



STAFF HANDBOOK

Mission Statement

Mission Statement

Lakeside Christian Academy exists to glorify God by partnering with Christian families to disciple students as faithful followers of Jesus Christ, equipping them with the knowledge and skills to excel and fulfill God's unique purpose for their lives

Be it known
Jesus is the reason for this school

He is the unseen teacher
He is the model of its faculty
He is the Inspiration of its Students

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FORWARD

Whether you have just joined Lakeside Christian Academy (LCA) or have been working for the School for a while, we are confident that you will find LCA a dynamic and rewarding place in which to work. We look forward to a productive and successful school year. We consider the faculty and staff of LCA to be one of its most valuable resources.

INTRODUCTION

The Handbook is intended to provide our staff with important information about the operations of Lakeside Christian Academy. The contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This Handbook should not be construed as creating any kind of contract. The School reserves the right to add to, modify, or delete wages, benefits, policies and all other working conditions as it deems appropriate without obtaining another person's consent or agreement. However, the School is only bound by those policies it issues in writing. We shall communicate all alterations and additions to the employee handbook through the employees' School email addresses.

This Handbook supersedes all previous handbooks, policies, and practices, which are in any way inconsistent with the contents of this Handbook. It is the common aim of the Board of Trustees, administration, and faculty to continuously improve the operations of our School. Toward that end, we will annually review and change the contents of this Handbook as needed. Your constructive suggestions are welcome.

If you are employed under a written employment agreement with the School, you should refer to your contract regarding specific terms outlined therein concerning the duration of your employment. The provisions of this Handbook supplement your duties and responsibilities to the School as outlined in your contract.

AT-WILL EMPLOYER

If you are not employed under a contract with the School, this Handbook does not alter the “at-will” nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and the School has the same right. Your status as an “at-will” employee may not be changed, except in writing, signed by the Head of School.

INTRODUCTORY PERIOD

Lakeside Christian Academy attempts to hire the best employees. To ensure this, we provide an initial period of employment for the employee to assess the School and the job content, and for the School to evaluate the new employee’s capabilities, attitude, and performance. All new employees must successfully complete, to the School’s satisfaction, a sixty-day (60-day) introductory period beginning with the date of initial employment. As a result of an excused absence during your introductory period or for other reasons identified by management, the School may choose to extend your introductory period as necessary to give you further opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

Completion of the introductory period does not change or alter the at-will employment relationship. Either the employee or the School may end the at-will employment relationship at any time during the introductory period or at any time thereafter, with or without cause or advance notice. In the event an employee fails to satisfactorily complete the introductory period, he/she will neither receive advance notice of dismissal, pay in lieu thereof, nor severance allowance.

VERIFICATION OF EMPLOYMENT

The Federal Immigration Reform and Control Act of 1986 requires employers to verify the legal working status of all employees hired on or after November 7, 1986. The Act makes it unlawful to hire anyone who is not either a citizen or an alien who has the legal right to be employed in the United States. All employees will be required to complete Form I-9 and provide current documentation from time to time, as required by federal law. LCA participates in E-Verify and follows the instructions as outlined by Homeland Security for work authorization of its employees.

EMPLOYEE RELATIONS

Equal Employment Opportunity (“EEO”)

Lakeside Christian Academy is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, national origin, sex, age, disability, genetic information, citizenship status, service member status, or any other category protected by federal, state, or local law, unless a particular status protected by federal, state, or local law contradicts the deeply held religious convictions of the School.

If you believe that you have been treated in a manner inconsistent with these policies, please notify the School immediately by speaking to the Head of School. LCA takes all complaints of discrimination seriously. You will not be retaliated against for bringing forth a complaint in good faith.

Policy against Harassment and Discrimination

LCA is committed to providing a work environment that is free of unlawful harassment. In furtherance of this commitment, the School strictly prohibits all forms of unlawful harassment, which includes harassment based on race, color, national origin, sex, age, disability, genetic information, citizenship status, service member status, or any other category protected by federal, state, or local law.

The School’s policy against harassment applies to all employees of the School, including supervisors. The School prohibits all its employees from harassing co-workers as well as parents, students, or an employee of a vendor. Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

If you feel that you are being harassed in any way by a co-worker, parent, student, or by an employee of a vendor, you should notify the Head of School. In addition, if you believe that a student is being harassed in any way by an employee, parent, student, or employee of a vendor, you should contact the Principal or the Head of School. Any such matter will be thoroughly investigated, and where appropriate, disciplinary action will be taken.

Examples of Prohibited Sexual Harassment

Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances
- Offering an employment benefit (such as a raise or promotion or assistance with one’s career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee’s failure to engage in sexual activity.
- Visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.

- Verbal sexual advances, propositions, requests or comments.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct, such as touching, assault, impeding or blocking movement.

Examples of what constitutes Prohibited Harassment

In addition to the above listed conduct, the School strictly prohibits harassment concerning race, color, national origin, sex, age, disability, genetic information, citizenship status, service member status, or any other category protected by federal, state, or local law. By way of illustration only, and not limitation, prohibited harassment includes:

- Slurs, epithets, and any other offensive remarks.
- Jokes, whether written, verbal, or electronic.
- Threats, intimidation, and other menacing behavior.
- Other verbal, graphic, or physical conduct.
- Other conduct predicated upon one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

What You Should Do If You Feel You Are (or have been) Harassed

If you feel that you are being or have been harassed by another employee, supervisor, parent, student, or by an employee of a vendor, you should immediately contact the Head of School or Principal. In addition, if you observe harassment by another employee, supervisor, parent, student, or by an employee of a vendor, please report the incident immediately to Head of School or Principal. Appropriate action will also be taken in response to violation of this policy by any non-employee.

If you are not satisfied with the action taken by school leadership, or if, for personal reasons, you cannot contact your Principal, you should report directly to the Head of School.

Your notification of the problem is essential to us. We cannot address and resolve a harassment problem unless we are aware of it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. The School takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment which are reported to the School will be investigated as promptly as possible and corrective action will be taken where warranted. The School prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful

harassment which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Personal Relationships

Employees are not permitted to date employees whom they are directly or indirectly in a supervisory role over. LCA reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Employees are also not permitted to date parents of a student that they teach and/or supervise.

Policy Against Retaliation

Lakeside Christian Academy is committed to prohibiting retaliation against those who report, oppose, or participate in any investigation of alleged wrongdoing in the workplace. By way of example only, participating in an investigation of alleged wrongdoing in the workplace includes but is not limited to:

1. Filing a complaint with a federal or state enforcement or administrative agency.
2. Participating or cooperating with a federal or state enforcement agency that is conducting an investigation of the School regarding alleged unlawful activity.
3. Testifying as a party, witness, or accused regarding alleged unlawful activity.
4. Associating with another employee who is engaged in any of these activities.
5. Making or filing an internal complaint with the School regarding alleged unlawful activity.
6. Providing informal notice to the School regarding alleged unlawful activity.

The School strictly prohibits any adverse action and/or retaliation against an employee for participating in an investigation of alleged wrongdoing in the workplace. If you feel that you are being retaliated against, you should immediately contact the Head of School. In addition, if you observe retaliation by another employee or non-employee, please report the incident immediately to the Head of School

Any employee determined to have violated this policy will be subject to appropriate disciplinary action, up to and including immediate termination. Moreover, any employee and/or supervisor who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating

against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Lakeside Christian Academy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

LCA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to LCA. Contact the Head of School with any questions or requests for accommodation.

Reasonable Accommodations/Modified Job Duties

To assist our employees who are or become disabled and those employees who suffer on-the-job injuries, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the School, we would be unable to make the accommodation. Similarly, when placing an individual in a position, with or without accommodation, would cause the employee to be a direct threat to themselves or others, we may be unable to place the employee in a particular position.

If you need to request a reasonable accommodation because of a disability or on-the-job injury, please contact the Head of School or your Principal. We will discuss the matter with you, investigate your request, and to the extent possible, attempt to reasonably accommodate you.

Personal Information and Personnel Records

It is the employee's responsibility to keep us advised of current addresses, emergency information, and other personal information so we can communicate with the employee, or their designated emergency contacts, as required. When there are changes in telephone numbers, addresses, and emergency information, employees are asked to provide this information to Human Resources. For change of beneficiaries, dependents, and/or spouse for insurance coverage or other required personnel information, please contact Human Resources.

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

COMPENSATION

Employment Classification

Non-Exempt Employees

In accordance with applicable state and federal laws, all non-exempt employees must record the number of hours worked each day. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked as required by the wage and hour laws. "Hours worked" is defined by law as all-time an employee is subject to the control of an employer and includes all time that an employee is permitted to work, whether or not required to do so. No employee is allowed to record time for another employee. Recording of time for another employee may result in disciplinary action, up to and including termination of employment.

Generally, non-exempt employees should not work more than forty (40) hours per workweek. If the end of the workweek is near, and you feel you will be in excess of forty (40) hours, please notify your supervisor. Your schedule may be adjusted to ensure that non-exempt employees do not work beyond the forty (40) hour per week limit. If schedule changes are not possible, overtime will be paid in accordance with state and federal law. Only actual hours worked in each workweek are counted towards overtime. Sick leave, vacation leave, holiday leave, and other non-working hours are not used when calculating overtime.

The workweek begins on Sunday and ends on Saturday. You are responsible for picking up your own paycheck on the normally scheduled payday if you do not participate in direct deposit. If you are absent on a payday, you may authorize in writing for someone else to pick up your paycheck. The School will only release paychecks to individuals who present a signed authorization and proper identification.

Salaried Non-Exempt Employees

Salaried nonexempt employees receive a salary rate for a fixed number of hours. However, when they exceed the fixed number of hours and work more than 40 hours in a week, they receive overtime compensation.

Generally, non-exempt salaried employees should not work more than forty (40) hours per workweek. If the end of the workweek is near, and you feel you will be in excess of forty (40) hours, please notify your supervisor. Your schedule may be adjusted to ensure that non-exempt employees do not work beyond the forty (40) hour per week limit. If schedule changes are not possible, overtime will be paid in accordance with state and federal law. Only actual hours worked in each workweek are counted towards overtime. Sick leave, vacation leave, holiday leave, and other non-working hours are not used when calculating overtime.

Salaried-Exempt Employees

The School treats certain employees as being "salaried-exempt," meaning among other things that they are exempt from the minimum-wage, overtime, and timekeeping requirements of the federal Fair Labor

Standards Act (“FLSA”). Salaried-exempt employees are paid monthly. You are responsible for picking up your own paycheck on the normally scheduled payday if you do not participate in direct deposit. If you are absent on a payday, you may authorize in writing for someone else to pick up your paycheck. The School will only release paychecks to individuals who present a signed authorization and proper identification.

Pay Checks

You are responsible for picking up your own paycheck on the normally scheduled payday if you do not participate in direct deposit. If you are absent on a payday, you may authorize in writing for someone else to pick up your paycheck. The School will only release paychecks to individuals who present a signed authorization and proper identification.

- Non-exempt employees are paid twice a month, on the 15th and last workday of the month.
- Salaried-exempt employees are paid once a month, on the last workday of the month.

Deductions

The School will make deductions from your pay, as required by law, such as taxes, Social Security, garnishments, etc. Likewise, an employee may authorize us to make deductions for benefit premiums, 403(b), flexible spending accounts, tuition, etc. Exempt employees will not have deductions for the quality or quantity of work, except as allowed by law.

If you believe that a deduction has been made to your pay in error, promptly notify Human Resources. The School will investigate your pay and deductions. We will not penalize an employee for reporting a suspected error and we will reimburse an employee for any improper deduction.

Direct Deposit

You may choose to have your paycheck deposited directly to the financial institution of your choice. In that regard, you can elect to have a portion of your paycheck deposited directly to your checking, savings, tax-sheltered annuity, or other types of accounts. You may obtain the Direct Deposit Authorization Form and additional information about the direct deposit options from Human Resources.

Holidays & School Breaks

Lakeside Christian Academy recognizes and pays for the following holidays and/or breaks for this school year:

- Labor Day
- Fall Break
- Columbus Day
- Thanksgiving Break
- Christmas Break
- Martin Luther King Jr. Day
- Winter Break
- Spring Break

- Good Friday
- Memorial Day
- Independence Day (For 12-month employees)

Changes to this list of holidays and breaks may occur due to increment weather and/or other unforeseen events in which students need to make up missed days of school. If a holiday occurs during a break, no additional holiday will be given.

Time Off Accrual Cycle

The time off accrual cycle for paid time off coincides with the school year for 10-month employees and the fiscal year for 12-month employees.

10-month employees: Time off (PTO) begins accruing on August 1 and continues accruing and can be applied towards requested time off through May 31.

12-month employees: Time off (PTO and Vacation) begins accruing July 1 and continues accruing and can be applied towards requested time off through June 30.

Paid Time Off (PTO)

The School realizes that there are times when an employee simply cannot be at work because of personal illness, caring for family members, religious observance, and business matters. To help ensure that illness or personal needs do not affect an employee's financial well-being, the School provides a PTO benefit as a form of income security for the welfare and protection of employees. PTO is a privilege and a benefit, not a right. Employees are directly responsible for legitimate use of PTO. Unexcused PTO is a serious violation of School policy. PTO can be used in one-hour increments.

- **Eligibility:** An employee must complete their Introductory Period before using any PTO.
- **Full-time Teachers:** receive 64 hours (8 days) of PTO per school year that is accrued at a rate of 6.4 hours each month for ten months, beginning in August and commencing in May.
- **Full-time Teacher Assistants:** receive 60 hours (8 days) of PTO per school year that is accrued at a rate of 6 hours each month for ten months, beginning in August and commencing in May.
- **Full-time 12-month administrative and staff employees:** shall receive 96 hours of PTO per school year that is accrued at a rate of 8 hours each month for twelve months, beginning in July.
- **Part-time exempt faculty/staff:** PTO prorated based on hours worked

Applying Paid Time Off (PTO)

- All absences require the completion of a Leave Request that should be submitted by the employee to their immediate supervisor as soon as the employee is aware of the need for time off.

- PTO is subject to approval based on the welfare of the School. Days before or after School holidays, Workdays, the first two (2) weeks of School, and the last two (2) weeks of School are considered critical days and attendance is required for 10 month employees. *Time missed during this period will be unpaid and the amount of time will be deducted from the employee's PTO balance. **
- If an employee is unable to work during the above-mentioned critical days due to illness, a doctor's note will be required for the PTO to be approved and paid.
- Any exceptions to this policy would have to be presented and approved by an employee's immediate Supervisor and Human Resources Manager. Examples for exceptions may include a daughter's graduation or grandson's wedding.

Unused PTO

- No unused PTO at the completion of the School year will be carried over and accumulated for use during the following school year.
- All unused PTO will be forfeited at the completion of the school year.
- Employees should note that PTO is a benefit that is accrued each month.
- Should an employee leave before the end of the year, he/she will be paid only the balance of the accrual through his/her termination date.

Vacation

Lakeside Christian Academy provides vacation benefits to fulltime 12-month staff to enable them to take paid time off for rest and recreation. Each employee's vacation benefits are set forth in his or her Letter of Understanding. Vacation is a benefit that is accrued each month. Should an employee leave before the end of the year, he/she will be paid only the accrued balance through the termination date.

All absences require the completion of a Leave Request that should be submitted by the employee to the immediate supervisor as soon as the employee is aware of the need for time off. Approval is subject to the welfare of the School and may be denied based on the needs of the school or due to others within the same department who already have been approved for the same requested time off date.

We believe vacation time is beneficial for employees to enhance their productivity and to make their work experience with the School personally satisfying. For this reason, we require employees to take their vacation and we do not permit employees to take pay in lieu of time off. All vacation must be taken within the school's fiscal year in which it is earned, and it may not be carried forward to future years. . No vacation pay will be paid to employees who do not take vacation within the year they are eligible.

Bereavement Leave

Bereavement leave is paid time off in the event of the death of an immediate family member. Immediate family members include an employee's spouse, child, stepchild, parent, stepparent,

grandparent, sister, brother, mother-in-law, father-in-law, son-in-law, or daughter-in-law. Employees who have completed their Introductory Periods may request paid bereavement leave for a period not to exceed five (5) workdays. If an employee needs time off in the event of the death of someone that isn't considered an immediate family member, PTO and/or vacation time can be applied towards the requested time off.

Jury Duty

If you receive a call to jury duty, please notify your supervisor immediately so he or she may plan work with as little disruption as possible.

LCA will allow your salary to be paid for five (5) working days. To the extent jury service lasts beyond five (5) days, employees will be granted a period of unpaid leave.

Witness Duty

If you receive a subpoena to appear in court, please notify your supervisor immediately. You are expected to return to work as soon as your service as a witness is completed.

Voting Leave

In circumstances where an employee finds that his or her hours of employment make it impracticable to vote before or after work, the School shall provide the employee a sufficient amount of time to vote. Employees who will need a leave of absence to vote shall notify their supervisor prior to the day of the election. The School may specify any time period, during which the polls are open, for the employee to leave work in order to vote.

Severe Weather

In the event of inclement or severe weather and the possible closing/delay of school, we ask that teachers and staff tune into their local radio and TV news stations. The decision will be made by 6:00 A.M., if possible, and be broadcast over television stations. These stations make routine announcements during inclement weather. This information will be posted on the School web site at the same time; as well as, through email blasts and automated phone messaging.

Lactation Break

The School will provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has the need to express the milk. The break time should, if possible, be taken concurrently with other break periods already provided. Employees may use their office or other areas designated by Human Resources.

Employees should notify Human Resources to request time to express breast milk under this policy. The School does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will impose an undue hardship.

Camp and Summer School

There may be opportunities for faculty and staff to supervise, coach, or teach school break camps, summer camps, and/or summer school. These opportunities may come with compensation attached to them. If the activity overlaps with your scheduled workday, you will be given the opportunity, with the approval of your supervisor, to either (a) use vacation or PTO time and receive the additional compensation or (b) take the time off without using PTO or vacation time but forgoing any additional compensation. If the activity falls during a school break or holiday that you are not scheduled to be working, you may receive the additional compensation without using PTO or vacation time.

Family and Medical Leave Policy (FMLA)

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

To be eligible for FMLA leave, you must:

1. Have worked at least 12 months for the School in the preceding seven years (limited exceptions apply to the seven-year requirement);
2. Have worked at least 1,250 hours for the School over the preceding 12 months; and
3. Currently work at a location where there are at least 50 employees within 75 miles.

FMLA leave may be taken for the following reasons:

1. Birth of a child, or to care for a newly-born child (up to 12 weeks);
2. Placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. To care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. Because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks)
5. To care for a Covered Service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or,
6. To handle certain qualifying agencies arising out of the fact that the employee's spouse, son, daughter, or parent is on duty under a call or order to active duty in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

1. A Serious Health Condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three (3) full calendar days and two (2) visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.
2. A Covered Service member is a member or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
3. The term serious injury or illness means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating, or one that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. Regarding veterans, the injury or illness may manifest itself before or after the individual assumed veteran status.
4. Qualifying exigencies include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

Identifying the 12 Month Period

1. The School measures the 12-month period in which leave is taken by the "rolling" 12-month method, measured backward from the date of any FMLA leave with one exception.
2. For leave to care for a covered service member, the School calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date.
3. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using FMLA Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness.

Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care.

Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the School's operations.

Use of Accrued Paid Leave during FMLA

FMLA leave is approved time off that is unpaid. If you are taking leave under FMLA, you can apply accrued PTO or vacation towards the absence. If you receive Short-Term (STD) or Long-Term Disability (LTD) benefits during your leave, your benefits will begin after all Vacation or PTO hours have been applied. Please note that STD or LTD disability is not a separate period of leave. STD or LTD are benefits that pay a portion of your salary due to illness or injury. The period of receiving benefits runs concurrent with the 12 weeks of available leave.

If you would rather not exhaust all your paid leave during your absence, you may take all or a portion of this time as unpaid. If you decide to take part or all the leave unpaid, you must request leave BEFORE your leave begins (or as soon as reasonably possible). If you have not indicated the amount of PTO and/or vacation you wish to use prior to going on leave, all available vacation and PTO will be applied until you exhaust all accrued unused hours and/or your STD or LTD disability begins paying you a benefit. Once the STD or LTD disability benefit ends, if you have any remaining PTO or vacation time, you may apply it towards your time off.

Maintenance of Health Benefits while on FMLA

If you and/or your family participate in our group health plan, the School will maintain coverage during your FMLA leave on the same terms as if you had continued to work. You must make arrangements to pay your share of health plan premiums while on leave. In some instances, the School may recover premiums it paid to maintain health coverage or other benefits for you and your family. If you are using 30 or more consecutive days for leave, you will be asked to pay benefits premiums prior to starting your leave. Any remaining benefits costs remaining upon your return from leave will need to be reconciled with payroll. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions; a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

2. You must also inform the School if the requested leave is for a reason for which FMLA leave was previously taken or certified. If the need for leave is foreseeable, this information must be provided at least 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the School's normal call-in procedures, absent unusual circumstances.

3. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the School's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required.

4. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The School will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the School will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the School will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the School will provide a reason for the ineligibility.

The School will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the School determines that the leave is not FMLA-protected, the School will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the School's standard leave of absence and attendance policies. This may result in termination if you have no other School-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the School's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The School generally prohibits employees from holding other employment unless approved in writing by the Head of School Level and Head of School. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The School reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Military-Related FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty.

The family member must be a "covered service member," which means:

1. A current member or veteran of the Armed Forces, National Guard or Reserves,
2. Who is undergoing medical treatment, recuperation, or therapy or, in the case of a veteran, who was a current member of the Armed Forces, National Guard or Reserves within five years prior to the treatment for which an eligible employee requests leave; is otherwise in outpatient status, or is otherwise on the temporary disability retired list,

3. For a serious injury or illness that may render a current member medically unfit to perform the duties of the member's office, grade, rank, or rating. Military Caregiver Leave is not available to care for service members on the permanent disability retired list.

To be "eligible" for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered service member. "Next of kin" means the nearest blood relative of the service member, other than the service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave.

The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy. An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered service member in a "single 12-month period." The "single 12-month period" begins on the first day leave is taken to care for a covered service member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this "single 12-month period," the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any "single 12-month period." Within the "single 12-month period" described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the "single 12-month period," an eligible employee may take up to 16 weeks of FMLA leave to care for a covered service member when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered service member and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.).

Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid "Qualifying Exigency Leave" to tend to certain "exigencies" arising out of the duty under a call or order to active duty of a "covered military member" (i.e. the employee's spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-

month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (except for Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”).

Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (except for Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy. Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

1. Short-notice deployment. To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
2. Military events and related activities. To attend any official military ceremony, program, or event related to active duty or a call to active-duty status or to attend certain family support or assistance programs and informational briefings.
3. Childcare and school activities. To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
4. Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.
5. Counseling. To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary, as a result of duty under a call or order to active duty.
6. Temporary rest and recuperation. To spend time with a covered military member who is on short term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five of days of leave for each instance of rest and recuperation.
7. Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following.

Military Leave of Absence

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify the School of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible.

BENEFITS

Medical, Dental, & Vision Insurance

- **LCA** currently offers medical, dental, and vision insurance as well as flexible spending account (FSA) on a pre-tax basis to fulltime employees regularly scheduled to work a minimum of 30 hours per week. Eligible employees may enroll on the first day of the month following their hire date. If an employee's hire date is the 1st of the month, the employee is eligible for coverage on his/her date of hire.

- Coverage is available for spouses and dependents. Consult the Plan documents for all information regarding eligibility, coverage, and benefit explanation. The Plan document governs the benefits and how the School manages and administers them.

- Eligible employees, their spouse and/or children enrolled in LCA medical insurance will be offered an Employer sponsored HRA (Health Reimbursement Arrangement). The HRA will reimburse members for certain out of pocket medical expenses occurred after a set value requirement is met. Consult plan documents for further information.

- Employees have up to 30 days from their date of hire to make medical and dental & vision plan elections. Once made, elections are fixed for the remainder of the Plan year.

- Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resource department to determine if a family status change qualifies under the Plan document and IRS regulations.

- At the end of each Plan year during open enrollment, employees may change medical, dental, and vision elections for the following Plan year.

- The Human Resource Manager is available to answer benefits plan questions and assist in enrollment as needed.

ShortTerm & Long-Term Disability

The School pays for fulltime employees to have short-term disability benefit. This coverage provides a monetary benefit if an employee is unable to work due to illness, injury or disability not related to work, after an absence of more than fourteen (14) consecutive calendar days.

Employees will not be able to return to work without submitting to Human Resources a note from a physician or licensed health care professional authorizing the employee's return.

The School's long-term disability plan is a benefit that provides up to 60% of an employee's base pay if the employee is unable to work due to illness, injury or disability not related to work, for 90 or more days. See Plan document for specifics as it relates to this benefit.

Supplemental Insurance

Lakeside Christian Academy also offers employees the opportunity to participate in certain Supplemental Insurance Programs. These benefits allow employees the opportunity to purchase an accident, cancer, or health insurance policy where the monthly premium is deducted each pay period before taxes are taken out. The savings for these plans are based on the employee's tax bracket percentage multiplied by the monthly cost of the benefits. For more information, please contact Human Resources.

Life Insurance Policy

A Life Insurance policy equivalent to two (2) times an employees' annual pay, up to \$350,000, is provided for each full-time employee. Please consult the plan document for additional information.

403(b)

The terms and conditions of the School's 403(b) Retirement Savings Plan are controlled by the applicable plan document. Contact Human Resources for more information regarding the 403(b) Retirement Savings Plan. Currently, after one year of service and the employee is considered fulltime, the School matches up to 3% of an employee's base salary contribution. After the completion of five years of full time service, KRCS will match of to 4% of an employee's base salary contribution.

COBRA

Employees, and their dependents participating in the School's group health plan, may be eligible for eighteen (18) to thirty-six (36) months of benefits continuation. Eligibility for this benefit continuation under the Consolidated Omnibus Budget Reconciliation Act ("COBRA") is triggered by a "qualifying event" such as reduction in hours or employment, divorce, or termination of employment for reasons other than gross misconduct and is subject to policy terms and conditions and applicable legal guidelines.

Should you, your spouse, or your dependent child covered under our group health plan become eligible for this continuation coverage, you must indicate to us whether you elect to participate in this plan within a certain amount of time from the date of the "qualifying event." Otherwise, your group health benefits will end. If you have any questions regarding your eligibility or how benefit continuation works, please see Human Resources.

Student Tuition Reduction

Full-time senior level employees are eligible to receive free tuition as well as any other items required for students. This includes the One Fee, camps/sports/afterschool activities put on by the school, and school sponsored trips. For more information, please contact Human Resources. Faculty and staff receive no tuition benefit.

Workers' Compensation

Lakeside Christian Academy provides Workers' Compensation insurance. In the event of a work-related injury, notify Human Resources immediately and describe the specific incident in which you were injured. A LCA Injury Report form should be completed and submitted to Human Resources within 24 hours of the accident.

We have adopted a return-to-work policy with the intent of providing temporary, or progressive duties to help employees return to their regular work while they are recovering from an injury. This may include modified or alternative work responsibilities. Human Resources will work with you or your physician to determine the best course of action for the return-to-work measures.

The School actively polices all claims suspected to be fraudulent. Abuse of the Workers' Compensation system can cause a severe negative economic effect to the School and, in turn, your co-workers. We will pursue all available legal action against any employee found to have engaged in fraudulent conduct. Filing a false or fraudulent claim is also a violation of School policy, and will result in disciplinary action, up to and including termination.

Social Security Insurance

Each pay period, we deduct a percentage of your pay, match it with an equal amount of the School's money, and send it to the government to be deposited in your Social Security account. If you are not familiar with the retirement and disability benefits provided under Social Security, check with your local Social Security Office for a more complete explanation.

PERSONNEL POLICIES

This Section of your Handbook discusses your responsibilities to the School as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work. The result of your effort will be a more efficient, productive, and pleasant atmosphere for you, your co-workers, our parents, and students.

We have certain reasonable policies and rules for the conduct of our employees in this School. As part of a Christian Community, LCA teachers and staff are expected to be role models of someone with a growing relationship with Jesus Christ. They should be qualified, experienced, caring professionals who clearly demonstrate that they enjoy working with children. Teachers and staff are not allowed to discuss Human Resource information with students, parents, other teachers and staff, etc. If you have any questions about School rules or policies, or what we expect of you as one of our employees, please discuss them with your supervisor.

Absenteeism and Tardiness

Each employee plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her workstation on time each day. Absenteeism and tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our students' needs. When absence is due to illness, the School reserves the right to require appropriate medical documentation. Excessive absenteeism or tardiness can result in discipline, up to and including termination.

Contagiousness

An employee is considered contagious and must stay at home for 24 hours from the last episode of vomiting and/or diarrhea, or a temperature of 100 degrees Fahrenheit or higher. Should the employee be diagnosed with bacterial conjunctivitis (pink eye) or strep throat, they must be on antibiotic eye drops or antibiotics for 24 hours before returning to school.

Employees that have been diagnosed with COVID-19, should stay at home for 5 days following the start of symptoms. Employees may return to school after the 5 days and their symptoms have improved.

Employees are given PTO to use when they find themselves in a situation where they must stay home (see PTO above).

Faculty Procedures for Communicating Absence: *Adherence to these procedures is critical to the smooth operation of the School.*

In the event of an emergency, sickness or other unplanned absence, teachers should call their Head of School Level after calling all possible substitutes. Teachers should use the following procedure: (1) call the substitutes between 6:30 and 7:15 a.m. and provide your name, phone number, class, room number, and hours to be worked; and (2) call your Head of School Level no later than 7:15 a.m.

Preparation for Substitutes

Maintain a substitute teacher folder (placed in plain view on desk) containing all the pertinent information on all the students in your classroom, a current lesson plan, and alternative activities to supplement the lesson plan.

Bulletin Boards, Mailboxes, and School E-Mail

We maintain bulletin boards at various locations throughout the School as an important information source. These bulletin boards are to be used solely to post information approved by the School regarding School policies, governmental regulations, and other matters of concern to all employees that are related to the employees' employment by the School. Please develop a habit of checking the bulletin boards at least twice a day so that you will be familiar with the information posted there.

School communications will also be relayed over E-mail. Please develop a habit of checking your School e-mail daily, and checking with the Office for any communications daily, if you are not assigned an account.

Business Records

The School and its employees maintain various types of written and electronic records related to the School's business. All such records maintained on the School's premises and in the School's systems are considered to be School property and, thus, are subject to review or inspection by the School, its employees, or agents at any time without further advance notice. For these and other reasons, please do not use our computer systems or other business systems for personal matters or matters that are not related to the School's business.

Compliance with All Applicable Laws

The School intends to comply with all applicable state and federal laws, including but not limited to those relating to medical, family or military leave; equal opportunity; environmental regulations and laws; safety; health; and laws regarding any other terms and conditions of employment. Similarly, we expect our employees to comply with all laws that apply to their jobs as a condition of their continued employment.

Computers, E-Mail, Voice Mail and the Internet

The following policy governs the use of all School-owned computers, personal computers used for School business, e-mail and voice mail systems, and Internet access via School computers and/or data lines. Personal computers used for School business include laptops or home computers that are connected to the School's network on a regular or intermittent basis.

All School computers, e-mail and voice mail facilities, and Internet access accounts are the Schools' property to be used to facilitate the business of the School. All information that is temporarily or permanently stored, transmitted or received with the aid of the School's computers, e-mail (including password-protected web-based e-mail) and Internet remain the sole and exclusive property of the School. As such, employees should have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access the School's computers, voice mail, e-mail and Internet systems in any manner that is unlawful, inappropriate, wasteful, or contrary to the School's best interests. These electronic tools are provided to assist employees with the execution of their job duties and should not be abused.

School Property

All software that has been installed on School devices and personal computers used for School business is School property and may not be used for any non-business, unlawful or improper purpose. In addition, all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on School computers, and all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on personal computers used for School business that relate in any manner to the School's business is subject to monitoring by the School, is the exclusive property of the School, and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of the School.

Upon termination of employment, an employee shall not remove any software or data from School-owned computers and shall completely remove all data collected, downloaded and/or created on personal computers used for School business that relate in any manner to the School's business. Upon request of the School, a terminating employee shall provide proof that such data has been removed from all personal computers used for School business.

Proper Use

Employees are strictly prohibited from using School computers, School e-mail and School voice mail systems, and School Internet access accounts, or personal computers used for School business, for any improper purpose. The School's Equal Employment Opportunity Policy and Policy Against Harassment extend to the use of the School's computers, e-mail, voice mail and Internet systems and personal computers used for School business. Any employee who uses the School's computers, e-mail, voice mail and Internet systems in violation of these policies will be subject to discipline, up to and including immediate termination.

Each employee takes full responsibility for the security, storage and operation of their issued devices. Lost, stolen or damaged devices should be reported to the technology department immediately to minimize security risks. Repairs that are due to negligence are not covered under a King's Ridge technology warranty and therefore it may be the employee's responsibility to cover such costs.

It is not possible to identify every type of inappropriate or impermissible use of the School's computers, e-mail, voicemail and Internet systems. Employees are expected to always use their best judgment and common sense when accessing or using the School's computers, e-mail, voicemail and Internet systems. The following conduct, however, is strictly prohibited:

Employees may not transmit, retrieve, download, or store inappropriate messages or images relating to race, color, sex, national origin, citizenship status, age, disability, genetic information, or any other status protected under federal, state and local laws.

Employees may not use the School's computers, e-mail, voice mail and Internet systems in any way that violates the School's policy against unlawful harassment, including sexual harassment. By way of example, employees may not transmit messages that would constitute sexual harassment; may not use sexually suggestive or explicit screen savers or backgrounds; may not access, receive, transmit or print pornographic, obscene or sexually offensive material or information; and may not transmit, retrieve, download, store or print messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in a business environment. Employees are also prohibited from making threatening or harassing statements to another employee, or to a vendor, client, or other outside party.

Employees are strictly prohibited from altering, transmitting, copying, downloading or removing any proprietary, confidential, trade secret or other information of the School, or of the School's clients. This includes using employee, parents, or students contact information for non-school related reasons. In addition, employees may not alter, transmit, copy or download proprietary software, databases and other electronic files without proper and legally binding authorization.

Employees should not download, transmit, or retrieve messages from multi-network gateways, real-time data and conversation programs including, but not limited to, instant messaging services, Internet chat rooms and bulletin boards during their work shift, unless such activity is necessary for business purposes.

Employees may not use or allow another individual to use the School's computers, e-mail and Internet systems for any purpose that is either damaging or competitive with the School or detrimental to its interests.

Employees are strictly prohibited from using the School's computers, e-mail or Internet systems in any manner that violates the federal Anti-SPAM law.

Employees must honor and comply with all laws applicable to trademarks, copyrights, patents and licenses to software and other electronically available information. Employees may not send, receive, download, upload or copy software or other copyrighted or otherwise legally protected information through the School's computers, e-mail and Internet systems without prior authorization.

Employees may not solicit personal business opportunities or conduct personal advertising through the School's computers, e-mail or Internet systems.

Employees may not engage in gambling of any kind, monitor sports scores, or play electronic games through the School's computers, e-mail or Internet systems.

Employees may not use the School's system to access any "blogs" or otherwise post a personal opinion other than professional blogs and list serves that are approved by the School administration.

Unsolicited E-Mail

Electronic mail has become an extremely important and efficient means of communication. However, the abuse of electronic mail systems, as well as the receipt and transmission of unsolicited commercial electronic mail places an incredible drain on the School's servers and network and imposes significant

monetary costs to filter and remove unsolicited e-mails from our system. To eliminate the receipt and transmission of unsolicited commercial electronic mail, the School complies with the federal “CAN-SPAM” law. All employees are responsible for complying with the federal Anti-Spam regulations and therefore may not use the School’s computers, servers, network or e-mail system to:

1. Transmit unsolicited commercial electronic mail promoting the School’s business, goods, products and services without prior authorization.
2. Transmit unsolicited commercial electronic mail promoting the employee’s personal business, goods, products and services.
3. Transmit commercial electronic messages to the School’s clients who have elected to “opt-out” of receiving the School’s electronic advertisements.
4. Initiate a transmission of a commercial e-mail message that contains or is accompanied by false or misleading information.

In addition, to help the School eliminate the receipt of unsolicited commercial e-mail from outside parties advertising various websites, products or services and to further prevent the receipt of offensive or undesired outside e-mail, you should:

1. Not use your School computer to access any website not directly related to School business; and
2. Delete unfamiliar or suspicious e-mail from outside the School without opening it.

Monitoring

Employees should expect that any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in School computers or personal computers used for School business, or on the School’s voicemail system may be accessed by the School at any time without prior notice. Employees should not assume that they have an expectation of privacy or confidentiality in such messages or information (whether or not such messages or information are password-protected), or that deleted messages are necessarily removed from the system.

Employees must provide all passwords and access codes for School computers or personal computers used for School business, if requested, to the Director of Information Technology.

Information Technology

The School’s monitoring policy may include, but is not limited to, physical inspection of home drives, memory devices, and handheld devices; review of content passing through the School’s network, data lines, and other systems, review of personal e-mail (including personal web-based password-protected e-mail) and text messages accessed using School computers and/or School data connections; key loggers and other input monitoring mechanisms; and use of screen monitoring software, hardware, and video drives.

System Integrity

Because outside storage devices may contain viruses, employees are not permitted to use personal storage devices or copies of software or data in any form on any School computer without first (1) obtaining specific authorization from the Director of IT, and (2) scanning the data for viruses. Any employee who introduces a virus into the School's system via use of personal software or data shall be deemed guilty of gross negligence and/or willful misconduct and may be held responsible for the consequences, including cost of repair and lost productivity.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the School's computer system through its unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may additionally be subject to criminal prosecution and/or substantial civil money damages.

Social Media Acceptable Use Policy

Social Media- Personal Accounts Social media encompasses a broad array of online activity including social networks such as Snapchat, TikTok, Facebook, Twitter and Instagram; professional networks such as LinkedIn, blogs, and other similar electronic technology networks.

It is not our goal to regulate your personal online activities when not on School time or property. Please understand, however, that certain activities might impact your working relationships (with parents, students, or colleagues) or School rights that we do reserve the right to regulate.

- All employees should ensure that they are familiar with School's conduct policies and confidentiality guidelines to avoid any online communications that might violate those policies.
- Misuse of social media can result in disciplinary action that could lead to termination. The possibility of disciplinary action is not intended to limit your use of social media, but to clarify the school's position with respect to the importance of exemplifying appropriate behavior for our students.
- If you make a mistake, be sure to correct it and apologize if the situation warrants it. If it is a major mistake, such as posting confidential information notify your supervisor and or Human Resources immediately so they can take steps to minimize any impact it may have.
- LCA will not be held accountable for any harm or damages that result from misuse of social media technologies.

While social networking is fun and valuable, there are risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private. We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

We ask for you to do the following things when it comes to personal social media accounts:

Posting on social media:

- Use good judgement when it comes to what you post:
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.
- Photos or comments that contain references to sexual activity, drugs, drinking, partying, or other similar issues which are posted on any social networking or other Internet site that may be accessible to the public or our students are inappropriate.
- If your online presence contains material that reflects negatively on Lakeside Christian Academy, your colleagues, or undermines our collective ability to model a Christ-like example and impact students spiritually you will be asked to modify the content in question.
- What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School. If you choose to list your work affiliation on a social network, then you should regard all communication on that network as you would in a professional network.
- Always treat others in a respectful, positive, and considerate manner.
- Do not publish, post, or release information that is considered confidential or not public.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Respect brand, trademark, copyright information and/or images of the school.
- Do not list names or tag pictures of students.

Following, Followers, and Friending on social media:

- Following and/or Friending students - Employees should not follow any current students (or former students still under the age of 18). Additionally, students should not follow and/or friend faculty or staff.
- Following and/or Friending parents or coworkers - It is up to you if you want to be friends with or have following you any parents or co-workers.

Communication:

- Do not use social media for any direct communication with students.

Social Media - School Accounts

When creating or using a social media site for the school in any capacity (club, sports, grade level) be sure to follow the below guidelines:

- Get Approval - all accounts for the school must be approved through Communications and a Supervisor.
- Have at least 2 administrators - all accounts for the school must have at minimum of 2 administrators including a designated individual from Communications.

- Know the network - Be aware of the terms of use, restrictions, and privacy options and controls for the site.
- Monitor - monitor and review the account regularly.
- Content - do not post confidential and proprietary information, do not report another account posting without permission, do not tag anyone under the age of 18, only use trademarks and logos you are authorized to, and do not promote outside business unless given specific permission by the school.
- Following - while students are allowed to follow these school accounts, the school accounts should not follow any current students (or former students still under the age of 18). Additionally, any accounts that a school account follows must reflect the values of our Christian faith.
- Communication - do not use social media for any direct communication with students.

Online Safety Concerns

If you see a message, comment, image, or anything else online that makes you concerned for the personal safety of yourself or anyone else, bring it to the attention of your supervisor or the Head of School immediately.

Limitation of Liability

Lakeside Christian Academy will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline employees for any violation of these guidelines.

Violations of this policy may have disciplinary repercussions, including termination.

If you have questions or need further clarification of any aspect of this policy, please contact Human Resources.

Group Emails

All School Mass Emails

If an email is to be sent to the school in its entirety, whether to All Staff, All Students, and/or All Parents, it needs to be approved by the Head of School's office, who may choose to have Communications review and send it.

All School Level Mass Emails

If an email is to be sent to a school level in its entirety (i.e. Lower, Middle, or High) whether to All School Level Staff, All School Level Students, and/or All School Level Parents, it needs to be approved by the Head of that School Level's office, who may choose to have Communications review and send it.

Any mass emails to staff, students, and or parents that do not fall into the above two categories (i.e. all seniors and senior parents) should follow the School Level rule as well.

This also includes donation, gift, and prayer requests. They should either follow the All School or All School Level rules above.

Teachers can send mass emails to students and or parents of students that they are currently teaching for school related information.

Athletes and athlete's parents participating in a sport can be emailed together for sports related info by the Program Coordinator. For Athletic emails that get sent out to the more than that, the above rules apply, either All School or School Level.

Confidentiality

Confidentiality needs to be preserved as it relates to the individual student and their families. Discretion should be always used. All written and oral reports about children are confidential. If you wish to privately discuss a child with the previous teacher, this is acceptable. Gossip of any kind is destructive and should not take place at our School. All discussion should take place in a private setting.

All records and files of the School are property of the School and considered confidential. No employee is authorized to copy or disclose any file or record. Confidential information includes all letters or any other information concerning students, payroll or personnel records of past or present employees, financial records of the School, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufacturers or distributors and documents concerning operating procedures of the School.

All telephone calls, letters, or other requests for information about current or former employees should be immediately directed to Human Resources or the Chief Financial Officer. In addition, the Head of School and the Director of Communications are the only authorized employees to release, disseminate or communicate any necessary information regarding the School, or to make a public comment regarding the School, to individuals or entities outside of the School, unless an employee obtains prior written authorization from the Head of School.

Conflict of Interest

It is our policy to forbid employees to deal in any other business which competes with our School. If you think that there is a possibility that you may have a conflict in this regard, it is your responsibility to notify your supervisor. You may not use any school information or equipment to solicit other businesses without permission of the Head of School.

Nepotism, Employment of Relatives and Personal Relationships

Lakeside Christian Academy wants to ensure that school practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer for Full Time and Regular Part Time Employees. Close relatives or those in a dating relationship are not permitted to be in positions that have a reporting responsibility to each other, directly or indirectly. Close relatives are defined as husband, wife, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, and cousins.

If there is potential for a close relative to apply for a position where the employee is involved in the hiring process, the employee will be removed from the hiring process prior to publishing the open position. After the job has been published, anyone who has access to the application or is involved in the hiring will not be able to have a close relative apply for the position.

If employees begin a dating relationship or become relatives, AND if one party is in a supervisory position, that person is required to inform Human Resources of the relationship. Should one of the above situations occur, LCA will attempt to find a suitable position within the school to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be permitted to determine which of them will resign.

LCA reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Contact with Government Agencies

Anyone who is contacted by a representative of a governmental agency or unit, including a process server, should not accept any document on behalf of the School and should not answer any questions on behalf of the School. The government representative should instead be referred to the Head of School. The purpose of this policy is to ensure that the School receives all information pertaining to the matter at the earliest date possible so it may fulfill any obligation imposed upon it by law or regulation. This policy is not designed to prohibit an individual's cooperation with a government investigation.

Criminal Background Checks

All employees are subject to the criminal background process. The school will perform criminal background checks on all new employees at the time of hire. **For existing employees, the school will process the criminal background check annually.** The School will determine, in its discretion, whether the employee's background makes him/her fit for employment or continued employment. All employees must report any arrests or changes to their criminal background to Human Resources within 24 hours of the occurrence. Failure to do so may result in termination of employment.

Drug-Free Workplace Policy and Procedures

Purpose

Alcohol and drug abuse ranks as one of the major health problems in the United States. The health, safety and well-being of our employees and students is of paramount concern. We are committed to

providing a safe environment to protect our employees and our students; to provide the highest level of education; and to minimize the risk of accidents and injuries.

General Policy

Each employee has a responsibility to co-workers, their students, and the public to act in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of narcotics, abused prescription drugs, or alcohol can impair your reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results. For these reasons, we have adopted a policy that all employees must report to work and remain completely free from the presence of drugs and the effects of alcohol.

Drug Use/Distribution/Possession/Impairment

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on School property (including parking areas and grounds), or while otherwise performing their work duties away from the School. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work, and from having excessive amounts of otherwise lawful controlled substance in their systems. This policy does not apply to the authorized dispensation, distribution, or possession of legal drugs where such activity is a necessary part of an employee's assigned duties or health maintenance plan as prescribed by a physician.

Alcohol Use/Distribution/Possession/Impairment.

All employees are prohibited from distributing, dispensing, possessing, or using alcohol while at work or on duty. Furthermore, all employees are prohibited from having alcohol in their system while at work or on duty.

Off-Duty Conduct.

Off-duty possession, use, sale, or purchase of mind-altering substances and off-premises alcohol abuse is also prohibited to the extent permitted by law. For the purpose of this off-duty conduct rule, it includes unruly behavior by an employee that may tend to harm the reputation of the School.

Prescription Drugs.

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees' medication may affect their job performance, such as by causing dizziness, r drowsiness or other side effects. Employees can report the use of prescription or nonprescription drugs that may affect drug tests by completing a written consent form. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

Notification of Impairment.

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee's ability to perform their job duties; who presents a hazard to the safety and welfare of others; or is otherwise in violation of this policy, to promptly report that fact to their immediate supervisor.

Who Is Tested?

The School shall conduct drug tests in the following circumstances:

- i. Application for Employment. Job applicants who are offered employment must submit to a drug test. Refusal to submit or a positive confirmed drug test may be used as a basis for refusal to hire the applicant.
- ii. Reasonable Suspicion. Employees may be required to submit to drug/alcohol screening whenever the School has a reasonable suspicion that they have violated any of the rules set forth in this policy. Reasonable suspicion may arise from supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, after any disappearance of School or patient drugs, results of searches or other detection methods, or involvement in a workplace or vehicular accident, among other factors.
- iii. Varied times during employment, the faculty and staff will be tested together.

Discipline

Violation of this policy or any of its provisions may result in discipline up to and including termination of employment.

Enforcement/Investigation/Searches

When the School has reasonable suspicion that an employee has violated the substance abuse policy, the School may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, blood tests, or other appropriate tests and, where appropriate, conduct searches of all areas of the School's physical premises, including, but not limited to, work areas, personal articles, employees' clothes, desks, workstations, lockers, personal and School vehicles, etc. An employee may be asked to be present and to remove a personal lock. The employee is hereby notified that locked areas or containers do not prevent a search and, thus, employees should understand there is no expectation of privacy on School premises. Where the employee is not present or refuses to remove a personal lock, the School may do so for him or her, and compensate the employee for the lock. Any such searches will be coordinated with a representative of the School. The School may use unannounced drug detection methods. Employees will be subject to discipline up to and including termination for refusing to cooperate with searches or investigations, to submit to screening, or for failing to execute consent forms when required by supervision.

Fraud, Dishonesty and False Statements

No employee or applicant may ever falsify any application, medical history record, invoice, paperwork, time sheet, timecard, investigative questionnaires or any other document. Any employee found to have falsified or made material misrepresentations or omissions on any such document will be subject to immediate termination of employment. If you observe any such violations, please report them to Human Resources immediately.

Gifts & Gratuities

Employees should never request any personal gift or gratuity from anyone associated with the School and should notify your supervisor or Human Resources if offered a gift of high value. The reason for this is to avoid placing the employee in a position of a conflict of interest.

ID Badges

All LCA personnel are required to always wear their LCA ID badge.

Illegal Activity

Employees are not permitted to engage in any kind of illegal activity on duty or on School's property, or while off the job which reflects detrimentally on the School's reputation.

Insubordination

We all have duties to perform and everyone, including your supervisor, must follow directions from someone. It is against our policy for an employee to refuse to follow the lawful directions of a supervisor or to treat a supervisor in an insubordinate manner in any respect. Employees must fully cooperate with School investigations into potential misconduct. Refusal to fully disclose information during a School investigation constitutes insubordination and will lead to discipline up to and including termination.

Interaction and Communications with Students

As employees of an educational institution, you are held to a higher standard by parents, students, colleagues, and members of the public. We support and endorse a strict policy of respect toward students and expect employees to always act as adult role models. In addition, students typically respond better to Faculty and Administrators and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship. Therefore, you should ensure that you do not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in your presence. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences.

The following are examples of interactions and communications with students. **This list is not all-inclusive:**

Phone Calls and Text Messaging:

- You should refrain from giving your phone number or asking for other students' phone numbers for use in situations other than for legitimate school reasons.
- You should not call or text students for non-school related matters.
- Any texting with students for school related matters should be done in a group text only.

Emails, Online Communication, and Written Notes:

- All communication sent to students should be for school related purposes and not of a personal nature.
- You should not direct message or comment on any social media accounts of students.

Conversations:

- You should not encourage or allow students to call you by an inappropriate nickname or use an inappropriate nickname for a student.
- You should refrain from making personal comments to students (about their clothing, hair, nail polish, personal habits, etc.)
- You should not discuss the personal affairs of other students or your colleagues which includes discussing employment related issues.
- You should not discuss your personal dating life or tell any inappropriate sexual stories.
- You should not make or participating in inappropriate jokes including any of a sexual nature or a comment with a sexual double-entendre.
- You may not participate or contribute to any swearing, or making inappropriate sexual, racial, or ethnic comments.

Physical Contact

1. You should not touch students or their clothing in non-professional ways or inappropriate places, or touch a student with aggression, in frustration, or when you are highly emotional.
2. No kissing or lingering hugs.
3. Any type of unnecessary physical contact with a student in a private situation.

Meetings with Students

4. It is recommended to not be alone with a student in a room at school and with the door closed. It is recommended you not be alone with a student or colleague of the opposite sex in a car. If a situation arises that a confidential conversation must occur alone behind closed doors, you should sit in front of a window.

5. You should never be alone with a student in a vehicle and should get a second adult on bus trips.
6. You should never intentionally be alone with a student away from the school.
7. You should not be giving students rides, except in emergency situations, and even then, never alone with a student. *See also “Employees who are Parents of Students” and “Transportation and Supervision of Non-Staff Children and Field Trips”
8. You may not visit students to “hang out” in their hotel rooms when on field trips or sporting events.
9. You should never allow students in your home. *See also “Employees who are Parents of Students”

Relationships

- You may not engage in any personal relationship with a student that a reasonable person may suspect inappropriate behavior.
- You may not date any student regardless of their age.
- You should refrain from seeking or offering emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- You should refer a student to a school counselor when dealing with bullying, stress, anxiety, or any other mental health/social/emotional concerns.
- If you feel an unhealthy attachment may be being formed by a student, report it to your supervisor immediately.
- You should never treat a student with anything less than respect and dignity.

All employees are responsible for the welfare of our students. If you observe any employee engaging in any type of inappropriate or questionable behavior with a student, or violating any aspect of this policy, please report the information immediately to the Head of School or the Director of Human Resources.

Any employee who engages in behavior that violates this policy or who fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment.

Employees who are Parents of a Student

Parenting as a professional in a school requires a high level of commitment to setting boundaries between these dual roles. It is also critical to differentiate between the act of voicing a concern and the method a professional can take to voice it.

Additionally, if you are an employee who is also a parent of a student at our School, you will find situations that may need further clarification.

- As a parent, you are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other parents are to address such actions. Report the problem to the School. Do not take personal action to address the situation.
- As a parent, you are expected to abide by all expectations outlined in the Family Handbook.
- As a parent, you will have situations where your child will have friends (that are LCA students) over to your home and/or carpool in your car. This is allowed if your child is also present, and you have the permission of the parent.
- Confidentiality is always something to take into consideration. It is important that you maintain all confidential guidelines when you find yourself in situations with other parents.

Parking Lots and Roadways

We ask that all our employees park their vehicles in the areas designated for employee parking. If you have any questions as to where you should park, please ask your supervisor.

We prohibit speeding or operating a motor vehicle in a reckless manner on LCA property or LCA time. Speeds on School property must not exceed 10 miles per hour. School roadways and parking lots are considered as much a part of the School complex as the inside of a building, and you are subject to all School rules in King's Ridge Christian School roadways and parking lots.

Personal Appearance

As an educational environment, it seems appropriate for us to consider what we want to communicate about ourselves, and more importantly, about our School. The silent language of personal appearance not only projects an image of oneself, but also is part of the total impression that the school gives to students and parents. Appropriate dress, neatness, professionalism, and good grooming are considered essential for all times when you are on School property or at School-related events.

Regarding body art (piercing and tattoos), the expectation is to look professional and tasteful. Facial piercings and earrings for men should be kept small and appropriate. All visible tattoos should be tasteful and tattoos that are considered offensive, racist, vulgar, or obscene may not be visible.

During the school year, unless a dress-down day has been announced, the following dress attire applies:

Regular School Days:

All employees should be dressed professionally, in business casual.

All male employees should wear a) neat, well-pressed shirts, either long or short sleeved or b) collared, golf shirts with dress pants/khakis.

Female teachers should dress in the following options: dresses or separates that include tops/blouses, sweaters, with skirts, slacks or capri pants.

In considering professional attire, attention should be given to dresses or skirts of adequate length and non-revealing attire. Adequate length may be defined as no more than 4 inches above your knee (front and back). Revealing attire would be described as spaghetti straps, halter tops, low-cut tops, or strapless.

Leggings should not be worn as pants but may be worn in lieu of panty hose to accompany a dress or skirt. Leggings should be a neutral, solid color (i.e. black or navy).

Jeans in non-denim colors (i.e. black, white, or tasteful color) may be worn if you look professional. Not faded, ripped, or torn. They also may not be jeggings or overly tight.

Items not to wear:

No flip-flops, Crocs, rain boots or tennis shoes of any kind are to be worn to school unless you have a documented accommodation with Human Resources.

Faculty/Staff Dress Down or Spirit Wear Days:

Faculty and Staff are permitted on Fridays to wear jeans in coordination with KRCS spirit wear. No flip-flops, Crocs, or Rain Boots are to be worn to school. Jeans must be in good condition, no rips or tears, and leggings are not allowed.

If a special dress down day is announced that is not a spirit wear day, the same guidelines apply without the required spirit wear.

Faculty/Staff Dress for Chapel/Formal Days:

On days the school requires students to dress in formal uniforms, employees are expected to be dressed in professional, business attire. Male employees are expected to wear ties with dress shirts. No jeans of any color are permitted on those days.

Dress Attire Policy for 12-month staff during the summer when school is not in session:

Casual attire for men and women and may include jeans and shorts of appropriate lengths (no more than 5 inches above your knee (front and back)).

Exception to the dress code for faculty/staff:

Athletics/ Physical Education:

For anyone that works on a fulltime or limited basis within an athletic role or position, may follow different guidelines. They can wear clothes, including shorts of appropriate length, as well as appropriate athletic attire. Adequate length may be defined as no more than 5 inches above your knee (front and back). Leggings or athletic leggings are not allowed.

Security/Facilities:

For anyone that works on a fulltime or limited basis in the departments of security and facilities, separate dress requirements are provided by supervisor that pertains to their departments.

Personal Appliances and Heaters

The school provides microwaves in various locations throughout the campus. These are the only authorized microwaves allowed to be used on campus. Personal microwaves are not permitted.

Any personal heaters used on campus must be approved by the Director of Facilities prior to being used.

Personal Telephone Calls

Cell phones are permitted in the classrooms for emergency purposes for teachers (ringers should be turned off). Personal calls, text messages and email during class time should be limited to emergencies only. Calls and text messages should not be conducted in the classroom, hallways, or in the presence of students. On field trips, teachers are asked to take their cellular phones and leave their cell phone number with their Head of School Level and front desk. Students needing to make personal phone calls should use front office phones with permission.

Searches and Inspections

To protect the safety and property of all of our employees, the School reserves the right to inspect employees' lockers, desks, cabinets, briefcases, toolboxes, purses, personal computers, personal motor vehicles and any other personal belongings brought onto School property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

All files and records stored on School computers are the property of the School and may be inspected at any time. School computers are for business purposes only and should not be used for non-work related matters. Use of School computers for unauthorized purposes is prohibited. Electronic mail and voice mail messages are to be used for business purposes only and are considered School property. The School may access its computers at any time with or without prior notice and the employee should not assume that any data stored in School computers is confidential.

Smoking/Vaping

Smoking, vaping, and other tobacco products is strictly prohibited on School property or at School-related activities.

Solicitation

Solicitation by an employee of another employee during the working time of either employee for any reason is strictly prohibited. Distribution of advertising materials, handbills, or other literature is always prohibited in all working areas. Solicitation and distribution by non-employee is prohibited on School premises at all times. This prohibition does not include school-related fund-raising projects.

Unauthorized Recording

To maintain the security of our premises and systems, the School prohibits unauthorized photography or audio and video recording by an employee. Do not use a cell phone or any other device to make any type of photograph or audio or video recording. Authorization for any type of recording requires the advance written approval of Human Resources. Violation of this policy may result in discipline, up to and including termination.

School Vehicle and Driving Requirements

Only authorized employees may use School vehicles. If a School vehicle incurs any damage while under the charge of a particular employee, that employee must report the damage immediately and may be responsible for paying for some or all of the repair costs, to be determined in the School's sole discretion.

Likewise, if an employee receives a citation for any violation while operating a School vehicle or a personal vehicle while on School business, the employee is responsible for paying any fine or penalty incurred and may be subject to discipline, up to and including immediate termination. All such violations or citations must be reported to your supervisor immediately. Failure to immediately report a violation or citation may result in discipline, up to and including immediate termination.

Drinking alcoholic beverages or otherwise violating the Drug and Alcohol Policy is strictly prohibited in a School-owned vehicle, or in a personal vehicle while on School business. Violation of this rule may result in disciplinary action, up to and including immediate termination.

Unacceptable Driving Records

For employees who drive vehicles in the course of their duties, an accident, a citation for D.U.I., D.W.I., or any other serious driving violation or citation such as two or more at fault accidents in the last three years, reckless driving, speeding 20 mph or more over the speed limit, etc., (even those occurring off-duty) may create an unacceptable driving record. An unacceptable driving record may result in an employee not being allowed to drive a School vehicle or other discipline, up to and including immediate termination.

Seatbelts

All employees and/or students must wear a seatbelt while driving or riding in any vehicle, either personal or School-owned, while going to or from work, and always while performing School business. Furthermore, the School encourages all employees to wear a seatbelt at all times, as required by state law.

Use of Cellular Telephones while Driving

South Carolina law prohibits the hand-held use of cellular telephones for any purposes, including talking and/or texting..

Motor Vehicle Records Checks

For employees who drive vehicles in the course of their duties, we will check Motor Vehicle Records ("MVR") of all applicants prior to making offers of employment and as we deem necessary during the

course of employment. As part of the hiring process, applicants will be required to sign a written consent form allowing the School to check their MVR at any time prior to or during their employment.

Reporting of Traffic Incidents

Employees who drive either personal or School vehicles in the course of their duties must report in writing to Human Resources any citation, D.U.I., or D.W.I. violation or accident (“incidents”) that occur at any time (on or off duty) after beginning employment with the School. Failure to report such incidents within 24 hours of occurrence (i.e., accident or receipt of citation, not conviction of the charges) may result in discipline up to and including immediate termination.

Driver’s License

All employees who drive as part of their job duties must have a valid South Carolina driver’s license. Any employee whose driver’s license is suspended or revoked must report the suspension or revocation to Human Resources within 24 hours of the suspension or revocation.

Facilities/Maintenance

Enter a helpdesk request online for facilities and maintenance requests. Emergency facility needs should be directed to the Director of Facilities or the Head of School.

Workplace Violence Policy

Lakeside Christian Academy has a zero-tolerance policy regarding fighting or threatening words or conduct. We also do not allow the possession of weapons of any kind on School premises with exceptions for the School Resource Officers and any police officers.

Use of Firearms Policy

LCA employees a School Resource Officer (SRO) in a proactive mission to maintain the safety of our campus from violent intruders, vandals or anyone who would intend harm on our students, administration, staff, volunteers or visitors. The SRO will be armed while on duty and will be duly trained and authorized to carry out their security duties.

The SRO holds a valid concealed weapons permit recognized by the State of South Carolina and is approved by the School administration to be considered as security guard personnel and permitted to carry a concealed weapon. The SRO may possess and carry such concealed weapon on School property and in School facilities.

Possession or use of a weapon by a faculty or staff member other than the SRO as a concealed carry is not permitted by any employee even those who have a valid permit. The use of weapons, firearms, or explosives by any employee on work premises while operating School machinery, equipment, or vehicles for work-related purposes or while engaged in the School business off premises is forbidden.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their administrative supervisor immediately or the police officer on site. Violations of this policy will result in disciplinary action, up to and including termination.

Crisis Management

It is essential to always maintain a safe and orderly environment for staff and students. Toward that end, the Crisis Management manual outlines procedures to assist staff members when faced with a variety of major emergencies. All employees should read and become familiar with the LCA Management guidelines.

Progressive Discipline Policy

Lakeside Christian Academy's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with LCA organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of Lakeside Christian Academy's progressive discipline policy and procedure. Lakeside Christian Academy reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Procedure

Step 1: Counseling and verbal warning Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning Although Lakeside Christian Academy hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, Lakeside Christian Academy recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and human resources manager will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action performance improvement plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

- **Performance Improvement Plan (PIP)** The following is the normal process to assist faculty and staff with areas of improvement when they are assessed as not meeting performance standards:
 - The supervisor will review the performance expectations and standard(s) under consideration for the performance planning meeting and outline in the first section.
 - The supervisor will review the employee's performance problems relating to the performance expectations and standard(s).
 - The supervisor will determine what steps the employee needs to take to correct performance problems.
 - The supervisor will review the Performance Improvement Plan with the Head of School and the Human Resources Manager. Any agreed upon recommendations will be incorporated into the outline.
 - The supervisor and HR Manager will meet with the employee in a confidential setting and review the performance expectations and standard(s), the employee's related performance problem(s), and outline the corrective actions. The supervisor will seek and consider the employee's input to modify the corrective action statements as appropriate.
 - The supervisor and employee will establish reasonable, mutually agreed upon timelines for improved performance on each expectation. This section of the performance plan will then be completed by the supervisor.
 - Periodic reviews (minimum of one, maximum of six, based on the depth of the performance plan) will be conducted on a regular basis with the employee.
 - The form will be retained by the supervisor for the duration of the Performance Improvement Plan. At the end of the Performance Improvement Plan period, the supervisor will determine if the performance plan was satisfactorily completed or if additional corrective action is required. Upon completion of the plan, the original will be placed in the employee's personnel file.
 - The performance plan is not intended to be an employment contract or guarantee of continuing employment.
 - Employee's placed on a Performance Improvement Plan (PIP) are subject to not receiving an agreement until the performance issue(s) has/have sufficiently improved.
 - Any public discussion of these issues or the process by an employee may lead to immediate termination.

Step 3: Suspension and final written warning Job In Jeopardy (JIJ) There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for termination of employment The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Lakeside Christian Academy will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Lakeside Christian Academy reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by HR and the next level manager. Final approval is required from the Head of School.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Lakeside Christian Academy and its employees.

FACULTY & STAFF GUIDELINES

Teacher and Staff Conduct

Teachers and staff are expected to support the School's Mission, Philosophy, and Statement of Faith. Treat all students, parents, and all members of the staff with dignity and respect and allow for individual differences. Always keep in strict confidence all medical, non-public, or other information obtained under an obligation of confidentiality regarding students, parents, or staff members/situations. Never discuss a student or a student's parents or other teachers or staff in the presence of any children or other parents. Do not discuss students or students' parents with other staff members unless they have a need to know or can be helpful in making evaluations or recommendations. Maintain a professional, businesslike appearance and attitude. Demonstrate loyalty and support colleagues, students, administration, and the school. Demonstrate leadership to students, colleagues, and parents. Always arrive on time for classes. The School is a Christian School and faculty, and staff are to reflect Christian ideals and values, such as not cohabitating with individuals of the opposite sex.

Teacher Responsibilities

1. **Student Supervision** - All Lakeside Christian Academy Teachers and Staff are responsible for the well-being and supervision of all students.

2. **Chapel** - Chapel is conducted for all students, teachers, and staff each week – your attendance and participation is required.

3. **Hallways and other common areas** Teachers are to be respectful of other classes when directing students. Lower School Students and teachers should move silently on the right side of the hallways.. No running in the school is permitted unless specifically directed by a lead teacher during a class activity. Hallways should be kept clean and students should assist in this responsibility. Teachers and staff should never send students into the teacher workroom area.

Hallways and common areas should be monitored during class breaks with expectations that teachers and school administration will be in the halls during those times.

4. **Outdoor Fields and Equipment** Teachers are responsible for carefully monitoring students on outdoor fields and equipment. One teacher or assistant per class should be present to supervise students. Teachers are asked to sit apart to monitor actively all areas of outdoor activity. No student should be unaccompanied at any time. Students are not permitted to jump off swings. Teachers should monitor the slides.

5. **Classroom** Students must be supervised at all times in the classroom. Pre-K-4th students may not go to and from special classes unless accompanied by a teacher or teacher's aide. Greater discretion is allowed in the High School and Middle School. Lead teachers must be in their rooms when students return from special classes. Teachers must always remain in their classroom when tests are taken.

High and Middle School Teachers are encouraged to begin each class with a prayer. Teachers should also pray with students before lunches.

In the event of an emergency that requires the teacher to leave the classroom, the teacher should enlist another teacher to visually supervise the room. This includes going to the restroom. In all cases, the primary responsibility rests on the absent teacher, not the surrogate.

All students should be always accounted for, it is not permissible to send your class to study hall or to any other class if you are not there. An assigned substitute should be in your classroom if you are absent. In the event you cannot find a substitute please speak with your School Level Head.

- 6. School Rules** In addition to the Golden Rule - In everything, do unto others what you would have them do unto you. Teachers should:
 - (a) Obey the Honor Code.
 - (b) Be an active listener.
 - (c) Raise hand before speaking.
 - (a) Treat people and property with dignity and respect; and
 - (b) Lower School students should walk through the halls silently, on the right side and silently in the bathrooms.
- 7. Health and Emergency** Know the school evacuation and crisis management plans, as well as the routes from all rooms and buildings students might frequent (take grade book/computer for reference). In the event of an evacuation, count the number of
- 8.** students/staffs before and after the evacuations to ensure that all students and staff are accounted for. Know the designated staff person who has First Aid, CPR and AED certification. A list of teachers with CPR/AED certification will be posted in the Crisis Management folders and by the AED units. Keep emergency exits unobstructed. Post fire and storm emergency plans, as well as evacuation maps in a visible place on an information board specifically for this information. Close all doors and turn off all lights when exiting for fire drills. Be aware of each student's personal records – medical, emotional, developmental. Store all cleaning supplies, trash bags, medications (including inhalers and Epi Pens) and potentially dangerous products in places that are inaccessible to students. Facilitate and supervise students in all health and safety procedures. Refer all first aid and medication needs to the front office.

Contact the School Level Head/Nurse in the event of student injuries and serious medical problems. The Nurse will complete an Injury Report and contact parents/guardians as well as the School Level Head. For Athletics the program coordinator and the athletic trainer should be notified. Either the coach or the trainer will complete an Injury Report and contact parents/guardians. All Injury Reports should be sent to Human Resources.

- 9. Safety** Always monitor and keep students in sight on outdoor fields and equipment. Report damaged equipment or other damage to the property on which students might be hurt to the office. Use covered cups when drinking hot beverages. Keep all fire doors closed at all times. Keep exterior and interior hall doors closed at all times.

- 10. Child Abuse Standards and Reporting** LCA does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct ("prohibited conduct") to occur in the workplace or at any activity sponsored by or related to it. In order to make this "zero—tolerance" policy clear to all employees, volunteers and staff members, we

have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they reasonably suspect, learn of or witness prohibited conduct.

Abuse or molestation means each, every and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together.

All staff members or volunteers who learn of, have a reasonable suspicion of prohibited conduct must immediately report it to the department Head of School Level or Counselor. The Head of School Level will inform the Head of School, and the administration is responsible for filing a report to DFACS.

We take allegations of prohibited conduct seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target(s) of the investigation. The investigation may be undertaken by an internal team comprised of fellow employees or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies, and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited to appropriate authorities, we will endeavor to keep the identity(ies) of the target(s) and the alleged victim(s) confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the target's relationship with our organization.

We prohibit retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline, up to and including termination.

11. Sexting, Child Exploitation, and Offensive Material Policy - Lakeside Christian Academy deems sexting as inappropriate and unsafe behavior which threatens the social, emotional and/or physical safety of students. Although sexting is typically voluntary at first, it raises many serious concerns, especially when the images are spread beyond the control of the sender. Sexting can result in humiliation, bullying and harassment of students.

Definition The term 'sexting' is derived from texting and refers to the sending of sexually provocative material (including photos, videos and sexually explicit text) from modern communication devices or applications, such as mobile phones, tablets, email, social networking sites and instant messaging services.

Process If you have firsthand knowledge of any such image (i.e. you view an image of nudity or a sexually explicit act) you should follow the below steps:

This includes images that might have been created, adapted, or modified:

- Advise your immediate supervisor and Human Resources of this report
- You and your immediate supervisor should coordinate reporting this issue to appropriate law enforcement. We are required by law to report such incidents.
- You are not required to call 911. Please call the Lexington Police Department (since we are in Lexington) at (803) 359-6260.
- If any image is shown to you, **do not** show it to anyone else except law enforcement
- If any such incident is reported to you by a parent, you should:
- Advise them to report this incident to law enforcement personnel.
- Report this to your immediate supervisor.
- Do not allow the parent to show this image to you! Advise them that they should report this to law enforcement and then report to your immediate supervisor.

12. Student Harassment Reporting Never ignore student complaints of harassment. Report any pattern of student complaints involving teacher or peer harassment to the Head of School Level. Document complaints of harassment including the date, time, and nature of the incident. Monitor hallways, playgrounds and restrooms for possible harassment situations.

13. Hours

For Faculty: Teachers and Teaching assistants should arrive on time. Do not leave campus during working hours without approval from the Head of School Level and signing out in the front office.

Reporting times are:

- b. 7:20 a.m. for Teaching Assistants/Lower School/Middle School Teachers
- c. 7:30 a.m. for others

For Staff: Due to the nature of some positions, your start time may vary from the start time of faculty. Therefore, confirm with your immediate Supervisor what your start and end time should be based on your position. Notify your supervisor if you plan on leaving early or expect to be off campus during the workday.

14. Parent Communication Ensure that positive parent communications is established and maintained. Regularly check e-mails and voice mail to respond appropriately and in a timely manner to parent messages and requests. Forward or copy the Head of School Level on any e-mails that may be of concern. Respond within one business/ workday to all e-mail and voice mail messages from parents.

15. Transportation and Supervision of Non-Staff Children Do not bring or transport in your personal vehicle any LCA students, other than your own, to school or school related activities. If a faculty member is also a school parent, and they are transporting their child with a friend or friends this is permissible. If a teacher must transport a student in their personal vehicle, written parental permission must be received prior to transporting the student(s) and there must be another adult in the car. During paid planning, set-up, and clean-up times, LCA staff students must be supervised. Do not bring sick students, of any age, to school for any reason during working hours.

16. Committees and Sponsorships Volunteer for committees involved with planning new or improved academic experiences for the school.

17. Academic Responsibilities Lakeside Christian Academy expects that faculty members will maintain full qualifications in their field and keep up to date with the latest developments in general education and his/her specific field of study. In addition to satisfying the requirements of the Association of Christian Schools International (ACSI), faculty members are also encouraged to do the following: If possible, join one or more professional organizations related to his/her field of study. Attend conferences and workshops that are applicable and pertinent. Work toward a graduate degree or take graduate-level courses in his/her field.

ACADEMIC PROCEDURES

Homework

Homework should be given consistently and regularly. The purposes of assigning homework are to:

- 1) Reinforce materials, skills, of conceptual understanding of subjects taught in the classroom
- 2) Improve writing skills
- 3) Enlarge vocabulary
- 4) Enhance problem solving skills
- 5) Build confidence by providing students with opportunities for individual success and discovery beyond the classroom
- 6) Prepare students for new topics/lessons

Communicate regularly with parents to ensure that both the amount of homework and content are balanced and appropriate. Homework assignments for HS/MS students must be posted through appropriate designated electronic program.

A. Lower School Homework

Please see the Family Handbook for homework expectations. No homework should be assigned during tests, Christmas, Winter break, Spring break, Easter breaks, standardized testing or on days specified by the Head of School Level.

B. Middle School Homework

Please see the Family Handbook for homework expectations. No homework should be assigned during exams, Christmas, Winter break, Spring break, Easter breaks, standardized testing or on days specified by the Head of School Level.

Teachers must post grades & comments in the designated electronic program by the due date/time.

Grades for daily assignments, quizzes, and tests should be posted within one week. Grades for most papers and projects should be posted within two weeks. Grades for extended research papers may take up to three weeks.

Teachers are responsible for keeping copies of grades given in previous grading periods.

Track student attendance and conduct issues accurately and post online each day.

All tests and major assignments must be recorded on in Schoology.

Parent Night

Early in the school year, the School will have a Parent Night. Teachers will give a short presentation to parents introducing themselves and describing their course and any requirements that parents should be aware of.

Parent Conferences

Teachers will conduct a minimum of two scheduled conferences per year for each child in their classroom – with additional conferences as needed or requested by the parent/guardian. Conference content should include student strengths as well as areas for improvement. Concrete strategies should be suggested for improvement. Also include a comment that emphasizes your relationship with the student. Teachers are expected to schedule all other parent conferences when needed. Teachers are expected to conduct full staff conferences with parents and all the teachers involved with the student, when necessary. Teachers should inform Head of School Level/Counselor of any specific student/parent problems in or resulting from conferences or invite the Head of School Level to attend the conference should you suspect any problems.

Faculty Meetings

Attendance at faculty meetings is mandatory. General faculty meetings are at 7:30 a.m. on late arrival days--Wednesday. School faculty meeting are as scheduled by Head of School Level.

Grading and Report Cards

Lakeside Christian Academy operates on a semester schedule. Lower School report cards go out to the parents every 9 weeks. At grade reporting time, all report cards will be kept in the counselor's office. (LS) Teachers must post grades & comments in the specified electronic program used within your area by the due date/time. (HS/MS) Teachers are responsible for keeping copies of grades given in previous grading periods.

Guidelines for Grading Late Assignments:

1. Clearly communicate that homework and other assignments are to be completed and turned in on or before the assigned due date.
2. Homework not completed by students may have an academic penalty.

Student's policy for makeup work during an absence. See absentee policy in Family Handbook for HS/MS policy.

CONDUCT AND DISCIPLINE EXPECTATIONS FOR STUDENTS

LCA students are expected to refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr., and to respond respectfully to questions from adults with, "Yes, sir," "Yes, ma'am," "No, sir," "No, ma'am."

Students are expected to exhibit concern and charity in their interactions with other members of the LCA community. All students are to respect the dignity and rights of other individuals and their property.

Students are expected to develop and maintain a high standard of personal integrity and honor in behavior, language, good manners and work. All students shall observe the regulations of the school, guiding their actions using common sense.

Students are taught that their behavior has consequences both positive and negative, and that they must accept responsibility for their own behavior and schoolwork. Discipline is created to be developmentally appropriate according to each age in the lower school. Students will follow the course of discipline established by the individual grade levels. Discipline procedures and consequences will be reviewed and explained to students during homeroom class at the beginning of each school year. Repeated offenses may warrant a visit to the Head of School Level.

Discipline Policy Lower School

Teachers should adhere to the following procedures when administering discipline:

1. Follow the School-wide Discipline Program.
2. Provide direction and allow the student the opportunity to correct his/her behavior.
3. Keep complete records of student discipline.
4. Offer alternative activities.
5. Warn the student of the consequences of continued misbehavior.
6. Implement appropriate discipline.
7. Conduct student conferences with teacher and/or counselor. Parents must be notified if student conferences are conducted.
8. Conduct conferences with parents to establish behavioral contracts. The Counselor should attend this conference.
9. Refer severe disciplinary problems to the Head of School Level.

Normal progression for handling disciplinary matters is the Teacher, Counselor, Head of School Level. More severe offenses and honor violations may be brought directly to the Head of School Level/ Head of School.

Discipline Policy for Middle School and High school

Lakeside Christian Academy does not condone or practice corporal punishment, but rather employs a demerit/detention system of discipline. Teachers should adhere to the following procedures when administering discipline:

1. Provide direction and allow the student the opportunity to correct his/her behavior.
2. Offer alternative activities.
3. Warn the student of the consequences of continued misbehavior.
4. Implement appropriate discipline or punishment.
5. Conduct student conferences with the teacher, Counselor and/or Dean of Students. Parents must be notified if student conferences are conducted.
6. Conduct conferences with parents to establish behavioral contracts. The Dean of Students and/or Counselor should attend this conference.

7. Refer severe disciplinary problems to the Dean of Students.

Normal progression for handling disciplinary matters is the teacher, Dean of Students, Head of School Level. Honor code matters should be referred directly to the Honor Council faculty advisor.

More severe offenses and honor violations may be brought directly to the Head of School Level and/or Honor Council faculty advisor.

Corporal punishment is never permitted and is grounds for immediate dismissal.

Accreditation Standards

Lakeside Christian Academy is pursuing accreditation by the Association of Christian Schools International. To be part of the Lakeside Christian Academy staff, all procedures outlined by the accreditation guidelines must be followed and practiced daily.

Anecdotal Notes

Anecdotal notes should be maintained as a way of memorializing specific student behaviors or situations. The notes should not be shared with others and should be used to assist the teacher in recalling certain events or incidents. Anecdotal notes are never filed in the student's permanent records.

Birthdays and Class Parties

With teacher permission, Lower School Students may bring special treats to share in the lunchroom. No birthday or other party invitations should be passed out in the class. Holiday parties (example: Christmas, Valentines, Easter) should not be held off campus.

Chapel

All students, teachers and teaching assistants must participate in chapel service. Please be prompt and ensure that students understand the general behavior expectations. Parents are always welcome.

Daily Devotions

Lower School will have a daily devotion during homeroom period via intercom. Blessings before meals are encouraged.

Field Trips

Requests: All field trip requests must be submitted in writing two weeks before the scheduled trip for approval by the Head of School Level.

Transportation: Following published procedures, students will be transported by school buses or a designated bus service. School buses can only be secured through the Assistant to the Head of School

Level. Each vehicle must have one adult driver and another adult to ensure adequate supervision of students. If the bus is equipped with seatbelts, it is the teacher's or coach's responsibility to ensure they are worn. Teachers will never drive students on field trips in their personal cars. With written parental permission before a special event, teachers may transport students for activities such as small group gatherings with another adult present in the car. Please speak with your Head of School Level in advance if you are not sure if transportation of a small group for a special event is appropriate. Parent drivers must submit a copy of their driver's license and insurance card to the office before the trip.

Parental Permission: Teachers should inform parents in writing of upcoming trips, dates, times, fees, etc. No field trips are to be taken during the last 10 days of school without special permission of the Head of School Level.

Field Trip Safety Procedures:

1. Count Off – always count heads before changing venues.
2. Buddy System – no child should go anywhere alone, especially a public bathroom.
3. Chaperone Accountability – assign each chaperone a list of children to watch. This puts the chaperone into an active mindset, keeping up with a few children, rather than passively waiting for signs of trouble.
4. Incident Report – as soon as an incident is safely concluded, an incident report should be written and passed on to school Head of School Level.
5. Parental Notification – parents should be called immediately after an incident. Make sure to carry a class list with emergency and cell phone numbers.
6. Chaperone to Child Ratios must be approved by the Head of School Level.
7. First Aid Kit – always take a first aid kit on field trips.
8. Departure – be sure to count children again when the bus is filled before returning to school.
9. Cell Phones – need to be taken on field trips for communication of any type.
10. BE SAFE!

Overnight Trips- Chaperone Guidelines

Overnight trips are an important part of the Lakeside Christian Academy program. Students' safety is the number one priority of all overnight trips and who chaperone's these trips must have safety as their top priority. Overnight trips will be chaperoned by staff/faculty who are directly associated with the trip (i.e. sixth grade trip chaperoned by sixth grade teachers). In the event additional chaperones are needed a formal request from the Building Level Head (who is responsible for the trip) will be sent to additional staff/faculty giving attention to gender and any requirements (after seeking permission from the staff/faculty members supervisor). Any staff or faculty on any level of disciplinary plan are not to chaperone overnight trips until they have satisfactorily completed any action items.

All chaperones adhere to below behavioral guidelines:

1. Conduct myself in a manner that is glorifying to God.
2. Always know where the students are.
3. Be on time for all scheduled events.
4. Always be in a group of at least three people.
5. Never be alone with one student, unless medically necessary.
6. Not form associations with anyone who is not a part of the trip.
7. Remain positive even in difficult circumstances.
8. Keep rooms clean and undamaged. (Damage will be paid for by the responsible person.)
9. Not engage in rough, rowdy, or dangerous play.
10. Willingly and honestly observe all curfews.
11. Be available to students 24 hours a day, including times while asleep.
12. Not partake of alcoholic beverages, drugs, or tobacco products.
13. Be respectful and use courteous language.
14. Not enter the room of a member of the opposite sex (without a chaperone of that gender, unless medically necessary).
15. Adhere to all rules in the Lakeside Christian Academy Faculty/Staff Handbook.
16. Use good judgement. In emergency circumstances may require you to be in contradiction with one of the above guidelines. The circumstance must justify the action.

The chaperones must pledge to guard the health, safety, and welfare of the trip participants, to handle all necessary arrangements, to deal with all emergencies, and to do everything possible to maximize the value and enjoyment of the trip for all.

Chaperones understand that violation of the spirit of the intent of any of the rules/guidelines can be detrimental to the welfare of the entire group and they may reserve the right to severely restrict activities of an individual or send any violator home (at their expense) in the event of a serious infraction. Rule infractions that occur during a trip but do not become known until after the trip may still result in disciplinary actions.

Violations of these guidelines may result in disciplinary action for faculty or staff members, up to and including termination. Violations may result in not being asked to chaperone any future trips for any chaperone.

Non-exempt employees must consult with Human Resources before chaperoning a trip in regard to tracking hours and pay.

Gum Chewing

Gum chewing, by students or teachers, is not permitted.

Injuries- Students

Seek or administer first aid and report injuries to parents immediately. Fill out an "Injury Report" (forms located on the U drive). Parents should be called with any school injury.

Dining Hall Guidelines

Age-appropriate behavior is expected in the lunchroom. Each student is responsible for keeping his area as clean as possible. Adult supervisors should check for cleanliness before dismissal. Individual inappropriate behavior should be dealt with by removing the child from the group. Judicious use of "silent lunch" should be used to control the group or individuals.

Medications

If medications must be taken at school, the following procedures apply:

1. Prescription and Non-Prescription Medication

The parent/legal guardian and doctor must complete the appropriate authorization and instruction form. The completed form must accompany the medication. The medication should be given to the nurse for safe keeping and administering.

2. Administering Medication

Teachers should never administer medication. The only exceptions to this rule include inhalers, EpiPens, and special health related issues. Lakeside Christian Academy cannot be responsible for administering emergency treatment in the event of a life-threatening emergency or invasive procedure. LCA will institute emergency medical treatment through the student's family physician or other recognized medical resource. All medication will be stored in the appropriate offices and administered by the School Nurse or designee. The parent must bring medicine, in the original container, along with the authorization and instruction form to the office for storage and administration. Medications should never be shown or shared with other students. At the designated time, the student will go to the clinic to take the medication. Assistance and supervision for administering medication will be in accordance with the instructions on the authorization form. Medication is a parental responsibility. School employees cannot assume liability for supervising or assisting in the administration of medication. Unused medication may be retrieved by parents within one week of the date which the medication is discontinued. If the medication is not retrieved, the school will dispose of it. At the end of the school year, all medications must be retrieved within five days of the last day of school or it will be discarded.

Parent Communication

Emergency communication may be relayed by a phone call to the front desk.

Parking

Teachers must park in designated areas.

Pets

Teachers may have one (1) appropriate pet in the classroom if they desire. It is the teacher's responsibility to care for the pets and ensure that cages are kept clean. All teachers must ensure there

are no allergy problems among the students that may come in contact with the pet. Head of School Level approval is required for any classroom pets. Pets must be taken home over the weekend and during all school holidays and vacations.

Report Cards

The CFO will inform the Head of School Levels if reports cards should not be issued due to any money that is owed to the school (e.g., overdue library books, textbooks, outstanding tuition fees, athletic uniforms, etc.)

School Specials- Lower School

Specials such as Art, Music, PE, Computer, Library Science, Foreign Language, and Christian Education are important parts of the curriculum. Teachers will have students ready for these activities and will be punctual and supportive of the special program teachers. Teachers are responsible for notifying the special program teachers if the class will not attend because of a party, field trip, program practice, etc. Teachers should inform the special teacher in writing of a unit of study which the classroom teacher would like addressed in a special program area. Teacher Assistants will accompany students to the specials as needed by the Specials Teacher.

School Entry Records

All students are required to have a Certificate of Immunization and a Vision, Hearing, Dental Screening form on file prior to or concurrent with the start of the school year. Entry records must be on file in the school office for students to remain in school.

School Snacks

We discourage using candy for rewards or incentives. Students may bring nutritious snacks from home. Bottled water is permitted at any time in the classroom. Food is permitted in the cafeteria and classrooms only. Soft drinks are not permitted in Lower School.

Special Dietary Needs

Students with specific diagnosed dietary needs and/or allergies must submit the physician's medical recommendation to the office and Teacher.

Tree Nut Policy:

Tree nuts or peanut products are not permitted in the Lower School.

Middle and High schools allow tree and peanut products.

Student Attendance Records

Teachers need to check attendance daily and update their appropriate electronic tracking system.

Student Evaluations and Records

Teachers should use ongoing observations and anecdotal notes to maintain student progress reports. A copy of the student report card is to be always kept in the student's file. Comments should be constructive, balanced, and specific, noting strengths and areas for improvement.

Student Family Situations

Teachers should notify their Head of School Level and front office in writing of any family situation that arises regarding students such as births, deaths, serious illness, hospitalization, divorce, etc., at the time of occurrence so the administration can respond accordingly.

Student Planners/Agendas

The school will require planners for students in grades Pre-1st-8th. This organizational tool will be used by students, teachers and parents daily.

Student Referrals and Retention

If a student's promotion to the next grade level is in question, the Teacher must refer the student to the Head of School Level as early as possible. After an evaluation process has been completed, the Head of School Level will assist the classroom teacher in making a grade placement recommendation.

If a student's needs fall beyond the capabilities of the school's services, King's Ridge Christian School will work closely with parents to make the appropriate referrals to providers whose services can meet the student's specific needs. Teachers will not make recommendations for special services before consulting the administration.

Student Wellness Policy

Students must be free from fever, diarrhea, vomiting or nausea for 24 hours before coming to school. If a student becomes ill during the school day, the student should be brought to either the clinic or the Nurse. Based on the symptoms, the parent(s) or a designee will be contacted. Students should be picked up immediately. For this reason, emergency contact numbers must be current. If student's allergy symptoms display symptoms of contagion, parents must provide a physician's written verification of allergies along with documentation of medications for the student to remain in class.

Supplies and Equipment

Supplies are requested by each grade level or department on a semester basis. Supply requests must be made using a purchase order form. Teachers will not be reimbursed for supplies they purchase unless given prior direction and approval by the Head of School Level. Curriculum materials may be requested as needed with approval of the appropriate Head of School Level. Requests must then be submitted to the Head of School Level.

Teacher Resources

A teacher resource area, housing supplemental curriculum resource materials, videos, and instructional materials, is in the Media Center and Resource Room. Please follow check-out procedures.

Teacher Gifts to Students

Teachers are not required to give students gifts at Christmas, end of the year, or any other occasion. If teachers choose to give gifts at special occasions, they should be simple and inexpensive.

Textbooks

Lower School, High school and Middle School students will buy textbooks, consumables and other needed materials. Teacher resource materials will be supplied by the school for teachers. Curriculum updates and revisions can be initiated by the teacher but must be approved by the administration. Each student will purchase his/her own Bible. The Bible version will be determined by the Christian Education Teacher.

Toys

Kindergarten students are allowed to bring in toys for show and tell. Lower School students may bring in recess toys such as balls. The toys must remain in school bags until requested by the teacher. Toys should not be given as incentives.

Tutoring

Families need to use the classroom teacher and Help Sessions (High/Middle School) that have been established by the school to seek additional academic support. This tutoring policy has been established as a service and convenience for LCA families. LCA reserves the right to change this policy.

Teachers may not charge a student in their class for tutoring. Lower School Teachers may tutor students, but not on their grade level. High/Middle School teachers may tutor students, but not in the course that they are presently teaching. Teachers may tutor in a LCA building after school hours from (LS/MS 3:20 p.m. to 6:00 p.m, HS 3:30 p.m. to 6 p.m.) Tutoring must be on an individual basis (no group tutoring). Faculty must not let tutoring interfere with their teaching (i.e. grading and returning papers, keeping assignments posted, preparing for class) and/or extracurricular assignments. Faculty must, prior to tutoring, let the Head of School Level know the names of the students and the frequency of tutoring.

Visitors

Visitors should be directed to the front office for visitor check-in. Visitors should wear visitor name badges at all times while on campus. Parents are to accompany the student to the front office.

Teacher Evaluation and Observation System

- Head of School Levels will conduct goal setting with all teachers at the start of the school year.
- In-formal and formal observations will be conducted throughout the year.

- In December, faculty will complete self-evaluations
- In February and March, Heads of each school level will go over performance evaluations
- New Teachers are evaluated during the all-staff mid-year review, and by his/her Head of School Level once per semester during their first year.

Core Propositions

Christian Worldview- LCA teachers are committed to student learning and truth. Teachers are dedicated to making truth and knowledge accessible to all students. LCA teachers conduct all professional and interpersonal responsibilities with a strong Christian worldview. They effectively integrate faith and learning and demonstrate a strong personal commitment to Jesus Christ. LCA teachers treat students, parents, faculty and staff in a manner honoring to our Christian faith.

Subject Matter Expertise- LCA teachers know the subject matter they teach and how to teach those subjects to their students. Teachers appreciate how knowledge in their subject is created, organized, linked to other disciplines, and applied to real world settings. They are adept at engaging students in worthwhile learning activities through a repertoire of instructional methodologies and strategies.

Classroom Management- LCA teachers manage and monitor student learning. Teachers create, enrich, maintain and alter instructional settings to capture and sustain interest of the students and to make effective use of time. Teachers can effectively assess the progress of individual students and the class as a whole. They employ a variety of evaluation techniques and instruments in measuring student learning. They ensure that all measurements are valid and reliable.

Pedagogy- LCA teachers think systematically about their teaching practice and learn from experience and research. Teachers recognize that professional learning comes about through self-reflection about instructional practice and through reflection with other professional colleagues. In addition, they recognize that they can deepen their knowledge, sharpen their judgment and adapt their teaching to new findings, ideas, and theories.

Relationships- LCA teachers interact as members of professional learning communities. Teachers contribute to school effectiveness by working collaboratively with other professionals on instructional improvement, curriculum development, and staff development. Teachers know and use community resources to benefit students. They are willing to work with parents as a team for the well-being of the students.

Commitment to LCA - LCA teachers demonstrate a strong commitment to Lakeside Christian Academy beyond his/her classroom/subject matter. They contribute time and talent to Lakeside Christian Academy programs and initiatives. They provide constructive feedback and input on how to enable Lakeside Christian Academy to better achieve its mission. LCA teachers promote a tone and atmosphere that reflects support for, loyalty to, and agreement with the Lakeside Christian Academy mission.

Levels of Performance

In the framework for teaching, levels of performance are provided for the five domains and for each of the elements. The levels range from describing teachers who are still striving to master the rudiments of

teaching (Aspiring) to highly accomplished professionals who are able to share their expertise (Master). **It is important to recognize that the levels are levels of performance of *teaching*, not of *teachers*. This distinction is significant and reflects the fact that performance is highly variable;** whereas at a general level there are patterns and consistencies. For example, any individual lesson may be highly successful, or it may fall apart.

Master- The teacher performing at the Master level is a distinguished teacher and makes a contribution to the field, both inside and outside his/her school. His/her classroom consists of a community of learners who are highly motivated, engaged, and assumes considerable responsibility for their own learning. A classroom functioning at the Master level seems to be running itself; it almost appears that the teacher is not doing anything. It is seamless; the students know what to do and get right to work.

Superior- The teacher performing at the Superior level clearly understands the concepts underlying the component and implements it well. Teachers at the superior level thoroughly know their content, know their students, know their curriculum, and have a broad repertoire of strategies and activities to use with students. They can move easily to Plan B if necessary.

Accomplished- The teacher performing at the Accomplished level demonstrates that the routines of teaching have become automatic. Accomplished teachers have developed an understanding of classroom dynamics and are alert to events that don't conform to the expected patterns. Teachers performing at the Accomplished level have mastered the work of teaching while working to improve their practice.

Competent- The teacher performing at the Competent level appears to understand the concepts underlying the component and attempts to implement its elements. But, implementation is sporadic, intermittent, or otherwise not entirely successful. Additional reading, discussion, visiting the classrooms of other teachers, and experience will enable the teacher to become proficient in this area.

Aspiring- The teacher performing at the Aspiring level does not yet appear to understand the concepts underlying the component. Working on the fundamental practices associated with the elements will enable the teacher to grow and develop in this area.