



Staff Policy Handbook 2024-2025

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Welcome!

On behalf of The Alcott School, welcome! Whether you have just joined our staff or are a current employee, this handbook is for you. For those who are new to our school community, we will do everything possible to help make this an easy transition. We consider the employees at Alcott School to be our most valuable resource. Our goal is to foster a positive working environment in which all of us can prosper and grow as professionals.

This handbook should be read in conjunction with the description of your specific job responsibilities and general terms of employment that apply to your position. Please contact the Director of Operations if you have any questions about the material covered in the handbook or other personnel-related issues.

You are urged to acquaint yourself thoroughly with the handbook. It will help you orient yourself to your position.

We are glad that you have joined us and trust that you will find your work to be both challenging and rewarding.

Mission Statement

The primary mission of the Alcott School is to provide a high quality, developmentally appropriate preschool education to all children who attend regardless of their abilities or disabilities. Alcott School recognizes the important role parent education and support for families plays in the development of young children and is dedicated to helping support the families enrolled in its programs.

Marilyn Donnellan, Director of Education

Barbara O'Dell, Director of Operations

Lindsey Sherman, Corporate Compliance Officer

Introduction

This handbook contains information about the employment policies and practices of the Alcott School (referred to throughout as “the Alcott School,” “Alcott,” or “the School”). Additional copies of this handbook can be found in the Operations office, and on www.alcottschool.org. Each employee is expected to read, understand, and comply with all provisions of this handbook.

Except as noted below, neither this handbook nor any other School document confers any contractual right, either expressed or implied, to remain in our employ. Nor does it guarantee any fixed terms and conditions of your employment. The Alcott School is an at-will employer and you are an at-will employee. While the Alcott School hopes that relationships with all employees will be long-term and mutually rewarding, either you or the School may terminate the employment relationship at any time, for any reason, with or without cause or notice. No supervisor or other representative of the Alcott School, except the Board of Directors (and then only in a signed writing), has the authority to modify the at-will relationship, or to make any agreement contrary to the policies contained in this handbook.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies, procedures, practices, and benefits described here, all of which may be modified or discontinued unilaterally at any time by the School with or without prior notice. Such modifications, including to the handbook, can be changed only in writing, signed by the designee of the Alcott School. No oral statements or representations can change the provisions of this employee handbook. Regardless of the date of hire, employees are subject to any amendments, deletions or changes made in the handbook or in the course of Alcott School’s operations. This handbook replaces and supersedes all previous statements of policies and procedures with respect to the School’s staff members.

Although employment at the Alcott School generally is at-will, some employees of the School may be covered under written annual employment letters. Where terms and conditions of employment are set forth in an annual employment letter, those terms and conditions will take precedence over the handbook provisions. Employees who have questions about which provision governs in a particular situation should contact the Director of Operations. Annual employment letters, however, confer no right or expectation of continued employment beyond the time period in the letter, require satisfactory performance, and are subject to enrollment and financial ability.

In the event any provisions of this handbook conflicts with any federal, state, or local law, rule or regulation, such law, rule or regulation shall govern and such provision of this handbook shall be deemed modified to the extent necessary to comply with such federal, state, or local law, rule or regulation.

Finally, the last page of this handbook is the acknowledgement form. This tear-off document, which is signed by the employee and placed in the employee’s personnel file, provides important information regarding employment with the Alcott School. After reading this employee handbook, please sign the receipt page and return it to Director of Operations.

Corporate Compliance Overview

In furtherance of its Mission Statement, and as part of its participation in the Preschool/School Supportive Health Services Program (SSHSP), Alcott School has established a Corporate/Medicaid Compliance Program (the “Compliance Program”) which promotes an organizational culture that encourages ethical conduct and a commitment to compliance with laws, rules and regulations which are designed to prevent Medicaid fraud, waste and abuse while enhancing quality services to the children and families we serve.

The Program integrates various systems of operations with an emphasis on internal and external audits, reviews, benchmarks and trends, and is based on effective and open lines of communications. The Compliance Program is incorporated into our operations which are committed to high standards of performance and quality of services.

In addition to other programs, policies, and procedures relating to the organization or operation of the Alcott School, the School has developed, adopted, and implemented a program and plan consistent with the provisions of Title 18 NYCRR Part 521, governing compliance programs for medical assistance providers. The components of this Plan, which incorporate the Whistleblower Policy described in this handbook, include, but are not limited to:

- Written policies and procedures that describe compliance expectations as embodied in a Code of Conduct and Ethics;
- Designation of a specific employee vested with responsibility for day-to-day compliance of program operation;
- Training and education of employees and other affected individuals;
- Communication lines to responsible compliance contacts;
- Disciplinary policies to encourage good faith compliance program participation;
- A system to routinely identify compliance risk areas;
- A system for responding to compliance issues as they arise; and
- A policy on non-intimidation and non-retaliation for good faith compliance program participation.

Alcott employees are expected to be familiar with the Compliance Program. Alcott employees should contact Corporate Compliance with any concerns regarding ethical conduct and compliance with applicable laws, rules and regulations. A copy of the Corporate/Medicaid Compliance Program will be provided to each employee upon hire and can be obtained from Corporate Compliance. In an effort to encourage employees to report ethical or legal violations, a locked compliance box is posted in a common area. Compliance concerns, whether signed or anonymous, will be given full consideration and investigation.

The Compliance Program incorporates a Code of Conduct and Ethics and a Conflict of Interest policy. Both code and policy are applicable to all trustees, directors, officers, and employees.

Open Door Policy

The Alcott School has an open door policy which encourages employees to discuss any work-related policy candidly. The School is committed to providing a workplace where there is open communication. Corporate Compliance is in the best position to provide answers to questions as well as listen to suggestions. Employee feedback is welcome as are suggestions for making the Alcott School a better place to work. Corporate Compliance may not be able to answer all questions at the time asked, but will get back with a response in a timely manner.

Employees are encouraged to resolve differences informally whenever possible. If no resolution is reached through such efforts, the staff member should then approach the administration in the following order:

immediate supervisor, program director and finally, Corporate Compliance. Employees may bypass a specific administrator, depending on the circumstances of the situation. The School takes staff member concerns seriously and will make every effort to promptly and amicably address problems which arise.

The Alcott School will not discipline employees for using the Open Door Policy but does not guarantee that employees who disclose violations of laws or School policies will not be subject to discipline, up to and including termination of employment. Please refer to the Whistle Blower Policy on page 7 of this handbook.

Equal Employment Opportunity Policy Statement

The Alcott School is committed to safeguarding the right of all employees to work in an environment that is free from discrimination, harassment, or retaliation on the basis of race (including traits associated with race), creed, ethnicity, color, national origin, religion, gender, sex, sexual orientation, gender identity or expression, transgender status, age, physical or mental disability, marital status, genetic information, citizenship, familial status or status as a victim of domestic violence, veteran or military status, and/or any other characteristic protected by law. The School is committed to eradicating all such discrimination, harassment, and/or retaliation, whether it is committed by employees or others. Conduct that violates this policy will not be tolerated, whether it be verbal or physical.

This policy governs all aspects of employment, including recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. All School employees are responsible, individually and collectively, for fostering respect and teamwork in the workplace and for complying with this policy prohibiting discrimination and harassment in all facets of the School's business.

Reasonable Accommodations

The Alcott School complies with the Americans with Disabilities Act as well as applicable state and local laws providing for nondiscrimination in employment against qualified individuals. An employee with a disability who believes that reasonable accommodation is necessary in order to perform the essential functions of the employee's job should contact the Director of Operations, and/or a direct supervisor. The employee should provide a doctor's report identifying the disability and the direct implications of the disability to the job's essential tasks. The doctor may offer suggested accommodations. The school will engage in a cooperative dialogue with the employee to identify a reasonable accommodation and to determine whether such an accommodation will create undue hardship for Alcott.

Harassment-Free Workplace

It is the policy of the Alcott School to maintain an environment in which all individuals may flourish and grow, without performance being impaired by harassment or discrimination.

Definitions of Harassment

Federal and local laws prohibit many types of harassment and discrimination. The Alcott School expressly prohibits any type of harassment or discrimination, even when not unlawful or directed at a protected class of individuals. Harassing conduct of any sort will not be tolerated. Harassment generally consists of unwelcome statements or actions (often based on sex, sexual orientation, gender, gender identity or expression, race, age, religion, ethnic or national origin, citizenship status, disability, marital status, or other

protected group status as defined by law), which have the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment or unreasonably interfering with an individual's work or educational performance. Harassment can result from activity on social media or similar electronic communication as well as face-to-face contact.

If an employee engages in any conduct during blogging or social networking or in any school-related setting outside of Alcott, including school trips, meetings, or school related events, which violates any policy of Alcott School (including, but not limited to, making threats toward employees, engaging in harassing or discriminatory conduct towards employees, discussing student or family information, and/or disclosing confidential information of Alcott School to third parties) the employee may be subject to disciplinary action.

It makes no difference if the harassment is "just joking" or "teasing" or "playful." Jokes may be just as offensive as any other type of harassment, and will be dealt with in the same manner.

Individuals and Conduct Covered

The School does not discriminate in its educational programs or employment practices. This policy applies to employee-employee conduct, employee-student conduct, and to conduct involving third parties doing business or associated with the School, including contractors, vendors and interns. Discrimination on the basis of sex, sexual orientation, race, age, religion, ethnic or national origin, citizenship status, disability, marital status, or other protected group status is prohibited by this policy as well as by Title VII and Title IX of the Education Amendments of 1972. Questions about Title IX or this policy may be directed to the School's Director of Operations, 535 Broadway, Dobbs Ferry, (914) 693-3737, bodell@alcottschool.org, or to the U.S. Department of Education Office of Civil Rights.

Retaliation Prohibited

The Alcott School prohibits discrimination, harassment and/or retaliation against any individual who reports or provides information in good faith about discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, is a serious violation of this policy and, like harassment or discrimination itself, may subject the individual who engages in retaliation to disciplinary action up to and including termination of employment.

Sexual Harassment

Sexual harassment, including any type of sexual violence is a form of gender discrimination strictly prohibited by School policy and law, including Title IX. Conduct involving students, employees, staff, or third parties doing business at the School are all subject to the provisions of this policy. The School's complete sexual harassment policy is attached to this Handbook as Appendix 1.

Whistle Blower Policy

The Trustees of the Alcott School have adopted a Whistle Blower Policy that is applicable to all trustees, directors, officers, employees and volunteers of the Alcott School. The Whistle Blower Policy is described in more detail in the Corporate/Medicaid Compliance Program manual a copy of which is given to each employee.

Alcott recognizes that intentional and unintentional violations of policies, procedures, regulations and laws may occur. The School acknowledges a responsibility to create an environment where improper activities will be reported, appropriately investigated, and where found credible, appropriate remedial steps will be

taken to correct the improper actions and deter future violations. It is everyone's responsibility to safeguard the School's high standards and report actual or suspected violations, including but not limited to instances of fraud, unethical business conduct, falsification or misuse of records or documents; OSHA (Occupational Safety and Hazard Act) concerns; unfair treatment or discrimination; abuse of power; or any other act in violation of criminal law or School rules or policies.

If any individual reasonably believes that a policy, practice or activity of the organization or any trustee, officer or key employee is in violation of the law, public policy, or Alcott School's Code of Conduct and Ethics, that individual should report the alleged policy, practice or activity to a supervisor, who shall convey such report to the Corporate Compliance Officer, or to the Compliance Officer directly. The Compliance Officer is wholly accessible to all employees by phone, email, mail, and in person.

Alcott employees are expected to report any activity, policy or practice that is reasonably believed to constitute a violation of law or Alcott's standard of care to the attention of a supervisor or the Compliance Officer and to provide Alcott a reasonable opportunity to make necessary corrections before reporting any such activity, policy or practice to a public body. No member of the Alcott community who in good faith reports a violation or suspected violation will suffer any detriment, harassment, retaliation or adverse consequences as result thereof.

This policy protects any employee who:

1. Discloses or threatens to disclose to a supervisor an activity, policy or practice that is in violation of a law, rule, or regulation;
2. Provides information, testifies, participates in, or otherwise assists in a proceeding before any public body conducting a hearing or inquiry into any violation of a law, rule, regulation, policy, practice, or activity by Alcott;
3. Discloses or threatens to disclose to a public body an activity, policy or practice that is in violation of a law, rule or regulation, provided the employee previously brought such activity, policy or practice to the attention of a supervisor or the Compliance Officer and afforded Alcott a reasonable time to make corrections, unless such violation presents a substantial danger to public health or safety and the employee reasonably believed that reporting to a supervisor or the Compliance Officer would not result in a corrective action; or
4. Provides truthful information to a law enforcement officer.

Procedure for Reporting Suspected Violations

Procedures for Reporting Suspected Violations of law, public policy or Alcott School's Code of Conduct and Ethics are set forth in the Compliance Program, starting at page 14 of the Compliance Program manual.

Any investigation following a report of a violation will be conducted in a manner that protects the Whistleblower's identity to the greatest extent practicable, given legal requirements, consistent with the need to conduct a fair and adequate investigation and take necessary corrective action.

Conditions of Employment

All of the following Conditions of Employment and Clearances must be satisfactorily received and reviewed by Operations before any Staff member may be on-site. It is each employee's

responsibility to read and review all Human Resources forms and policies, including this Employee Handbook before signing and accepting employment.

Employment Application

Alcott School relies upon the accuracy and completeness of information provided on the Employment Application, as well as the accuracy of other data presented throughout the hiring and employment process. Any misrepresentations, falsification or material omissions in any of this information or data may result in disciplinary action up to and including withdrawal of an offer of employment or disciplinary action, up to and including termination of employment, regardless of when the information is discovered.

Verification of Employment Eligibility

As required by the Immigration Reform and Control Act, each employee, is required to produce documentation proving that the employee is authorized to be employed in the United States. Upon hire, each employee must complete and sign the employee identification and verification section of the Employment Eligibility Verification Form (“I-9”) and, within three business days of commencing employment, each employee must present documentation proving the employee’s identity and right to work in the United States. If such authorization is not submitted, an employee cannot continue to be employed. If an employee has temporary employment authorization, the employee will be required to submit updated or new authorization documents prior to the date that the existing authorization expires or employment will end.

Background Clearance/Fingerprinting

State law and regulations governing group day care require that Alcott provide fingerprint images to the Office for Children and Family Services for all prospective employees who are candidates for positions in Alcott’s licensed group day care programs. Alcott is also required to request clearance of all prospective employees assigned to these programs from the Statewide Central Register of Child Abuse and Maltreatment.

All offers of employment at Alcott School are considered conditional until the results of the criminal background check and inquiry to the Statewide Central Register of Child Abuse and Maltreatment (SCR) have been received and reviewed. Licensed professionals who will be providing Medicaid-funded related services will be subject to additional screening. Applicants for positions such as clinical therapists, social workers, psychologists, special education teachers, ongoing service coordinators, or other health professionals must meet all requirements for a National Provider Identifier (NPI) number and must complete the NPI application. In addition, Alcott will screen related service providers to ensure that they have not been sanctioned by a federal or state law enforcement, regulatory, or licensing agency and they are not excluded from participation in federally-sponsored health care programs. Service providers will be screened through federal and state data bases upon hiring and periodically thereafter and are expected to advise Alcott immediately if they become aware of any change in their own exclusion or eligibility status.

If an employee is charged with a crime in any jurisdiction during the employee’s employment at the Alcott School, the employee must notify the School within 24 hours following the charge. Notification must be provided in writing to the Director of Operations. The Alcott School will comply with all applicable federal state, and local laws and regulations in handling such reports and in any determination it subsequently makes. Failure to notify the School of any pending charge may result in disciplinary action up to and including termination of employment.

Medical Documentation

All employees are required to have an annual physical examination that must be submitted to the School. New staff are required to submit a physical as well as a negative TB Mantoux test. Staff members who

show a positive PPD and are proven to be non-contagious must submit an annual health provider letter stating that they show no signs or symptoms of Tuberculosis.

The following immunizations are also required:

- Proof of 2 doses of measles vaccine or positive titer level or birth before 1/1/1957.
- Proof of 1 dose of Rubella vaccine or positive titer level.
- **NOTE:** Staff who have negative titer levels for either Measles or Rubella but can show required proof of immunization, do not require an addition dose of MMR.
- Immunization against Hepatitis B is strongly recommended but not required
- Proof of tetanus immunization every 10 years

Conflict of Interest

In General

The Alcott School has adopted a Code of Conduct and Ethics and a policy with respect to Conflicts of Interest, both of which are applicable to all trustees, directors, officers, and employees. The purpose of the Conflict of Interest Policy is to protect the quality of the work that Alcott does and also to protect its interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an employee, officer or trustee.

Employees are expected to perform their duties on behalf of Alcott responsibly and to the best of their abilities. Alcott recognizes the right of employees to engage in activities outside of their employment that are of a private nature and unrelated to Alcott's work. However, the employee must disclose any possible conflicts. A potential or actual conflict of interest occurs whenever an employee is or appears to be in a position to influence a decision of the School that may result in personal gain for the employee or a family member, as such term is defined in the Nepotism policy below. An employee must promptly disclose actual or potential conflicts of interest, in writing, to the Corporate Compliance Officer.

If an employee has any questions as to whether an action or proposed course of conduct would create a conflict of interest, that employee should immediately contact the Corporate Compliance Officer to obtain advice on the issue. Alcott will determine, in its sole discretion, whether a conflict of interest exists. If so, an employee may be asked to terminate the activity causing the conflict, or be disciplined by Alcott, up to and including termination of employment.

At hire, employees must sign a Conflict of Interest Statement, further clarifying and explaining each employee's obligations.

Outside Employment

The Alcott School believes that an employee's commitment to the job at the Alcott School is the primary commitment for the employee with regard to work, and the employee must not engage in other commitments or activities which prevent full commitment to the position with Alcott. From time to time, Alcott's employees need to work beyond their normally scheduled hours. Employees are expected to perform this work when requested. In cases of conflict with any outside employment, the employee's obligations to the School must be given priority. Therefore, employees must advise their direct supervisor in writing when pursuing other work and educational commitments. Employees must obtain the consent of the supervisor before assuming responsibilities that could interfere with the primary commitment to Alcott. Alcott may, in its sole discretion, determine that an employee may no longer hold outside

employment, for any reason. In such circumstances, the employee will be asked to resign such employment, or be subject to termination of employment from Alcott.

Employees may not receive compensation in addition to their compensation as employees of Alcott for services performed during their designated working hours at the Alcott School (i.e., 8:30 AM – 4:00 PM).

Alcott employees are prohibited from having outside employment while on any type of leave, paid or otherwise, from the Alcott School. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Outside Arrangements with Students

No teacher, therapist, consultant, teaching assistant or aide at the Alcott School may enter into any type of arrangement to provide supplemental educational or treatment services, either privately or through another agency, to any family with a student who has been evaluated at or is enrolled in the Alcott School during the student's period of evaluation or enrollment.

Non-exempt teacher aides and teacher assistants are, however, permitted to babysit for Alcott families with advance written permission from the Director of Operations and subject to such terms and conditions as may be set forth by Alcott.

Employees permitted to babysit will be asked to sign a statement that they have (i) advised the family that Alcott is not responsible for, and shall be held harmless for, any and all actions of the employee while babysitting and (ii) discussed with the family how the family expects to be contacted in the event of an accident with the child (specifically, the type of accident that would result in an Incident Report if the accident happened at Alcott). Families wishing to engage Alcott employees as babysitters will be required to sign a statement in advance accepting the terms and conditions of Alcott's rules on the use of Alcott employees as private babysitters. Employees may only babysit for those families who have a signed statement on file with Alcott.

No Alcott employee may transport a student in their own vehicle at any time.

Nepotism Policy

Members of an employee's family may be considered for employment *on the basis of their qualifications*. The Alcott School began as a family-centered not-for-profit education corporation, and continues to value the family-friendly environment that has been cultivated over the years.

However, family may not work for the school if such employment would:

- Create a supervisor/subordinate relationship with a family member;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual or perceived conflict of interest.

This policy must also be considered when assigning, transferring or promoting an employee. For the purpose of this policy, family includes but is not limited to members of the immediate household, as well as spouse or domestic partner, ancestors, children, siblings, aunts, uncles, and cousins, and the spouses or domestic partners and children of these individuals.

Romantic Relationships

The Alcott School does not prohibit consenting “romantic” or “sexual” relationships among employees. If a consensual romantic relationship develops between any two employees, the employees must immediately alert the Director of Operations. All employees are expected to continue to act professionally at all times and to be discreet about any such relationship(s).

If a consensual “romantic” relationship should develop between a supervisor/manager and an employee, it shall be the responsibility and obligation of both the employee and the supervisor/manager to promptly disclose the existence of the relationship to the Director of Operations. In the event that the subordinate employee later takes the position that the relationship was not consensual, the supervisor/ manager may be subject to accusations of sexual harassment or discrimination. The Director of Operations will take appropriate steps to avoid such result, which could include discontinuing any supervisory relationship existing between the parties. Failure to make such a relationship known may result in termination of employment. The School reserves the right to move, reassign, or terminate any employees involved in a relationship with one another, or to require one party of the relationship to resign from employment.

Political Activities

In order to retain its tax-exempt status, the Alcott School is prohibited from participation, intervention, and/or involvement, either direct or indirect, in support of, or in opposition to any candidate for elective office. Accordingly, employees are expected to refrain from engaging in political activities on the Alcott School’s property or to use their connection with the Alcott School for political activities. Further, no partisan political activity will be conducted, endorsed, or supported by any individual or group in the name of the Alcott School.

The School reserves the right to review and discuss expenditures or activities with respect to political activity.

Organizational Affiliation

Staff members are encouraged to participate in charitable organizations and to sit on Boards. However, whenever a staff member is asked to accept a position in any outside organization based on the staff member’s expertise and affiliation with the Alcott School, such representation shall be approved in advance by the School. Such representation shall cease upon the staff member’s resignation or termination of employment from the Alcott School to the extent it is based on employment with Alcott. Any organizational position which could imply or create a conflict of interest with an employee’s position at the Alcott School should be disclosed.

Acceptance of Gifts

No employee may solicit or accept gifts of significant value (in excess of \$50.00), lavish entertainment, loans, or other benefits from any outside source, including potential and actual students, parents, vendors or suppliers. Special care must be taken to avoid even the impression of a conflict of interest.

Staff Classifications

An employee’s category of employment will determine the paid time off and benefits to which the employee is entitled. Please see the Leave Policies and Staff Benefits sections of this handbook for details.

Exempt and Non-Exempt

Exempt employees are those in certain executive, administrative, professional, faculty, or computer positions as defined by law, who are exempt from overtime provisions and are not eligible for overtime

pay. Non-Exempt employees receive overtime pay in accordance with applicable law and the School's overtime policy. Please see the Overtime Pay section of this handbook for further details. Any questions regarding an employee's exempt or non-exempt classification should be directed to the Director of Operations.

Independent Contractors

Independent contractors are not employees of the School but generally are professionals who provide skilled services to a number of organizations or individuals. Independent contractors are paid according to the terms of their individual contracts with the School. In order to be considered an independent contractor at the Alcott School, specific criteria must be met. An independent contractor is not eligible for benefits from Alcott.

Temporary Employees

Temporary employees are hired on an as-needed basis for a specified project or time frame. The number of hours that temporary employees work varies depending on the needs of the School. A temporary employee in a non-exempt position is compensated on an hourly basis, and therefore does not receive compensation for holidays or for days not worked. A temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees are not eligible for benefits provided by the Alcott School.

Compensation

Payment of Salary

Non-exempt employees' salaries are based on their regularly scheduled hours and are subject to change based upon the hours a non-exempt employee actually works during the applicable pay period.

Salary payment is typically made semi-monthly and pay dates are on business days, typically mid-month and on the last regular business day of the month. The law requires that Alcott deduct federal, state, city, social security and Medicare taxes from an employee's paycheck. If employees have any questions about their paychecks, including deductions, they are urged to promptly speak with Operations.

Employees who believe that an improper deduction has been made should immediately report this information to Operations. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed. Alcott will take appropriate steps to ensure compliance with all state, Federal and local wage and hour laws.

The Fair Labor Standards Act (FLSA) Safe Harbor

Non-exempt employees are generally entitled to premium pay for hours worked in excess of 40 hours in a work week. However, certain employees are classified as exempt from this general rule, and are not entitled to extra pay for hours worked in excess of 40 hours per week. These employees are generally supervisors, managers, professionals, administrators, or outside salespersons.

Subject to the exceptions stated below, exempt employees will generally receive a predetermined weekly salary that will not be subject to deductions based on the quantity or quality of the work performed. However, exempt employees need not be paid for any work week in which they perform no work. Should you have any questions on your classification, please contact the Director of Operations.

The salary of exempt employees may lawfully be subject to certain deductions. For example, deductions may be made from your salary for the following reasons:

- full-day absences from work for personal reasons, when you have run out of personal and vacation leave time;
- full-day absences from work for sickness or disability, when you have run out of sick leave time;
- full-day suspensions for violations of written School policies on workplace conduct;
- time not worked during your first or last week of employment; or
- to offset amounts you receive as payment for jury duty, attendance as a witness, or temporary military leave.

Your salary may also be reduced for certain types of deductions required or permitted under the law, including, but not limited to, voluntary contributions to a fringe benefit plan; federal, state or local taxes; or social security contributions.

To ensure that you are paid properly and that no improper deductions are made, you should always review your pay stubs for accuracy.

The School will not allow any form of retaliation against individuals who in good faith report improper deductions or other errors in paychecks, or who cooperate in the investigation of such reports. Complaints of retaliation should be reported immediately to the Director of Operations. Every complaint will be examined, and corrective action will be taken where appropriate, which might include the discipline or termination of the offending employee. If it is determined that an improper deduction has been made, the School will reimburse you in full.

Payroll Direct Deposit

Employees who give advanced written consent are paid via direct deposit. Employees who elect not to be paid via direct deposit are eligible to receive their pay through a card that is issued by the School's payroll company. The employee's pay will automatically be loaded onto the card every payroll. The appropriate forms are available from Operations. Semi-monthly pay stubs will be distributed in staff mailboxes or in a similar manner. Any questions about the payroll process should be directed to the Director of Operations.

Time Records

Since September 1, 2017, the Alcott School has installed an electronic attendance tracking system. The system has been configured to ensure regulatory compliance.

The Alcott School attendance tracking and Payroll systems are being facilitated through the use of software from PAYCOM.

Time clock kiosks are posted for employees, substitutes, and 1:1s to sign in and out.

All Employees are required to clock in at the start of each work day and out at the end of each work day. Fee-for-service 1:1 aides are required to clock in and out at the end of each worked session.

For safety reasons, the Fire Code requires that Alcott School maintains a log to determine presence in the building and, accordingly, all employees must sign in and out on the daily sheets provided in the main office. Employees are required to sign in on this posted OCFS document upon entering and exiting the School. This provides an accounting of all staff present in the building at all times.

All Alcott employees will be provided with information to activate their PAYCOM Employee Self-Service account. This account will serve as a resource to employees to monitor their attendance, personal time out, vacation, requests for time off, payroll information etc.

Staff will be able to request time off via Paycom and the request will be sent to their supervisor for approval.

Reports generated from the Paycom system will be maintained as the record of a staff person's hours worked, and will be the basis for calculating overtime payments for employees eligible for overtime. Each individual is responsible for recording accurate information. Non-exempt employees must record overtime hours worked at the time they are worked and have the supervisor confirm the time. (See Overtime Pay section for further explanation.) Except for an emergency, an employee's supervisor must confirm the accuracy of each overtime entry. Employees with overtime entries whose overtime hours do not arise from an emergency may be subject to disciplinary action. In addition, employees whose jobs require travel to other locations on a regular or semi-regular basis are required to provide written documentation of all activities outside of their primary locations on a monthly basis. Such documentation must be signed by an appropriate supervisor indicating approval of these activities.

Time off must be recorded in accordance with the Leave Policies noted below.

Regular Hours and Schedule

The work week begins at 12:01 AM Monday morning. Lunchtime generally is one-half hour, as explained further below. The employee must record overtime in accordance with the overtime procedure.

Meal Breaks

Lunchtime is one-half hour. This time is unpaid. Employees are required to take scheduled lunch breaks and are prohibited from performing any work while taking lunch.

Classroom teachers are encouraged to stagger their lunch breaks to ensure adequate staffing at all times in their classrooms.

Overtime Pay

Depending on Alcott's work needs, employees will be required to work overtime when requested to do so. Prior approval of a supervisor, however, is required before any non-exempt employee works overtime, except in an emergency.

The full-time work week at Alcott generally is 37.5 hours. This includes 35 working hours and 2.5 hours for unpaid lunch time. All employees are expected to clock in and out consistent with the requirements and expectations of their positions. Employees who routinely clock out early may have their salary docked as appropriate.

For non-exempt employees, straight time is paid for hours actually worked up to 40 hours of actual work per week. Not included in the calculation of 40 hours per week for computing overtime are hours in the week classified as holidays, and paid leave days (sick/personal or vacation days) and other days or partial days when the employee does not report to work. Also, an employee's time for lunch is not counted as hours worked for purposes of overtime. When the employee has actually worked more than 40 hours in a week, all additional time is paid at a rate of 1.5 times the employee's hourly rate for non-exempt employees.

Exempt employees are not eligible for overtime pay under federal and state law. As professionals, exempt employees are expected to participate in all appropriate programs and activities of Alcott that are part of their job responsibilities, even when such programs occur outside of normal working hours.

Employee Expense Reimbursement

The Alcott School reimburses employees for approved purchases upon submission of proper documentation of the expenses (i.e., receipts) within the month that the charges were incurred. Claim for reimbursement must be submitted on the form approved by the Director of Operations. Employees must use the Alcott School's tax-exempt certificate when making purchase for classroom use. Under no circumstances will reimbursement include sales tax, if incurred. In order to be reimbursed, an employee must submit all documentation within one month of the date of purchase.

Employee Mileage Reimbursement

The Alcott School reimburses employees for approved work-related travel in the form of reimbursement for mileage at .45 per mile upon submission of documentation that evidences actual mileage traveled (in the form of a Google maps or other comparable service printout). Claims for reimbursement must be submitted on the form approved by Operations and by the 15th of the subsequent month of when the claims are incurred.

Personnel File

Alcott maintains a personnel file with respect to each employee. Personnel files and their entire content are the exclusive property of Alcott, and access to the information contained in personnel files is restricted. Information in the personnel file is shared within Alcott on a need-to-know basis and will only be released outside of Alcott when required by law.

Employees may request copies of certain documents (e.g., resume, certification/licensure, health form) that they submitted to the School. However, employees may not request copies nor have access to other such documents (e.g., letters of recommendations) that the School has received.

Employees may review material in their files in the presence of the Director of Operations or a designee. During this review, employees may take notes but may not remove, deface or otherwise make notations on the documents in their personnel files. Questions regarding any of the information in their personnel files should be addressed to the Director of Operations.

Personnel Records

Upon hire, employees will be given a series of forms to complete for their personnel files. It is important that personnel records are kept up-to-date. Employees must notify Operations (and provide documentation, if required) of any changes in name, marital status, address, telephone number, emergency contact, certification/licensure, tax and/or benefit related information. It is important to update this information to avoid problems concerning taxes and other important matters. It is the employee's responsibility to maintain accurate data in their Paycom Employee Self-Service.

Internal Transfers/Promotions

Employees who are interested in a position should notify the Director of Operations. Selection for any position is based on criteria including but not limited to, an individual's ability, job performance, attendance records, punctuality, other skills and qualifications, as well as the needs of the School. Job postings for available positions will be posted internally at the discretion of the Director of Operations. The final decision on a promotion or transfer is within the sole discretion of the Alcott School.

Staff Evaluations

The Alcott School is committed to the professional development of all staff. As part of that commitment, the Alcott School conducts annual written and face-to-face evaluations of all employees.

Staff evaluations are intended to provide a basis for communication between employees and their supervisors with respect to job performance, future goals and development within the School. The evaluations consist of a written self-evaluation and/or a written supervisor evaluation, as well as an interview with the appropriate supervisory personnel.

Employees must sign and date their written appraisals. Such signature does not signify agreement with the appraisal; rather it serves as a record that the appraisal was presented to the employee. Employees will have opportunities to comment on their reviews, in writing, as part of their employee files.

Staff Assignments

Employees are assigned to classroom teams according to the needs of the Alcott School. Employees may express a preference for specific placements each Spring for the following school year, but should be aware that actual assignments are within the discretion of the Alcott School, and that the School reserves the right to assign and/or reassign employees to any classroom or position deemed appropriate by the School's administration.

Performance Management

All employees as previously noted, are employed at will and, accordingly, may be terminated at any time, with or without notice from the School, and for any reason.

Alcott employees are expected to perform to their highest levels and to fulfill the requirements of their positions as set out in their job descriptions and which may include additional tasks or responsibilities consistent with their positions which may be assigned by their supervisors.

In the event that a staff member is not performing assigned tasks or meeting the requirements for employment, the individual may be subject to discipline up to and including termination of employment.

Where appropriate in the discretion of the School, a performance improvement plan may be written and executed. Further, an Incident Report may be written and placed in the staff member's confidential personnel file when infractions occur.

A pattern of minor infractions may necessitate disciplinary action, up to and including termination of employment.

Examples of minor infractions include, but are not limited to, the list below:

- Failure to properly record work time in accordance with time-keeping policy;
- Use of a personal cell phone or any other kind of personal communication device during the school day, except during break times;
- Regular or unauthorized absences;
- Excessive breaks during the School day;
- Failure to act on a reasonable instruction; or

- Poor performance

Serious infractions include, but are not limited to, the list below. These breaches of the rules or required standards may be of a nature serious enough to warrant immediate dismissal:

- Insubordination (including the above minor infractions that are attributable to, or otherwise evince, such insubordination)
- Misuse of computers or other equipment
- Repeated incidents of minor misconduct as described above
- Failure to report unsafe or unsanitary conditions

Gross misconduct includes but is not limited to the list below. These breaches of the rules or required standards may be of a nature serious enough to warrant immediate dismissal:

- Serious or repeated insubordination
- Theft, fraud, or other acts of dishonesty
- Violence or bullying (including verbal or physical threats)
- Breach of confidentiality, such as the unauthorized disclosure of a student's personal information and/or proprietary information concerning the School's techniques, programs, and curriculum, etc.
- Neglect of health & safety procedures
- Being on school premises while impaired by the use of drugs and/or alcohol.¹

Resignation

Employees who resign from their employment are requested to provide the Director of Operations with at least two (2) weeks' written notice. **If an employee does not provide this advance notice, that employee will forfeit any accrued, unused vacation time.** Even if sufficient notice is given, Alcott reserves the right not to pay accrued, unused vacation time.

Please bear in mind that staff may not take any time off during the resignation notice period except as required by law.

¹Alcott recognizes that New York's Compassionate Care Act legalizes a physician's prescription of marijuana for individuals with certain medical conditions. An employee who qualifies as a patient under the laws and complies with its regulations may be entitled to reasonable accommodation related to the employee's use of medical marijuana.

Upon receipt of an employee's resignation notice, Alcott reserves the right to request that the employee's last day occur at any time within the resignation notice period, depending upon the business needs or other such considerations of the School. Resignation notice does not guarantee work or pay for the entire duration of the resignation notice period.

Staff Training

Alcott School requires all staff to meet a minimum of 15 training hours per fiscal year as mandated by the appropriate oversight agencies. Staff are also required, subject to their individual licenses and certifications, to complete additional mandatory hours of training. It is an employee's responsibility to be aware of individual licensing and certification requirements and to keep all certifications and licenses valid and up to date. Failure to do so may result in an employee being precluded from working at the Alcott School and may lead to termination of employment.

Early Intervention (EI) regulations require that EI personnel "have access to and be required to participate in ongoing in-service training on best practices in the delivery of early intervention services." All EI employees will be required to attend at least two such trainings during each academic year. In-service conferences/workshops may fulfill the training requirement, subject to the EI supervisor's approval. Employees must submit proof of attendance to the EI supervisor to document fulfillment of the training requirement.

Similarly, all preschool classroom personnel, including substitute classroom staff and volunteers, must attend a specified number of hours of training over a two-year period matching the licensing dates pertinent to the School. **It is the employee's responsibility to be aware of the licensing period. Failure to meet training requirements can lead to termination of employment.** Training must include, but is not limited to, appropriate supervision of children, meeting the needs of children with special needs, age appropriate child development activities, behavior management, discipline, health, safety, nutrition, first aid, communication between parents and staff, child abuse and maltreatment identification and prevention, shaken baby identification and prevention, child day care program development, safety and security procedures, business record maintenance and management, and statutes and regulations pertaining to child day care. Best efforts should be made to attend such trainings during regularly scheduled work time. To the extent that trainings may occur on weekends or non-work days, non-exempt staff will be paid their hourly rates for training. All paid staff training is contingent on prior supervisor approval. Proper documentation of attendance must be provided to the School immediately upon completion.

With prior approval of the Director of Operations, Alcott School may pay a portion of staff training pertinent to job responsibilities and arranged by the employee. In order to be reimbursed for such training, the paid receipt must be submitted to Operations. Along with this should be a copy of attendance documentation, e.g., a certificate of attendance. The documentation must be initialed by the employee's program supervisor. If an employee is submitting a bill for the training and wishes the school to pay prior to the training, the invoice must be approved by the supervisor prior to submitting to Operations. Employees who are eligible for reimbursement of tuition costs are expected, after training,

1. To submit evidence of attendance to the personnel office; e.g. A copy of the certificate provided by the person conducting the training and any biographical information on the trainer that was provided.
2. To provide at least one training session for other employees concerning the information that was the subject of the training session.

Several times each school year, Alcott schedules Staff Training Days, consisting of workshops which can qualify for training hours under the OCFS regulations. Attendance at these trainings is mandatory, unless the employee is actively engaged in a classroom that day. Mandatory training also includes Special Education Orientations in June and August for all Special Education staff and the Staff Orientation at the beginning of September for all Alcott employees. Failure to attend these sessions will be considered an absence for that day and deducted from an employee's annual personal/sick leave allowance. Employees

who are unavailable for these mandatory sessions without prior approval from their supervisors or without a valid, documented medical or emergency situation, will be subject to discipline up to and including termination of employment.

Staff Attendance

General Policy Statement

Each employee is important to the success of Alcott School and the families of the students. It is vital that employees report to work each day as scheduled. The parents and students and the School's community depend on staff attendance. Employees should plan to be in the appropriate work area and ready to begin work at the scheduled starting time. Staff may not sign in and staff will not be considered ready to begin work until properly dressed for work (see information under "Dress Code" on Page 39).

The School reserves the right to modify the annual calendar as needed regarding the specific days the school year begins and ends. Specific hours of work vary by program, but an employee's expected schedule may be found in the relevant job descriptions and salary letters.

Underlying Principles

Regular and consistent attendance is necessary to provide a safe, nurturing environment within which our children can learn best. Employees who are reliable, responsible and dependable are the first to be considered for available positions each year.

From time to time Alcott understands that an employee may encounter personal problems that prevent prompt and consistent attendance. Exceptions to this policy will be made on a case-by-case basis, and in accordance with the School's obligations under the Americans with Disabilities Act, New York State Human Rights Law, and all other applicable, federal, state and local laws.

Late Arrivals & Early Departures

Employees are required to be ready to work at the designated start time as indicated in the employees' offers of employment. Unplanned late arrivals/early departures will count as tardy occurrences, and may affect the employee's sick/personal hours.

Absenteeism

In determining the need for corrective action and/or disciplinary measures, consecutive days of absence attributable to a single illness will be considered one occurrence. Non-consecutive occurrences for the same medical reason may be combined if the subsequent absence is within five (5) calendar days of the last day of the original absence. Employees are responsible for providing appropriate documentation upon request.

Approved FMLA, Bereavement Leave, Military Leave, Jury Duty and Certified Workers Compensation Leave are not counted as occurrences for the purpose of this policy.

Staff Absences

As described more fully below, all employees with an FTE equivalent of .5 are allotted time off from work in the event that they are sick, and for pre-approved personal time. Fee for service employees (e.g., OSC's, SEITs, substitutes, etc.) are granted sick leave in accordance with applicable New York State law.

A staff member who is absent from work for any reason should request the paid time off in the payroll system. Unless there are extenuating circumstances, the school requests that an employee call their

supervisor as soon as it is known that the employee is going to be absent. **Any non-emergency absence must be approved by a supervisor prior to the date of absence and appropriate arrangements for coverage should be in place. These approvals must occur in Paycom before the employee takes the day off.** Planned absences and foreseeable use of sick time/ personal or vacation time will be approved in accordance with business needs. Time off not requested in a timely manner may result in the delay or denial of leaves for the requested time period.

In emergency situations where prior approval is not possible, the staff person must personally notify the School by contacting the appropriate supervisor before the beginning of the school day and should confirm any continuing absence daily. Upon the staff person's return, leave must be requested in the payroll system within ten days. The School reserves the right to require a doctor's note for any extended absence or where a pattern of absence develops.

A staff member who is going to be late for work is to notify the School and indicate the time of arrival clearly when the individual signs in at the main office. Since being at work timely for students and colleagues is an essential requirement of the job responsibilities, tardiness is a serious matter. Employees with excessive absences and/or lateness will be subject to discipline. Non-exempt employees may have their compensation reduced for lateness or absences.

A "No Call, No Show" (i.e. failure to report for work **and** failure to call in to inform the supervisor that the employee would not be reporting to work) may result in discipline, up to and including termination of employment, or at the discretion of the Program Director may be deemed a voluntary resignation, depending on the circumstances.

Staff Days

Teaching employees are expected to attend staff days, which are scheduled for the purpose of classroom preparation, visiting other programs, report writing and/or staff meetings/workshops. Failure to do so will result in a chargeable absence.

Substitutes

Any staff member who is unable to report to work should immediately contact a supervisor. After contacting the supervisor, the employee should follow the "substitute" procedure to the extent able.

Inclement Weather & Make-Up Days

The School calendar generally allows for several snow days. In the event that classes are canceled due to inclement weather for more days than are allotted, the School may require classes to be held on days which were originally designated as vacation days. **All employees are expected to work on these make-up days. These makeup days are considered to be regular work days and do not qualify for extra pay. Failure to work on a makeup day will be considered a chargeable absence.**

It is Alcott's policy to always take staff and children's safety first in the threat of inclement weather. As there are 180 instructional days which the School must maintain, the School's management must carefully make decisions regarding closing the school on inclement weather days that ensure meeting the minimum 180 instructional days while maintaining the safety of staff and students.

Inclement weather may necessitate school delay or closing. All employees must sign up to receive a notification via text, phone call or email in the event of any emergency closings. In the event of a delayed opening, employees are to report to work ½ hour prior to student start time. Employees who are unsure as to whether school will be closed or delayed should call the School for a recorded weather/closing announcement.

Leave Policies

Bereavement Leave

In the event that a staff member suffers the death of an immediate family member, the staff member may be entitled to a bereavement leave up to four days at the staff member's regular rate of pay. Bereavement leave is not banked or accrued. For purposes of this policy, "immediate family member" is defined as the spouse, domestic partner, child or parent of the staff member, sister, brother or another family member with whom the staff member resided immediately prior to the family member's death. In case of the death of a brother-in-law, sister-in-law, mother-in-law, or father-in-law, or grandparent, the staff member is entitled to a bereavement leave of up to three paid days. In the event that the deceased lived outside of the New York/New Jersey/Connecticut Tri State area, the employee may be eligible for up to an additional two days of bereavement leave to allow the employee to travel. Some exceptions may apply based on individual circumstances, at the discretion of the Director of Operations.

Sick/Personal Days

Staff may not use sick/personal time during certain "black-out" periods which include but are not limited to the day preceding or following specific school breaks, Alcott graduation day, at the beginning or end of any program period. Calendar-specific "black-out" dates will be communicated to staff at staff orientation. Employees who wish to use personal time on one of these "black-out" periods must get express written prior approval from their appropriate supervisor. Failure to do so may result in disciplinary action up to and including termination of employment and will result in a forfeiture of the period of sick/personal or vacation day off and will be considered an unauthorized leave of absence subject to forfeiture of pay.

If an employee has an authorized sick/personal day scheduled during a school emergency when Alcott is closed for inclement weather or unforeseen condition (i.e., electrical outages), the authorized sick/personal or vacation time will be restored to the employee's bank of time.

Substitute teachers and other per diem employees accrue paid sick/personal leave at a rate of 1 hour for every 30 hours worked.

The number of hours in a sick day is equal to the number of hours a staff member usually works each day. A staff member who is absent for more than the allotted sick/personal hours will have a salary reduction at a rate equivalent to the staff member's rate of pay.

Please Note: Alcott Staff members who have had a break in employment with the Alcott School not exceeding 12 months will have their previous time added into their years of employment for the purpose of the calculation of sick/personal hours allowance.

Use of NYS Paid Sick Leave

The Alcott School's complete policy regarding the New York State Paid Sick Leave is attached to this Handbook as Appendix 2.

Remote Work

While the majority of positions at the Alcott School cannot be performed remotely, Alcott may allow or require employees to work remotely from their homes on a full-time, part-time, or temporary basis based on specific needs or circumstances. All employee requests for remote work must be approved in advance by the employee's supervisor. Remote work requests that are not temporary or are longer than a day require prior written approval from the Director of Operations. All employees working remotely are required to perform their job description's essential job duties and responsibilities, and to adhere to all applicable policies included in the Employee Handbook and Acceptable Use of

Technology and Social Media Policy. Guidance on remotely accessing Alcott email, voicemail, and the server, as well as how to conduct video conference meetings, will be provided to employees working remotely. Alcott may revoke permission for an employee to work remotely at any time, for any reason in its sole discretion.

Jury Duty

The Alcott School understands that employees have a civic duty to serve jury duty periodically. If an employee is notified of upcoming jury duty, that employee must provide the School with a copy of the jury summons, to ensure adequate coverage for the employee's job during the absence. The Alcott School will compensate any employee who is called to jury duty for the first three (3) days at the employee's regular rate of pay or as otherwise required by law. Any juror's pay an employee receives within that 3 day period must be reimbursed to Alcott School.

Upon completion of jury duty, the employee must submit a signed Certificate of Jury Service indicating the number of days served. Employees should report to work on any day that is excused from jury duty.

Blood Donation

Employees who are regularly scheduled to work more than twenty hours per week are entitled to three hours of paid leave in any twelve month period for donating blood, so long as sufficient advance notice is provided to the employee's supervisor.

Breastfeeding in the Workplace

The Alcott School supports employees who are nursing mothers. For up to three years following the birth of a child, an employee's need to express breast milk during work hours will be accommodated. An employee should request such time in advance so that the Alcott School can properly designate a private area for the employee's usage. Employees who are nursing will be provided a reasonable amount of break time up to 30 minutes at a time), at regular intervals or as needed, to express breast milk.

Military Leave

The Alcott School will grant a leave of absence without pay to employees who are called to duty in accordance with federal and state law. Such employees who are called to active compulsory service may retain certain reinstatement rights which the School will comply with as required by law.

Paid Family Leave Act

Effective January 1, 2018, private sector employees may be entitled to up to eight (8) weeks of job-protected leave (PFL) to bond with a new child, or care for a child, parent, grandparent, grandchild, spouse or domestic partner with a serious health condition. This leave also addresses qualifying events arising from military service of an employee's spouse, domestic partner, child or parent. The New York State Paid Family Leave Act allows for partial wage replacement.

All claims for PFL must be accompanied by a doctor's certification and submitted to Alcott's insurance carrier who ultimately will determine eligibility for this leave and process eligible claims. If you have any questions about your eligibility for PFL, please contact Operations.

Unpaid Leaves

Employees may request up to two weeks of unpaid leave for circumstances which would not qualify under any other applicable leave policies (FMLA or PFL). Such leave is granted on a case by case basis subject to approval by the School.

Staff Benefits

Benefit (Cafeteria) Plan

Alcott School employees who are employed at least 17.5 hours weekly (.5 FTE) are eligible to participate in the Alcott School Benefit Plan, excepting the health insurance plan. Employees who work less than 17.5 hours weekly are not entitled to benefits including but not limited to vacation time or paid school vacation. Eligibility for benefits is calculated on a ten-month school year, September 1st through June 30th. Only employees working at least 30 hours per week are eligible to participate in the health insurance plan. For any questions regarding the plan, contact Director of Operations. Upon becoming eligible for any benefit, the employee MUST complete the requisite paperwork within 30 days or the benefit is forfeited. This includes any employer contribution/subsidy available for that year.

FTE's (full time equivalent) will be calculated beginning on the first of the month following the date of hire for the purpose of calculating benefits (e.g., benefits for an employee who was hired on September 29th would be calculated from October 1st). FTEs to determine eligibility for benefits for SEIT, OSCs and other employees will be calculated on a monthly basis and may fluctuate month to month.

The FTE calculation for fee-for-service employees, such as SEITs, evaluators, substitutes and per diem classroom staff is calculated and eligibility for benefits is determined by the financial office on a monthly basis.

Medical Insurance

Employees may enroll in the medical insurance offered by the Alcott School 30 days after commencing employment. Additional information will be provided at orientation, or upon hiring. Any questions about the medical insurance coverage should be directed to the Director of Operations.

COBRA

Employees who resign or are dismissed, except in cases of gross misconduct, or whose hours are reduced or on leave not governed by FMLA, may elect to continue their health coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Eligible employees will receive information from the Alcott School's medical insurance provider, advising them of their rights to continue benefits under COBRA, along with the payment schedule and filing instructions. Under COBRA continuation coverage, the employee is responsible for the timely payment of premium costs.

Disability

Employees are generally covered by New York State Short Term Disability should they become disabled and unable to work as a result of an event outside the work place. If an employee does not work during the summer months, their eligibility for disability coverage may be affected. All employees choosing to not work during the summer program who are concerned about eligibility for disability coverage (should they need it) should speak with Director of Operations.

Life Insurance

All employees with an FTE of .5 or greater are eligible for a life insurance policy at no cost to the staff member. If a staff member's hours are reduced below a .5, the life insurance premium will no longer be paid by the School. Additional amounts of insurance may be purchased by the staff member.

Retirement Fund

The Alcott School has a retirement fund established under Section 403(b) of the Internal Revenue Code available to eligible employees.

New employees are eligible to join the Alcott Retirement Plan as of their first day of employment at Alcott School.

During the first year of employment, staff may make their own contributions to the Retirement Plan, but will not be eligible for any employer matching contribution until their one year anniversary of employment. Employees become eligible to join the Alcott retirement Plan with employer matching contributions after one year of employment at Alcott School. Employees must work 17.5 hours per week or have at least a .5 FTE in order to receive employer matching contributions.

- The employee becomes fully vested in the Plan upon joining.
- After the first year of employment, the School will match the Employee's deferral up to and including the Board of Directors approved match %.
- An employee who has had a break in employment with the Alcott School not exceeding 12 months will be allowed to waive the waiting period for employer matching contributions if this requirement has been met during their previous period of employment.
- The employee will select the investment fund(s) the employee wishes to join and will manage and be responsible for the administration of the investments.
- The School will make payments to the 403(b) agent each month. The employee may, each month, increase the share of the investment according to current IRS law. An employee who is 50 years old or older, with at least 15 years of service, may be eligible for increased deferred payments in accordance with IRS law.
- The employee will be responsible for all account fees and may be responsible for taxes on withdrawals from the employee's account.
- Loans may be taken from the retirement plan for needs which are not considered to be in compliance with the "financial hardship" provisions of the plan.
- The School reserves the right to terminate this Plan for any reason. The employee, being fully vested, may distribute the proceeds of the employee's account as the law permits.

Staff members whose employment at the Alcott School has been terminated for any reason are responsible for rolling their 403(b) funds into an appropriate retirement account. Details will be provided upon the employee's termination of employment with Alcott School.

Workers' Compensation

Employees are generally covered by Workers' Compensation ("WC") for injuries sustained at work. In order to obtain coverage, employees must report any work-related injury promptly and follow the procedures as outlined below.

If the injured staff member requires medical treatment they **must** present a doctor's note saying that they are able to return to work before returning to work.

Worker Compensation Accident Procedure

If an employee becomes injured at Alcott School on the premises, the following procedure is indicated:

1. Supervisors or administrators or other staff members must never question whether or not an employee should go to an ER or an Urgent Care facility in regard to an injury. If an administrator or the employee thinks the employee should go, **SEND THE EMPLOYEE!** Employees should not transport injured employees. Contact the injured employee's emergency contact for transport or if immediate care is urgent, call 911.
2. While at the facility, the information communicated (verbal or written) should indicate the accident happened at work. Injured employees should have the worker compensation information available to present. Informational cards are available in the front office. Once this information is communicated, the employee's personal insurance will not be accessed. Documentation must indicate how the injury was sustained at work in case the event becomes workers' compensable in the future.
3. The facility contacts NYSIF (Alcott WC provider) and, documents the event, follows protocol to be reimbursed.
4. In certain circumstances, at the discretion of the Director of Operations, the Alcott School may pay the employee's facility bill.

Credit Union

Although not a benefit provided by Alcott School, all current and former employees are eligible to join the Sunmark Credit Union 3563 Mohegan Ave, Mohegan Lake, NY 10547. Employees who are interested in further information should contact the Credit Union directly.

Tuition Benefits

The Alcott School recognizes that certain employees may wish to enroll their children at the Alcott School

Any such enrollments are subject to all the qualification criteria required by Alcott for enrolled students and do not entitle the enrollee to any additional rights or guarantees as to continued enrollment at the School. All enrollment decisions are ultimately up to the discretion of The Director of Education. Discounts on tuition for the children of employees are determined on a case-by-case basis by the Director of Operations.

Appearance and Conduct

Dress Code

Every staff member affects the reputation of the Alcott School. Your clothing indicates a level of professionalism to our families and to the public. Please dress for work with care, keeping in mind the

welfare and safety of the students who attend Alcott. Attire should be clean and neat, appropriate for the physical demands of the job, and comfortable and suitable for running and sitting on the floor, but not overly casual.

Clothing that reveals undergarments or private body parts is not permitted. Jewelry should be minimalistic and not distracting to the Alcott School students. Footwear must remain securely on the foot during any type of activity and allow a staff member to walk or run safely on any kind of surface.

Employees who violate dress code standards may be subject to appropriate disciplinary action.

Alcott School is committed to supporting our employees' religious and cultural beliefs and will modify our dress code accordingly if necessary. The School will grant an accommodation for reasons of religion or disability, unless to do so would create an undue hardship to the School. If you require an accommodation in regard to this policy for religious reasons or for reasons related to a disability, please see the Director of Operations.

Employees with questions about what is acceptable should speak to their supervisor or the HR office for guidance. We expect you to follow certain guidelines on grooming and personal appearance so that we can present a consistent, quality image.

Smoking

In accordance with applicable laws, smoking is prohibited in all areas of the premises, both inside and outside, including all School grounds and property and during any scheduled work time. This policy applies to traditional cigarettes and cigars as well as to any and all types of electronic cigarettes and cigars. Any employee who leaves Alcott's grounds or property to smoke must clock out on the OCFS board and PAYCOM. **Violation of this policy is subject to disciplinary action.**

Substance-Free Workplace

Use of illegal drugs and controlled substances in the workplace, or reporting for duty while under the influence of illegal drugs or controlled substances presents an obvious danger to the care of children, co-workers, and the abusing employee him/herself.

The Alcott School is committed to providing a workplace free of controlled substances, and affirms that it is in compliance with the federal government's Drug Free Workplace Act. The manufacture, distribution, possession or use of unauthorized controlled substances and/or illegal drugs on school property, during school hours or at school events will not be tolerated and will be subject to discipline, including immediate termination of employment.

Any arrest under a criminal drug statute must be reported to the Corporate Compliance Officer. Notification must be made within 24 hours following arrest.

In addition, consumption of alcoholic beverages during school hours or reporting for duty while under the influence of alcohol by any employee is strictly prohibited. Penalties for consuming alcohol during school hours, or reporting for duty while under the influence of alcohol, will result in immediate disciplinary action, to termination of employment.

The use of prescription drugs at Alcott not legally obtained, not for prescribed purposes and/or by someone other than the individual to whom they were originally prescribed also violates this policy. Prescription drugs must be legally obtained and in the possession of the individual to whom the prescription was written, taken in the dosage and manner prescribed, and maintained in their original containers. The legal use of prescription and over-the-counter drugs in the workplace in accordance with this policy is permitted so long

as it does not impair an employee's ability to perform the job safely and competently, and does not affect the safety or wellbeing of other individuals or students at Alcott.

Information on drug counseling and rehabilitation is available from the Alcott School.

Standards of Conduct

In order to be consistent and provide the level of quality that our students and families deserve, some general guidelines have been established to help clarify how your conduct impacts these goals.

In general, we expect you to refrain from any conduct that might be viewed unfavorably by the public at large. Common sense, high ethical standards and discretion are the best guides for proper personal conduct. Work standards are necessary to make sure we all have a common understanding of what type of behavior is expected.

This allows us to consistently enforce a set of standards that creates a positive work environment and earns the respect and confidence of others.

Upon conclusion of your employment with the Alcott School, you must return all School property.

Responsibilities to Alcott's Students and Families

Visibility Policy

An accepted ground rule in a school setting is that adults are always in an open, visible environment when dealing with a child so that the interaction is visible to others in the location. This concept is particularly critical when the setting involves a staff member alone with a single child. For the protection of all parties, including the staff member, it is a rule at the Alcott School that to the fullest extent possible, rooms have windows for visibility, doors remain open and blinds or curtains are maintained in a fully open position for unobstructed view. No staff member is to be with a child in a closed room or a location not fully visible to others. A failure to comply with this rule can lead to significant discipline, up to and including termination of employment.

Evaluation Recommendation Procedures

Employees should follow the procedures outlined below when recommending to a student's parent that the student undergo evaluation.

1. Recommending evaluation for educational purposes including speech/language therapy, physical therapy, occupational therapy, etc.
 - a. If a staff member notes that a student is exhibiting deficits in an area of development affecting classroom participation or performance, the team, including the Classroom Supervisor, Program Coordinator or Site Director meets. The proposed evaluation must be educationally relevant (i.e., we must need this information to continue to program effectively for the child).
 - b. After the team meeting the designated staff member(s) will inform the parent of the recommendation for evaluation and recommend that the student be referred to the Committee on Pre-School Special Education (CPSE) of the school district in which the student resides, or, for students under three years old, to the Early Intervention System.
 - c. If CPSE or Early Intervention determines an evaluation is needed, the parent may select an approved evaluator from Alcott or another agency.

- d. Evaluations authorized by the CPSE or Early Intervention coordinator are at no cost to the parents.

2. Evaluation by Medical Professionals

It is inappropriate for employees to recommend that students undergo medical evaluations. A staff member who notices a symptom which may require a medical evaluation should follow the procedures below:

- a. The staff member should discuss observed behavior at an educational team conference, which can include employees and the Director of Health Services. The Director of Special Education, Program Site Director or an immediate supervisor should be apprised of the conference discussion prior to contacting the student's parent or guardian.
- b. After the team conference, designated staff member(s) will meet with the student's parent(s). The staff member should inform the parent that the suggested evaluation is for medical, rather than educational purposes.
- c. The staff member should suggest that the parent contact the student's primary health care provider or other appropriate medical provider in order to follow up on the suspected condition.
- d. The staff member should place all notes referring to the parent conference at which the student's medical condition was discussed, in the student's file and in the student's documentation folder for ready reference. Notes should include reference to the exact language used when referring the parent to the student's medical practitioner.

Child Abuse-Mandated Reports

Alcott School employees are required by state law to report cases of suspected child abuse or maltreatment when they have reasonable suspicion that a child coming before them in their professional capacity is an abused, neglected or maltreated child. Alcott's policy regarding responses to concerns of Child Abuse is attached hereto as Appendix 4.

Parent Conferences

All classroom staff are expected to attend parent conferences for the students in their class(es). Conferences may be scheduled both before and after regular school hours. One or more evenings in the late fall, generally in November and in the early spring, generally March or April, will be designated for this purpose. Details on assignments and participation shall be provided. Non-exempt employees will be compensated for all hours worked in accordance with the Overtime Pay Section, where applicable.

Evening Parent Workshops

Head teachers, speech therapists, and occupational therapists may conduct at least one evening parent workshop during each school year, as necessary.

Welcome Events

All appropriate classroom staff are expected to attend Welcome Events, as per the specific programs' calendar. Non-exempt employees will be compensated for all hours worked, in accordance with the Overtime Pay Section, where applicable.

Evening Family Activities

All teaching employees should make every effort to attend at least two after school family activities if scheduled during the school year, e.g., Family Picnic. In addition, all staff **must** attend Back to School

Night, Parent Teacher Conferences, and Orientation Night. In accordance with labor regulations, non-exempt staff are paid for all worktime beyond salaried hours.

Classroom Photographs

Upon hire, all employees must complete the Photo Consent Form. This form allows employees to grant or deny Alcott School permission to use the employee's image in digital, print or video format on the School's website or in printed materials describing school programs for the purpose of promoting Alcott School. Such permission may be revoked or denied in writing at any time, by resubmitting the Photo Consent Form. Employees may obtain the Photo Consent Form from Operations.

Safety

ID Badges

Every Alcott employee will be provided with an Alcott School ID badge. Badges must be displayed prominently at all times when employees are on Alcott property.

Visitors/Security Policies

The Alcott School building will be opened and closed daily by an Exempt Employee. Once the building is unlocked, parents and staff alike must buzz to be let into the building. The school has front office staff who monitor parents and children entering and exiting the building during morning and afternoon drop-off. After drop-off period, all visitors must sign in and out with the front desk, present legal identification, and state the purpose of their visit. They must also sign out upon leaving the premises.

Room Maintenance

Each Alcott School building is cleaned every night by a cleaning service. In order to facilitate the cleaning service's role, teachers are responsible to clean their own table tops, shelves and counters, stack their chairs on the tables and leave the rooms in good order at the end of the school day. Employees who find that the floors and bathrooms are not being cleaned adequately should notify the site director or building manager in writing. Teachers who share their room for morning and afternoon classes should make appropriate arrangements with one another so that the room will be prepared for each session.

Fire Inspections

All employees are required to comply with rules, regulations and procedures as outlined by the school to comply with local, state and federal regulations. Records of legally required inspections along with the log of fire drills must be available in each building at all times. These records are required for:

- OCFS licensing;
- DOH site visits and auditing;
- SED visits and audits.

Fire Drills/Lock Down Drills/Emergencies

During all safety drills and actual emergencies, a member of the office staff will be responsible to emergency medications, a cell phone if possible, evacuation sheets, and evacuation bag. Each site should follow its specified evacuation or lock down procedures, as appropriate.

All staff must familiarize themselves with procedures for quick exiting of the building in the event of a fire. Evacuation routes are posted in each room, and employees must familiarize themselves with the location

of fire extinguishers in the kitchen, gym and hallways. Any staff member who is unaware of the location of the fire extinguishers or unfamiliar with the manner in which to operate one should contact the Program Site Director.

In the event of fire or other emergency, the emergency numbers are posted next to each telephone. All staff members should familiarize themselves with the emergency procedures.

In no event should a student or classroom of students be left unsupervised. In the case of any type of emergency dismissal at a particular location, including snow days, facility or safety related events; no staff may leave the building until all children in the building have been safely evacuated. In addition, classroom staff members are individually responsible for maintaining appropriate student/staff ratios in the classroom in accordance with OCFS regulations.

Kitchen/Gym Cleanup

All Alcott employees are expected to help in maintaining the school environment in a pleasing, safe and sanitary way. Procedures will be established to ensure fair distribution of work in common areas. The School is required to comply with local recycling and sanitation rules and regulations.

Allergen Statement

At the start of each school year, classroom employees will receive a list of all children's allergies from the Site Director. All teachers are expected to be aware of and sensitive to all Alcott children's allergies. Further, each classroom will post a list on the classroom door of the allergies that the students within suffer from (without identifying which students have the specified allergies). Teachers should also work with parents to ensure that everyone adheres to the guidelines as set out in the Parent Guide.

Confidentiality

In General

All employees of the Alcott School are responsible for ensuring the confidentiality of personally identifiable information in students' records and staff records to protect the privacy and safety of the students. Failure to comply with any of the terms listed below is grounds for disciplinary action, up to and including immediate termination of employment.

Employees should not discuss children, families or other employees in the hallways, kitchen, or other public areas of the School or in the community.

Maintaining Confidential Files

The Administrative Assistant is responsible for the files for each program. This is the person responsible for ensuring that the files are properly locked and limiting access throughout the school day. All student and staff records with personally identifiable information will be maintained in a locked and secure cabinet as mandated by regulations. When files are transported to meetings, they must be kept in a secure locked box in the transport vehicle. Every effort should be made to return files to the appropriate locked filing cabinet at the Alcott School following a meeting.

Staff must never leave children's files unattended. Records containing personally identifiable information will be disposed of by shredding in accordance with Alcott's records retention policy and applicable State and Federal law.

Access to Children's Records

Children's records will be maintained in an Alcott School facility as required by applicable state and federal law. When records are no longer needed on School premises, they may be transported to a secure storage facility.

Written parental consent must be obtained before personally identifiable information is disclosed to anyone, unless Alcott is otherwise required to disclose such information by law. This means that no records are to be given or information shared verbally about any child without the specific written consent of that child's parent. Consent forms will be maintained in the child's documentation file. Before verbal or written information about a child or family is shared with anyone, there must be a written consent signed by the parent or legal guardian giving permission for the Alcott School to share the information.

Access to students' files is limited to the teachers, therapists and other providers working with a specific child, the supervisory and administrative personnel with direct supervision responsibility for the case. A log sheet is located on the front of each child's file that must be filled out by anyone accessing a child's file. Staff members who are not on the authorized list who wish to access files must contact the Program Director if they need access to a child's file.

Sensitive Information

The Alcott School will not release medical or other sensitive information, including records of sexual abuse, physical abuse, treatment for mental illness, HIV status, etc., unless otherwise required by law. Records containing sensitive information are kept confidential in a separate locked drawer with access limited to the supervisor of the case. This confidential information is not considered to be part of the child's documentation file. When a case is closed, the sensitive information is sealed in an envelope, marked Confidential.

Medicaid Information

Special rules apply to the disclosure of information relating to children who are enrolled in the Medicaid Program. According to NYS Social Service Law, "Information relating to persons applying for or receiving Medicaid shall be considered confidential and shall not be disclosed to persons or agencies other than those considered entitled to such information when such disclosure is necessary for the proper administration of public assistance programs." Any questions regarding whether documents containing Medicaid identifying information may be released, should be directed to the Compliance Officer, who shall review the request with the NYS Department of Health Division of Legal Affairs, Bureau of Medicaid Law at 518-408-1495.

Parental Access to Their Children's Records

Parents have the right to inspect and review their child's file. Parents are entitled to:

- Review their child's record.
- Receive an explanation and interpretation of material included in their child's record.
- A copy within 5 school days if the request is part of mediation or an impartial hearing or is needed for a CPSE or IFSP review.
- Have a representative review the record on the parent's behalf.
- Be charged a reasonable fee, not to exceed 10 cents a page for the first copy and 25 cents per page for additional copies. No fee may be charged for records related to evaluations and assessments or for the search and retrieval of records.

Administrative assistants responsible for file access will contact the family to arrange an appointment to meet with a supervisor who is able to interpret the information in the file.

All of the above rights extend to the Commissioner of Social Services for children in the care and custody or custody and guardianship of the local social services districts. Parents are informed of their right to access their child's file in the parent handbook.

Maintenance of Records by Department

Student files may not be shared between departments of the Alcott School without written consent of the parent. Each department is responsible for maintaining separate and distinct records and ensuring that all standards of confidentiality are maintained.

Requirements for Children in Foster Care

For children in the care, custody or guardianship of the local social services district, the local Commissioner of Social Services/designee has the right to access the records collected, maintained or used for the purposes of the Early Intervention Program. Although, in general, information regarding a child in foster care is confidential there are certain exceptions regarding disclosure of information relating to service plans and visitation. The Alcott School must conform to the extent appropriate with existing laws, regulations, standards and procedures unless information such as the name and address of the foster parent needs to be maintained in a confidential manner to protect the safety of the child. When in doubt as to whether someone should be given access to a child's record, the Early Intervention Official and or local Commissioner of Social Services and the Westchester County Attorney (or the County Attorney for the municipality in which the child resides) should verify which information should be disclosed. All Alcott student forms requiring signature releases, permissions, etc., must be signed by a representative from the Office of Commissioner of Social Services.

Amending a Child's Record

Parents have the right to request an amendment to their child's record when the parent believes the information contained in the record is inaccurate, is misleading or violates the privacy or other rights of their child.

If the school decides not to amend the record requested and the child receives services through Early Intervention, the EIOD must be informed of this decision. The EIOD is responsible for informing the parent in writing of the school's decision not to amend the record and that the parent has the right to a hearing. The hearing will be conducted by an individual designated by Westchester County who does not have a direct interest in the outcome of the hearing.

If the information in the record is found to be inaccurate, misleading or to violate the privacy of the child/family, the School will amend the information and will inform the family's OSC. The OSC ensures the contents of the record are amended and notifies the parent of the amendment in writing.

Parents are informed of this right in the parent policy.

Notice to Parents

Parents are notified in the parent handbook of their right to inspect and review their child's records; to amend their child's records; the procedure involved in filing a complaint and the consent requirements for disclosure of personally identifiable information in their child's record.

Retention of Records

In accordance with NYS law, the Alcott School retains children's special education records for 6 years after a child graduates high school or turns age 21 whichever is shorter. All other records are retained until a child reaches age 18. The type of information in children's records will vary depending upon which program(s) the child was a participant.

Child records include but are not limited to the following, as appropriate to the program:

- Registration information,
- Attendance record,
- Emergency contact information,
- Consent to obtain and or release information,
- Correspondence with parent, school district, and municipality,
- Medical and immunization information,
- Evaluations,
- Individual Family Service Plan and or Individual Education Plan,
- Consents for services,
- Referrals and prescriptions for evaluations and services,
- Team meeting notes, parent conference notes, observation/contact notes,
- Session notes for delivered services and documentation for any non-delivery of services,
- Progress reports and annual review reports,
- Transition plans, and
- Insurance information.

Medications

Children who attend the Alcott School may not self-administer medications including prescription medications, non-prescription medications, ointments, topical creams or sunscreen.

Alcott School employees are governed under Day Care Law. Only employees who have successfully completed an approved Medication Administration Training (MAT Training) course sponsored by OCFS and who are also certified in first aid and CPR may administer medication. Please refer to Day Care Medication Policy for complete details.

The names of certified employees who may administer medication for a particular child will be posted in each classroom along with the names of employees who are certified in CPR and MAT trained. Only

teachers who have been trained in medication administration and who have appropriate certification may administer medication. In addition, the following limitations apply: Certified Staff members may not administer medication to children enrolled in half-day programs, except under emergency or life threatening situations or in accordance with individualized Section 504 plans. If administration of a medication cannot wait until the student returns home from school, the parent may arrange to come to school to administer such medication. Staff should never administer medication without specific authorization. No child should come to school with medication in the child's possession. Medication must be delivered to school by the parent/guardian. Staff must familiarize themselves with the medication laws.

All student medications including emergency drugs must be stored in the locked medication cabinet at the end of each day. Employees should not keep any personal prescription or non-prescription medication in their classroom drawers, etc. Individual medications may be kept in your purse and stored safely away from the children's reach preferably in a locked classroom closet or in the locked medication cabinet.

Emergency & General Medical Procedures

It is the responsibility of every employee to ensure the safety of students and personnel in the classroom. In keeping with this goal, employees are prohibited from using cell phones and from bringing hot beverages into the classroom.

Accidents/Injuries

In the event of an accident or injury to a staff member or to a student, the most senior staff member present at the time of the accident or injury must ensure that the individual is brought to the appropriate MAT trained employee or school nurse if necessary and submit an accident report to the Program Site Director as promptly as possible. In the case of an injured student, the students' Head Teacher or his/her designee should make every effort to ensure that the student's parent or legal guardian is contacted immediately. Unsuccessful efforts to contact the student's parent or legal guardian should be noted in the staff member's accident report. It is imperative that any serious injury and/or death is reported to OCFS within 24 hours, as required by law.

Emergency First Aid

First Aid materials are centrally located. All employees are expected to familiarize themselves with the location of such first aid supplies. Flashlights are located in the main office and in each classroom. MAT certified employees are trained in first aid. All other employees are required to familiarize themselves with appropriate First Aid treatment of common childhood injuries by informal reading.

Fever

A student who has a fever of 100.0 or greater should be isolated from other students. The responsible staff member should contact a responsible caregiver for the student and request that the student be picked up as soon as possible.

MAT-certified employees are the only employees authorized to administer medication. However, MAT certified employees are not authorized to administer any medication to a student who does not have special written orders from the student's health care providers and from the student's parent/guardian. Refer to the Health Policy and Procedure Manual for Alcott's medication policy.

Head Injury

The Head Teacher must notify the parent of a student who suffers a major or minor head injury on the day of the incident. Employees should be familiar with the signs and symptoms associated with serious head injury.

Accident Forms

The Head Teacher must complete an accident form for every student who suffers any injury, whether minor or serious. Employees must also submit an accident report when reporting an injury they suffered. Accident forms are available in the front office and should be submitted to the Program Director for student injuries and the Director of Operations for employee injuries. If these individuals are not in the building at the time of the accident, the responsible staff member should call the Director of Operations or Program Director at home or on their cell phone and leave a detailed message regarding the accident.

Infection Control

The Alcott School adheres to the Center for Disease Control's policy of universal precautions. "In the absence of a sure and timely way to identify all persons with potentially communicable disease, the best protection is to assume that **all** blood and body fluids have the potential of being infectious."

Employees should be alert to students who may become ill so that special precautions may be taken, including sending the student home. Every child must be visually scanned by classroom staff for symptoms of illness upon arrival to school.

A Health Policy and Procedure Manual and an Alcott School Policy Book are available in each classroom. Employees are provided with individual copies of the Health Policies and Procedures Manual at the fall orientation session and are expected to read and follow the information detailed therein.

Medical Alerts

Students with special medical precautions (allergies, seizures, asthma, etc.) have a detailed Medical Alert Form as follows: Special Education student forms are filed in the nurse's office; Montessori student forms are filed in the student's file in the main office.

Student's Medical Alert Form detailing affected student's conditions is discreetly placed in both Special Education and Montessori classrooms for ready reference during a medical emergency. All employees should fully discuss student conditions with the school nurse.

All medical information must remain confidential.

All employees should familiarize themselves with the medical emergency action plan, which is outlined in the procedure manual, and should be posted next to the medical alert form in each classroom. When an emergency occurs, a student's teacher should accompany him/her to the hospital, taking along all medical forms and permission for emergency medical treatment. These forms are found in the Nurse's files and in the office for Special Education students or in the main office for Montessori students.

Technology Use Policy

Alcott School computers, cameras and all other types of technology are to be used for Alcott School business only. Employees who are given a user name and password are responsible to protect the confidentiality of their passwords. Logging on to the system as another staff member is strictly prohibited. Similarly, it is a violation of school policy to permit another individual to use an assigned Alcott School

user name. Employees are responsible for all entries made and all retrievals accessed using their user name and password. The system will be periodically monitored to ensure compliance with this policy. *An employee has no reasonable expectation of privacy regarding any communications or information that is stored on, created, accessed, or received using the school's telephone or computer network systems or cloud based software used by Alcott. Attached hereto as Appendix 5 is Alcott's formal Notice of Electronic monitoring..*

What We Expect From You

The smooth operation of our organization depends on your willingness to work with and learn the technologies used by Alcott. The School will provide as much help as you need to feel comfortable with the various computer programs and processes that we use. Your cooperation is vital to the efficiency and the security of the system.

All employees are expected to know:

Appropriate and safe computer use in accordance with the Alcott School IT policy:

1. Where files are stored on the network (PC or server).
2. How to locate the files, and be able to delete, copy, move, and rename.
3. Be familiar with supported, approved electronic data storage.
4. How to access Alcott School email.

Employees are encouraged contact the IT team with any questions or training requests.

Computers

The following policies must be adhered to while using the School's computers. Nothing below infringes on an employee's Section 7 rights under the NLRA (National Labor Relations Act).

- Secure computer applications should never be left open when employees are not at their desks.
- Alcott supports various hardware and software. This will change year to year as needs and technology change.
- All employees are encouraged to store their documents on the Z: Drive which enables access from all Alcott computers. The Z: drive is backed up daily.
- No employees may duplicate copyrighted software.
- Employees should log off their workstations at the end of each day or when they will be out of the building for a period of time.
- All laptops, computers, software, hardware, and passwords must be turned over to the IT team no later than the employee's exit interview. Upon termination of employment, a staff member's user name and password will be deleted from the system.
- Employees are required to remain vigilant in regard to computer cyber-attack. Any employee suspecting compromise is to contact the IT team immediately, in accordance with the Alcott School IT policy.

Email

All Alcott employees are expected to check their Alcott e-mail accounts daily.

Alcott School employees are required to use their Alcott School email account in a professional manner whenever conducting Alcott School business. Employees may not use School email to sell or advertise personal products or ventures. Employees may not use Alcott School computer equipment for mailing list purposes or list serves to communicate about personal products or ventures – even from their personal email addresses.

1. **Confidentiality:** Alcott School takes every measure to ensure confidentiality.
 - Alcott email accounts are only to be used for Alcott School communication on behalf of the Alcott School, and must concern topics directly related to the school.
 - Employees who are contacted by parents via email from outside the Alcott School domain may not share child specific information through email without parental consent.
2. **Security:** When using Alcott email, vigilance is a must.
 - Users should never open any email attachments unless they are expected from the sender. Email is a common vehicle for distributing viruses and SPAM. SPAM is unsolicited email that is computer generated and sent to large numbers of people.
 - Users must be aware of the potential harm when clicking on a link in an email even if it is from someone you know. No user should attempt to gain entrance to any portion of the email system, any communications, or any data files that the user does not have authorization to access.
 - Users must be aware that sending or receiving sexually explicit or obscene material, pornography, other offensive material, or illegal, unprofessional or harassing email, jokes or images is expressly prohibited. Employees who engage in such conduct will be subject to discipline up to and including termination of employment, and/or referral to law enforcement as appropriate.

Employees should always keep in mind that e-mails are NEVER fully confidential. Staff should be mindful that any email sent could potentially be forwarded to someone else, and consider the content and tone when sending.

Phones

Personal use of cell phones, including texting, is not permitted in the classroom during class hours. Cell phone use must comply with all OCFS safety regulations and pertain to the safety of Alcott School staff and students. Head teachers are asked to carry cellphones when leaving the building with the children. All personal cell phones must be silenced during class hours.

Alcott office phones are provided exclusively for Alcott business purposes and may not be used for personal reasons except as otherwise provided in this handbook.

While the School recognizes that it may be necessary to use a phone during classroom time for an emergency, all non-emergency calls should be made before the start of school, during lunch break, or after school. If a classroom staff member receives a non-emergency personal phone call during class hours, a message will be put in the staff member's box.

Alcott Electronic Data / Information Policy

Employees with access to Alcott's electronic files are not permitted to copy these files to any media or take/store these files off site. *Individual* Dropbox or Google accounts, etc. are not to be used to store Alcott related files. Alcott only supports the use of Alcott School Business Dropbox or Office 365 ONEDRIVE for remote storage and access.

Pictures of students: Pictures may only be taken with technology provided by Alcott School. Cell phones are never to be used for this purpose. Alcott requires parent or guardian signed consent prior to students being photographed, in accordance with the Alcott School Photo policy.

Pictures of staff: Alcott requires signed consent prior to staff being photographed, in accordance with the Alcott School Photo policy.

Other Technology

Alcott business equipment and systems, such as telephones and copy machines, are to be used for School purposes only. The same rules that apply to computer systems also apply to all other school equipment and systems and there also is no expectation of privacy when using these systems.

Blogging and Social Networking

The Alcott School recognizes that employees may engage in electronic communications, Internet usage, blogging, and/or social networking when not at work and on private devices. Unprofessional, inappropriate, or offensive postings by a staff member may reflect on Alcott School, even when the postings are not directly related to the staff member's performance of essential job duties and may result in disciplinary action. Social media usage by employees is held to the same standards and policies as are expected from all employees generally. Alcott reserves the right to use search tools and other software to monitor individual social media accounts for compliance with this policy.

Employees may not use Alcott School equipment or services (including email) to engage in off-duty blogging or social networking. Employees who utilize technological equipment and services which are not owned or operated by the Alcott School are also subject to the following restrictions:

- Personal blogging and social networking (regardless of whether Alcott School's equipment or services are used) is prohibited during work hours.
- Employees are prohibited from posting images, videos, the names or other personally identifiable information about students on personal websites or social-networking sites.
- Employees should not post images, videos, the names or other personally identifiable information about Alcott staff without permission on personal websites or social-networking sites.
- Employees may not use or display Alcott School trademarks or copyrighted materials on personal websites.
- Employees may not post links to Alcott School websites without express permission of Alcott School.
- Employees should not state and must be careful not to imply that they are speaking on behalf of Alcott School when engaged in personal blogging or social-networking activities. If an employee chooses to refer to Alcott School or the employee's employment with Alcott School in a personal blog or website, the employee must notify readers that the views, opinions, ideas and information

being presented belong to the employee personally and are not in any way attributable to Alcott School.

- Alcott School employees are expected to conduct themselves in a manner consistent with expectations for professional conduct at all times.

GENERAL HANDBOOK ACKNOWLEDGEMENT

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of The Alcott School's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the School at any time.

I further understand that my employment is terminable at will, either by myself or the School, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of the Alcott School, other than Board of Directors, is authorized to alter my "at will" employment status and that any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Alcott School's Employee Handbook.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to management – it will be filed in your personnel file.

APPENDIX 1

SEXUAL HARASSMENT POLICY

Sexual harassment may consist of unwelcome advances, requests for favors or other verbal or physical conduct which is severe, persistent or pervasive. Such conduct must be reported and will be investigated according to the procedures below.

Examples of sexual harassment include but are not limited to:

- Requests for sexual favors;
- Unwanted touching;
- Displaying sexually suggestive or offensive material;
- Use of crude or offensive language.

Complaint Procedure

Any teacher, administrator, or staff member who feels harassed in any manner by anyone (for example, a staff member, parent, caregiver, or supervisor) should promptly notify the Director of Operations, or any administrator with whom the individual feels comfortable. Incidents of harassment should be reported without fear of reprisal and with assurance that any such complaint will be kept confidential to the extent feasible, consistent with the responsibility for thorough fact finding and the rights of the person charged to a fair process. Teachers, administrators, employees and students (on their own or through their parents or guardians) who report incidents of harassment or who participate in the investigation of harassment complaints shall not be subject to retaliation.

The Alcott School is committed to appropriately and promptly investigating any complaints of harassment and, when warranted, to taking prompt corrective action. Such action may include discipline up to and including permanent separation of the harasser from the School. It is important to recognize that the legal prohibitions against sexual harassment and sexual contact do not extend to legitimate nonsexual touching or other nonsexual contact. However, employees must exercise professional judgment about any physical contact with students and colleagues so that its occurrence is consistent with the School's supportive educational philosophy. This complaint procedure is inclusive of all manners of harassment which an individual may feel warrants a complaint, including, but not limited to sexual harassment.

In the event that the Corporate Compliance Officer is not on site or is otherwise not available to an employee wishing to make a complaint, that employee should report to the Corporate Compliance Officer's Designee. The designee and contact information will be identified in the Corporate Compliance Plan document

Responsive Action

At the conclusion of its investigation, the Alcott School will take whatever action, if any, it believes is appropriate under the circumstances to respond to prohibited conduct and to prevent the occurrence of such conduct in the future. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination.

If an employee making a complaint does not agree with the resolution imposed, the employee may appeal to the Corporate Compliance Officer or Director of Operations, specifying the nature of the objection. They will review the process, the determination and the resolution, and may, in whole or in part, sustain the original determination, revise the original determination or refer the matter for further review and decision. Individuals who have questions or concerns about these policies should talk with the Corporate Compliance Officer or the Director of Operations.

APPENDIX 2

NYS PAID SICK LEAVE

NYS Paid Sick Leave is to be used for personal and household member injury, illness or health care reasons, and in accordance with the Family and Medical Leave Act and/or the Paid Family Leave Law.

Up to 56 hours of NYS Paid Sick Leave per year may be used for the reasons set forth by NYS Paid Sick Leave, including:

4. The mental or physical illness, injury, or health condition of the employee, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave, as well as the diagnosis, care or treatment of the same, including preventative medical care;
5. The mental or physical illness, injury, or health condition of an employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave, as well as the diagnosis, care or treatment of the same, including preventative medical care;
6. An absence from work when an employee or an employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking, including leave to:
 - h. Obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - i. Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members;
 - j. Meet with an attorney or social services provider to obtain information and advice on, and prepare for and participate in, any criminal or civil proceeding;
 - k. File a complaint or domestic incident report with law enforcement;
 - l. Meet with a district attorney's office;
 - m. To enroll children at a new school; and
 - n. Take any other actions necessary to ensure the health or safety of the employee or the employee's family member, or to protect those who associate or work with the employee.

****It is important to note that an employee who has committed domestic violence, a family or sexual offense, stalking, or human trafficking is not eligible for leave under 3(a)-(g), nor may this leave be used on behalf of an employee's family member who has engaged in any of these.**

When used for NY PSL purposes, employees must take leave in one (1) hour increments.

Scheduling Leave

Employees are expected to use their personal time in a way which is not disruptive to the classrooms. Sick/personal time may not be used in blocks of 3 or more consecutive days without a note from your doctor supporting their need for use of NYS Paid Sick Leave, amount of leave needed, and return date when they are absent for 3 or more consecutively scheduled shifts. Alternatively, employees may be required to submit an attestation verifying that their use of leave complies with NYS Paid Sick Leave. Additionally, any employee who uses sick or personal time for a hospitalization or non-routine surgical procedure must provide the School with medical clearance before returning to work. Sick/personal days as indicated in the chart above are available for use from the beginning of the school year. Abuse of leave may result in disciplinary action.

Specified exempt employees are required to indicate their attendance at work or their absence from work each day on their individual timesheet.

All employees must complete the Absence Report to use sick or personal days off. Employees should submit the Absence Report to their supervisor as soon as the need for leave is foreseeable. In the event that need for leave is not foreseeable, the Absence Report must be completed upon an employee's return to work and submitted to the supervisor. Forms are located at a central location. The employee's supervisor must note the approval for the employee's requested time off on the form.

In the event an employee cannot reach the specified Attendance Monitor or has further questions, that employee can contact the Director of Operations.

Interactions with Other Benefits

A staff member who is absent from work because of a work-related injury should apply for worker's compensation; and a staff member who is absent from work because of a non-work-related injury should apply for disability payments, when applicable. Employees who are absent but have not yet received approval for workers' compensation are allowed up to three calendar days of paid leave prior to using accrued sick or personal leave during the waiting period, pending approval of such payments. Employees who receive compensation from the School for paid sick days while receiving Worker's Compensation or disability payments should submit the Worker's Compensation or disability payments to the School. Employees may retain Worker's Compensation or disability payments received once they have exhausted their paid School leave. Additionally, sick/personal leave will run concurrently with FMLA and other unpaid leaves, when applicable. Sick/personal leave may be used to supplement New York Paid Family Leave payments, at the election of the employee. However, an employee may not receive more than 100% of the employee's regular wages.

Termination of Employment

Employees who are separated from employment for any reason are not paid out for available, unused sick leave.

Non-Retaliation

Any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking leave in accordance with NY PSL, or filing a complaint for violations of this policy is strictly prohibited.

The School is committed to enforcing this policy and prohibiting retaliation against employees who request or take NY PSL under this policy, or who file a related complaint. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to Operations.

APPENDIX 3

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Alcott School complies with the federal “Family and Medical Leave Act” (FMLA) and all applicable state and local laws regarding employee leave. Under FMLA, eligible employees may take up to twelve weeks of unpaid, job-protected leave during any period of twelve consecutive months for certain specified family and medical reasons.

Specific regulations govern the return to work for teachers in schools during certain times of the school. Forms are available from Operations.

Eligibility Circumstances

Under FMLA, eligible employees may request and be granted leave for any of the following reasons:

- Birth of a child, adoption or placement of a child in the employee’s home for foster care (the leave must conclude within 12 months after the birth, adoption or foster placement -referred to as “family leave”);
- The serious health condition of a minor or disabled child, spouse or parent (referred to as “family leave”) which requires that the employee provide care to the person; or
- The employee’s own serious health condition, including pregnancy and on the job illnesses or injuries which makes him or her unable to perform the essential functions of the job (referred to as “medical leave”); or
- Because of a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the Armed Forces. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration events.

An employee is eligible for up to 12 weeks of unpaid family/medical leave in a 12 month period for the above reasons. The 12 week leave shall be inclusive of any paid leave time provided to the employee for any of the reasons indicated above during the 12 month period (see “Return to Work from FMLA” below). The 12 month period is Alcott’s fiscal year: July 1st through June 30th.

Additional Military Caregiver Leave applies when an eligible employee, who is the spouse, son, daughter, parent or next of kin of a Covered Service Member, seeks leave to care for a covered service member. A Covered Service Member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the Service Member medically unfit to perform essential duties and for which the Service Member is undergoing medical treatment, recuperation, or therapy; or is in out-patient status or is on the temporary disability list. For this reason, the eligible employee may be granted up to 26 weeks during a single 12 month period to provide the requisite care to the service member.

Eligible Employees

FMLA is unpaid leave. However, in order to be eligible for Family and Medical Leave a staff member must have worked at Alcott School for:

- At least 12 months; and
- At least 1,250 hours during the twelve month period immediately preceding the start of the staff member's FMLA leave.
- An eligible employee's FMLA leave shall be calculated in accordance with current law.

When both spouses are employed by the Alcott School, they are together entitled to a combined total of 12 workweeks of Family and Medical Leave within the designated 12 month period for the birth, adoption or foster placement of a child with the employees; for aftercare of the newborn or newly placed child; and to care for a parent (but not in-law) with a serious health condition.

Each spouse may be entitled to additional Family and Medical Leave for other Family and Medical Leave qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and 12 work weeks, but not more than a total of 12 work weeks per person). For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to a serious health condition or to care for a child with a serious health condition.

The Military Caregiver leave is available during a single 12-month period during which the eligible employee is entitled to a combined total of 26 weeks of all types of family and medical leave.

Employee Notice and Required Forms

When a family/medical leave is foreseeable, the employee is required to provide the Alcott School with 30 days' advance notice before the leave is to commence. When such leave is not foreseeable (as in the case of medical emergencies), notice must be given as soon as practicable. Failure to provide proper notice may result in a delay of leave or discipline for an unauthorized absence. Any employee who requests family/medical leave is required to present medical certification of the illness from their attending health care provider. The certification should be submitted to the Director of Operations within 15 days of the leave request unless it is not practical under the particular circumstances. Failure to provide this information in a timely manner may result in the denial of leave, denial of reinstatement, or termination of employment for unauthorized absences. The Alcott School may also require subsequent re-certifications during the course of the leave, which must be completed and returned to the Director of Operations within 15 days. Recertification documentation may also be required if a leave extension is requested. In cases of leave for birth, adoption or placement for foster care, the Alcott School will require verification of the event. The Alcott School may also require proof of familial relationship for family leave.

Independent Medical Examinations

The Alcott School may require employees or their family members to obtain additional medical opinions, at the School's expense, in order to determine the necessity of leave.

Return To Work From FMLA

The Alcott School will restore a staff member to the previous position or to a substantially similar position when the staff member returns to work at the end of the staff member's approved FMLA Leave. Except as governed by other applicable laws, a staff member whose leave exceeds 12 weeks within a twelve month period cannot be guaranteed the staff member's former position with the School.

A staff member who fails to provide the necessary documentation, complete the necessary paperwork and/or return to work at the end of the FMLA leave may be considered to have voluntarily resigned from employment with the School.

The Alcott School requires a staff member who returns from any medical leave to provide medical documentation that the staff member is cleared to return to work and is capable of performing the essential duties of the position to which the employee is returning at the School. This provision relates to all medically related leaves including those covered by worker's compensation, FMLA, Paid Family Leave act (PFL) or short term disability.

Use of Paid Leave During FMLA Leave

Employees taking FMLA leave must use any accrued but unused paid leave at the start of FMLA leave. Such paid leave runs concurrently with FMLA leave. The remainder of the 12 (or 26) workweeks of leave, if any, will be unpaid FMLA leave except as otherwise required by this policy or applicable law. The substitution of paid leave for unpaid leave does not extend the 12 workweek leave period. FMLA leave runs concurrently with leave associated with workers' compensation and/or disability. Any paid leave used for a FMLA leave qualifying reason will be counted as part of the employee's entitlement to FMLA leave. This includes leave for disability or worker's compensation injury/illness, provided that the leave meets the FMLA leave requirements.

Benefit Continuation During FMLA Leave

The Alcott School maintains group health, life and disability insurance coverage for a staff member already enrolled who is on FMLA leave and, where applicable, for the staff member's dependents, up to the FMLA maximum of 12 weeks during a 12 month period. Employees are expected to make any premium payments for which they are responsible in a timely manner.

A staff member who fails to return to work at the end of Family and Medical Leave may be deemed to have resigned and, under certain circumstances, the Alcott School may require the staff member to reimburse the School for health insurance premiums paid for during the staff member's leave.

Employees on FMLA leave are not entitled to the accrual of paid leave days, seniority or employment benefits during the leave. Taking leave will not result in the loss of any employment benefits that accrued prior to the start of the leave.

Misrepresentations

Any misrepresentation made by an employee or a health provider on the employee's behalf in connection with a request for or continuation of family and medical leave, will subject the employee to disciplinary action up to and including termination of employment.

Employees who are out on FMLA leave are prohibited from other employment or self-employment during the FMLA leave period. Questions regarding this policy should be directed to the Director of Operations.

APPENDIX 4

REPORTING AND INVESTIGATION OF SUSPECTED CHILD ABUSE

1. PROCEDURES WHEN A COMPLAINT IS RECEIVED OF AN ABUSE OR MISTREATMENT WITHIN THE SCHOOL SETTING INCLUDING ON SCHOOL PREMISES, SCHOOL VEHICLES, AND AT SCHOOL RELATED OFF-SITE EVENTS

Allegations of child abuse by school personnel or school volunteers shall be reported in accordance with the requirements of Article 23-B of the New York Education Law

Mandated Reporters:

School officials are mandated reporters of child abuse or maltreatment in the educational setting, home setting or other off campus setting.

The term “school official” includes all teachers, including assistant teachers, guidance counselors, school psychologists, school social workers, related service providers, school nurses, school administrators, school board members and any other school personnel required to hold a professional license or certificate.

Reporting Requirements:

1. Abuse

Abuse in an educational setting is defined as intentionally recklessly inflicting physical injury, serious physical injury or death; or intentionally or recklessly engaging in conduct that creates a substantial risk of physical injury, serious physical injury or death; or any sexual abuse as prohibited by sections 130 or 235 of the Penal Law; or the commission or attempted commission against a child of the crime of disseminating indecent materials to minors.

In the event that an oral or written allegation is made of any abuse of a child within the school setting, the school staff member who hears the complaint must promptly complete a written report (per Section 1132) and promptly deliver a copy of the written report to Head of School.

The Head of School will review the report and conduct a preliminary investigation to determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. If the person making the allegation is someone other than the child or the child’s parent, the Head of the School will contact the person making the report to learn the source and basis for the allegation. If the preliminary investigation results in a reasonable suspicion to believe that an act of child abuse has occurred, the Head of the School will promptly notify the child’s parents/guardian(s) that an allegation of abuse was made and provide them with a written statement setting forth parental rights, responsibilities and procedures under the law. Such report will be sent via email and certified express delivery. The Head of the School will also refer the matter to law enforcement authorities.

The Head of the School shall send to the Commissioner of Education any written report forwarded to the local law enforcement authorities where the employee or volunteer alleged to have committed an act of child abuse hold a certification or license issued by the department.

Regardless of whether a member of the school community qualifies as a mandated reporter, all members of the school community are strongly encouraged to promptly report written and oral allegations of child abuse in an educational setting.

2. Mistreatment Not Rising to Abuse

a. Corporal Punishment

An allegation of corporal punishment must also be reported to the Head of School. Corporal punishment is defined as any act of physical force upon a pupil for the purpose of punishing that pupil. Corporal punishment is prohibited, and an allegation of corporal punishment must be reported even if the alleged physical force does not result in physical injury.

The Head of School will notify the student's parents that a complaint has been filed and inform the parent that a determination will be provided after appropriate investigation. The Head of School will maintain a record of the Report and the outcome of the investigation.

b. Verbal Abuse

Allegations of verbal abuse must also be reported to the Head of School. Prohibited verbal abuse of a student by a school employee includes language that tends to cause fear or physical or mental distress. This includes language that refers to a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex; language that tends to threaten physical harm; or language that tends to belittle or subject students to ridicule. Verbal abuse must be reported to the Head of School.

1. In all cases of reported verbal abuse, the Head of School will investigate the allegations and take appropriate action to promote a positive school environment. Action may take the form of appropriate disciplinary measures, training for the school employee who is the subject of the report and training programs for all employees to ensure effective implementation of school policies against bullying, harassment and discrimination.

Records of Complaints of Abuse, Corporal Punishment or Verbal Abuse:

The law requires that all reports, records, photographs, and other material submitted pursuant to this policy and Article 23-B of the Education Law remain confidential and may not be redisclosed except to law enforcement authorities involved in the criminal investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. As such, any and all written reports and related materials received by Head of the School will be kept by the Head of the School in a confidential file. These reports will not be kept in or in any way integrated with a child's educational record.

Reports of child abuse, both founded and unfounded, must be maintained for five years. All reports that do not result in a criminal conviction must be expunged after five years from the date the report was made.

Training:

Pursuant to Education Law Section 1132, all school personnel must receive on-going training in identifying and reporting child abuse in an educational setting. School board members should be

included in the training as they also have reporting requirements. School will maintain records of training.

APPENDIX 5

ELECTRONIC MONITORING

As described in this Employee Handbook, all electronics and technology provided by the School, including computer systems, communication networks, company-related works records and other information stored electronically, is the property of the School. The use of the School's technology systems and electronic communications should be job-related and not for the personal convenience use. Business-related internal e-mail, voicemail, text messages (School's phone), and other electronic communications are considered business records and the property of the School.

The Company reserves the right to examine, monitor, regulate or otherwise intercept all of its computer systems, communication networks, records and files, and other information stored electronically, including but not limited to telephone conversations or transmissions, voicemails, text messages on company phones, e-mail and other electronic communications, directories and contacts, Internet access and usage (including but not limited to the use of a computer, telephone, wire, radio, or electromagnetic, photoelectronic or photo-optical systems), and files, records, metadata, or any other electronically stored information.

If an employee has any questions about the School's monitoring policy, that employee should contact a supervisor or the Director of Operations.