch for infants and ½ inch for toddler/twos

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- For Preschool children of any age with special feeding needs, and for all infants, staff must do the following each day:
  - Document the type and quantity of food the child consumes
  - Provide this information to the child's family

### **Formula/Breast Milk/Infant Food**

- Breast milk may be stored at the following temperatures and for the following duration times:
  - Refrigerator at 39 degrees F: 2 weeks
  - Freezer compartment with separate doors at 0 degrees F: 3-6 months
- Breast milk is gently mixed
- Breast milk feedings are coordinated with the infant's mother
- All formula bottles are prepared prior to arriving at the School
- Parents can provide factory sealed food containers as well as bring solid food prepared at home clearly labeled with the child's name and date
- Bottle feedings do not contain solid foods unless the child's health care provider supplies written instruction and a medical reason for this practice
- Formula or human milk that is served but not completely consumed or is not refrigerated is discarded after one hour
- Formula/human milk is warmed in water at no more than 120 degrees for no more than five minutes
- No formula/human milk/infant food is warmed in a microwave oven
- Solid foods and fruit juices are not served to infants younger than six months, unless recommended by the child's healthcare provider and approved by families
- Sweetened beverages are avoided
- If juice (only 100% fruit juice is recommended) is served, the amount is limited to no more than four ounces per child daily
- All bottles must have lids, bottles and food must be labeled with your child's full name and date expressed (for breast milk) or date prepared (for formula).

### **Physical Environment**

- Each classroom will be equipped with two first-aid kits. One first-aid kit is to remain in the room at all times. The second first-aid kit is for outdoor play/field trips

### **Communal Water Play**

When engaged in water play, either in classroom water tables or on iExplore, teachers ensure that:

- No child drinks the water
- Children with sores on their hands are not permitted to participate in communal water play
- Fresh potable water is used, and the water is changed before a new group of children comes to participate in the water play activity
- Water is drained at the end of each day, or before a new group of children use the water table, and
- Teachers drain the water out of the table using the drains built into the bottom