

2015-2016
EMPLOYEE HANDBOOK



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Welcome

Welcome to Parkview Baptist School!

Parkview Baptist School, governed by a school Board, elected by and from the membership of Parkview Baptist Church, is a private, co-educational, college-preparatory School. As a Christian institution, the integration of faith and learning throughout the educational process is valued. A commitment to excellence and innovation in teaching and learning is expected.

The School administrators seek to employ and retain faculty who are dedicated to teaching/learning and advising students who engage in studies and create activities that advance both biblical and academic development. Furthermore, employees who reflect Christian values and a commitment to the Lord's service are selected for employment. Teachers and staff are held to a strict code of conduct that should glorify our Lord. All employees are asked to sign a statement of faith; which is a covenant with the School and its teachings along with a commitment to serve Christ as a born-again Christian.

It is not required of the faculty and staff as employees to be Baptist or members of Parkview Baptist Church; however, all employees are expected to respect the Church and its teachings and to be active members of a Bible-believing church. All employees are to serve as ministers to the students and to other co-workers as brothers and sisters in Christ.

Regards,

Dr. Don R. Mayes
Parkview Baptist School, Superintendent

Introduction

This handbook is designed to help you understand your working relationship with Parkview Baptist School (also referred to in this handbook as “PBS” or the “School”). The term “employee” refers to full-time, part-time and temporary employees of the School. The success of this relationship enables all of us to meet the many challenges that are a part of our working life. We hope that the concern we have for every employee is reflected in the way each of you deal with your co-workers, our parents, and students while maintaining our vision of “making a difference in people’s lives, one student at a time.”

We hope your employment with Parkview Baptist School is challenging and satisfying. We fully realize our most valuable asset is our people. This is because our employees create an image of Parkview Baptist School through excellence in their performance and in the services we provide. We are proud of our reputation in the community and our employees who strive to further Parkview Baptist School’s progress.

In this handbook, you will find basic information about Parkview Baptist School. This handbook is offered for your guidance as a summary of the School’s Human Resources policies and procedures. Please read this material carefully. This handbook is for informational purposes only and does not constitute a written contract (express or implied) of employment. Please note that in the case of a conflict between this handbook and any plan documents, or an employment contract, signed by an authorized officer, the plan document or contract will prevail.

Since our business is constantly changing, Parkview Baptist School reserves the right to add, delete, modify or deviate from the policies and procedures outlined in this handbook with or without prior notice. If changes are made to the handbook, Parkview Baptist School will inform you through normal channels of communication. Any changes will become effective on dates determined by Parkview Baptist School. If you have any questions that the handbook does not answer, please ask your Supervisor or someone in Human Resources.

It is the policy of Parkview Baptist School that all business is conducted in strict accordance with federal, state and/or local regulations, and in keeping with the highest level of business and personal ethics. In cases where federal, state or local regulations require practices that differ from those stated in this handbook, the practices required by such regulations will prevail.

We hope this handbook will be useful in providing you with a clear understanding of your working relationship with Parkview Baptist School, and that you enjoy the camaraderie of our employees, the enthusiasm of our workplace, and the satisfaction of joining in our successes.

NOTE: There are several Manager’s Supplements provided to management personnel of the School that provide more detailed procedure with respect to certain subjects discussed in this Employee Handbook. Should you have need to review any of this material, please contact your School Division Head.

Educational Goals

Mission Statement

The mission of Parkview Baptist School, in partnership with the church and community, is to seek first the Kingdom of God while providing students with a college-preparatory, Christ-centered education that allows them to grow and mature in wisdom, in stature, and in favor with God and man.

Personal Example

Each teacher, administrator, and staff member is expected to be a Christian role model to students and parents. Being a Christ-centered School, we must let our speech, dress, actions, attitudes, and relations reflect our "born again" relationship with Jesus Christ.

Philosophy

WHAT IS A CHRISTIAN SCHOOL?

A Christian School is based on a traditional philosophy of education. It is both God-centered and authoritarian in its approach. Children learn to respect authority. They learn that a job worth doing is worth doing right. They learn personal initiative and develop pride in America. But most importantly, children learn that they are truly a child of God living in a wonderful world created by God.

Objectives

Parkview Baptist School, governed by a School Board elected by and from the membership of Parkview Baptist Church, is a private, co-educational, college preparatory School. As a Christian institution, the integration of faith and learning throughout the educational process is valued. A commitment to excellence and innovation in teaching and learning is expected.

The School administrators seek to employ and retain faculty who are dedicated to teaching/learning and advising students who engage in studies and creative activities that advance both biblical and academic development. Furthermore, employees who reflect Christian values and a commitment to the Lord's service are selected for employment. Teachers and staff are held to a strict code of conduct that should glorify our Lord. All employees are asked to sign a statement of faith, which is a covenant with the School and its teachings along with a commitment to serve Christ as a Christian.

It is not required of the faculty and staff as employees to be Baptist or members of Parkview Baptist Church; however, all employees are expected to respect the Church and its teachings and to be active members of a Bible-believing church. All employees are to serve as ministers to the students and to other co-workers as brothers and sisters in Christ.

Statement of Faith

The following is our Statement of Faith:

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God and inherent in the original writings and that they are the supreme and final authority in faith and life.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and in His imminent, personal bodily, visible return to establish His kingdom on earth in power and glory.
4. We believe in the literal account of creation as taught in the Scriptures; that man was created by a special, immediate and formative act of God; that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice and rose again for our justification, and that all who believe in Him are justified on the grounds of His shed blood and are saved by grace through faith wholly apart from human merit and works.
6. We believe in the bodily resurrection of the dead; the saved to a life of eternal glory in Heaven and the unsaved to eternal damnation.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
8. We believe that the primary goal of every Christian is to glorify the name of Jesus Christ in all that one does; therefore, we should separate ourselves from all practices and influences which hinder a spirit-filled life.
9. We believe that it is the privilege and responsibility of every believer to do his utmost to present the Gospel of Christ to the whole world.
10. We believe that the true, universal Church includes all believers in Christ during this present Age, and that the Church of which He is the Head is the body and bride of Christ.

Overview

History

On June 18, 1980, Parkview Baptist Church established a committee to study the possibility of starting a Christian School. On May 27, 1981, in a church business meeting, the School Advisory Committee recommended hiring a Superintendent to start Parkview Baptist School. Parkview Baptist School was incorporated on July 13, 1981. A letter dated June 23, 1981, was sent to church members announcing the beginning of Parkview Baptist School. The doors opened in the fall of 1981.

Parkview Baptist School, providing a Christ-centered education for students in grades kindergarten through 12, was, according to Parkview Baptist Church Senior Pastor Bob Anderson, born in the heart of God. In 1983 Brother Bob wrote, "God wanted a Christian school on a hill in the southeast part of Baton Rouge." He also wrote that the purpose of the School was "to train the minds of young people in secular and Christian truths in order to prepare them to meet the challenges of their world and to succeed in making a better world."

The first Parkview Baptist School Board was elected on July 12, 1981. On August 31, 1981, the church granted the School the use of enough rooms in the newly completed Family Life Center (Building B) to begin Parkview Baptist School with an enrollment of 199 students in 10 classes in grades K through six. Shortly after the School started there were 221 students enrolled. The original plan was to add one grade each year as the students advanced; however, in 1982 grades seven and eight were added, and uniforms for the students were required. That year there were 474 students and twenty-four staff personnel, twenty of whom were teachers. The School expanded into building A as well as having more rooms in building B.

The 1992 Parkview Baptist School Yearbook said, "Desks were unheard of in the beginning. Long tables for desk tops were used and milk crates for cubbies. Each Friday afternoon, students packed their cubbies and stacked them against the wall." The Schoolrooms were used on Sundays for Bible classes.

The first weekly chapel program for the PBS K-6 was held October 2, 1981. The first annual stockholders meeting of Parkview Baptist School, Inc., open to all members of Parkview Baptist Church, was held on June 1, 1982.

In September 1982, the Board voted to hire Parkview Baptist School's first Superintendent. The plan was to add grades nine through eleven in the spring of 1983, but the patron demand was great enough to add grade twelve also.

During the 1983-84 School year the following highlights proved to be great beginnings:

- The first PBS logo was adopted.
- Several athletic teams, including the first football team, (forty-eight players), boys' and girls' basketball, girls' volleyball, flag corps, Spiritettes, Silversteppers, band and choir were created.
- The School was granted permission to use the building B kitchen facilities to provide a hot lunch program for the students, and a High School Division Head was hired. There were 818 students enrolled in grades K-12.
- The High School moved into the second floor of the new education building (building C) in August of 1983.
- Six seniors graduated.

In the 1985-86 School year the Eagle Award was established and given to a student voted on by the faculty. According to the 1986 yearbook, the Eagle Award is given to the "student who best exemplifies the Christian ideals and scholarly pursuits revered by PBS."

Following those early years Parkview Baptist School has continued to grow in numbers and reputation to take its place in the community as an outstanding college preparatory School.

Current

Parkview Baptist School employs approximately 160 Elementary, Middle, High School and Administrative faculty and staff that work together to provide a Christ-centered quality education for students enrolled.

Extracurricular activities include:

- Academic/Media Clubs
- Spiritual Clubs
- Athletic/Band and Spirit Teams

Parkview Baptist School offers the faculty and staff a competitive compensation plan and benefits that include health insurance, 401k plans, and several voluntary insurance products. The School also provides an Employee Assistance Program (EAP), Life Insurance and a Long-Term Disability policy at no cost to the employees.

Parkview Baptist School takes pride in the on-going student service projects within the community, Ford Cup awards representing championship and state placement teams, numerous academic, band, choir and spirit team awards and our National Merit Scholarship Finalists.

Students graduate each year with scholarship opportunities, however, more importantly with the knowledge of Christian Biblical truths.

“The mission of Parkview Baptist School, in partnership with the church and community, is to seek first the Kingdom of God while providing students with a college preparatory, Christ-centered education that allows them to grow and mature in wisdom, in stature, and in favor with God and man.” At PBS, students are nurtured in mind, body and spirit, therefore excelling academically, athletically, and spiritually.

Employee Conduct

You are a member of an excellent team of employees. In order for Parkview Baptist School to maintain that level of excellence, every employee is expected to maintain high standards of performance and conduct. It is the duty and responsibility of every employee to be aware of and abide by existing policies and procedures, including the guidelines in this handbook. Violation of these Employee Conduct Guidelines may result in corrective action, up to and including termination.

Personal Example

Each teacher, administrator, and staff member is expected to be a Christian role model to students and parents. Being a Christ-centered School, we must let our speech, dress, actions, attitudes, and relations reflect our relationship with Jesus Christ.

At-Will Employment

We are pleased that you are a member of the Parkview Baptist School family. We do, however, feel it is important that you understand the nature of your employment relationship with respect to the "at will" doctrine. Accordingly, the following information is provided:

Your employment with Parkview Baptist School is "at will". This means that both you and the School have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause. The at-will status of your employment may only be altered by a contract expressly waiving the at-will nature of the employment and which is signed by the Superintendent and approved by the Board. It will not be affected by oral or written statements of School representatives or employees, longevity of employment, performance reviews, promotions, compensation increases, applications, or absence of disciplinary measures. The School also retains the right to alter the terms of your employment, including, but not limited to increase or decrease in compensation, promotion or demotion, transfer, change in job responsibilities, and discipline at any time and in its sole discretion, with or without cause or advance notice. Any such change in employment terms shall not change your at-will employment status in any way.

Counseling sessions are provided to employees by their immediate supervisor and/or Human Resources to assist the employee in achieving necessary corrective action. All counseling meetings shall be documented and signed by the employee, their immediate supervisor, and or Human Resources. This documentation should be filed in the employee's confidential personnel file located in the Human Resources Department.

Termination

As set forth in the At-Will Employment Policy, employment with Parkview Baptist School is at-will. Terminations are categorized as follows:

- **Resignation** – Although an employee is not required to do so, we request that any employee who wishes to resign provide the School with at least two (2) week's written notice to his/her supervisor.
- Employees who resign with proper notice may be favorably considered for re-hire.
- **Quitting** – An employee who leaves without giving the requested two weeks' notice or is absent from work three (3) or more consecutive work days without providing appropriate notice or explanation to his/her supervisor will be considered a voluntary resignation without notice. Employees who quit without notice are not normally eligible for re-hire.
- **Termination Due to Lack of Work** – Employees who are terminated due to lack of work and are available, may be considered eligible for re-hire based on their qualifications and prior service but will have no automatic preference for rehire for any positions what might become available.

- Discharge – An involuntary termination initiated by the School for reasons other than lack of work is a discharge. Employees who are discharged are not ordinarily eligible for re-hire and should not return to School premises without specific authorization. Please see further information below with respect to involuntary termination.
- Retirement – Retirement is available at the age when an employee can draw vested benefits from the School Pension Plan. There is no mandatory retirement age.

Notices regarding the right to continue insurance coverage will be provided as required by law. All School property (equipment, supplies, laptops, phone, chargers, iPad, ID badge, security card, credit cards, handbooks, keys, etc.) must be returned to the employee's supervisor at the time of termination. To accomplish these out-processing activities, an Out-Processing Checklist will be completed by the employee's immediate supervisor and someone in the HR Department. During the termination process it is the employee's responsibility to ensure that Parkview has the correct address for the purpose of receiving final paychecks and notices.

Involuntary Termination

The School may, in its sole discretion, use performance management processes to deal with performance issues or violations of School policy but may also decide that immediate dismissal is appropriate. The severity of the School's action will generally depend on the nature of the offense and the employee's past record and may range from oral or written warnings to suspensions or immediate termination. Any disciplinary measure may be utilized, in no set order, at any time, as the School deems appropriate. Involuntary termination may or may not be preceded by counseling or other disciplinary steps. In order to provide the School with an opportunity to assess the issue, the School may decide to suspend you with or without pay pending an investigation of any alleged incident. Violations of any of the following shall result in disciplinary action, up to and including immediate dismissal:

- Violation of the School's Drug-Free Workplace or Workplace Violence policies.
- Participation in harassment or discriminatory behavior toward other employees, clients, vendors, Board members, church members, students, parents, or anyone else with whom you establish contact as a result of your employment with the School.
- Dishonesty, disloyalty or any act reflecting negatively on the reputation of the School, faculty, directors or staff.
- Providing misleading or inaccurate information of any School records including, but not limited to, the employment application and related documents, or any employee attendance records such as time cards.
- Failure to observe established safety rules or participation in activities, which would endanger the safety of others or damage the property or inventory of the School.
- Unexcused or excessive absenteeism.
- Accessing inappropriate web sites (inappropriate web sites include but are not limited to websites containing photographic images or videos of an offensive nature or chat rooms where elicited, profane or offensive conversation takes place) at work or when using School-provided computers/equipment.
- Failure to use provided School computer facilities and the campus network appropriately. You are expected to be careful, honest, responsible, and civil in the use of these resources.
- Sharing your network credentials (login and password) with anyone other than the network administrator.

- Fraudulently requesting and or abusing a leave of absence.
- Inappropriate behavior or language at School or School-related events.
- Neglect of responsibilities or inability to meet responsibilities.
- Instruction or promotion of materials contrary to the Parkview Baptist School Mission Statement or Statement of Faith.
- Arrest and conviction of a felony (persons charged with a felony will be placed on leave without pay until guilt or innocence is established), or a misdemeanor calling into question one's integrity or competence.
- Theft
- Gossip with the intent to harm
- Failure to follow or abuse of School policy

This list is not meant to be all-inclusive. Engaging in any activity that violates School policies, rules, regulations or practices, including the Employee Conduct Guidelines as set forth in this Employee Handbook, may subject an employee to disciplinary action, up to and including immediate termination.

Nothing in this policy alters the at-will nature of your employment with the School.

Grievance Procedure

An employee with a grievance may first present that grievance in writing to the appropriate Division Head or direct supervisor with a copy to the Superintendent. After a meeting with the appropriate supervisor/Division Head, and the grievance is not resolved, then the employee will meet with the Superintendent, with the appropriate Division Head present. If the grievance is still not resolved, then the employee will meet with three members of the School Board Personnel Committee, the Superintendent and said Division Head. The grievance procedure is merely intended to foster open communication between management and employees and is in no way intended to alter the at-will nature of your employment.

Culture

Cell Phone Use

A study conducted by The New England Journal of Medicine found that a driver's use of a cell phone increased the risk of an accident by four times. Various states and cities have enacted laws regulating cell phone usage and/or banning usage, except with a hands-free device, while driving. PBS considers the safety of its employees and the motoring public of utmost importance. Therefore, this policy is being adopted to address the issue of safety when using cell phones or other wireless devices while operating a vehicle. This policy applies whenever employees are operating a vehicle for business purposes, regardless of whether the vehicle is School owned, personally owned, or rented. This is of particular importance in view of the fact that all employees are agents of the School.

It is the employee's responsibility to know and comply with the laws of Louisiana. If a locality prohibits the use of the device while operating a vehicle or requires the use of a hands-free device, the employee is required to comply with these rules.

In areas where devices are not prohibited or restricted, PBS still discourages the use of devices while operating a vehicle. If use of a device is necessary, PBS encourages employees to adhere to the following safety precautions as recommended by insurance carriers: use a hands-free device, let voicemail answer, if at all possible, place and return calls when stopped, never take notes or look at information while driving, avoid talking in congested traffic or hazardous driving conditions, keep your eyes on the road, and never lookup numbers or dial while driving. Under no circumstances are employees expected to place themselves or others at risk to fulfill business needs. At all times, the School reserves the right to review records of telephone calls received and made using School-provided telephones, or paid for with School resources, for all positions.

Cell phones for voice or text messaging are not to be used by teachers during instructional time. Any exception to this policy requires the prior approval of the appropriate School Division Head, and should be limited to emergency situations and should not be allowed to interfere with the educational process.

Telephone Use

Telephones are primarily for business use. When a personal call is necessary, please be brief.

Long distance personal calls are prohibited except for emergency reasons. These emergency calls should be charged to your home telephone number or a personal telephone calling card, when possible.

Telephone calls may come directly to you without prior screening. Please identify yourself and your department when answering. The telephone is often the only contact parents and vendors have with Parkview Baptist School. Good telephone manners are vital. The impression you give when placing or receiving a call is the impression a customer gets of the School. Be courteous, patient and, above all, helpful.

At all times, the School reserves the right to review records of telephone calls received and made using School provided telephones, for all positions.

Equal Employment Opportunity

Parkview Baptist School will not tolerate discrimination or harassment in any form and is committed to ensuring equal employment opportunity for all employees without regard to race, color, national origin, sex, (including gender, pregnancy, childbirth or medical condition related to pregnancy or childbirth), age, medical condition (including genetic characteristics), mental or physical disability, marital status, veteran status, or any other legally protected characteristic in accordance with applicable local, state and federal laws. We view the principle of equal employment opportunity as a vital element in the employment relationship and a hallmark of good management. This philosophy applies to all aspects of the employment experience, including recruitment, hiring, compensation, benefits, promotion, transfer, disciplinary action, layoff, return from layoff, discharge, training, social and recreational programs, and all other terms, conditions and/or privileges of employment.

If you believe you or anyone has been subjected to unlawful discrimination or harassment, you are to immediately inform your supervisor pursuant to the Problem Solving Process. If you believe your supervisor is the source of the unlawful discrimination, or if the activity should continue, please proceed to Step Two of the Problem Solving Process and contact your Human Resources Office. Pursuant to the Problem Solving Process, if you are not satisfied that your complaint has been properly handled and/or if you believe that your supervisor is the source of the unlawful discrimination, you may proceed immediately to Step Three of the Problem Solving Process and contact the Superintendent. No employee will suffer retaliation or intimidation as a result of making a good-faith report of behavior believed to be unlawfully discriminating, or providing information requested during the investigation of a complaint.

Diversity

At Parkview Baptist School, we believe that diversity enriches our School, the communities in which we live and work, and the lives of our employees. Our goal is to serve our customers in increasingly competitive and challenging markets by becoming more connected to the communities and consumers we serve. We must reflect the lives and texture of our times and cultivate a culture that encourages the expression of a full range of perspectives. Our goals also include developing skills to leverage differences. Differences by definition include age, race, gender, disabilities, parental status, or job group, to name a few, as well as individual differences such as communications style, educational background, career expectations and any of the numerous variables that can exist among people.

Employment Classifications

Positions are either classified as exempt or nonexempt from certain federal and state wage and hour laws. Employees in nonexempt positions are eligible for overtime pay. Employees in exempt positions are excluded from specific provisions of the federal and state wage and hour laws, and are not eligible for overtime pay. Employees in exempt positions are required to work additional time without extra pay when necessary, consistent with the nature of their position and job duties. Overtime must be approved in writing by the employee's immediate supervisor and reported to the Superintendent prior to any work outside the normal 40-hour workweek. The Superintendent shall report on a quarterly basis to the Budget and Finance Committee the total employee overtime expenses.

Full-Time Employment – Ten and twelve month administrators, staff (clerical and maintenance), and teachers regularly scheduled to work at least 35 hours per week are considered full-time as long as they maintain continuous employment. Generally, regular full-time employees working more than 30 hours per week are eligible for all School benefits.

Part-Time Employment - Part-time employees are those hired to perform regular and continuing work on a consistent work schedule that would generally require less than 35 hours a week. Employees regularly scheduled to work less than 30 hours per week are ineligible to receive full School benefits. Part-time employees who work 1000 hours or more a year, based on eligibility, may participate in the 401(k) Plan and

medical benefits.

If a part-time employee's status changes to full-time, the employee's original date of hire will remain the hire date for seniority purposes. (Qualification: factors other than the original date of hire will be considered when calculating the employee's salary based on education, experience, etc.). A report will be submitted to the Board for approval.

Temporary Employment – Anyone employed by Parkview Baptist School for a specific period of time (such as internships) or for a specific purpose (to replace an employee on leave) is considered to be in a temporary position. A temporary assignment should have an approximate beginning and ending date. A temporary assignment is expected to last less than six (6) months. If a temporary assignment continues beyond the expected end date, the employee's status will not be converted to regular employee status, unless the temporary employee is specifically notified of such conversion in writing. If the assignment end date is uncertain, a part-time or full-time designation should be considered. Employees in temporary positions are not eligible to participate in School benefits, School events or other School programs.

Agency Temps – Individuals obtained through an outside agency by Parkview Baptist School to perform temporary work for a specific purpose or to meet a short-term need (vacation relief, etc.) are considered agency temps. These individuals should be on the payroll of an agency and are considered employees of that agency. They are, therefore, ineligible to participate in Parkview Baptist School's School benefits, events or other School-sponsored programs. Agency temps may or may not receive benefits through their affiliated agency. Prior to contracting with any agency, managers must ensure that Parkview Baptist School has a contract with that agency to provide outside services. Background checks should be completed by the agency prior to the temp's employment. The agency will provide the School with a copy or signed certification or the temp's background check that will be retained in the appropriate School file.

Independent Contractors – Independent Contractors may be engaged to perform discrete projects or tasks on a per project basis. As contractors are self-employed, they may contract with multiple organizations simultaneously to provide similar services. Contractors must sign a written agreement with Parkview Baptist School acknowledging their responsibility to pay all payroll-related taxes, Social Security, etc. Contractors are paid a negotiated fee on a per project basis, and are therefore not eligible for overtime. Contractors should be paid through Accounts Payable and may not be placed on Parkview Baptist School payroll. As contractors are not employees of Parkview Baptist School, they are ineligible to participate in School benefits, School events, or other School-sponsored programs. Prior to engaging an independent contractor, a completed contractor checklist must be submitted to and approved by the Superintendent. This approved checklist is required before Accounts Payable is authorized to make any payments.

Substitute Teachers – Substitute teachers are a special form of Temporary employee. When needed, it is the responsibility of the teacher to find an appropriate substitute to take his/her place during a scheduled or unscheduled absence. A list of qualified Substitute Teachers is maintained by Human Resources and should be used when determining the assignment. All Substitute Teachers are paid through the School's payroll system upon submission to Payroll of the appropriate, approved authorization to pay and according to the School Board authorized pay schedule. Substitute Teachers are not eligible for School benefits. For purposes of further clarification, Substitute Teachers fall into two distinct categories:

- ***Incidental Substitute*** – *This classification is for a Substitute Teacher that works on a day-to-day basis.*
- ***Appointed Substitute w/Degree*** – *This classification designates a Substitute Teacher that is scheduled to work for an extended period of time to replace a Teacher that is scheduled to be absent for a period of time exceeding thirty (30) days. This assignment is designated to receive a higher rate of pay based on the School Board authorized pay schedule.*

Attendance and Punctuality

Your contribution to Parkview Baptist School is extremely important. This is why it is important that you report to work as scheduled and on time. We realize there may be times, due to illness or other serious emergencies, when you will be unable to report to work as scheduled. When this occurs, you must notify your supervisor as soon as possible, but not later than 7:00 a.m. on the day you will be absent. You also have the responsibility of notifying your manager of the nature of the absence and the expected day and time you will return to work. If your supervisor is unavailable and you are unclear as to whom to contact, call your School Division Head or Human Resources for guidance. If your absence continues, you must contact your supervisor daily or as frequently as instructed by your supervisor. Failure to provide sufficient notification of your absence to your supervisor, poor attendance, and/or excessive tardiness may lead to disciplinary action, up to and including termination. Pay for time missed is provided if the employee has accumulated sufficient sick leave, vacation leave or personal leave credits. In the absence of the appropriate leave accrual, all absences are considered to be on a leave without pay basis.

An unreported absence of three consecutive days may be considered job abandonment and may result in termination of employment.

Dress Policy

Parkview Baptist School wants to provide a work environment where employees are allowed to dress comfortably, but professionally, while at work. In order to continue to do this, employees have a responsibility to appear neat and clean and to represent our School in a positive manner at all times. Consequently, employees are encouraged to dress professionally within the following guidelines:

The following attire is not acceptable:

- Jeans of any color and T-Shirts*
- Any clothing that would be offensive to others
- Sweat/jogging suits*
- Casual shorts (P.E. instructors are exempt)
- Short skirts
- Any item that is dirty, patched, torn, frayed, stained or worn
- Low cut dresses or shirts, sheer apparel (see through fabrics)
- Any item that bears blatant, offensive, suggestive, or vulgar graphics or terminology
- Crop tops
- Casual Flip Flops
- Unshaven (trimmed and well groomed mustaches/beards are acceptable)
- Visible tattoos or piercings (pierced ears are permissible for female employees)

*** Note:** This attire may be allowed for School-approved opportunities. In these instances, the prior approval of the Superintendent or the appropriate Administrative personnel is required.

Your School Division Head and someone in your HR Department are available to answer questions you may have regarding the dress policy. A violation of the dress policy will be addressed by your supervisor. Continued violation may lead to disciplinary action and/or termination.

Parking

Parking is provided to all faculty and administrative staff members at no charge. Faculty members including teachers, Division Heads, counselors, librarians and coaches will be issued a faculty permit on a color-coded

basis to park on campus.

Drug-Free Workplace

Parkview Baptist School desires to provide a drug-free work environment that is safe for our employees, and others conducting business with the School or on the property of the School, and that is conducive to efficient and productive work standards. Accordingly, the School has adopted the following policy on drugs and alcohol:

The use, purchase, possession, sale, manufacture, distribution, dispensation, concealment, receipt, transportation, or being under the influence (including the presence of detectable levels or identifiable trace quantities) of any of the following items or substances while on School property, School business, or while operating School vehicles by employees and all others, is prohibited:

- Illegal drugs, alcohol, marijuana, “look-alike” substances, designer, counterfeit or synthetic drugs, inhalants and any other drugs or substances which will in any way affect safety, work ability, alertness, coordination, judgment, response, or the safety of others on the job.
- Drug paraphernalia
- Prescription drugs and over-the-counter medications, except under the following conditions:
 - Prescription drugs that have been prescribed by an authorized medical practitioner for current use of the person in possession of the drugs.
 - The drugs/medications, both prescribed and over-the-counter, are limited to a one day’s supply, or are kept in their original container and taken in accordance with dosage recommendations and usage cautions, and generally do not affect the person’s ability to perform work safely.

Employees should inform their supervisor if they are taking a prescribed drug that could affect their ability to work safely and/or efficiently. The School reserves the rights to require a report from the employee’s doctor indicating if the medication will create any limitations on the employee’s ability to perform his/her work safely and efficiently. Neither the employee nor the employee’s physician is required to identify the name of the medication to the School. The School also reserves the right to require an employee to undergo a fitness-for-duty medical examination, by a physician of the School’s choosing. This may result in restricting or altering the individual’s work activity or presence in School facilities.

Moreover, off the job illegal drug activity may be considered a violation of this policy and could result in administrative or disciplinary action up to and including termination.

Substance Abuse Testing

All applicants who are offered employment with Parkview Baptist School may be required to undergo a pre-employment drug screen prior to commencing work. All applicants for employment with PBS who perform duties in accordance with the Department of Transportation and Development’s guidelines (specifically, routinely drive company vehicles for School purposes) will be required to submit to pre-employment drug testing as a condition of employment. Any applicant who refuses to be tested, tampers with the test, or receives a confirmed positive test result will be rejected for employment. PBS reserves the right to conduct random substance abuse screens, substance abuse screens with cause, and/or substance abuse screens following an accident for any employee of the School. Parkview Baptist School will pay the cost of all required drug screens.

Confidentiality

Any information received by Parkview Baptist School under this policy shall be kept confidential and will only be disclosed to School representatives, medical personnel, or other persons on a need-to-know basis or as required by law.

Communicable Diseases

Parkview Baptist School's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. Responsibility for risk assessment and decision-making with respect to this policy rests with the Superintendent, HR Department and based on the recommendations received from qualified medical personnel.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. Parkview Baptist School may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Parkview Baptist School will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Parkview Baptist School reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Parkview Baptist School will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Smoking

Parkview Baptist School is committed to providing a work environment for all employees, contractors, and visitors that is health-conscious in the area of smoke-related issues. In accordance with this philosophy, smoking is prohibited at Parkview Baptist School. This no-smoking policy will apply to all physical facilities owned or leased by Parkview Baptist School. Also included under this policy are all School-owned or leased vehicles.

Harassment

Parkview Baptist School is committed to maintaining a work environment that is free of harassment – whether that harassment is based on race, color, national origin, sex (including gender, pregnancy, childbirth), or medical condition related to pregnancy or childbirth, age, medical condition (including genetic characteristics), mental or physical disability, marital, veteran status, or any other characteristic protected by federal, state or local law ("Protected Characteristics"). Parkview Baptist School prohibits unlawful harassment of its employees in any form by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer, or any other visitor of the School.

Harassment consists of inappropriate conduct, whether verbal, physical, or visual. Parkview Baptist School will not tolerate harassing conduct that substantially interferes with an individual's work performance and/or creates an intimidating, hostile, or offensive work environment. Such conduct is contrary to the healthy and productive work environment we encourage for all employees and conflicts with our desire for members of our diverse work force to perform and develop to their full potential.

Sexual harassment is one form of harassment. Sexual harassment is conduct based on sex, whether directed

towards a person of the opposite or the same sex. Sexual harassment is broadly defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment does not refer to occasional compliments of a socially-acceptable nature. It does refer to any remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive. This includes sexual flirtations, unwelcome physical or verbal advances, propositions, verbal abuse of a sexual nature, vulgar talk or jokes, degrading graphic or verbal comments of a sexual nature about an individual or his or her appearance, the display of sexually-suggestive objects, and physical contact of a sexual or particularly personal nature. Cartoons, pictures, or other graphic materials that create a hostile or offensive working environment may also be considered as harassment. In addition, no one should imply or threaten that an employee or applicant's "cooperation" with unwelcome sexual advances or requests for sexual favors (or refusal thereof) will have any effect on an individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

If you believe you or any other employee is being subjected to any type of harassment by a co-worker, supervisor or manager, vendor, client, contractor or other visitor of the School, or you believe your employment is being adversely affected by such conduct, you should report such incidents in accordance with the Problem Solving Process. If your supervisor is the source of the harassment, you may proceed immediately to Step Two of the Problem Solving Process and notify your Human Resources Department, or if you believe that someone in Human Resources is the source of the harassment, you may proceed immediately to Step Three of the Problem Solving Process and contact the Superintendent. No employee will suffer retaliation or intimidation as a result of making a good-faith report of behavior believed to be unlawfully harassing, or providing information requested during the investigation of a complaint. Supervisors who believe they have witnessed or who receive a complaint of harassment must promptly report the incident to the Human Resource Department who will notify the Superintendent and a subsequent report will be made to the School Board.

No employee will suffer retaliation or intimidation as a result of making a good-faith report of behavior believed to be unlawfully harassing, or of filing, testifying, assisting, or participating in an authorized discrimination or harassment investigation, proceeding, or hearing. The School also prohibits retaliation against any employee who opposes discrimination or harassment of others.

A thorough investigation of your complaint will be conducted promptly. To the fullest extent practical, the School will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of this policy has occurred, the School will take appropriate corrective action which may include termination of employment of the harasser.

Because a harassment-free work environment is so important to the School, Parkview Baptist School may take disciplinary action against an employee who exhibits poor judgment or engages in inappropriate behavior, including sexually inappropriate conduct, even if such behavior is welcome or falls short of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes that they have experienced or witnessed retaliation must immediately report such conduct by following the reporting procedure described above. The School will promptly and thoroughly investigate reports of harassment and retaliation.

Any employee found to have engaged in prohibited conduct, including retaliation, will be subject to disciplinary action up to and including termination. Individuals who engage in harassing behavior may also have personal, legal and financial responsibility as a result of their actions.

Working Together

Parkview Baptist School assures you that we will strive to provide an environment that makes it unnecessary for employees to need formal representation by any outside organization. We do this by dealing with each of

you fairly and equitably, providing excellent working conditions and establishing compensation and benefit programs that are competitive within our industry.

We will periodically review and develop communication processes within the School in order to ensure that our employees have the opportunity to be heard. We believe collective bargaining units would discourage communication between employees and the School and make collaboration more difficult for everyone.

Parkview Baptist School commits to working toward improving the working relationship between the School and its employees. This is accomplished through an exchange of information and the development of consistent and fairly administered processes and policies that are responsive to our employees' needs.

Problem Solving Process

Parkview Baptist School is committed to the fair treatment of all employees. If a situation arises in which you feel you have been treated unfairly, it is the intention of Parkview Baptist School to respond to your concerns as quickly as possible. In order to facilitate this process, we have developed a procedure that allows you access to management level employees to ensure that your concerns and issues are heard. We encourage you to make use of this process. No retaliation will occur as a result of your good-faith use of this process. Please note that with respect to complaints of harassment and/or violations of our Equal Employment Opportunity policy, there may be additional options available for you to pursue your concerns, as more fully set forth in the sections of the Employee Handbook that specifically address those topics.

Step One – Your Supervisor:

If you have a complaint, problem, or feel you have been treated unfairly, you should discuss it immediately with your supervisor by presenting your grievance, in writing, to your Division Head with a copy to the Superintendent. You may request that your supervisor's manager participate in the meeting. Your supervisor is expected to review the facts and provide you with a prompt response. If you are not satisfied with the response, then you may request a meeting with a higher level of management as set forth in Step Two below.

Step Two – Human Resources & Superintendent:

If after completion of Step One, you feel that your complaint has not been fairly resolved, you are encouraged to schedule a meeting with the Human Resources Department and the Superintendent. Your complaint will be fully heard. Further investigation of the facts surrounding your complaint will be completed as necessary. The Superintendent will promptly provide a response to you. If you are not satisfied with the response, you may file an appeal with the School Board as set forth in Step Three below.

The Human Resources Department may, at any point in the process, bypass levels of management if he or she deems any such level of management is the source of the unfair behavior, and/or if such an action is expected to respond promptly to your complaint.

Step Three – School Board Appeal

If the results of the administrative review of your problem are not resolved to your satisfaction, you may file an appeal with the School Board by submitting a written request to the School Board President. The School Board President will determine the appropriate course of action including, but not limited to, a hearing with the Board's Personnel Committee.

All discussions held throughout this process will be properly documented with appropriate supervisor and employee signatures and included in the "confidential" section of the employee's personnel file located in the Human Resources Department. In the event the employee's signature is not documented, a third person (School employee) will sign as witness to the proceedings.

Ethics

Confidentiality

The protection of confidential business information is vital to the interests and the success of the School. Confidential information is defined as any and all information disclosed to or known by you as a consequence of your employment with the School that is not generally known to people outside the School about our business or the business of our customers or suppliers including, without limitation, information about employees' salaries, compensation, and/or personal information. Confidential information may be contained in written manuals, verbal communications, and/or any other tangible method of expression, including computers, computer related equipment, or generated through School software or e-mail communications.

As a condition of employment, all employees are required to review and sign a confidentiality agreement and adhere to the terms of the confidentiality agreement. Due to the close proximity in which employee's work, any information overheard or seen while in the course of your work should be considered confidential and treated with the same protection as information gained as a result of your own work. Under no circumstances should you divulge any information regarding the School to anyone nor should you attempt to use such information for personal gain. Under no circumstance shall any employee take confidential information as defined but not limited to the above items in any format off campus without prior approval from the Superintendent.

School Property and Security

The School may provide you with property and equipment to help you perform your job, such as parent lists, computers and other equipment, identification and security badges, keys, and manuals and other written materials. The School has an enormous investment in its buildings, equipment and other property, all of which is deemed School/Church property. Each employee is responsible for protecting and maintaining the quality of School/Church property. Willful damage or destruction of School/Church property will not be tolerated, including committing or attempting to commit deliberate damage to School/Church property, misuse of School property, advocating or taking part in seizure or theft of School property, or trespassing on School property. The use of School facilities or equipment in connection with any outside (non-School) endeavor or project, for profit or non-profit, is not allowed.

You must return all School property immediately upon termination of employment or any earlier request by the School.

Access to School property, including buildings and parking lots, is limited to employees, students, guests, and vendors/contractors of Parkview Baptist School. Access may be denied to employees or non-employees if proper identification is not shown.

The School cannot assume responsibility for the loss or theft of personal belongings. Therefore, employees are advised not to carry large sums of cash or other valuables with them when they come to work. Employees should also exercise care with respect to their personal belongings. Purses or other valuables should not be left unattended in open areas.

Inspection Policy

The School provides desks, cabinets, and other storage places for employees. These storage areas remain the School's sole property. Only School-provided locks may be used on School property. No employee should have any expectation of privacy in any items contained in such storage areas or elsewhere on School premises.

The School reserves the right to search all storage areas as well as the contents, effects, and articles they contain, for any reason, at any time, without advance notice or employee consent. Inspections may be conducted by any supervisor, manager, or other employee designated by the School. Employees who, if requested, fail to cooperate in any inspection may be subject to disciplinary action, up to and including termination of employment.

Arrest and Indictment

If an employee is arrested or indicted, the School will make the determination on a case-by-case basis whether or not the employee is eligible to continue their School responsibilities, unless otherwise provided by applicable state law. A person may be suspended with or without pay, depending on the circumstances of his/her individual situation.

Mail Policy

Given the nature of our business, the general public has essentially unrestricted and constant access to Parkview Baptist School and certain of its employees. Further, the School is asserting a more high profile presence in the community. For these and other reasons, the School is very concerned about enhancing security and about reducing dangerous, threatening, intimidating or harassing letters or packages sent to PBS and/or its employees.

In order to address these concerns, it is imperative that all employees understand that the School's mail system was created to facilitate business communications and should be used exclusively for that purpose. Employees should not use the School mail system for personal business and should not have personal mail or packages intentionally directed to them at work.

Because the mail system is provided exclusively for business purposes and because the School has a business interest in all items forwarded to its employees through that system, all mail and packages received at Parkview Baptist School are considered School property, regardless of the individual to whom they are addressed. The School reserves the right to receive, review, disclose and retain, where deemed necessary, the originals of all items received into or through the School's mail system. Such screening may be done at any time, with or without advance notice to the addressee and with or without specific consent from the addressee.

To the extent that incidental and occasional personal use of the School mail system may occur, these letters and packages will be considered non-confidential and will be treated in the same manner as all other mail under this policy. Accordingly, you should immediately notify anyone who is currently sending, or who may in the future send, mail that you consider to be "personal and confidential" to you at Parkview Baptist School to re-route that mail to your personal mailing address.

Solicitation and Distribution

In order to ensure there is no disruption of School operations, employees are not allowed to engage in solicitation of other employees, unless both the employee doing the soliciting and the employee being solicited are in non-working areas, during non-working time. Distribution of literature by employees is strictly prohibited in any work area.

Solicitation or distribution of literature by individuals not employed by the School on School property or within the confines of School premises is strictly prohibited at all times unless that individual has the express consent of the appropriate School Division Head.

A limited number of philanthropic organizations supported by the School are excluded from this policy. It is the employee's responsibility to obtain prior approval from the appropriate administrative official before any

solicitation or distribution on School property takes place.

Postings

Policies regarding postings apply to all items posted on School property, including bulletin Boards and internal web sites. Postings are limited to items related to the business of Parkview Baptist School or its membership. Postings for non-employees of Parkview Baptist School or for commercial organizations will not be accepted unless specifically approved by the School Division Head or the Superintendent. All postings are subject to applicable policies included in this handbook.

Final decisions regarding postings will reside with the School Division Head and the Superintendent.

Workplace Violence Policy

Parkview Baptist School is concerned about the increased violence in society, which has filtered into many workplaces throughout the United States, and we have taken steps to help prevent instances of violence from occurring at the School. For these measures to be successful, it is essential that every employee understand the importance of workplace safety and security and comply with this Workplace Violence Policy.

Workplace Violence consists of any express or implied threats of harm, threatening behavior, or acts of violence against employees, visitors, guests, customers, or other individuals by anyone on School property. Workplace Violence also consists of threats, threatening behavior, or acts of violence directed against School employees anywhere they may be during and within the course and scope of their employment. Workplace Violence can include assault, injury, battery, stalking, property damage, homicide, serious verbal threats, abusive or threatening acts, and acts of sabotage.

The School will not tolerate Workplace Violence committed by any individual. In furtherance of this policy, the School prohibits the unauthorized possession or use of a weapon, including but not limited to firearms, explosives and/or knives, by anyone on or in School property or by employees at any location where they may be while performing work for the School.

In situations where an employee becomes aware of actual Workplace Violence then occurring or an imminent act of Workplace Violence, the employee should immediately report the incident to the employee's supervisor and someone in the Human Resources Department who will in turn contact the appropriate law enforcement authorities. An employee should not personally intervene to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing if this intervention would be likely to place the employee in imminent danger or harm.

Any employee who becomes aware of Workplace Violence that has occurred, who believes that he or she has been the victim of any form of Workplace Violence, or who is aware of any suspicious workplace activity that appears to pose a potential risk of workplace violence should follow the Problem Solving Process in this Employee Handbook to report the incident. If the incident involves the employee's immediate supervisor, the employee may proceed to Step Two of the Problem Solving Process and report the incident to their Human Resources Department. Any member of management who receives a complaint of Workplace Violence must report that complaint promptly to the Human Resources Department. The School will not engage in or tolerate retaliation against employees for bringing a reasonable, good-faith complaint of Workplace Violence to the attention of the School.

All employees who apply for or obtain a protective or restraining order that lists School locations as being protected areas must provide the School with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. Employees must provide these documents to their School Division Head or Superintendent as soon as possible after receiving them and should notify the Superintendent of all appropriate details/background.

Conflict of Interest/Business Ethics

Ethical conduct is of utmost importance as a guiding business principle at Parkview Baptist School. However, PBS's Code of Business Ethics is not meant to be all-inclusive or to supersede or replace any other rules of conduct, including the specific guidelines applicable to employees of Parkview Baptist School as more fully set forth below.

In order to ensure that employees are able to provide maximum efforts to Parkview Baptist School, it is important that they are sensitive to the possibility of conflicts of interest. The term "conflict of interest" applies to any personal interests that are or might be adverse to the best interest of the School and its affiliated corporations, or which influences or might influence any employee to act in a manner that are adverse to the best interest of the School.

It is the employee's responsibility to inform the School, through notification to their immediate supervisor, of the possibility of a conflict of interest. Employees are encouraged to discuss any contemplated outside activity with their School Division Head or Superintendent prior to initiating involvement in such activity.

The determination of whether an activity actually constitutes a conflict of interest is strongly influenced by the position and area of responsibility of the employee. The most important requirement is disclosure so that appropriate individuals may evaluate the possibility of conflict, advise the employee on the appropriateness of the activity, and determine what actions need to be taken to remedy the situation.

Accurate and Complete Accounting

No payment or transfer of funds or assets may be made with the intent that any portion is to be used for any purpose other than that described in the approved supporting documents, and there should be no unrecorded "off-the-books" or secret funds or debts, reserved assets or accounts, or false, fictitious, incomplete or misleading entries in books, records, or accounts. Full and accurate disclosure is a must. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

Employment of Relatives (Nepotism)

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a supervisor/subordinate relationship with a family member;
- Create a reporting relationship where both employees are reporting to the same supervisor;
- Create a reporting relationship where both employees are reporting to a supervisor within the same "chain of command"
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within Parkview Baptist School to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, Parkview Baptist School will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, Parkview Baptist School will decide in its sole discretion who will remain employed.

This policy does not apply to "close relatives" who already are employed by Parkview Baptist School as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

Romantic or Sexual Relationships

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the supervisor/manager and Parkview Baptist School. Any such relationship may, therefore, be contrary to the best interests of Parkview Baptist School.

Accordingly, Parkview Baptist School strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, Parkview Baptist School does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the Superintendent and someone in the Human Resources Department. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The School recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The Superintendent shall inform Parkview Baptist School Board's Executive Committee and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, Parkview Baptist School Board's Executive Committee may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for Parkview Baptist School to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to someone in the Human Resources Department or the Superintendent.

This policy shall apply without regard to the gender of the participants in a relationship of the kind described.

Fraternization

Parkview Baptist School reserves the right to take action when the relationships or association of an employee impacts its business. Under the fraternization policy, the School strives to avoid the appearance of favoritism or of engaging in an activity that could undermine the School's credibility. It is not possible to anticipate all fraternization that may relate to the School's business. This policy will, however, attempt to provide some general guidelines. Social, economic or family relationships should not exist between:

- Employees and their supervisors or managers within their chain of command.
- Employees with purchasing authority and vendors.
- An employee and an outside person or organization that calls into question an employee's ability to handle his/her job with objectivity and in the best interests of the School.

Economic relationships include roommates, landlord-tenant, and creditor-debtor to name a few. Social relationships include dating, intimate relationships, and close friendships that extend beyond the traditional camaraderie of the work place.

Whenever an employee enters into a relationship with another employee, vendor, or customer, he or she should consider whether there may be an appearance of favoritism or if the School's credibility may be compromised. When in doubt about the application of this policy, contact your supervisor or someone in the Human Resources Department.

Other policies which may also apply include the Employment of Relatives Policy.

Gifts to Employees

Employees are not to solicit or encourage gifts (cash and/or non-cash) for themselves, families, friends, employees, or the School from members of the public or individuals or companies having a business relationship with PBS.

There may be occasions when gift solicitations (cash and/or non-cash) for employees are appropriate. These solicitations must first be approved by the appropriate administrative personnel prior to the solicitation and an appropriate designated account must be established to receive such gifts.

Any taxable consequence as a result of an employee receiving the approved gift will be the responsibility of the employee.

Outside Employment

Outside employment may constitute a conflict of interest if such employment:

- Places demands upon an employee that interfere with the performance of his/her duties at PBS.
- Is by nature detrimental to the reputation of the School or the employee.
- Involves the employee with government officials engaged in any way with regulating or franchising PBS operations or individuals or businesses doing business with the School.

If an employee engages in or wishes to engage in outside employment, the employee is required to notify his or her immediate supervisor and Superintendent immediately. If such a conflict of interest is created by outside employment, you may be required to cease the outside employment or resign from your position with the School.

Employees and immediate relatives of employees may not participate as officers, directors, investors, employees or in any other capacity with commercial enterprises that have any relationship to the business of PBS without prior written approval of the School Division Head and the Superintendent.

Participation on the Boards of community service and cultural organizations is encouraged. It is important, however, that you exclude yourself from participation in any decisions connected to educational opportunities. For the record, you should state that you have disqualified yourself from participation in any decision regarding educational opportunity expenditures. This protects you, the organization for which you are providing volunteer services, and the School from any appearance of conflict of interest.

Exceptions to this policy will be made on a case-by-case basis and only in situations where it is apparent that no conflict of interest exists. Requests for exceptions to the policy should be directed to the Human Resources Department.

Following is a list of other situations in which a conflict of interest would be evident. This list is not all-inclusive and is only provided to clarify the type of situations that would qualify as a conflict of interest. If there is any doubt as to whether an outside interest would constitute a Conflict of Interest, you should contact the Human Resources Department.

- No employee who has responsibility for or is in a position to influence decisions regarding ordering or purchasing equipment, parts or supplies, may, without prior approval of the School, own a significant interest in a business engaged in the manufacturing, distribution or sale of equipment, parts or supplies to educational programs.

Unauthorized Taping, Recording or Taking Photographs in the Workplace

Unless part of an employee's regular job duties or otherwise expressly permitted by an employee's Division Head, the taking of photographs, videotaping, CD or DVD recording, tape recording and similar means of recording, using any device or technology whatsoever, are prohibited on PBS property or otherwise within the context of the PBS workplace. Where permitted, care should be taken to ensure that the photographing, taping or recording is not done over the objection of or in any way that is offensive to any person being photographed, taped, or recorded. Photographing, taping and/or recording in a covert or secretive manner, unless specifically sanctioned by the Superintendent due to business needs, are prohibited regardless of whether sanctioned by the employee's supervisor.

Information Technology Resources

Parkview Baptist School provides various information technology resources to all employees, in part, to facilitate the creation and communication of business-related information in the most effective and efficient manner possible. As means develop to transmit more data in less time and with less formality, it is essential that employees continue to properly safeguard data resources.

Employees must also ensure that use of School information technology resources is handled in an appropriate and professional manner. All employees must agree and adhere to the current Computer Acceptable Use Policy.

This policy applies to the following forms of information technology resources and the information created by their use, including but not limited to:

- Computers [including desktops, laptops, servers, mini, mid-range, mainframes, local area networks, wide area networks, printers, software and removable storage media (e.g., floppy disks, CD-ROMS, DVDS, hard disks, tapes)]
- Electronic mail ("e-mail"), including attachments
- Instant messenger communications
- Voice-mail
- Video and video-conferencing
- Internet and intranet
- Facsimile machines
- Facebook, Instagram, Twitter, Snapchat, or other Social networking Sites, etc.

This policy applies to all employees and other persons who are authorized to use School information technology resources. Violation of this policy is a serious matter and may be cause for disciplinary action up to and including termination.

Appropriate Use of Information Technology Resources

School-provided information technology resources may be used only for legitimate business-related communications, which include accomplishing job responsibilities and professional activities and career development. Use of the Internet and e-mail for personal business is prohibited during your scheduled work hours. All data that is entered, created, received, stored or transmitted via School-provided information technology resources, including all e-mail messages, are and will remain School property. No School data may be sold, transmitted, conveyed or communicated in any way to anyone outside of the School without express management authorization.

Disclosure of any School passwords is strictly forbidden, except as required by the School at the request of the network administrator. Your network credentials (login and password) are not to be shared with anyone other than the network administrator. Any intentional breach of security systems, firewalls or other secure systems is prohibited. Violation of this policy is a serious matter and may be cause for disciplinary action up to and including termination.

At no time should food or drinks be consumed around School computers and technology equipment. In order to protect our investment, no food or drink will be allowed into any School labs or within three feet of any classroom computer.

General Management Policy

All data, programs and documentation deemed to be of a production nature are under the custodianship of the Network/Systems Administrator. This custodianship requires that all reasonable measures be taken to safeguard the use and integrity of this material, including a documented disaster recovery plan. All software

acquired by Parkview must be purchased and ordered through the Network Administrator. This allows for the best interest of the School to be maintained and the licenses to be centrally organized and kept for legality issues.

All managers of Parkview Baptist School are responsible for ensuring that everyone working within their areas of responsibility and who has access to electronic programs and data understands and complies with these policies. Failure to disclose this information to the appropriate parties may be cause for disciplinary action up to and including termination.

Internet, Electronic Mail and Facsimile

You have an obligation to use your access to the Internet and communication via electronic mail delivery equipment (such as e-mail and FAX) in a responsible and informed way, conforming to network etiquette and courtesies. Use of the Internet encompasses many different interconnected networks and computer systems. Many of these systems are provided free of charge by universities, public service organizations and commercial companies. Each system has its own rules and limitations, and guests on these systems have an obligation to learn and abide by the rules.

You should identify yourself properly when using e-mail or any Internet service. You should also be careful about how you represent yourself, given that what you say or do can be interpreted as School opinion or policy. You should be aware that your conduct could reflect on the reputation of the School.

The use of Internet access and electronic mail delivery equipment owned by Parkview Baptist School is intended for School-related business. Internet communications and communications via electronic mail delivery systems, transactions and discussions may be viewed by authorized personnel at any time via the School network monitoring software. Whether through electronic mail delivery equipment owned by Parkview Baptist School or an employee's personal equipment (including, without limitation, an employee's web log or "blog" site, Facebook, Instagram, Twitter, Snapchat, etc.), disclosure of confidential information about School employees, contractors, consultants, customers and any proprietary data is strictly prohibited. In addition, transmission of defamatory, discriminating or derogatory statements regarding Parkview Baptist School or any School employee is prohibited.

Personal use of the Internet and electronic mail delivery systems should be limited to use during an employee's personal time, and goods or services ordered through the Internet, e-mail or fax must be billed to your home or credit card. Internet access, equipment and electronic mail delivery systems owned by the School should not be used for chain letters, personal or group communications of causes or opinions, solicitations, communications in furtherance of any illegal activity, personal mass mailings, to gain access to information inappropriate to the business environment, or prohibited by local, state or federal law. Parkview Baptist School reserves the right to review information that is accessed by employees through the Internet or electronic mail delivery systems, with or without providing notice or receiving consent.

Programs (including screen savers, compilers, browsers, etc.) obtained from the Internet should not be installed and used on School computers, or relevant electronic devices, without first being certified by the Network/Systems Administrator. All documents (either stored on electronic media or diskette) received from Internet sources or any source outside the School must be passed through a virus-scanning program before it is used or copied. Instructions on how to do this are available from the Network/Systems Administrator.

It is the responsibility of the employee to conduct him or herself professionally and appropriately when using the Internet and e-mail on PBS premises. Use of the Internet and e-mail delivery systems is a privilege that may be revoked at any time. The School reserves the right to restrict access to inappropriate or non-business related Internet sites. Accessing or re-transmission of inappropriate material and pornography via electronic means is strictly prohibited, and grounds for termination. Employees who receive e-mails and other transmissions containing inappropriate content are expected to delete the material and not to re-transmit the content either inside or outside the School. Inappropriate use of the Internet and electronic mail delivery

systems could lead to disciplinary action up to and including termination.

Employees may not use a password, access a file, or retrieve any stored information (including another employee's e-mail messages) except as required by their job titles or as authorized by their supervisor.

The School Network Administrator has access to view your screen at any time you are logged into the PBS network via a network monitoring software. Any activity that is suspicious will be recorded and reviewed by administration.

Social Networking

It is the responsibility of the employee to conduct him or herself professionally and appropriately when posting and engaging on social networking sites. An employee should not log into social networking sites during School hours or post on sites during School hours. Employees should remember that anything posted on sites is public access and should keep this in mind when posting negative comments. As an employee, you have signed a confidentiality agreement with the School. Therefore, you should not post anything that compromises this agreement on social networking sites.

It is the intention of the School to maintain a high level of integrity with our students. For this reason, no faculty or staff may have any student as his/her "friend" on a site other than direct relatives (a relative is defined as a son, daughter, niece or nephew).

No pictures taken while at School by an employee should be posted on a social networking site or the internet.

Students have a right to privacy and should never have a picture taken and then posted online without written parental consent. You are the sole caretaker of your professional appearance and must maintain this appearance online as well as in person.

No Expectation of Privacy

Employees and other authorized persons should have no expectation of privacy in connection with the entry, creation, transmission, receipt or storage of data via School information technology resources, and consent to access and disclosure of such data by authorized School personnel (Superintendent, Human Resources, CFO and Network/Systems Administrator).

As with all other School property, School information technology resources and all data entered, created, transmitted, received or stored is subject to inspection, search and disclosure at all times by the School, with or without providing notice or receiving the user's consent. The School may monitor use of the School information technology resources, including messages and other data, at any time. Upon request, all passwords must be disclosed to the School or they will be made invalid and cannot be used. Passwords do not confer any right of privacy upon any employee.

Procurement Policy

All electronic devices/tools are required to adhere to Parkview Baptist School hardware and software standards. Parkview Baptist School reserves the right to certify and standardize configurations.

All hardware and software must be purchased through Parkview Baptist School Network Administrator. Requests must be submitted to the Network Administrator, along with proper budget approval prior to the procurement. All requests for non-standard hardware and software must be submitted via e-mail to the Network/Systems Administrator for certification of use within Parkview Baptist School's infrastructure. Any copies of software illegally downloaded to a Parkview School owned computer will be removed immediately. Any copies of software not purchased through the Network Administrator and installed on a Parkview School

owned computer will be removed immediately.

Original copies of software will be inventoried and secured by the Network/Systems Administrator in the technology office to ensure that software is not misappropriated and Parkview Baptist School is not inadvertently at risk with unlicensed software.

Parkview Baptist School reserves the right to determine the configuration of computer hardware and software on any and all electronic devices/tools. These include, but are not limited to, personal computers, personal digital assistants, pagers, telephone, cellular/digital phones, and set top boxes.

All managers of Parkview Baptist School are responsible for ensuring that any terminating employee reporting to them has all passwords, logins, and any other electronic access removed at the time of termination.

Authorized Software

Software purchased and licensed for personal use may not be installed on School computers. If you identify new software that will enhance your ability to perform your job, please submit an e-mail to the Network/Systems Administrator together with appropriate details, to allow the Network/Systems Administrator to review and install the software, if appropriate. The School may, at any time, conduct an audit of computers for installed software and related printed material that is included on a then current inventory of School-authorized software. All unauthorized software will be removed.

Authorized Hardware

Hardware must be purchased by the Network Administrator to ensure that it conforms to the School network policies and is able to be maintained by the technology department. If you identify new hardware that will enhance your ability to perform your job, please submit an e-mail to the Network/Systems Administrator together with appropriate details to allow the Network/Systems Administrator to review the purchase of hardware, if appropriate. The School may, at any time, conduct an audit of hardware on campus and remove all unauthorized hardware without warning.

Authorized Wireless Networks

At no time should anyone on campus set up a private wireless network. This includes a network that takes its feed from the School network or a cell phone or a wireless card. Setting up a "rogue" network can severely compromise the security of the Parkview network. Anyone found in violation of this policy or found to be in knowledge of such networks without informing the Network Administrator will face disciplinary action up to and including termination.

Harassment - Technology

No sexually explicit or offensive messages, cartoons or jokes, ethnic or religious slurs, racial epithets or any disparagement on the basis of race, color, religion, sex, national origin, age, disability or any other status protected by law shall be transmitted via School information technology resources.

Any instances of Harassment as described in this section should be reported as described in the policy on Harassment in this handbook and will be handled by the School in accordance with that policy.

Viruses

All School information technology resources must be protected from accidental destruction or deliberate attempts at sabotage by computer viruses. Employees and other authorized users may not willfully introduce

virus-infected files or media into School information technology resources. Employees and other authorized users must make all reasonable efforts to ensure that all files accessed or collected are virus-free and should minimize downloading data from the Internet and via e-mail and should not download data from unfamiliar Internet sites. Prior to placing any file on the network, employees must scan for viruses using up-to-date, approved virus scanning software.

Legal

Transmission of material, information or software in violation of any local, state or federal law is prohibited.

Copyrighted material must not be placed on School-related systems without the author's permission. Employees shall respect intellectual property rights at all times when obtaining information over the Internet.

Training

Supervisors are encouraged to identify information technology training needs and resources for employees and to support attendance at training sessions and permit use of School time for maintaining skills. Such training is beneficial to both employees and the School as employees will be better informed about valuable information technology resources and how to use them.

Work Schedules and Personal Time Off

Working Hours

Parkview Baptist School operates on a traditional 5 days per week cycle. Although management seeks to accommodate individual preferences when possible, business needs, as determined by Parkview Baptist School, may make the following conditions mandatory:

- Overtime
- Rotating Work Schedules
- Work Schedules other than Monday through Friday

Parkview Baptist School's established payroll workweek is 12:01 a.m. Sunday through 12:00 a.m. Saturday, normally consisting of 40 hours within the seven (7) consecutive day period. Normal business office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Parkview Baptist School's business hours during the summer break are 9:00 a.m. to 3:00 p.m. Monday through Friday beginning the first full week of summer break.

Hours worked by Parkview Baptist School employees will vary according to job responsibility and scheduling demands of each department. For a more detailed explanation of faculty working hours, please see the appropriate policy under the "For Teachers Only" section of this handbook.

Scheduling of work assignments is the responsibility of each supervisor and/or School Division Head. New work schedules for employees required to work other than normal business hours will be communicated as soon as is reasonable, but prior to the scheduled work assignment change.

In-Service Days

In-Service or Professional Development days are business days as usual for all employees including all administrative personnel. Hourly employees are not expected to work, unless otherwise approved by their division head.

Holidays

It is important that employees have the opportunity to celebrate established holidays. Accordingly, the following holiday schedule and guidelines are provided.

Full-Time Ten Month Employees (excluding teachers): Employees will elect to observe the School-Observed Holiday Schedule without pay and are eligible for those paid holidays which fall in a normally scheduled work week or twelve month holiday schedule.

Full-Time Twelve Month Employees: Employees are expected to work as a scheduled workday on School-observed holidays and will be paid according to the 12 month holiday schedule.

2015-2016 School-Observed Holiday Schedule

Labor Day	Monday, September 7 th
Fall Holiday	Monday, October 12 th
Thanksgiving Holiday	Monday, November 23 rd – Friday, November 27 th
Christmas/New Year Holiday	Monday, December 21 st – Monday, January 4 th
MLK Day	Monday, January 18 th
Winter Break	Monday, February 8 th – Friday, February 12 th
Easter Holiday	Friday, March 25 th – Friday, April 1 st

2015-2016 12 Month Holiday Schedule

Labor Day	Monday, September, 7 th
Fall Holiday	Monday, October 12 th
Thanksgiving Holiday	Wednesday, November 25 th – Friday, November 27 th
Christmas/New Year Holiday	Monday, December 21 st – Friday, January 1 st
MLK Holiday	Monday, January 18 th
Winter Break	Monday, February 8 th – Tuesday, February 9 th
Easter Holiday	Friday, March 25 th – Monday, March 28 th
Memorial Day	Monday, May 30 th
Independence Day	Monday, July 4 th

1. Twelve Month employees are eligible for paid holidays starting with the first day of employment.
2. If a recognized holiday falls on a regular workday during paid leave, the day is paid as a holiday and is not counted against paid leave balances.
3. If a recognized holiday falls within a Leave without Pay period, a staff member is not paid for the holiday.
4. If a holiday is immediately preceded or followed by unauthorized absence or suspension for disciplinary reasons, or if a holiday falls within such an absence, the employee is not paid for the holiday.
5. New employees should not be scheduled to begin work on a holiday, and, therefore, will not be paid for the holiday.
6. If a recognized holiday falls on the last available scheduled workday and the staff member is terminating on his or her preceding workday, s/he is not paid for the holiday.
7. All approved holidays are subject to being rescinded only if PBS classes are unexpectedly in session (i.e., School make-up days).
8. At the request of the Superintendent, employees may be asked to report to work during holiday time in order to complete projects.
9. During extended holidays of two or more consecutive days, the Superintendent and/or the administrative staff will check voice and electronic messages daily in order to resolve any crucial issues that may arise during the closure of the office.
10. The Human Resources Office will publish a dated calendar for 12-month employees by August 15th of each year.

Part-Time and Temporary Employees

Part-time employees may observe School holidays but will not receive holiday pay. In the event part-time employees in nonexempt positions are required to work on School-observed holidays, they will be paid for actual hours worked on that day.

Vacation Leave

Full-Time Twelve Month Employees

1. All twelve (12) month employees who have completed one full School fiscal year as of 08-01-12 shall be eligible to receive two (2) weeks paid time off for vacation or personal time during the 2015-2016 fiscal School year and each successive year thereafter. For the purposes of this policy, two (2) weeks shall consist of 10 days limited to 80 hours.
2. Newly hired 12-month employees (which shall include all such employees who were not employed for one full School fiscal year as of September 1, 2012) shall be eligible to receive paid time off at the rate of one day per month beginning on the last day of the first full calendar month of employment and for each successive month thereafter so long as the employee remains employed, up to a maximum of 10 days or 80 hours.
3. All employees who have completed one full School fiscal year as of 09-01-12 in a ten month employed position and who have converted to a twelve month position shall also be eligible to receive two weeks paid time off for vacation or personal time during the 2015-2016 School fiscal year and each successive School fiscal year thereafter (10 days limited to 80 hours).
4. Paid vacation is a gratuitous benefit and does not accrue as a wage. Therefore, unused vacation time will not be paid at the end of the School fiscal year or upon separation from employment with Parkview Baptist School. Furthermore, this vacation policy is a "use or lose it" policy and, as such, employees will not be allowed to carry over accumulated vacation days from School fiscal year to School fiscal year.
5. Paid time off for vacation shall only be granted in accordance with this policy and at no time shall it be advanced.
6. All employees should make every effort to obtain supervisory approval for time off at *least* two weeks in advance. Written requests for vacation time shall be submitted to the appropriate supervisor for approval and to the administration office for tracking.
7. Except under extraordinary circumstances approved in advance in writing by the appropriate supervisor and the School Superintendent, vacation time cannot be taken:
 - a) During the five (5) working days immediately preceding and the five (5) working days including and following the first day of classes as designated in the published School calendar.
 - b) During the five (5) five working days immediately preceding and five (5) working days including and following the last day of classes as designated in the published School calendar.

Administration is encouraged to approve vacation for 12-month employees when School is not in session and when not otherwise restricted by policy.

8. At the end of the School fiscal year on a quarterly basis, the Superintendent and/or staff will prepare an annual report of all leave activity for 12-month employees that shall be submitted to the PBS Personnel Committee and the Budget and Finance Committee for review.
9. Vacation Leave is to be used in one-half (1/2) day or full-day increments.
10. All twelve (12) month employees in upper management positions defined as Superintendent, CFO and the Educational Administration shall be eligible to receive three (3) weeks paid time off for vacation or personal time during the 2015-2016 fiscal School and each successive year thereafter. For the purposes of this policy, three (3) weeks shall consist of 15 days limited to 120 hours.

11. The maximum number of days that an employee not in defined upper management may receive during the School fiscal year is 10 days or 80 hours. The maximum number of days that an employee in the defined upper management may receive during the School fiscal year is 15 days of 120 hours.

Ten Month Employees/Teachers

Ten month employees are not eligible to receive vacation pay. Teachers are not eligible to receive vacation pay.

Part-Time/Temporary Employees

All part-time and temporary employees are not eligible for vacation pay.

Sick / Emergency / Personal Leave

Full-Time Ten Month Employees and Teachers

1. All full-time employees working ten months per year and teachers earn sick/emergency/personal leave for personal illness or emergency at the rate of 80 hours (10 days) per year, 16 hours (2 days) of which are dedicated to personal leave.
2. Sick/emergency leave is available to all full-time School employees who are unable to work because of their own illness, injury or disability.
3. Your immediate supervisor or Division Head is authorized to grant paid sick leave on an individual basis in these circumstances.
4. Emergency is defined as follows:
 - Serious illness or death in the employee's immediate family or of any person living in the employee's household.
 - Circumstances over which the employee has no control, such as summons to appear in court (other than School-based cases), fire, flood, etc.
 - Anything requiring a substitute teacher with a written request approved by his/her direct supervisor or Division Head.
5. Other extenuating circumstances must be communicated in writing to the School Division Head/Superintendent and are subject to approval.
6. Sick/emergency/personal leave shall be advanced to an employee to the extent the employee would earn in the current fiscal year provided; however, should such employee's active service be terminated during the year; any unearned sick leave pay that had been advanced shall not be returned.
7. If the employee voluntarily terminates employment prior to accruing the advanced sick leave, then the employee will be required to repay the cost of the advanced sick leave, unless the Superintendent determines otherwise.
8. There is a limit of 240 cumulative hours (30 Days) sick leave, which may be carried forward at the end of the fiscal year. Any additional days accrued for sick leave up to 64 hours (8 Days) for the current year will be added to the 240 hour (30 Day) limit from the carry-over year. Such unused accumulated leave may be used for personal illness or emergencies, and in no case will employees be permitted to exceed the limit of 304 hours (38 Days) in any given year.
9. Personal days for ten month employees and teachers (up to 16 hours) must be approved by the School Division Head in advance of the leave and may not be taken in conjunction with any regular School break/holiday.
10. Personal days/hours may not be accumulated to carry over from one year to the next.
11. If you must be absent due to illness, injury, or disability, you are required to notify your immediate supervisor/Division Head each day of your absence prior to your scheduled start time. If your absence exceeds eight (8) consecutive calendar days, appropriate paper work is required for FMLA leave.
12. Parkview reserves the right to request, at any time, that you provide a physician's written statement describing the illness and/or incapacity which necessitates your absence from work. Parkview reserves the right to request you submit to a medical examination by a physician of our choice at the School's expense to determine if you are physically fit to perform the job you are assigned to perform.

13. If you have been ill or incapacitated, Parkview may require authorization from you to obtain information from any physician or hospital which may be necessary to determine your ability to return to work and perform the duties of the job to which you are assigned.

Twelve Month Employees

1. Twelve month employees are eligible to accrue eight (8) days of sick leave per School fiscal year. For the purpose of this policy the fiscal year shall begin on August 1 and end on July 31. Sick leave for eligible employees shall accrue at the rate of one (1) day (8 Hours) per month beginning at the end of the first full month of work with Parkview.
2. The maximum amount of sick leave that an employee is eligible to accrue during the School fiscal year is 8 days (64 Hours).
3. There is a limit of 240 cumulative hours (30 Days) sick leave, which may be carried forward at the end of the fiscal year. Any additional days accrued for sick leave up to 64 hours (8 Days) for the current year will be added to the 240 hour (30 Day) limit from the carry-over year. Such unused accumulated leave may be used for personal illness or emergencies, and in no case will employees be permitted to exceed the limit of 304 hours (38 Days) in any given year.
4. Paid sick leave may be approved for the following reasons:
 - Illness within the immediate family (husband, wife, children, mother, father, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother, sister, grandparents, grandchildren – including all equivalent step relations).
 - Employee medical or dental appointments or those appointments in which the employee must accompany an immediate family member to a medical or dental appointment.
 - Maternity-related absences.
 - Other extraordinary circumstances as approved by the Supervisor and the Superintendent.
5. This policy shall in no way limit additional unpaid leave required by State or Federal laws, including the Family Medical Leave Act or the Louisiana Pregnancy Act.
6. No new employee is eligible to participate in this accrued sick leave program until the employee reports to work.
7. All employees are required to notify their immediate supervisor as soon as reasonably possible in advance of each day of absence. In the event that circumstances prevent an employee from providing advance notice of the use of sick leave, the employee is to advise PBS of the intent to utilize the sick leave within 3 days from the date the sick leave period commences.
8. Sick leave is a gratuitous benefit and does not accrue as a wage. Therefore, unused sick leave will not be compensated upon separation from employment with Parkview Baptist School.
9. Paid time off for sick leave may be advanced to employees in extenuating circumstances with approval from the Supervisor, Superintendent and the Personnel Committee. Employees shall submit such requests in writing to their immediate supervisor. The amount of sick leave to be advanced shall not exceed the amount that the employee is eligible to accrue in the current School fiscal year. If the employee voluntarily terminates employment prior to accruing the advanced sick leave, then the employee will be required to repay the cost of the advanced leave, unless the Superintendent and School Board determine otherwise.
10. An employee who is absent for five (5) or more consecutive workdays for a medical condition shall be required to present a certificate from a physician confirming the necessity of such absence and a release to return to work at such time said employee reports back to work.
11. If, under extenuating circumstances, all leave has been exhausted, a written request for Leave Without Pay shall be submitted to his/her supervisor. The request must be approved by the Supervisor, Superintendent and Personnel Committee.
12. Nothing herein shall prohibit the approval of additional leave required in the Family Medical Leave Act.
13. Administrators shall maintain leave records. The records shall be submitted to the Superintendent and/or staff for the preparation of a quarterly report reflecting all leave activity. The reports shall also be submitted to the PBS Budget and Finance, and Personnel Committees prior to or at the 1st regularly scheduled committee meetings at the end of each quarter.

Compliance with the above stated sick/emergency/personal leave policy is an understood condition of employment.

Part-Time Employees

Part-time employees are not eligible to receive paid sick/emergency/personal leave.

Temporary Employees

Temporary employees are not eligible to receive paid sick/emergency/personal leave.

Professional Leave

Parkview Baptist School recognizes the value of attending regional and national educational meetings in order to become exposed to new ideas and developments in various areas of private School education. Therefore, the Superintendent may grant professional leave to an employee wishing to attend any educationally-related conference, meeting, or convention, if such attendance is considered to be in the best interests of the School. The School may pay all or any part of expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another School system. In all such cases, prior approval for said expenses may be given by the Superintendent.

Application and notification to attend a conference or similar educational meeting shall be made in writing and approved as far in advance of the meeting as possible but generally at least ten (10) working days prior to the meeting. The written request shall include dates, subject to be covered, sponsoring agency, documented conference information, conference cost and designated source of funds previously budgeted.

Bereavement Leave

Parkview Baptist School respects an employee's need to grieve following the loss of family and loved ones. When a death occurs in the immediate family, you may request to be excused with pay for three (3) normally scheduled workdays. Periods of longer than three (3) days may be granted upon written request approved by your School Division Head and Superintendent on an unpaid basis, or you may use vacation/sick/personal days to receive pay for the time off. When a death occurs outside the employee's immediate family, time off may be granted upon written request approved by your School Division Head and Superintendent, but all approved time will be unpaid unless the employee elects to use his/her vacation pay.

Immediate family, for the purposes of this policy, is defined as a child, spouse, brother-in-law, sister-in-law, parent, mother-in-law, father-in-law, grandparent, grandchild, sibling, step-parent, step-children, and step-siblings.

Jury Duty

Jury Duty is everyone's responsibility, and we encourage you to fulfill this obligation when called to serve. Let your supervisor know as far in advance as possible the days and hours you are required to serve. If your jury duty falls on a day you are regularly scheduled to work, submit a statement of your jury duty notice to your supervisor.

Employees in exempt and nonexempt positions will be paid up to two weeks of regular rate of pay per occurrence, if required to perform jury duty responsibilities (not working any hours for the School). After two weeks, if employees in exempt positions perform their responsibilities for the School, while also performing jury duty service, they will continue to receive their salary. Employees in nonexempt positions will not be paid for hours missed, past two weeks.

Employees are required to provide the Accounting Department with a copy of the Summons to Report for Court Duty prior to the report date. Additionally, at the conclusion of the jury duty leave of absence, the employee is

required to provide the Accounting Department with a copy of the remittance slip provided by the court that details the days of jury duty and any remuneration the employee received from the court for services rendered.

Military Leave

Parkview Baptist School supports the Armed Forces of the United States and provides uniformed service leaves of absence as required by law and provides certain benefits to employees granted such leave.

Annual Training Time: Employees who are members of the National Guard or reservists of the United States Armed Forces are generally required to participate in annual military training duty. These assignments are usually of short duration and the dates are known in advance. If you are a member of the National Guard or a reservist of the United States Armed Forces, you must submit a written request stating the beginning and ending date of your military leave as soon as possible.

Call-up for Active Duty: If you are a reservist or member of the National Guard and are called up for active duty, you should submit a written request for leave stating the beginning and ending dates of your military leave as soon as possible. If the circumstances of your call-up for active duty make it impossible or unrealistic to submit a written request for leave or submission of a written request is precluded by military necessity, you should provide oral notice of the need for leave as soon as possible.

Voting Time

Parkview encourages employees to exercise voting rights as citizens by participating in the electoral process. Given our working hours schedule, time off for voting purposes will not be permitted except in exceptional circumstances. Should such a circumstance exist, advance approval by the appropriate Division Head and the Superintendent is required.

Family and Medical Leave Act (FMLA)

Parkview Baptist School offers family/medical leave for up to 12 weeks of leave per year to eligible employees with a qualifying circumstance unless federal or state law mandates additional leave/time off. Individuals who have been employed with the School for at least 12 months in total and who have worked at least 1250 hours during the 12-month period immediately preceding the commencement of the leave are eligible for FMLA benefits.

Qualifying circumstances include:

- The birth of an employee's child.
- Placement of a child with the employee for adoption or foster care.
- The serious health condition of an employee's child, spouse (as defined by applicable state law), or parent who requires the employee's care.
- The serious health condition of an employee, which prevents the employee from performing his/her job functions. Serious health condition is defined under the federal FMLA as an illness, injury, impairment, or physical or mental condition.
- **ACTIVE DUTY MILITARY ADDENDUM**

Federal law provides for unpaid FMLA leave. However, Parkview Baptist School offers certain paid benefits to employees eligible under FMLA. The School may require that vacation and sick leave days be utilized concurrently with FMLA leave. As such paid time off designated as FMLA leave normally counts against any FMLA leave entitlement. For example, an adoptive parent eligible for FMLA is entitled to 12 weeks of unpaid FMLA leave. Instead of taking 12 weeks of unpaid leave, he/she may elect to utilize any accrued vacation or

sick leave. All paid days off, except for earned and accrued vacation time that has been approved in advance by the employee's supervisor, will count toward the total 12-week leave entitlement.

The following conditions and regulations apply to employees requesting FMLA leave:

- **Leave Entitlement:** An eligible employee's FMLA leave entitlement is limited to a total of 12 work weeks of leave during a 12-month period. The amount of leave entitlement will be based on a rolling 12-month period measured backward for the 12-month period immediately preceding the date for which leave is sought.
- **Medical Certification:** The School requires medical certification in the form provided by the School, signed by a healthcare provider, to support a request for leave for an employee's own serious health condition or to care for a seriously ill family member.
- **Request for Leave and Required Notice:** The employee must complete a Request for Family and Medical Leave of Absence form. This form should be completed, signed by the employee, submitted to the immediate supervisor for preliminary approval, and forwarded to the Human Resources Department for final approval. If possible, the form should be submitted at least 30 days in advance of the effective date of the leave. If this is not possible, the employee must give notice as soon as practicable and make efforts to schedule the leave at a time that will be least disruptive to School operations. Failure to provide such notice may be grounds for delay of leave.
- **Intermittent/Reduced Schedule Leave:** If medically necessary for a serious health condition of the employee or his or her child, spouse, or parent, leave may be taken on an intermittent or reduced leave schedule. However, if intermittent or reduced-schedule leave is requested, the School may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits, which better accommodates recurring periods of absence or a reduced work schedule. If leave is unpaid, the School reserves the right to reduce the employee's salary based on the amount of time actually worked.
- **Leave Allowed when both Spouses Work for the School:** Spouses who are both employed by the School are entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth of the employees' child or placement of a child with the employees for adoption, or foster care, to care for a child after birth or placement, or for the care of a parent with a serious health condition.
- **Recertification and Status Reports:** The School may require subsequent medical recertification, no more often than every 30 days, unless (1) the employee requests extension of the leave, (2) the circumstances described by the original certification have changed significantly, or (3) the School learns of information that casts doubt upon the continuing validity of the original certification. Failure to provide requested recertification within 15 days, if such is practicable may result in delay of further leave until recertification is provided. In cases of illness or injury, the employee will be required to report periodically on his/her leave status and intention to return to work.
- **Health Insurance:** During an approved FMLA leave, the School will maintain the employee's group health insurance coverage for the employee and his/her dependents at the level and under the conditions coverage would have been provided if the employee had continued to be actively employed, for up to a total of 12 work weeks in a 12-month period (measured forward from the first date any FMLA leave is used). During the period that the employee uses vacation or sick leave, the School will deduct the employee's portion of the health plan premium as a regular payroll deduction. During any unpaid portion of the leave, the employee will be required to pay the employee's portion of the premium for group insurance coverage in order to retain coverage.
- **Leave is Generally Unpaid:** FMLA leave is without pay to the extent an employee does not have vacation or sick leave available. Employees are encouraged to use their accrued vacation during any FMLA leave for any reason other than pregnancy-related disability.
- **Length of Leave:** If an employee is ready to return to work earlier than the expiration of the approved FMLA leave, he/she must notify Parkview Baptist School of the readiness to return within 2 business days, when feasible, after learning of a changed circumstance. You may also request an extension of your leave in advance of the originally scheduled return date. Reasonable extensions of leave will be considered for approval if you provide proper documentation from your healthcare provider certifying the need for continued leave.
- **Resignation While on Leave:** If an employee does not return to work on the originally scheduled return date and the School has not granted an extension of the leave, or the employee unequivocally advises the School that he/she does not intend to return to work, the employee will be deemed to have voluntarily terminated his/her employment with Parkview Baptist School.
- **Return to Work:** When an employee is ready to return to work from FMLA leave taken for the employee's own serious health condition, the employee must provide the School with a written release from his/her health care provider certifying that the employee is able to perform all the essential duties of the position, with or without, reasonable accommodation. On return from FMLA leave, the employee will be reinstated to the position he/she held before the beginning of the leave, or will be placed in an equivalent position, with equivalent benefits, pay, and other terms and conditions of employment, unless he/she would not otherwise have been employed at the time reinstatement is requested, he/she fails to provide a written release from his/her health care provider (if required), or another exception applies.

In the event that an employee elects not to return to work upon completion of an approved unpaid FMLA leave, the School may recover from the employee the cost of any payments made to maintain the employee's benefits coverage unless the failure to return to work was for reasons beyond the employee's control, such as the illness of the employee or a family member. Benefit entitlements based upon length of service will be calculated as of the last paid workday prior to the start of the unpaid leave of absence if the employee does not return to work. Benefits deemed not payable upon termination of employment shall not be paid.

Performance Management

Parkview Baptist School provides you with a unique opportunity to participate in your own performance planning and annual review. Utilizing a process of interim observations and annual evaluation, your supervisor will discuss specific points of interest related to the performance of your responsibilities. In all cases, the person performing the observations/evaluations will be properly trained in the evaluation process. The process by which performance management activities are accomplished is as follows:

New Teachers (new to School or transferred from another School)

- During the first sixty (60) days of employment, the School Division Head and the Assistant Division Head for Instruction will each make at least one observation of each new teacher.
- At the end of the first semester, the School Division Head will evaluate the performance-to-date of the new teacher.
- In May of their first year, the new teacher will be evaluated once again by the School Division Head with two additional observations being conducted during the second semester to support the evaluation.
- The evaluation is to be signed by the teacher and the School Division Head. A copy of the evaluation will be given to the teacher with a copy filed in the Division Head's Office and an additional copy being sent to Human Resources.
- Teachers who are found to be performing at less than a satisfactory level will be placed on remediation at any time with a plan and timeline to address the deficiencies.

Teachers with less than 3 years of experience

- Evaluate at the end of each semester with at least two supporting observations.

Teachers with 3 or more years of experience

- Teachers with three or more years of experience who have received satisfactory evaluations in the past will be evaluated at least once every other year by the School Division Head in May or sooner if there is a concern with the teacher's performance.
- The Assistant Division Head for Instruction should make at least one observation of each teacher per semester and the School Division Head should make at least one observation of each teacher during the year.
- Assistant Division Heads for Discipline should be involved in the observation of teachers and can be assigned some of the observations from the Assistant Division Head for Instruction or be given additional observation responsibilities at the discretion of the School Division Head.
- The evaluation is to be signed by the teacher and the School Division Head. A copy of the evaluation will be given to the teacher with a copy filed in the Division Head's Office and an additional copy being sent to Human Resources.
- Teachers who are found to be performing at less than a satisfactory level will be placed on remediation at any time with a plan and timeline to address the deficiencies.

Assistants Division Heads, Counselors and School Secretaries

- The School Division Head will evaluate each Assistant Division Head, Counselor and Secretary semi-annually each year.
- The Division Head must document at least two observations of each of these employees in order to do the evaluation.
- The evaluation is to be signed by the employee and the School Division Head. A copy of the evaluation will be given to the employee with a copy filed in the Division Head's Office and an additional copy being sent to Human Resources.
- Employees who are found to be performing at less than a satisfactory level will be placed on remediation with a plan and timeline to address the deficiencies.

Division Heads, Administrative Management Personnel and Administrative/Other Support Personnel

- All Division Heads, Administrative Management Personnel and Administrative/Other Support Personnel will be evaluated by the appropriate supervisor at least semi-annually each year.
- At least two observations will be recorded to support the evaluation of each employee.
- The evaluation is to be signed by the employee and the evaluator. A copy of the evaluation will be given to the employee with a copy filed in the Division Head's Office and an additional copy being sent to Human Resources.
- Employees who are found to be performing at less than a satisfactory level will be placed on remediation at any time with a plan and timeline to address the deficiencies.

Superintendent

- The Personnel Committee will manage the evaluation process of the Superintendent on an annual basis.
- All Board members will be requested to participate in the Superintendent's evaluation.
- The Personnel Committee chairman will submit a summarized report to the full Board.

Professional Growth Plan

Parkview Baptist School recognizes that a program of professional development and education is important for the constant professional growth and improvement of an employee. Therefore, professional personnel shall be encouraged to keep abreast with new developments and participate in development opportunities in their academic fields and to cultivate an open mind and an experimental attitude toward current educational practices.

The School shall encourage all certified and professional personnel to develop long-term professional growth plans to strengthen or enhance job performance. Such plans serve to strengthen job performance of all certified personnel and enhance the students' learning experiences. Professional growth plans may be written to extend beyond one School year. These plans shall be based on objectives developed collaboratively by the evaluatee and evaluator. The plans shall be reviewed by September 15 and updated by May 15, annually.

The following guidelines shall be utilized in the development of professional growth plans.

- Professional growth plans should be developed at the beginning of the evaluation period.

- Professional growth plans shall be based on objectives developed collaboratively by the evaluatee and evaluator. The successful teacher shall not be mandated to participate in any one professional growth activity.
- A plan of action and evaluation criteria shall be specified for each objective.
- For successful experienced personnel, objectives may be used to explore new untried, innovative ideas or projects.
- The evaluator(s) and evaluatee(s) must sign and date each completed professional growth plan prior to dissemination and filing.
- The evaluator and the evaluatee must maintain a copy of all completed forms.

General Notes

- The observation report and/or evaluation of an employee's performance should be discussed with the employee within five (5) working days of the time of observation and/or evaluation.
- The Division Head or immediate supervisor conducting the observation and the employee observed should sign the observation and/or evaluation report.
- The employee should be given a copy of the report(s) and a copy should be retained in the Division Head's office and in the Human Resources Department.
- Observation reports and evaluations are to be handled with the strictest of confidentiality.
- Refusal by the employee to sign will be documented by the Division Head and one other witness with the note that the employee refused to sign the document, a copy of which will be given to the employee.

Compensation, Benefits and Employment Practices

Payday and Time Reporting

All employees at Parkview Baptist School are paid semi-monthly (15th and last working day of the month) regardless of their classification. In order to receive your paycheck, the following procedures must be followed:

- Non-exempt employees must turn in their timecards to their time card collector, who will forward the time card to the Human Resources Department no later than 12:00 noon on the Monday following the most recently completed workweek.
- All non-exempt time worked must be recorded on the timecard, rounded to the nearest quarter hour. The rounding marker for this situation is 7.5 minutes. The rounding marker is that point in the time in relation to which the system rounds either up or down. For example, if you start work at 7:07 am, your 'In' should be 7:00 am. If you start work at 7:08 am, your 'In' should be 7:15 am. This rounding rule applies for all 'In' and 'Out' marks (for start of day, lunch, breaks and end of day).
- All non-exempt time off in excess of 15 minutes should be recorded on the timecard. For example, if you take a 30 minute meal break, you should record an 'Out' when you leave for your break and an 'In' when you return from your break.
- Exempt employees should only fill out timecards when they have been absent during a pay period for a reason other than a regularly scheduled School holiday (i.e., vacation, sick time, etc.). In these instances, the employee should designate the appropriate absence code on the Leave Request Form. These forms should be signed by their immediate supervisor and forwarded to the Business Office for record keeping.
- All timecards must be in ink and signed by the employee. No one other than the employee may complete the timecard. Falsification of time card information is cause for immediate dismissal. All entries must be complete and legible.
- Employees in nonexempt positions must accurately record the time they begin and end their work each day, the beginning and ending of each meal period, or departure from work for personal reasons.
- Every timecard must be approved by the School Division Head or the CFO. If an employee is unable to get the appropriate approval by the deadline to turn in timecards, he/she should submit a copy of the completed, unapproved timecard to the timecard collector.
- Any changes or corrections on a timecard after submission to the Human Resources Department will be reflected on the paycheck for the following pay period.

Overtime and Compliance with the Fair Labor Standards Act

In the event overtime is required for employees in non-exempt positions by Parkview Baptist School, advance notice will be given to the employee whenever possible. However, the employee should be aware that situations occasionally arise that do not permit advance notification. In these situations, your supervisor will make every effort to notify you about the necessity for overtime as soon as possible.

It is the policy of Parkview Baptist School to pay overtime in accordance with the Fair Labor Standards Act and other applicable federal regulations and state laws regarding compensation for overtime. Under the federal and state law, there are two employee classifications for the purposes of overtime payment – Exempt and Non-

Exempt. Overtime pay is not provided for exempt positions as they are, by definition, exempt from the provisions of the FLSA. For non-exempt positions, federal law requires overtime pay for more than 40 hours worked in a regular workweek (excluding Incidental Leave, Family or Sick Leave, Bereavement, FMLA leave or Non-Medical Leave of Absence). Overtime is computed on the basis of 1.5 times the regular rate of pay for the employee. Refusal to work overtime as requested by your manager, or working overtime without prior authorization may result in disciplinary action, up to and including possible termination of employment. Conversely, no employee is authorized to work overtime hours without the prior approval of his/her immediate supervisor.

Travel Compensation

Hourly, non-exempt employees traveling out of town for the School will be eligible for compensation as outlined below:

- Travel time will be treated and recorded as actual hours worked.
- Travel time begins at your point of departure and lasts until you arrive at your destination.
- You will be compensated only for the time you perform your daily assigned duties while out of town.
- Any travel hours extending beyond 40 hours per week will be calculated as hours worked for purposes of overtime eligibility.
- Any delays, scheduling changes, emergencies, etc. must be reported immediately to your School Division Head. Recommendations regarding any changes impacting your travel time and/or compensation will be made by your School Division Head.
- All travel time must be approved in advance. The School Division Head has the authority to disallow any inappropriate travel requests submitted.

Meal and Rest Periods

Meal and rest periods will be provided to employees in accordance with applicable federal and state laws. For purposes of this policy, any rest period time provided will be compensated. Time taken off for meals (lunch period) is not compensated and should be reflected on the employee's time record.

Your Pay

Your pay is determined by use of one of several compensation schedules approved by the School Board and implemented by the Administrative staff. Compensation schedules are available upon the new employee's first day of work performed. Revised compensation schedules will be available upon request. If you wish to have a copy of the compensation schedule(s) related to your position, please contact your Human Resources Department.

Changes in Your Pay

On an annual basis, the various compensation schedules are reviewed by the Human Resources Department and the Personnel Committee for competitiveness within the policy guidelines established by the Board of Directors. Implementation of the new schedules will begin effective the new School year. While all of our employees are assigned to a specific schedule, there are three classifications of employees that affect your rate of pay. These are as follows:

Classification	Employees Assigned	Pay Increase Schedule
Contract	Superintendent Teachers Division Heads/Director of Early Childhood Education Curriculum and Education Specialist Counselors Dean of Students Athletic Director	Annual contract coincidental with the beginning of the School year. Step increase within the schedule including any additional increases approved by the School Board.
Non-Contract (Management)	Chief Financial Officer Director of Human Resources Network/Systems Administrator Director of Marketing & Enrollment Director of Educational Operations	Anniversary date of employment Amount determined by the Superintendent and approved by the School Board.
Non-Contract (Support)	All other personnel	August 1 st Step increase within the schedule. Including any additional increases approved by the School Board.

While the preceding table outlines the schedule of pay changes, it should not be assumed that pay increases are automatically provided. Your performance as indicated on your evaluation will ultimately determine whether or not an increase is provided.

Pay Advances

The School does not require or allow employees to take any advances against earnings.

Pyramiding

It is not permissible for an employee to collect duplicate earnings for any paid time off. For example, you are not allowed to call in sick or take a day of vacation on a paid holiday for which you are scheduled to work and expect to receive duplicate payment for that day.

Social Security

Deductions are made from your wages for Social Security taxes. The School matches these deductions for your benefit. As a result, benefits may be available to your family in the event of your death and to you and your family in the case of disability or retirement. You are encouraged to contact the nearest Social Security office if you have any questions regarding your benefits under this federal program.

Unemployment Compensation Insurance

Each state has Unemployment Compensation Insurance that is funded by contributions from the employers in that state. Parkview Baptist School does not participate in the funding pool. Consequently, unemployment insurance benefits are not available upon termination of employment.

Benefits – Your Hidden Paychecks

Parkview Baptist School offers many benefits in addition to your paycheck. The School pays a large percent of the cost of your benefits and services. You must decide whether to take advantage of optional benefits such as additional life insurance and dependent coverage. Premiums for this optional coverage are made available at group rates that usually cannot be duplicated on an individual basis. In addition, the School allows you to deduct the cost of many of these benefits from your paycheck on a pre-tax basis, making the effective cost even more attractive.

For more detailed information regarding your employee benefits, refer to the *Your Guide to Employee Benefits* document provided under separate cover.

If there are any discrepancies between the description in *Your Guide to Employee Benefits* and the terms of the applicable benefit plans and summary plan descriptions, the plan documents and summary plan descriptions shall be controlling. The School expressly reserves the right to amend, add to or eliminate any benefit plan or program at any time, with or without advance notice.

Service Awards

In recognition of the dedicated service provided by our tenured staff, PBS rewards employees attaining certain milestones of employment history at the annual year-end banquet. The awards provided include 5, 10, 15, 20, 25 and 30 years of service.

All PBS teachers and staff members are eligible to receive this recognition.

Worker's Compensation

Parkview Baptist School maintains Workers' Compensation insurance coverage for employee injuries or illnesses that arise in the course of employment for all work locations. You are covered by Workers' Compensation Insurance in accordance with state and local laws. The School pays the entire cost of this insurance. If you experience a workplace or job-related injury, you should seek appropriate medical treatment and you must report your illness or injury as soon as possible to your supervisor and the Human Resources Department. Payments made to employees will be in accordance with appropriate state and local laws.

Neither the School nor its insurance carrier will be liable for payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity that does not constitute part of the employee's work-related duties.

Direct Deposit

PBS encourages employees to directly deposit their earnings into a checking account, a savings account, or both. A Direct Deposit Request and Authorization Form must be completed in order to begin direct deposit and is available in the Human Resources Department.

Employee Discount Incentive Program

Full-Time Ten and Twelve Month Employees and Teachers

PBS offers an incentive program to give discounts to all full-time employees whose children are enrolled at Parkview Baptist School, including no charge for application fees and a 50% discount for registration fees. Tuition discount will vary depending on highest level of degree, years of experience and/or position held.

Part-Time Employees

Incentive program discounts will be offered to part-time employees working at least 20 hours per week on a consistent basis in a permanent position.

Temporary Employees

Temporary employees are not eligible to participate in the employee discount incentive program.

Employee Referral Incentive Program

The purpose of the Employee Referral Incentive Program is to provide an incentive award to qualifying employees who bring new talent to our School by referring applicants who are subsequently selected and successfully employed.

Eligibility and Participation

All full-time and part-time, non- management personnel are eligible to participate in the program.

Referral Incentive Amounts

\$150 will be paid for each referred employee who is ultimately selected and remains employed for a period of six (6) months. In the event that the referral is recommended by more than one employee, the employee with the earliest submission will receive the award (see Program Administration).

A recognition gift will be given to each employee who refers a prospect for employment purposes.

At the end of the year, all employees who have referred a candidate for employment purposes will have their name placed in a selection bin for a drawing to win a grand prize. The employee whose name is drawn will receive an award to be determined each year. The value of this award will be determined on an annual basis.

Referral Incentive Program Administration

- Funding for the program will come from the general fund.
- Employees selected for employment must be employed for at least six (6) months before a referring employee receives the incentive award.
- Referred employees cannot be current employees of the School in any capacity to include, temporary, grant, contract or substitute employees.
- To refer a candidate, our employee should provide the candidate with an Employee Referral Recommendation Form (may be obtained from Human Resources). The candidate must present this form when submitting an application for employment.
- Human Resources will maintain a database of all candidates and referring employees.
- The hiring process will proceed within the parameters of our selection process to ensure compliance with all federal, state and local laws.

New Employee In-Processing and Orientation

All new employees will attend an orientation program scheduled prior to their first day of work. All federal and state mandated forms are due at this time.

The appropriate School Division Head will conduct 2 days of School level orientation. The School Division Head will be given a *New Employee Checklist* to be completed and returned to Human Resources for inclusion in the employee's personnel file.

Employee Personnel Files

The official employee personnel file for each employee is maintained in the Human Resources Department. It is our School's policy to respect individual privacy and to maintain employees' personnel files and related records in confidence. Information included in the employee file is as follows:

Section	Documents
I	Employment Application New Employee Data Base Form Resume (if appropriate) Teacher Certification (if appropriate) Employee Handbook Acknowledgement Form Formal and Informal Evaluations
II	Previous Employment Background Checks Security-based Background Checks, W-4, L-4, Direct Deposit forms and all other federal and state mandated forms
III	Employee Benefit Enrollment Forms
IV	Employment Contracts, Personnel Change Notices, Other documents affecting a change in compensation status.
V	Training & Development documentation & acknowledgements
Classified Envelope	All health related documents Counseling documentation Performance Evaluation Forms/Write-Ups Drug testing documentation (if appropriate) Other documents deemed to be classified in nature
NOTE:	All I-9 forms are maintained in a separate I-9 specific folder. All workers' compensation claims are maintained in a separate Workers' Compensation Claims folder.

Active employees who wish to review their own file should contact someone in their Human Resources Department. With reasonable advance notice, employees may review their own personnel files during normal business hours in the presence of an individual appointed to maintain the files. Such records may not be removed from the School premises. Should an employee request copies of documents in his/her personnel file, the School will make a determination on a case by case basis as to whether that request will be granted. Employees will not be allowed access to their personnel files if they have voluntarily or involuntarily terminated employment with Parkview Baptist School. The foregoing provisions on employees' access to or copying of personnel files shall be subject to applicable laws of the State of Louisiana.

Each School may maintain a working file for each of their assigned employees subject to review by Human Resources.

Changes in Address, Status or Personal Data

It is important for you to promptly notify the Human Resources Department of changes in your address, telephone number, tax exemptions, marital status, or number of dependents. It is also your responsibility to notify Human Resources of changes to beneficiary information on your insurance and/or retirement plan benefits.

All employees are required as a condition of employment to provide a telephone number where they can be reached outside of work hours and to update such number if there are changes.

All such changes may be accomplished by completing a Personnel Change Notice form.

Exit Interview

The separating employee shall contact the Human Resource Department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or other day, as mutually agreed upon.

Verification of Employment

All reference checks regarding terminated employees must be forwarded to the Human Resources Department. The Human Resources Department will confirm only dates of employment and position held by the employee, and will only disclose the employee's salary, if the disclosure is authorized by the employee. Supervisors should not provide employment-related references for their employees or former employees, either written or verbal, under any circumstances. Disclosure of any information beyond the scope of this policy requires a written release from the employee. Said release may be obtained from Human Resources.

Employment References

Letters of reference for employees may be given subject to the prior review of the Superintendent and the Human Resources Department.

FOR TEACHERS ONLY

PLEASE REFER TO THE
2015/16 STUDENT HANDBOOK
FOR PROCEDURAL INFORMATION

For Teachers Only

TEACHER CERTIFICATION

It is the intent of Parkview Baptist School to have certified teachers. In the event that certified personnel are not available for specified areas of instruction, PBS will select the most qualified individuals under the following guidelines:

- The applicant must have a minimum of a Bachelor of Science or Bachelor of Arts degree from an accredited college or university.
- PBS will adhere to all state guidelines for non-public Schools in all areas effecting temporary teaching certificates (Refer to the current Louisiana Department of Education Bulletin Number 746).

Tracking of all teacher credentials will be maintained by Human Resources in coordination with each School Division Head.

WORKING CONDITIONS AND RESPONSIBILITIES OF TEACHERS

Instruction and Supervision of Students

Each teacher is expected to be the spiritual and instructional leader of his/her class. Teachers are specifically responsible for *instruction and supervision* of students assigned to them, and generally each teacher is responsible for the supervision of all Parkview Baptist Students. Teachers are not to leave students unsupervised at any time. Teachers are expected to be fair in dealing with students. Teachers are expected to be consistent with the policies set forth at Parkview Baptist School.

1. Have classroom rules and regulations that are fair and that can be enforced. All rules should be meaningful with a constructive purpose.
2. Do not create a crisis with students or argue with students. The teacher is the leader in the class; therefore, he/she should act accordingly.
3. Never discuss another student, parent, teacher or administrator in the classroom. This is gossip. At no time will the discussion of another individual in a negative sense be tolerated.
4. Do not put a student out of class for any reason. At no time should a student be told to leave class without a referral to the office.

Textbooks and Laptop Computers

Textbooks and computers are owned by the School. We are responsible for them and must pass the responsibility on to the students. Accurate counts, care in issuing and collecting textbooks is necessary. Students will be fined for excessive wear and damage on both textbooks and their laptop computers or other property of Parkview Baptist School.

Middle and high school textbook issuing forms should be used and kept on file in the teacher's room. The student's name, date, condition, and issuing teacher should be recorded in each book in ink and in the teacher's handwriting. Books that are lost must be paid for before a second book is issued. Except in the case of very old books that have been "discarded," the replacement cost for a lost book is the full purchase price.

Educational Activities

All teachers are encouraged to use educational activities to help supplement learning in the classroom. However, any deviation from regular classroom activities, introduction of unusual instructional practices, or plans that would alter the daily schedule should first be discussed with the department head at least a minimum of five (5) days before implementation. The office must know where the teacher and the students can be reached at all times.

Outside Activities/Private Instruction

School personnel should not engage in any outside activity, either business, social, civic, or political, that will in any way interfere with School duties.

Any sale of goods or services, solicitation of business, or fund raising activities may not be carried on by faculty members, students or others at School or during School hours.

No teacher may engage in private instruction for compensation of Parkview Baptist students during the School year. Tutoring students not enrolled at Parkview or PBS students that the teacher does not instruct directly is permitted upon approval of the Division Head.

Faculty Meetings, In-Service and Professional Development Days

Meetings will be held on an as needed basis. All faculty are expected to attend.

Chapel Services, Devotion or Prayer Meeting

Each teacher and administrator will be expected to attend chapel services, devotions or prayer meetings when scheduled.

Chain of Command for Teachers

All teachers are expected to refer all instructional problems and questions to the department head or academic dean before coming to the Division Head. Teachers will refer all discipline problems to the Dean of Students before coming to the Division Head. Problems or conflicts will be discussed and solved.

Extra Time Duties

Teachers should plan to attend and participate in activities such as open house, social functions, meetings and activities. The School will have a full program of extracurricular activities, such as, but not limited to, open house and special programs in which teachers are required to attend.

Attendance at athletic events, Baccalaureate, graduation, musical or drama performances, pageants, etc., held outside regular hours is encouraged and recommended. Some teachers will by virtue of their teaching position have responsibilities with some activities; others will be assigned duties that are not directly related to their regular teaching assignment.

Substitutes

When needed, it is the responsibility of the teacher to secure a substitute. When the name of the substitute is known, the Division Head and/or his/her designee should be informed. Upon returning to School the teacher should fill out the proper forms which can be found in the office. An approved substitute list will be provided for teacher use in securing a replacement. Each person on the list should be called until a substitute is found. If a substitute cannot be found, the teacher must contact the Division Head or his/her designee to ensure that a suitable substitute is located. It is the responsibility of the teacher to inform the substitute of any duty schedule, if applicable when substituting. The teacher will further inform the Division Head if unable to procure a substitute of duty schedule to insure duty is covered.

Emergency

Should an emergency arise, one of the School administrators should be notified in the case of teacher absence.

Classroom

Teachers are expected to take care of their classrooms. Teachers are encouraged to display bulletin Boards and subject area visual aids that create a spiritual and educational atmosphere. Teachers are expected to teach from bell to bell.

Telephones/Cell Phones

Students are not to use any office telephones without permission. If an emergency arises, a secretary, counselor or Division Head will make necessary calls. Cell phones are not to be used by teachers during instructional time.

GRADING AND ATTENDANCE REPORTING

Teachers shall maintain and promptly report accurate attendance, health, and scholastic records of all students. Maintenance of cumulative records is a responsibility shared by the teacher and office staff. Records are housed in the office and may be removed only under closely controlled procedures. Factual, objective information, as opposed to subjective opinion or comment, is appropriate for records.

Federal privacy laws apply to School records and require confidentiality. School records should be kept in a locked fire-proof cabinet. Parents and students are privileged to inspect their records and can challenge misleading, inaccurate, or inappropriate entries. Parental written permission is required for the release of personally identifiable data.

Grade reportings are to be kept in a manner that can be interpreted by others, if necessary. It is imperative that it be neat, detailed, labeled, and accurate for both academic and attendance records. Each grade recorded is to be labeled with the assignment/test description, total points, and date.

Attendance Procedures

The attendance of all students shall be checked each day and at the beginning of each high school class period and shall be verified by the teacher keeping such records, which shall be open to inspection by the supervisor of child welfare and attendance, or duly authorized representative, at all reasonable times. (ACT 109) (R.S. 17:232)

All teachers are required to keep complete and accurate records of attendance. These attendance records will be turned in at the end of each year for later reference and kept on file a minimum of six years, as required by state law. An attendance count must be done every period in **high school and middle school** and entered into Renweb. **Elementary** teachers will check attendance by 8:15 a.m. via RenWeb.

Student Absences

If an absence is unexcused, a zero will be recorded for any missed work or test. For an excused absence, however the number of days the student is absent is how many days that student has to make up assignments and tests. For example, if a student misses one day of School, he has one day of School to make up his work. If a student is absent three (3) days, he has three (3) days to make up his work. Friends or family members may pick up books and assignments. If there are extenuating circumstances, a teacher may grant additional time for the work to be completed. (See Student Handbook)

Grading Procedures

Progress reports and quarter and semester grades will be assigned according to the grading system detailed in the student handbook. All tests, projects, assignments, or other graded activities should be graded and entered into Renweb a timely manner.

Report **middle** and **high school** grades as indicated:

- * All progress report grades as numerical grades
- * All quarter grades as numerical grades
- * Semester exam grades as numerical grades
- * Semester grades as letter grades

Report no grades over 100%

Report **elementary** grades as indicated:

- * All progress report grades as numerical grades
- * All quarter grades as letter grades

Determining Semester Grades

See Student Handbook

Awarding Credit

See Student Handbook

Conduct and Discipline

See Student Handbook

Suspension/Expulsion

See Student Handbook

Promotion/Retention

See Student Handbook

GENERAL INFORMATION AND POLICY

Duty

All teachers will have duty assignments. Each teacher is expected to be prompt and supervise the duty posts in a professional manner.

Duplicating Work

Each teacher is responsible for the duplication of his/her own tests and teaching materials. Conservation should be practiced in the use of duplication paper: use both sides, make the exact number of copies needed, etc. In many cases students can use their own paper and pencil.

DVD/Videos

Showing DVD's and videos for an educational purpose is acceptable. Any DVD or video that is shown should first be checked with the department head or academic dean. Do not show any DVD or video that has not been approved by the department head or that does not apply to your subject area. Use of audio-visual equipment for entertainment rather than instruction is to be avoided. DVD's, etc., should be directly related to the unit under study.

Field Trips

Please follow the procedure below when planning a field trip any time during the school year:

1. Make plans early. Two week notification is needed prior to the trip.
2. Contact the place to be visited for approval of a tentative date and time.
3. Arrange with the School secretary to see if buses are available. At any time parent's personal vehicles are used to transport students other than their own child to field trips, each driver should submit a copy of his/her valid driver's license and a copy of his/her current auto insurance card to the appropriate School office.
4. Complete a Field Trip Approval form.
5. After the trip has been approved by the School Division Head, permission form should be completed by the parent.
6. Arrange for sufficient chaperones for the trip.
7. Furnish the teachers and office staff an alphabetized list by grade of students making the trip. This should be done at least one week before the trip.
8. Inform the School secretary as to arrangements for classes not participating in the trip. Lesson plans must be provided.
9. Conduct rules must be followed during the trip.
10. All field trips must have an educational purpose.

11. **Middle** and **high school** trips during School hours will be approved for the 2nd and 3rd nine weeks only unless prevented by extenuating circumstances.
12. **Middle** and **high school** teachers are to find their own bus driver.
13. The School cafeteria is to be notified as to the number of students who normally eat in the cafeteria, but will miss due to the field trip.
14. Teachers should report any unsafe driving practices observed while on a field trip.

Finances and Purchases

1. Items purchased require a completed purchase requisition, signed by a department head or grade level chairman and approved by the Division Head and CFO prior to purchase.
2. All monies must be deposited to the School account daily. All monies should be turned in to the accounting office as early in the day as possible. Two authorized personnel shall deposit money received from any event, in the School safe immediately following the event. Appropriate forms are available in the accounting office. Envelopes provided for this purpose must be used and should include appropriate account numbers.
3. Any money lost or stolen due to neglect of the teacher may be replaced by the teacher responsible. Teachers are not to keep money in their classrooms overnight or leave money unattended.
4. All clubs, organizations, departments, and activities must have adequate funds to cover any purchase or program.
5. All School fund raising activities must have prior approval of the Superintendent and Division Head.

Lost and Found

Students are to turn in found articles to the office. Lost textbooks will be returned to the teacher. Lost library books will be returned to the library. Do not allow students to go to the office to check for lost books. Students may check for lost articles before or after school.

Elementary students should report lost textbooks and library books to their teacher. The teacher should report this loss to the Division Head.

After School

Elementary students must be supervised at all times after School by the duty teacher or faculty member/sponsor until every child has left campus unless enrolled in after-School programs.

Before plans are made that require students to miss their regular ride home it must be determined that acceptable alternate transportation arrangements have been made. This should be planned well ahead of the event and not involve the necessity of students using the School telephones.

Mail Boxes

Mail boxes for teachers are located in the appropriate faculty lounges.

Daily mail will be placed in the mail boxes each morning. Messages taken for teachers will be placed in mail boxes, unless the person calling indicates the call is an emergency. Each teacher should check his/her mail box daily. Please do not use the mail box as a storage bin. Mailboxes are considered School property; therefore, unsigned correspondence is prohibited.

Materials of Instruction

The School will attempt to stock some items that are commonly used. Any extraordinary needs must be discussed with the administration and/or requested in writing. Any additional supplies or materials that teachers require students to purchase must be approved by an administrator.

Organizations Clubs and Support Groups

Clubs will be organized on the basis of a recognized need. Teacher sponsors will be selected by the Division Head. Club meeting dates must be set at least two days in advance. Sponsors should consult the priority calendar for club meetings. It is the responsibility of club sponsors to have and to furnish a constitution to the Division Head which must have prior approval of the education committee and Board. All clubs should complement the School program and be aligned with the School mission statement.

Parent-Teacher Conferences

Communication with parents is necessary. All parents are welcome to visit with teachers and the administration, but indiscriminate visitation will not be allowed. All **middle** and **high school** parent-teacher conferences will be held through arrangements made by the counselor at times convenient for both parents and teachers. Class visitation by parents must have prior approval of the teacher and Division Head. **Elementary** school parents should call the office to set up conferences.

School Pictures

All School pictures are contracted annually through a single vendor. All clubs, organizations, teams, and programs will utilize the services of the contracted photographer. Exceptions should be cleared by the appropriate Division Head.

Parties

Classes will not have birthday parties, showers, going away parties, etc., for teachers or students unless approved by the Division Head. Some events of a social nature will likely be a part of the normal activities of some of the School organizations.

Public Address System

Middle and **High School** announcements will be made at the designated announcement time each day. When necessary other announcements will be made by office personnel only and will be kept to a minimum. Failure to do so results in needless P.A. interruptions of classroom instructional times, as well as uninformed students as to activities and opportunities.

Elementary announcements will be made at the beginning and end of the day.

Injury or Illness

In case of an on-campus injury, the responsible teacher will handle the situation. The responsible teacher will call for additional assistance and supervision of students is needed. If ice is needed, it is available in the office. Band-Aids for minor cuts are also available in the office. The student will return to class as soon as he is feeling better. In case of serious on-campus injury, the responsible teacher will see to the temporary comfort and well-being of the injured person while medical services and/or parents are contacted. A school first responder may be contacted for assistance. If a parent is not available, someone from the School will accompany the student to the doctor or hospital.

If a student becomes ill while at school, he will check out (following the proper procedure.) Off campus injuries during field trips or School-sponsored activities will be handled in the manner mentioned above by the sponsor of the participating group.

It is imperative that all accidents and injuries to any person be reported to a Division Head/Superintendent promptly by the responsible teacher. The School secretary has an Accident Report form. This form must be completed by the supervising teacher within 24 hours and sent to administration for insurance processing purposes.

Teachers Checking Out of School

Teachers are not to leave school unless it is an emergency. All teachers leaving campus are to get the Division Head's approval. Checking out will be handled through his/her office only. Teachers are to sign the teacher check-out record in the office as well.

Care of Facilities, Equipment and Materials

All teachers are issued keys. Teachers must not allow students to use these keys. Teachers are personally responsible for these keys and all that happens to a facility as a result of unauthorized use of these keys. **Teachers are to report missing keys immediately to the School Division Head.** Teachers shall not have duplicate keys made. Teachers are to see that all School facilities, equipment, and materials entrusted to them are safely stored and locked. Teachers are to see that students do not abuse the use of our facilities.

Procedure for Assembly Programs

No teacher or student is excused from assembly programs, pep rallies or chapel for any reason. All are expected to be in attendance.

Students shall report to their assigned class section, and teachers must check attendance. Teachers are to see that all students behave properly in the assembly program and after the program is over. Be especially watchful for anyone causing a disturbance near the end of the program or while returning to class. Teachers are to refer all persons who cut assembly programs or who misbehave to the Division Head. All assemblies must be approved by the Division Head.

PROCEDURES FOR HANDLING DISTURBANCES OR EMERGENCIES

Each classroom has a Disaster/Emergency Plan Booklet. Please read all information and familiarize yourself in different emergency situations. Keep reference book in an easily accessible location. If your classroom does not have this information, contact your Division Head.

The code word for an intruder is **John 3:16**. When hearing this over the intercom, everyone should seek shelter for themselves and students. If the location of the intruder is known, it will be stated after the code word. For example, if the intruder enters the old gym, you would hear, "**John 3:16 Old Gym**". Please familiarize yourself with your division's emergency guidelines.

Procedures

- Clear hallways and lock yourself in with your students in your classroom if possible.
- Everyone should get on the floor, away from windows – cover the window on the door.
- Turn desks and chairs on side and kids hide behind them.
- Wait for instructions.
- If outside the classroom area, find the nearest safe place to shelter.

Notes

- Plan what you would do at each hour of the day and at every location.
- The Board Room in the Administration Building is the command center.
- School emergency names and their cell phone number should be programmed into your phones to use for emergencies.
- The prayer chain list should be in a handy, yet private location in your rooms.
- Identified personnel in each School will report to an administrator if an emergency arises.
- Never talk to the media – refer them to the Administration Building.

Disaster Plan

This disaster plan is not intended as a complete or inflexible set of procedures. Rather, it is intended to establish a basic guideline for all faculty members, administrators, custodial and lunch room employees.

Disaster is by definition “a sudden and extraordinary misfortune, bringing with it destruction of life or property.” Thus the very nature of the occurrence makes it difficult to plan for in advance or to cope with when it happens.

There are numerous events, which might constitute a disaster for a school. There are natural disasters, such as hurricane, flood, tornado, or lightning; there are man-made disasters such as atomic attack, civil riot or bomb explosion; and there are disasters which may be either natural or man-made, such as fire or explosion.

In the event that any of the disasters enumerated should occur during normal School hours, the following instructions will be adhered to:

1. In case the buildings must be evacuated the fire alarm will be sounded, and the fire drill procedure will be followed.
2. If a disaster strikes not requiring building evacuation, students, if outside of their classrooms, will return to class immediately and will remain and await instructions by the intercom system. The students will be required to remain quiet so that verbal instructions may be heard.
3. All P.E. classes will be brought to classrooms unoccupied in the main building.
4. A first aid station will be established in the gym under supervision of the P.E. department head and will include selected P.E. teachers and the trainer or any other faculty member the P.E. department head may select.
5. Off duty teachers will report to the library and await assignment by Division Head or his representative.
6. The custodian and all janitorial employees will stand by in the custodian's office to await instruction.
7. Cafeteria employees will assemble in the cafeteria, under the supervision of the cafeteria manager.
8. All School secretaries will remain at their present stations to protect records, answer telephones and to assist the Division Head as deemed necessary.

Fire Drills

Regulations promulgated by the City Fire Marshall require that at least one safety drill per month be conducted by the School. To comply with these regulations and to assure safety for each student in case of an emergency, the following rules will be strictly adhered to when the fire alarm is sounded. Each teacher shall know his exit route and assure that each student he teaches knows what to do when the fire alarm sounds.

General Rules for Fire Drills

1. Each classroom teacher must post a diagram or instructions showing the route students shall take in the event of fire or of a fire drill. This diagram will be provided by the office.
2. Upon sounding of fire alarm, the teacher is to lead his class out of the building (according to the direction on the diagram), in an orderly manner (single file.)
3. The teachers should instruct one student to lock all windows and close the door and turn the lights off.
4. Each teacher is to take attendance and check attendance after all students have vacated the building.
5. Teachers are to see that students get a reasonable distance from the building. (No crowding around the exits.)

Acknowledgement

I have received my copy of the Employee Handbook.

The Employee Handbook describes important information about Parkview Baptist School, and I understand that I should consult the Superintendent or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Parkview Baptist School voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Parkview Baptist School can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that, other than the Superintendent of Parkview Baptist School or designated representative of the School, no manager, supervisor, or representative of Parkview Baptist School has any authority to enter into any agreement for employment other than at-will; only the Superintendent of the School has the authority to make any such agreement and then only in writing signed by the Superintendent of Parkview Baptist School.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Parkview Baptist School. By distributing this handbook, the School expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Parkview Baptist School and the School reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Superintendent of Parkview Baptist School has the ability to adopt any revisions to the policies in this handbook and as approved by the Parkview Baptist School Board.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create a promise or representation of continued employment and that employment at Parkview Baptist School is employment "at-will", which may be terminated at the will of either Parkview Baptist School or me. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Parkview Baptist School or me.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name(Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE