



EMPLOYEE HANDBOOK

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INTRODUCTION

Welcome

Welcome to The Park School of Baltimore (“Park School” or the “School”)! For more than 100 years, Park School has been an educational leader in Baltimore and the nation, and has provided quality education through the dedication of its faculty, staff, and administration. We thank you for continuing this tradition of excellence.

About This Handbook

This Employee Handbook (the “Handbook”) is designed to familiarize you with Park School and provide you with general information about Park School’s workplace policies. These policies review some of the expectations the school has of its employees, including certain working procedures and conditions, as well as some of the benefits provided to you as a Park School employee. However, it would be nearly impossible to review every element of every policy and benefit for you in this document, or every possible scenario and outcome. Rather, this Handbook serves as a series of policy summaries to keep you better informed during your time here at the school. Further, the policies and procedures set forth herein are intended as general guidelines—specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation. In other words, the school reserves the right to interpret the content of this Handbook, to deviate from the policies, to apply policies at its discretion, and to take action regarding employment matters in a manner not otherwise covered by a policy herein.

The Handbook will be revised occasionally as necessary. The school reserves the right to modify, rescind, suspend, delete, or add to the policies/provisions of this Handbook at any time, in its sole and absolute discretion. While the school will attempt to communicate Handbook or other policy changes to you in a timely fashion, such notice of changes is not guaranteed. The school may also choose to promulgate additional policies or supplements applicable to specific groups of employees. Such additions or supplements should be considered extensions of this Handbook.

This Handbook supersedes all prior policies (whether written or oral, express or implied) which in any way contradict with the policies herein. However, this document is not intended to supersede any individual written employment agreement between you and the school, or any law providing individual benefits or protections in the workplace. If you find that such a conflict or discrepancy exists (between an existing agreement, and/or the law, and/or an actual practice, and the contents of this Handbook), please contact the Director of Human Resources.

Please note that this Handbook does not constitute a contract of any kind, nor is it intended to create any contractual obligations for Park School, including but not limited to a promise for any benefit. This

Handbook does not alter the at-will status of an employee's employment with the school, or create the promise of any continued employment.

Employees who fail to comply with the policies and procedures listed in this Handbook may be subject to disciplinary or other corrective action, up to and including immediate termination of employment.

Please review these policies carefully, as you are expected to comply with the expectations set forth herein. Contact the Director of Human Resources for questions regarding the interpretation of a specific section of this Handbook or a circumstance that has not been included.

EMPLOYEE RELATIONS

Equal Employment Opportunity

The school prides itself in the contribution it makes to the lives of our students and to our community. It is the intent of the school to comply with all federal, state, and local laws relating to equal employment opportunity.

As an Equal Opportunity Employer in the State of Maryland, it is the policy of the school not to engage in discrimination on the basis of any employee's race, color, genetic information, gender identity, gender expression, marital status, religion, sex/gender, disability, age, national origin or ancestry, or sexual orientation, as well as other classifications protected by applicable state, federal, or local laws (collectively, the "Protected Categories").

This equal employment opportunity policy applies to all aspects of employment with the school including advertising, recruiting, hiring, training, transfer, promotion, demotion, job benefits, dismissal, layoffs, compensation, and all other terms and conditions of employment.

Discrimination based on any of the Protected Categories is strictly prohibited by the school. If you believe that you are the victim of discrimination, please follow the complaint procedure set forth below for reporting claims of harassment. Any employee of the school, whether supervisory or non-supervisory, who engages in discrimination will be subject to disciplinary action, up to and including permanent discharge from the school.

Harassment

The school prohibits all forms of unlawful harassment by all employees and third parties with whom the school does business. Any form of unlawful harassment on the basis of any of the Protected Categories is a violation of this policy and any employee who engages in harassment will be subject to

disciplinary action, up to and including permanent discharge from the school. “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in any of the Protected Categories.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendos; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on an individual’s membership in any of the Protected Categories.

Sexual Harassment

Sexual harassment is a type of harassment. Sexual harassment is verbal or physical conduct of a sexual nature where (1) submission to such conduct is made a condition of employment, (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct creates a hostile work environment. This may include, but is not limited to: making unsolicited and unwelcome written, verbal, physical, and/or visual contact with sexual overtones; posting sexually explicit materials in the workplace or on one’s computer, making unwelcome sexual advances; making reprisals, threats of reprisal, or implied threats of reprisal following a rejection of a sexual advance; engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the employment conditions and/or work environment of another employee; and/or offering favors of any type or employment benefits in exchange for sexual favors. The policy of the school is to provide a work environment free from sexual harassment, and offenders are subject to disciplinary action up to and including permanent discharge.

Complaint Procedure

A complaint procedure is available for employees to report all types of harassment or discrimination so the school can obtain knowledge of the event and take action as it determines to be appropriate. An employee who believes that he or she has been discriminated against or harassed in violation of the school’s policies stated in this Handbook or law is requested and encouraged to make a complaint. The complaint may be brought directly to the employee’s immediate supervisor, the Head of School, and/or any other supervisor to whom the employee feels comfortable bringing a complaint. The school will make reasonable efforts to promptly and completely investigate reports of harassment (and other forms of discrimination) as appropriate.

Investigations may take on different forms, but may include interviews with the complaining employee, the subject of the complaint, co-workers, former employees, and/or other individuals who may have knowledge of the situation. The investigation may also include a review of files and other materials as appropriate. The school will maintain employee confidentiality and discretion as

appropriate, consistent with the objectives and circumstances of the investigation, and will disclose information as needed, including as needed to perform the investigation, but cannot guarantee absolute confidentiality, given the need to investigate and address the situation. Cooperation is expected with investigations.

If the school determines that there has been a violation of this policy by an employee, the violating individual may be subject to appropriate disciplinary action, up to and including immediate termination. Where appropriate, the school may elect to take remedial measures, including informal dispute resolution (e.g., mediation or counseling) for the parties and/or training.

The school encourages any person with knowledge of harassment, including knowledge of harassment involving a third party (such as parents or vendors with whom the school does business), to report such harassment consistent with the procedures outlined above.

Retaliation Prohibited

The school prohibits any act of retaliation against an employee who makes a good faith complaint of harassment or discrimination or who cooperates in an investigation. An employee who feels she/he has been retaliated against in violation of this no-retaliation policy is encouraged to report the retaliation to the school in the same manner that any other form of harassment or discrimination should be reported. Any employee who has been found to have engaged in retaliation may face disciplinary action, up to and including potential termination of employment.

Disability Accommodations

The school complies with all applicable laws and regulations regarding persons with disabilities. The school will reasonably accommodate otherwise qualified applicants or employees with disabilities so that they can perform the essential functions of their position, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or, if the accommodation creates an undue hardship to the school. An employee seeking an accommodation should make such a request in writing and submit it to the Head of School, whereupon the school will assess the request, including any potential alternatives, and respond to the request. Employees should be aware that assessment may involve requests for information from medical providers.

Lactation Breaks

Employees who are nursing will be provided with reasonable breaks to express breast milk as needed for up to one year after the birth of a child. Employees are provided with a private place, other than a bathroom, that is shielded from view and free from intrusion. A refrigerator reserved for storage of breast milk is available. An employee storing milk in the refrigerator is responsible for labeling it with

the employee's name and the date and assumes responsibility for the safety of the milk. Nursing employees wishing to make arrangements for a room or refrigerator should contact the Director of Human Resources.

Open Door Policy

Employees are encouraged to share their concerns, seek information, provide input in order to address and resolve any problems/complaints through their immediate supervisor, and when necessary, with the Head of School. If your concern relates to harassment or discrimination, please see the harassment and discrimination policies in this handbook.

Administrators are expected to listen to employees' concerns, to encourage input, and seek resolution to such problems/complaints. Furthermore, the school believes that employees are an excellent source of constructive and valuable suggestions. One of our primary goals is to guide and develop new ideas to enhance School operations and productivity. Such an attitude is vital to the school's success and growth. Employees are encouraged to submit suggestions for the improvement of operations, systems, or procedures to the Head of School.

COMPENSATION AND EMPLOYMENT STATUS

Employment Classifications

The Park School uses different employment classifications to describe employees' functions, schedules, pay classifications, and benefit eligibility. Regardless of your classification, and as indicated above, employment with Park School is "at-will."

Administrators, Administrative and Specialist Staff

Administrators and Administrative and Specialist Staff refers to those employees who support or manage school offices, divisions, systems, and programs.

Faculty

Faculty refers to those employees who are actively engaged in teaching and/or academic support as their primary responsibility.

Facilities

Facilities refers to those employees who manage and support the school building and grounds functionality, maintenance, and repairs, and drive buses.

Bus Drivers

Bus Drivers refers to those employees driving on behalf of the school.

Seasonal and Temporary

Seasonal and Temporary employees are those employees that are hired into a job established for a specified period or the duration of a special assignment or group of assignments. Seasonal employees are generally not eligible for benefits, except where mandated by applicable law. Camp counselors and sports coaches often fall into this category. Temporary employees may be eligible for benefits, consistent with applicable law.

Work Hours

To provide appropriate supervision and support to the school's students, and to facilitate communications with parents and other individuals, it is important that the school is adequately staffed at all times. The school's general core business hours are Monday through Friday, 8 a.m.-4 p.m. Unless otherwise instructed by your supervisor, employees are expected, at a minimum, to be at the school during the core business hours.

Employees may need to work longer than the core business hours, or deviate from core business hours, depending upon their responsibilities. More details regarding scheduling, including any changes to an employee's schedule, will be provided by the employee's supervisor.

Attendance and Punctuality

Meeting our commitment to provide the best educational experience to our students requires that all employees perform their jobs in an efficient and timely manner. Satisfactory attendance and punctuality is necessary for the efficient operation of the school. To ensure that we meet our commitments to our students and to our colleagues, the school requires all employees to be present during the school's core hours/their scheduled hours, unless they are on lunch break or are absent because of School business or otherwise on approved leave.

Employees who know in advance of the need to be absent from work must give notice as soon as possible of the need for a planned absence by submitting a request in writing to their supervisor. If prior approval is not possible because the need for the absence is not known until the morning of the absence, then the employee is expected to call their supervisor directly to notify them of the absence as soon as possible. Employees who do not talk directly to their supervisor must leave a voice message.

Employees who will be arriving late for work must give notice as soon as possible to their supervisor by leaving a message on the supervisor's phone or by sending an email to their supervisor. Similarly, Employees who will be leaving early from work must provide prior notice to their supervisor.

In order to best serve our students, it is imperative that employees come to work on a regular and timely basis. Repeated, excessive, or unreported 1) late arrivals; 2) absences; 3) early departures; or 4) departures from School during the work day may result in discipline, up to and including termination.

Employees who are absent from work on three consecutive working days, without providing notice to the school and without good cause for their inability to provide notice to the school, will be considered to have abandoned their position and their employment will be terminated, effective the last day the employee actually worked.

Overtime Pay

Park School is committed to acting in compliance with all applicable wage and hour laws, including those governing the payment of overtime pay. School employees are classified as either exempt from federal and local overtime laws ("exempt" or "overtime ineligible") or not exempt from applicable overtime laws ("nonexempt" or "overtime eligible"). Overtime-ineligible employees are generally paid on a salary basis for all hours worked and are not eligible for overtime pay.

Overtime-eligible employees are compensated based on the number of hours worked during each week and are eligible to receive overtime pay. These employees will receive their regular rate of pay for all hours worked in a regular workweek up to forty (40) hours; they are then entitled to overtime pay at the rate of one and one half (1.5) times their regular rate of pay for all hours worked in excess of 40 hours in a workweek. For payroll purposes, the school's workweek runs from Wednesday through Tuesday. In order to assist the school in keeping accurate records, all overtime eligible employees are responsible for accurately recording their hours worked on a weekly basis. Employees are informed of their overtime classification upon hire and will be notified of any changes to such classification.

Overtime-eligible employees who work multiple jobs with varying pay rates will be paid using the weighted average method. This method takes the average earnings from all such rates and divides it by the total number of hours worked at all jobs to determine a new rate. The new rate is used to calculate overtime pay based on one and one-half times this rate for hours worked in excess of 40.

All overtime work must be approved in advance by the employee's supervisor. Employees are prohibited from working overtime hours that have not been approved by the appropriate supervisor.

Employees who violate this policy may be subject to disciplinary action, up to and including termination from employment.

For the purposes of calculating overtime, only hours actually worked are considered in determining whether the employee exceeded 40 hours during the work week. Holidays, official closings, sick, or Vacation hours do not count as hours worked.

Employment Letters

Employment letters issued by the Head of School or Director of Finance and Operations, with an accompanying Compensation Statement of salary and benefits, are distributed each spring for the following academic year.

Pay Schedules

Paychecks are issued semi-monthly, on the 15th and 30th of the month. If the payday falls on a non-work day, such as a weekend or holiday, paychecks will be issued on the preceding workday.

Direct Deposit

Employees may elect to receive salary/wages by direct deposit to any United States checking or savings account. Please contact the Payroll Accountant in the Business Office for more information.

Payroll Deductions

The school is required by applicable law to make certain deductions from an employee's paycheck for withholding taxes, and for social security taxes (FICA), among others. This includes, but is not limited to, income taxes, FICA contributions (social security and Medicare), and court-ordered garnishments. Employees may voluntarily authorize, in writing, additional deductions from their paychecks for contributions to Park School's benefit plans and other items permitted by employee, and/or which are permissible under relevant law. Additionally, the school makes every effort to comply with all applicable wage laws which govern deductions, including but not limited to, federal laws which may limit deductions on certain exempt employees' salaries.

It is the employee's responsibility to be certain that all such deductions are correct. If any employee believes that the school improperly deducted from their paycheck, or that there is any other type of error regarding their pay, the employee should immediately report this information to the Human Resources Department. Reports of improper deductions will be promptly investigated. If the school determines that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction.

Electronic Pay Statements

The payroll vendor, ADP, provides the online iPay service, which makes earning statements available electronically. Employees use the first paper paycheck statement to register online. The service offers instant access to wage data, including W-2s, at the employee's convenience, if internet service is available. If an employee does not have access to a computer, the Human Resources Department will assist with providing one to gain access to the employee's pay statements. Tools available with iPay include assistance with estimating take-home pay and estimating federal exception allowances. Registration instructions are available in the Human Resources section of www.parkschool/staff or by contacting the Director of Human Resources.

Employment Authorization

The Immigration Reform and Control Act of 1986 requires the school to ensure that employees are authorized for employment in the U.S. Therefore, the school will employ only individuals lawfully authorized for employment in the United States. Federal law requires that every employee complete Section 1 of the Employment Eligibility Verification Form (commonly called the I-9) at the time of hire and provide the school with the necessary documentation for the school to complete Section 2 (documentation establishing identity) within three (3) workdays of the employee's start of work. Failure to provide such documents will result in termination of employment. If an employee is authorized to work in the U.S. for a limited time, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period.

This information and documentation will be used only for compliance with the Immigration Reform and Control Act and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, please inform the Director of Human Resources.

Change of Position Within the School

An employee wishing to apply for another position within the school should discuss the request with his/her immediate supervisor and contact the Director of Human Resources. Consideration will be given for any appropriate vacancy. Ordinarily, an employee must successfully complete a six-month introductory period before requesting a transfer. A reassignment may also be considered by the school when a transfer from one area to another is deemed desirable.

When considering a modification to an individual's employment, such as an increase or decrease in hours, the employee's supervisor should inform the Director of Human Resources. The employee should contact the Director of Human Resources to discuss.

Personnel Records

A personnel record for each employee is maintained in the Business Office. The record contains applications, references, agreements, job descriptions, evaluations, related correspondence, and any other supplemental material that is relevant to the employee's tenure at Park. It is the responsibility of every employee to advise the Business Office of any changes in personal information such as address, phone number, or tax information.

Personnel files are the property of the school. Because this information is highly confidential and we respect the privacy of employees, only persons with a legitimate business reason will be allowed access to personnel files. This means that only the employee and other School personnel with a need to access the information are permitted to review a personnel file.

Employees who would like to review their personnel file may do so by asking the Director of Human Resources, who will set a time to review the personnel file with the Employee. While employees may review their personnel file, they are not permitted to change or otherwise alter any information in their personnel file. Medical information may be contained in a separate file, per School policy and applicable law, and the school may require an employee to provide written authorization prior to their release to any party.

Separation of Employment

Unless otherwise provided by an individual employment contract signed by the school and the employee, employment at Park School is "at-will," meaning that employees are free to terminate their employment with the school at any time, with or without reason or notice. Likewise, the school has the right to terminate an employee's employment at any time, with or without reason or notice, at the discretion of the school.

In the event of employee resignation, notice of intent to resign as of a specific date shall be provided to the employee's supervisor and/or the Director of Human Resources. A minimum of two weeks' notice is expected; however, a month or more is preferred to provide the school the opportunity to fill the position. While it is not required that employees submit their notice of resignation in writing, it is preferable that they do so. When an employee resigns, payment for days of earned, but unused, Vacation up to the last working day will be paid on the next regularly scheduled payday following the effective date of the employee's resignation.

Given the seasonal nature of the academic hiring cycle, the school appreciates receiving as much notice as possible concerning plans to leave at the end of the academic year.

The Director of Human Resources will schedule an exit interview with the employee. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, insurance continuation, return of School property, or other related matters.

Upon termination of employment, employees must promptly deliver to their immediate supervisor all School equipment, materials, supplies, keys, access cards, files, and other property that is in the employee's possession or under the employee's control. Any such School-issued electronic devices should not be "wiped" or "reset to factory settings" for any reason prior to being returned to the school. You will be responsible for any lost or damaged items, including the cost of replacing locks if you fail to return your keys. Park School will take any necessary actions to recover the actual property not returned, or the value of its replacement.

To be considered for re-employment with the school, a former employee must have been in good standing at the time of her/his resignation with the school and have provided sufficient notice of resignation, as provided herein. Eligibility to apply for re-employment is not a guarantee that a former employee will be rehired. Employees who are terminated, or resign in lieu of termination, will not be considered for re-employment with the school.

STANDARDS OF CONDUCT AND CORRECTIVE ACTION

Performance Reviews

The school expects all of its employees to carry out conscientiously all of their responsibilities to the fullest of their abilities. Professionalism dictates that employees should be fully prepared for every day and that they should work to establish a positive, respectful environment that is conducive to engaging and mission-appropriate learning.

Park School engages in a performance management process by which all employees are expected to work together to plan, monitor, and improve an employee's work objectives, performance, and overall contribution to the school. This process seeks to engage a more continuous, interactive process of setting objectives, assessing progress and performance, and providing coaching and feedback as necessary. Essential to this process is regular two-way communication. As part of this process, the school generally will provide employees with evaluations as described below.

Nothing in this policy, or elsewhere in this Handbook, guarantees any form of performance management, any progressive or other form of discipline, or any guaranteed or continued employment. The school reserves the right to manage performance as it deems necessary, in its sole discretion and as appropriate to meet the needs of the school, which includes implementing discipline (including but not limited to termination, with or without notice).

Faculty Evaluation Programs

Procedures are in place to ensure that new faculty receive sufficient support during their first two to three years at Park. These include clusters of visits by principals and department chairs, follow-up conversations, and a mid-year conference with a written summary of the discussion. The emphasis is on providing support and documenting growth.

Teachers who have completed this initial process move into a five-year cycle of evaluation that includes regular observations and feedback by the principal and, during year five, a more comprehensive review and conversation between a teacher and administrator, followed by written documentation. The Criteria for Faculty Evaluation, created by the Faculty Evaluation Committee in 2010, forms the basis of our understanding of best practice and informs the faculty evaluation process. (See Faculty Guide for additional information).

In the event a teacher struggles to complete professional responsibilities, a plan of action is generally put into place that may include more frequent observations and feedback, attendance at workshops, coaching, etc. The goal is to provide as much support as necessary to affect the mutually desired changes and ensure improvements.

See the Faculty Guide for additional details. The Faculty Guide is posted in the Human Resources section of the school's website www.parkschool.net/staff.

Facilities and Administrative and Specialist Staff Annual Review

A written review takes place to provide guidance and support for employees so that they will be successful in their careers. It is completed once a year to assist the employee and supervisor in assessing performance and determining how to best maximize employee skill sets and experience. The review may include an action plan for specific areas needing improvement or recommendations for professional development. These directives or recommendations include the means of when and how goals should be achieved.

Generally, each supervisor and staff member completes an Annual Review form and arranges a time to discuss them together. Staff are given the opportunity to read their supervisor's review and may add a statement covering any points on which he/she disagrees or other comments. Both supervisor and staff sign the final document signifying an understanding of the review. The review documents become part of the staff member's personnel records.

Reviews or meetings with a supervisor may occur more frequently to determine progress or as otherwise deemed necessary.

Concerns about performance may also be addressed by developing an Employee Action Plan. The goal is to provide as much support and feedback as necessary so that the desired changes and improvements will occur. The plan will generally include a description of the required improvement and the way the employee can attain success.

Standards of Professionalism

The Park School's reputation and success are determined by the work that we do and by the employees who represent us. Regardless of whether you are interacting with students, parents, trustees, alumni, suppliers, fellow employees, or the public in general, the manner in which you conduct yourself should reflect the standards of professionalism, quality, and integrity embraced by the Park School. Such attributes as professional attire, behavior, habits, and communication skills play a major role in projecting the school's image. The school's reputation and success are also determined by the quality of our working environment. Employees are expected to treat one another with respect and courtesy at all times.

Constructive Relationships With Colleagues

Constructive relationships among all School employees is essential to the school's ability to achieve its mission. In recognition of that, the school expects all its employees to observe these principles of collegiality:

- treat colleagues with respect;
- support the efforts of colleagues on behalf of Park School and its students;
- offer, accept, and respond positively to constructive criticism, and, when conflict arises, to work directly and responsively with colleagues towards its resolution;
- observe established procedures for working together; and
- participate in and contribute to the ongoing development of our faculty, program, and School.

Discipline

The school recognizes that, in a professional work environment like ours, most employees take responsibility for ensuring that their own behavior complies with the school's standards. In the instance that employees do not do so, and violate the policies contained in this Handbook or otherwise engage in inappropriate conduct, the school reserves the right to take appropriate disciplinary action. Unfortunately, it may become necessary for the school to take disciplinary action when an employee fails to meet the school's performance, attendance, conduct, or other expectations, up to and including immediate discharge.

The school has sole discretion to determine whether circumstances warrant disciplinary action and, if so, what type of discipline is warranted. Examples of possible disciplinary action include, but are not limited to: oral warnings, written warnings, suspension, and termination of employment. The school is not limited to the actions previously described and may apply any of those actions it deems appropriate, or any other disciplinary actions, at any time, with or without notice. Nothing in this policy alters the “at-will” nature of employment.

Confidentiality

General Guidelines

Many of you, in the course of your employment, will become privy to information that should be held as confidential. You must use your judgment in certain cases, remembering that there are times when the well-being of a student or the community may override the maintenance of confidentiality. Two instances where you may NOT keep a confidence are:

- when a School rule has been broken; or
- when a student’s or another’s health and safety are at risk.

As employees of the school, employees do not have an option to set aside their institutional roles and responsibilities towards students. In no case may an employee jeopardize any person or the school through a mistaken loyalty to confidence.

Be prepared to accept the confidences that students will wish to share with you, but do not use pressure on a student to do this. If he or she is unable to cope with sharing something, you too may find yourself unable to cope with its implications. In any case where the safety and welfare of any person is in question, a faculty member is obligated to discuss the matter immediately with the Head of School.

Students, their families, and School employees enjoy certain rights to privacy that are respected by the school. School employees who have or may have access to confidential school information, such as student or personnel records, directories, trustee lists, or donor records, shall not disclose such information. Unauthorized disclosure of any such information may lead to immediate discipline, up to and including termination of employment. Disclosure other than as necessary to perform employment duties with the school may be made only with the approval of the Head of School. To the extent that this policy is inconsistent with any non-disclosure or confidentiality policy in your employment agreement or other applicable document, the policy more protective of confidential and proprietary information shall apply.

While this policy requires employees to refrain from disclosing confidential school information as described above, this policy is not intended to and should not be interpreted as prohibiting employees

from discussing wages, hours, workplace complaints, and/or any other terms and conditions of employment if they so choose. Similarly, this policy is not intended to and should not be interpreted as prohibiting any other employee disclosure rights protected by law, including responding to or participating in a lawful government agency request or action. Furthermore, with regard to trade secrets specifically, an individual may not be held liable for the disclosure of a trade secret that: (a) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document that is filed under seal in a lawsuit or other proceeding. Further, an individual who files a lawsuit for retaliation by the school for reporting a suspected violation of law may disclose the school's trade secrets to the attorney and use the trade secret information in the court proceeding if the individual: (a) files any document containing the trade secret under seal; and (b) does not disclose the trade secret, except pursuant to court order.

Recording Conversations

It is a violation of the school's policy to record conversations with any employees at the school, including the Head of School, with any form of recording device, including a laptop, tablet, or smartphone, or using any other recording technology, such as Snapchat, Facebook Live, or other such applications, without express consent from the person(s) being recorded. Violation of this policy may result in disciplinary action, up to and including immediate termination.

Use of Student Images

The school is aware that its employees frequently take videos or photographs of students for School purposes, such as use in classroom displays or projects, school publications, and parent presentations. Under no circumstances may employees create or use for personal or any other non-School purposes any video, photographic, or any other form of images of students taken while they are/were enrolled at the school, without written permission from the school and the child's parent. Non-School-based uses include, but are not limited to: personal videos, personal web pages, social networking sites, marketing materials for private entrepreneurial ventures undertaken by teachers and staff, photography for public display, and any other use not associated with the school, whether in a digital or hardcopy format. This same rule applies to other personally-identifying information, such as student work in connection with a student's name. It is essential that we respect the privacy of our students.

The Head of School will work with employees to determine the appropriateness of using student images in professional publications, presentations, workshops, or training where the intended audience includes individuals outside the school community.

Employees with any question, concern, or doubt about the appropriateness of any use of student information, images, or any other information or images discussed in this policy should err on the side

of caution and consult the Head of School prior to obtaining, using, or disclosing this information, image, or other private data.

Drug-Free and Alcohol-Free Workplace

You must report to work in a fit condition to perform your duties. No School employee shall report for work or engage in any work on behalf of the school while under the influence of drugs, alcohol, or other intoxicating substances, or be unfit for duty because of their use. This includes a prohibition on reporting for work or engaging in any work on behalf of the school while intoxicated/unfit to work, as a result of ingesting substances which are both legal and prescribed.

It is the policy of the school to strictly prohibit the manufacture, distribution, dispensing, possession, use, and/or sale of a controlled substance, including any of the following items by any individuals while on or off of School premises and/or while performing any services for or engaging in work on behalf of the school:

- illegal or unauthorized drugs (including excessive quantities of prescription or over the counter drugs or any quantity of prescription drugs if the holder of those drugs does not have a proper prescription for those drugs); or
- drug-related paraphernalia.

This policy does not prohibit adults from light drinking at school-related functions, such as auctions, as long as the prior permission of the Head of School has been obtained.

Drug and Alcohol Testing

Upon reasonable suspicion, as determined by the school, the school reserves the right to require an employee to submit to a drug and/or alcohol test.

Any employee who refuses to undergo or who fails to cooperate fully with required drug and/or alcohol testing will be subject to discipline, up to and including immediate discharge. Employees tested because of reasonable suspicion may immediately be suspended, pending receipt of the test results. Based on the circumstances presented at the time of a positive test result, the employee may be subject to disciplinary action, up to and including immediate discharge, or may be afforded the opportunity to seek rehabilitation under the terms and conditions of a return-to-work agreement.

Use of Tobacco Products and E-Cigarettes

No smoking or use of any other tobacco products (including but not limited to cigars, chewing tobacco, and/or dipping tobacco) is permitted on the school campus, or while chaperoning or

accompanying students off campus. Further, no use of e-cigarettes (“vaping”) is permitted on the school campus, or while chaperoning or accompanying students off campus.

Communications With Outside Parties and Legal Counsel

Consistent with the school’s confidentiality policy, and in the absence of validly issued court order, employees are under no obligation to communicate with any outside parties, attorneys, or legal counsel regarding any information learned in the context of their employment.

Any call, letter, or other form of communication from outside parties or legal counsel received by an employee related to his/her duties at the school or information to which he/she has access as an employee of the school (e.g., information or observations about a student) should be directed to the Head of School, even questions as seemingly innocuous as whether the outside party or counsel can send a communication to the school via facsimile. Unless specifically authorized by the Head of School, no employee has the authority to speak to outside parties or counsel on any issues related to his/her performance, relationships, or other information obtained through his/her employment at the school.

This includes but is not limited to calls from lawyers representing parents during custody or divorce issues.

Media Relations

It is the policy of Park School that all media relations are handled through the Director of Communications. Unless specifically authorized by the Head of School or the Director of Communications, no employee has the authority to speak to news media (regardless of whether the medium is commercial or independent) on behalf of the school. This includes inquiries from media personnel or proactive placement of stories. All employees are expected to refer such inquiries or activities to the Director of Communications.

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interest of Park School and its students. A conflict of interest exists when an employee uses her/his position, responsibilities, or connection with the school for personal gain apart from the normal rewards of employment and compensation by the school. A conflict also exists when an employee engages in behavior that compromises the school’s mission with regard to its students. As in all other facets of their duties, employees dealing with students, parents, suppliers, contractors, competitors, or any person doing or seeking to do business with the school are to act in the best interest of the school and its students. Conflicts of interest can include:

- investing or holding a financial interest, directly or indirectly, in any outside organization or business endeavor that does or seeks to do business with the school;
- serving as a director, officer, partner, consultant, broker, or in a managerial capacity with any outside organization that does or seeks to do business with the school;
- using any School asset, facility, building, equipment, materials, or vehicle for personal use or benefit, or for the personal use or benefit of any other individual;
- engaging in any School transaction in which the employee or her/his relative has a direct or indirect financial participation; and
- any other relationships or circumstances which might, in certain circumstances, persuade the employee from acting in the best interest of the school.

Each School employee is expected to immediately disclose any real, potential, or apparent conflict of interest to her/his supervisor or the Head of School. Employees are encouraged to discuss any questions or concerns about possible or potential conflicts with the Head of School as soon as they arise.

Outside Employment

Employees may engage in employment outside of the school, provided such employment does not interfere with the full performance of the employee's assigned duties and responsibilities, is not inconsistent with the employee's position and responsibility to serve as a role model to students of the school, and does not create the potential for damage to the school's standing or reputation in the community. School employees may not use the school's business systems or equipment, facilities, or services in connection with any outside employment, activity, or financial interest. Employees seeking exception to this policy must request approval in writing from the Head of School.

Employees may not provide any other services to any student or the parent of any student for compensation, including tutoring, babysitting, house-sitting, or transportation, except as part of their employment and compensation through the school, unless approved by the Head of School.

Each employee shall make prompt and full disclosure in writing to her/his supervisor of any paid consulting work or potential situation that may involve a conflict of interest in advance of engaging in that work.

Employees seeking outside employment outside of the Park School must receive written permission from the Head of School.

Gifts and Social Invitations

The school recognizes that parents will sometimes make small gifts to show their appreciation to teachers and staff. While such parent-initiated gift giving is allowable, employees should not solicit gifts, gratuities, or any other personal benefit or favor of any kind from current parents, school vendors, contractors, or other third parties. Impermissible gifts, gratuities or personal benefits may include discounts on personal purchases except where discounts are available to the general public. Impermissible gifts can also include offers of outside employment or other advantageous arrangements.

Personal Telephone Calls

It is understood that there are times that employees need to make and receive personal calls during work hours. However, incoming and outgoing personal telephone calls, including calls made on cell phones, are expected to be infrequent and brief, and when possible, employees are expected to use break times to conduct such calls. Park School phones should not be used for personal long-distance calls.

Visitors to Campus

All visitors (defined as non-students and non-employees) are to check in at the main entrance (with delivery personnel instructed to go to the Facilities entrance at the back of the main school building,) and receive an identification sticker prior to proceeding to their destination on campus. Please consult the [Park School Visitor Procedure](#) for more specific, and detailed instructions.

The school recognizes that new community members join us at various points in the year, and that it would be difficult for employees to recognize all members of the school community at any given time. Therefore, it is important that visitors to campus wear visitor stickers at all times. Employees who encounter visitors in the buildings or on school grounds who do not have employee badges or visitor stickers should call the Security Office or receptionist, both of whom can be reached on Channel 1 on the two-way radio.

Employees should not open a locked door to any person whom they cannot personally identify; if employees recognize an individual as a visitor to campus, they should direct the visitor to the front desk.

Thefts

Employees are advised not to leave valuable personal belongings or school equipment in unlocked spaces. Any theft should be immediately reported to the Security Office, and a Theft Report should be completed. Theft Report forms are available in the three divisional offices and the Security Office. Additional steps may include filing a Police Report.

Interactions between Employees, Students, and Families

The Park School of Baltimore expects its employees to demonstrate respect, courtesy, and consideration towards students and families while maintaining the highest level of professionalism in all interactions. Employees are expected to be mindful of the fact that they occupy positions of authority over Park students, and to that end, exercise good judgment in their actions and interactions with students and their families. At the same time, Park families are expected to interact with Park employees in a positive, collaborative, and constructive manner, in furtherance of the School's support of their child(ren).

The purpose of this policy is to establish a common set of expectations for communications and interactions between and among Park employees, students and families; to establish a shared understanding among the community about what those expectations are; and to promote a culture of collaboration with safety and security in mind. In the same manner that employees are expected to adhere to certain guidelines regarding their communications and interactions with students and families, we ask all members of the school community to demonstrate respect for the expectations and limitations Park has established for its employees in their communications and interactions.

The list below, while not exhaustive, provides important behavioral guidelines and expectations for all employees in their interactions with students and families.

Behavioral Guidelines

Roles

- Maintain clear and appropriate roles when interacting with children
- Serve as a role model
- Act consistently with your appropriate adult role, such as teacher or mentor
- Avoid acting as a peer or an alternative parent

Boundaries

- Set and promote awareness of appropriate boundaries in all relationships with children
- Establish and maintain healthy boundaries to ensure interactions with children are safe, healthy and positive
- Be alert to the comfort zones of different children. Ask students their comfort level in situations where it may be unclear

Power

- Use your influence and authority to promote the healthy development of children
- Be alert to the imbalance of power between adults and children
- Use your influence to promote the healthy development of children
- Put the wellbeing and emotional needs of children before your own

Accountability

- Always act in the best interest of children
- Take responsibility for the impact of your actions on children and others
- Actively support others in the effort to meet these behavioral standards
- Communicate concerns about possible misconduct to the appropriate persons

Park School prohibits and will not tolerate child abuse, sexual misconduct, sexual harassment, or boundary violations that compromises a child's physical and/or emotional safety. When an employee has a concern about how a child is being treated, they should report their concerns to a supervisor. All employees are mandated reporters and are required by law to report any suspected child abuse to authorities. Those authorities may include law enforcement, Child Protective Services ("CPS," also known as "DHS"), or the Maryland Department of Education ("MDE"), as appropriate. To learn how to make a report, please refer to the "Reporting" section of this guide.

Electronic Communications

Communications between Parents/Caregivers and Employees:

At the beginning of the school year, faculty (lead classroom teachers, advisors) will contact parents/caregivers to establish preferred methods of communication throughout the academic year (typically either email or phone). The School has set 24 - 48 hours as a reasonable standard for the amount of time for school personnel to respond to parent/caregiver emails or phone calls. Parents/Caregivers should note that messages left after 12:45 p.m. on a Friday might not be answered until the following Monday.

Communications between Students and Employees

All communication between students and employees must center the student and school needs. Any communication between students and employees that centers or focuses on the employee and their needs are inappropriate.

All written communications between Park School employees and students must be conducted via Park School channels, such as Park School email or Park-issued GoogleChat. Further guidance on specific communication mechanisms is below.

Park School employees should not communicate with Lower School students via email. Nor should Lower School students attempt to communicate with Park School employees via email.

All Middle and Upper School students are provided with a Park School email address. Outside of in-person classroom communications, the primary method students and employees are expected to use to communicate is via email, *i.e.* to and from the students' and the employees' school-issued email addresses. Students should not use their personal email addresses to communicate with employees, nor should employees use either their own personal email addresses and/or a student's personal email address when communicating with students.

Text Messages

Employees are not permitted to communicate via text message with students, nor should students communicate with Park School employees using text messages. Instead, students must use Park-issued GoogleChat if they want or need to communicate with a Park employee outside of email or phone correspondence.*

* For the occasional scenario where Park students and non-Park students are in groups supervised by Park employees, all electronic communication is to be organized through GoogleChat.

Social Media

Employees are prohibited from connecting with and/or directly messaging individual students and/or their accounts regardless of platform via social media (*i.e.* Facebook, Instagram, Twitter, TikTok and other, similar social media accounts), or otherwise use social media platforms to communicate with students. Similarly, and to preserve this boundary, students are expected to refrain from using social media to directly connect with or communicate with employees. At no point should any of the social media messaging applications be used for employees to communicate with students, or for students to communicate with employees. Co-created and/or co-operated accounts (*i.e.* athletic accounts, writing center, etc.) can continue so long as all communication to and from those accounts are community-wide and visible.

On Campus Interactions with Students and Employees

While at School or participating in school activities, Park School employees are generally not permitted to be alone with a student in a space where they are not readily visible. When students need to meet with Park School employees, and desire some privacy around the subject matter to be discussed, they are expected to meet in an area where they will be able to speak, but also be visible. It should be noted that the only exception to this policy occurs when in the course of their daily responsibilities, Park School

counselors and divisional administrators meet with students one-on-one in their offices, and in doing so, provide students with the necessary privacy to have sensitive conversations.

Employees are expected to be thoughtful about personal space, boundaries, and appropriate contact with our students. Physical contact, when necessary, should be appropriate to the activity, reflecting the age of the student involved. For example, younger students may require more assistance with tasks such as tying shoelaces or zipping coats. By way of further example, older students who are participating in athletics may benefit from brief physical contact to correct form. In such situations, employees are expected to be mindful of how they can adjust the situation to avoid any actual or apparent negative impingement on boundaries, understanding that the needs of children may differ.

Park School employees are prohibited from touching a student in a manner that is sexually explicit, for sexual gratification or that may otherwise constitute abuse (sexual or otherwise). Further, employees should never physically move, grab, or touch a student, or take something from a student, with aggression or because of frustration. This includes, but is by no means limited to, a complete prohibition on corporal punishment of any kind. Park School employees are expected to use appropriate forms of redirection to ensure student compliance with any school policies.

Tutoring

Teachers at all levels routinely provide extra support to students as needed; the expectation is that the classroom teacher is the first line of support. Students are encouraged to meet with teachers to ask questions, revise work, or to retake tests. Teachers often meet with students before or after school. There are instances, however, when students need more extensive individual help than can reasonably be offered by classroom teachers. In these cases, the School may recommend tutoring.

In the Lower, Middle, and Upper School, if a teacher believes a student needs tutorial support, the teacher should notify the Learning Resource teacher. Teachers/advisors are not permitted to give advice on tutoring directly to parents or students, even if asked. In support of this policy, parents are asked to direct any questions they may have about tutoring needs for their child to the Learning Resource teacher or division principal, in lieu of speaking with their child's teacher directly.

Where a teacher believes a student needs tutorial support, or where the parents request contacts for tutorial support, the Division Principal or Learning Resource teacher, after consultation with faculty, will offer contacts for tutorial support.

Absent special circumstances and prior approval by the Head of School, Park teachers are not permitted to tutor Park students.

Should parents request that tutoring services be provided to the student on campus, the tutor and the family will be expected to review and sign a tutoring agreement [[Tutor Policy](#)]. Such an agreement will define the responsibilities of all parties, and in what facilities and during which hours tutoring may occur.

Other Services Involving Families and/or Students

Employees are expected to avoid any situation which may involve a conflict of interest between their personal interests and the interests of Park School. To that end, employees are not permitted to provide any other services to any student or the parent of any student, whether on a volunteer basis or for compensation. By extension, this includes services such as babysitting, house-sitting or providing other services to families that are separate from an employee's employment with the School.

Parents are asked to support the School in this policy, and to avoid requesting that Park School employees serve as babysitters, house-sitters, or perform other services for them.

If and when an employee wishes to hire a Park School student they may do only with the expressed permission of that student's parent(s). In making any such arrangements the employee must always include parents in communications with the student to ensure a parent's full awareness and approval.

Transportation of Students by Park Employees

Park School provides its students with transportation to and from school and school-related activities using both its own transportation fleet, consisting of school buses and a six-passenger minivan, and chartered transportation when needed. Outside of the operation of vehicles within the School's transportation fleet as part of the normal course of an employee's duties and responsibilities, Park School employees are not permitted to provide transportation to students enrolled at the school to whom they are not related. Only in limited circumstances where either (i) express written permission has been given, or (ii) when the exigencies of the situation are such where there is no other reasonable alternative (*i.e.*, where there is not alternative form of transportation, and absent transportation by a Park employee, a student would be left alone and unsupervised) may Park employees provide transportation for a student to whom they are not related.

Reporting

Mandatory Reporting of Abuse and Neglect

The safety and security of our students is of primary importance. This policy is created to ensure that all students are safe from harm and injury that may be caused by the action or inaction with adults who are charged with the students' care.

The school is committed to complying with the laws addressing abuse and neglect of children. The State of Maryland requires all teachers and counselors to report suspected child abuse (including sexual abuse) and neglect to Child Protective Services (“CPS”). The school requires employees to abide by this law, and further requires that all employees, not only teachers and counselors, abide by our policy requiring the reporting of suspected child abuse/neglect.

Recognizing Abuse or Neglect

Abuse means the physical or mental injury of a child under circumstances which indicate that the child’s health or welfare is harmed, or at risk of being harmed. Of note, abuse also includes sexual abuse. Neglect means leaving a child unattended, or otherwise failing to give proper care and attention to a child such that abuse could occur. Abuse or neglect may be imposed by a parent/guardian or other adults in the child’s life, such as an older sibling, relative, or friend of the family. Unfortunately, such abuse or neglect could also be caused by an employee of the school. In all of these situations, the school will act in compliance with the law as well as in a manner that is responsive to the needs of the child and others involved in the matter.

Determining When and How to Make a Report

While the school is committed to acting in compliance with the law, there may exist family circumstances or other factors which should be considered in determining how and when to report to CPS or local law enforcement. For example, if the school is notified that one parent has very limited visiting rights and may be inclined to abduct the child should those rights be challenged, the school will want to make certain that CPS or local law enforcement is made aware of the concern of abduction and/or that, prior to reporting to CPS or local law enforcement, the student is in the hands of the other parent or another safe adult. In addition, on occasion, incidents exist that on their own do not create the need to report but when put together establish a clear picture of inappropriate—or even illegal—conduct and are subject to the mandatory reporting obligations.

Process for Reporting Abuse or Neglect

In order to ensure that all of these factors are considered, employees who suspect abuse or neglect should first contact the Head of School, or in his or her absence, the Associate Head of School. The Head of School, in collaboration with the employee raising the concern and other parties as may be appropriate, shall develop a strategy for reporting to CPS or local law enforcement which may include reaching out to a safe adult or having the student stay at school until a parent picks them up, as opposed to traveling home on a bus. In addition, the school may consider implementing other security measures, such as limiting an adult’s access to the school, and or participation or attendance at School

activities, whether on or off campus. The school may also conduct an investigation to determine whether other such security measures are appropriate and or necessary.

When reporting to CPS or local law enforcement, and Head of School and the employee raising the concern should be prepared to provide the following information:

- the name, age, and home address of the child;
- the name and home address of the child's parent or party responsible for the child's care;
- the whereabouts of the child;
- the nature and extent of the abuse or neglect of the child;
- any evidence or information available to the reporter concerning possible previous instances of abuse or neglect;
- any evidence or information that would help to determine the cause of the suspected abuse or neglect;
- the identity of any individual responsible for the abuse or neglect; and
- any observable, identifiable, and substantial impairment of a child's mental or psychological ability to function.

The Head of School or his/her designee shall designate an individual who will memorialize the information and process which gave rise to the reporting. The written documentation shall include: the name of the person creating the internal report; the date the internal report was drafted; a timeline of the steps taken by the mandated reporter once he/she observed or suspected there was an obligation to report; description of the information and incidents which gave rise to the reporting and statements from those with information and or who participated in the process (this should include a statement by the mandatory reporter which includes the name of the reporter, the date of the statement, and which describes how they learned of the incident giving rise to the report and other relevant and related information); if any interviews or discussions were conducted, these should also be memorialized in writing. This report, and any other such documents, will be maintained in a file designated for such records.

If the exigencies of the situation are such that the employee has no option but to immediately report suspected abuse or neglect to CPS or local law enforcement prior to reporting to the Head of School or his/her designee, the employee must notify the Head of School or his/her designee as soon as possible. The steps described above related to the memorialization of the conversation with CPS or law enforcement and the other information must still be followed.

Uniforms

Facilities and Security personnel are required to wear uniforms provided by the school during work hours. Reasonable care should be taken to launder and maintain the uniform in presentable condition. If uniforms are damaged in work-related activity, they will be replaced or repaired by the school. The cost to replace uniforms will be incurred by the employee if lost or damaged when worn off duty.

Criminal Background Checks and Reporting Criminal History

All employees are subject to the school's background screening process, prior to starting their employment, as well as periodically during the course of their employment. While certain positions or other circumstances may dictate that the nature/scope of the background screening varies (as determined in the sole discretion of the school as well as in accordance with any applicable law), background checks will, at a minimum, include a fingerprint criminal background check. The school will determine, in its discretion, whether the results of the employee's background check makes her/him fit for employment/continued employment, to the extent permissible under applicable law. All employees must report any arrests or changes to their criminal background to the Head of School within 24 hours of the occurrence so that the school can determine whether the employee's status should change. Failure to do so may result in termination of employment. Likewise, failure to turn in any required background check consent forms or other information related to the background check process, or refusal to comply with this process in any way, will be grounds for termination.

It is imperative that students are in a safe and secure environment and that the integrity of Park School is beyond question. To that end, claims and or allegations of inappropriate contact with minors, abusive behavior, and other acts of violence are taken very seriously. Any employee who, during the course of her/his employment with the school, is arrested, accused, under investigation, or charged with any alleged infraction or misconduct involving a minor, any act of violence, or any criminal offense (including DUI/DWI), or convicted of any offense other than a minor traffic offense must notify her/his supervisor or the Head of School immediately. The school will determine the appropriate steps based on the circumstances and give due consideration for the privacy and protection of all parties involved.

Finally, employees should be aware that Park School also screens its volunteers, service providers, and other individuals engaging with our students. Prior to enlisting the help of such individuals, please confirm with your supervisor or the Head of School that they have the proper background check results on file.

Weapons and Threats of Violence

Park School intends to create and sustain a working environment which is free of workplace violence or the threat of violence for its employees and students. Therefore, Park School will assume and vigorously enforce a "zero tolerance" policy with respect to violence or threats of violence directed at

any person. Prohibited behavior includes but is not limited to: threatening language, whether verbal or written; threatening gestures or pictures; and/or actual violence of any kind directed at any individual.

Park School may take prompt remedial action up to and including immediate termination against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures. Park School will also take appropriate action when dealing with students, former employees, or visitors to the school who engage in such behavior. Such action may include notifying the police or other law enforcement authorities.

In addition, Park School expressly prohibits anyone from bringing firearms, even if the person has a permit to carry such a firearm, or other weapons into the school or on School property, unless required to do so consistent with your job responsibilities.

An employee must notify his/her supervisor if he/she is aware of the possession of firearms in the school, any threats or acts of violence, aggressive behavior, threatening or offensive comments or remarks, and any other similar conduct that they observe.

Vehicle Usage

Driver's Record

Employees who drive for Park School must report any traffic warnings or citations issued (not including parking violations). The school will then determine whether or not the employee will be permitted to drive for Park School. Failure to self-report may be grounds for termination. In addition, the school will review drivers' MVA records annually and will review reports from the MVA's License Monitoring Service, which reports violations. A driver with three or more points or a violation for alcohol or substance abuse cannot drive any Park School vehicle.

School Vehicle Usage

Prior to approving an employee to drive a Park School vehicle, his/her driving record will be obtained from the Department of Motor Vehicles and reviewed. The employee must be 25 years of age or older and the driving record must document that the employee has no more than two points on his/her license and no violations for alcohol or substance abuse. If the employee meets these requirements, he/she must take a vehicle orientation program administered by the Transportation Coordinator before being allowed to drive a Park School vehicle.

Personal use of a Park School vehicle is not permitted. Parking tickets or tickets for moving violations will be paid by the employee.

Bus Radio

The bus radio may be used at a reasonable volume level on radio stations approved by the Director of Facilities.

Fundraising

Student fundraising activities are overseen primarily by faculty advisors. While the specific policies and practices of student fundraising activities are the purview of the academic administration, the Development Office works with the faculty to ensure any necessary program coordination and communication to be sensitive to the overall fundraising activities of the school. These fundraising activities support Habitat for Humanity, the Civil Rights Trip, Robotics, and athletic teams. The annual Citrus Sale supports the senior class.

Though not part of Park's Development operations, student fundraising activities must be considered part of Park's overall fundraising activities as they often reach out to a shared constituent group of parents and teachers.

All fundraising activities must be approved by the Development Office to ensure that initiatives are coordinated. Contact the Annual Fund Director at (410) 339-4142.

The full Fundraising Policy is available in the Faculty Guide and posted under Policies in the Human Resources section of the Park website.

COMPUTERS AND FACILITIES

Acceptable Use of Electronic Business Systems

Park School provides and utilizes a variety of technology and communications systems, including but not limited to computer, email, telephone, facsimile, and copying systems, as well as internet access and the related hardware, which includes but is not limited to School computers (collectively, "**Business Systems**") to facilitate Park School's work and its business communications. These Business Systems belong to Park School or are used pursuant to licenses granted to Park School and are to be used only in connection with an employee's duties at Park School, except as otherwise noted below.

Pursuant to the conditions of and applicable to the materials stated in the School's [Intellectual Property Policy For Faculty and Administrators](#), records, files, communications, work product, letters, memoranda, databases, and searches relating to Park School's business and on its Business Systems or copied in electronic form from the Business Systems are the property of Park School and shall not be used for any purpose other than to carry out Park School business.

The school has the right to restrict and/or terminate an employee's access to the Business Systems, including network privileges and/or access to the internet, at any time for any reason.

Responsible Use of Business Systems

The equipment, software, and network capacities provided to computer users are the property of The Park School for the purpose of Park School business. Users are expected to conduct their online activities in an ethical and legal fashion.

The School prohibits illegal copying, distribution, reverse assembly, reverse compiling, translation, or alterations to computer software used at Park School, whether on a personal device, a School owned device or the School's network.

All software installations, including downloads, must be approved by the Information Technology department prior to installing.

Employees may not use the Business Systems for any inappropriate or unauthorized use, including but not limited to the following:

- for any illegal, fraudulent, or unauthorized purpose;
- to solicit or to address employees regarding commercial, religious, political, or non-Park School fundraising causes, except when such is done during non-working time;
- to knowingly send, receive, download, store, or post any messages, files, or other materials that are derogatory, defamatory, discriminatory, obscene, pornographic, offensive, sexually oriented, or otherwise inappropriate; to harass, threaten, or intimidate another person; and/or to otherwise violate any other School policy;
- to disseminate or print copyrighted materials, including articles and software, in violation of copyright laws;
- to send, receive, print, or otherwise disseminate proprietary data, trade secrets, or other confidential Park School information in violation of School policy or other proprietary agreements;
- to operate a business, usurp business opportunities, solicit money for personal gain, or search for jobs outside Park School;
- to disseminate chain letters or jokes; and/or
- to access the electronic accounts of other employees or third parties unless directed to do so by the Head of School.

Personal Use of Park-Owned Devices

Employees are responsible for exercising good judgment and common sense regarding the reasonableness of personal use. If there is any uncertainty, consult a division tech coordinator, supervisor, department chair, or division principal.

Excessive or improper personal use of Park School's business systems may be grounds for disciplinary action, up to and including separation

- Such use is kept to a minimum during working hours and is not excessive or abused by employees;
- Such use does not result in additional costs to the School and does not interfere with School work; and
- Employees understand (and are hereby informed) that all messages transmitted or received on the Business Systems, of whatever nature, remain fully subject to all of the provisions of this policy (thus, for example, even personal messages constitute the School's property in which employees have no right of privacy and which may be stored, monitored, or disclosed at any time by the School).

School Email

Employees are assigned a School email address, and are responsible for checking the account regularly, including during the summer and other School breaks, with the exception of nonexempt/overtime eligible employees, who are only asked to check email during working hours, unless notified to do otherwise by the School. All school and work related email communications with students, parents, colleagues, vendors, guests, and visitors must be conducted using the employee's School email account.

No Expectation of Privacy

All materials, data, communications, and information created on, transmitted to, received, or printed from, or stored or recorded on devices, including personal devices, used for School business or on behalf of the school may be monitored by the School. Employees are advised that, in order to prevent misuse, the school reserves the right to monitor, intercept, review, and erase, without further notice, all content created on, transmitted to, received or printed from, or stored or recorded on devices used for School purposes or on behalf of the school, and employees should have no expectation of privacy with respect to any content created on, transmitted to, received or printed from, or stored or recorded on devices used for School business or on behalf of the school.

Protecting the School

Employees are under a strict obligation to protect the School's confidential and proprietary information. Park School asks that all Business Systems users exercise great care and caution when

transmitting such information over the Business Systems, to ensure that information is password-protected when necessary and only being sent to the intended recipient.

- Employees should take all necessary steps to prevent unauthorized access to information that would be considered confidential.
- In the event that an employee has released confidential information, or is aware that confidential information has been released by another employee, whether intentional or not, e.g., sending one student's report to the wrong address, it is imperative that the employee notify a division principal or supervisor immediately.
- Employees should not store confidential, private, or sensitive information on portable media such as flash drives without taking precautions to guard the contents.
- Employees should keep passwords secure and should not share accounts. Employees should not share passwords with students. Employees should consult division coordinators or IT staff for acceptable ways to allow students to have access to information on the network or in email. Passwords will need to be changed periodically.
- In the event, especially for long-term substitute teachers, that access to another individual's files or email is required for teaching or other duties, employees should contact a technology coordinator. These situations are easily handled without sharing account names and passwords.
- When not in active use during work hours, all Park-owned desktop computers, laptop computers, tablets, and other devices should be secured by logging off, or with a password-protected screensaver that comes on automatically when the device is idle for up to 10 minutes.
- At the end of the workday, all Park-owned desktop computers, laptop computers, tablets, and other devices should be secured by logging off.
- Employees should use extreme caution when opening email attachments, especially those from unknown senders, as attachments may contain viruses or other malware.
- All personally-owned devices, including computers, tablets, smartphones, and others, that connect to the School's network, should also be logged off and/or password-protected when not in active use at school.
- All devices used to connect to technology services provided by Park, whether owned by the employee or Park, must have up-to-date virus-scanning software.

Use of Personal Devices for Park School Business

As the use of technology has grown, the distinction between personal and business devices has blurred. The School is aware that employees find it convenient to use their personal devices to conduct School business and access School systems. The School permits employees to use their personal devices, including, but not limited to, desktop computers, tablets, smartphones, handheld and laptop computers, and wearable technology to perform work for the School, or on its behalf. However, to protect the School and its employees, any use of personal device(s) for business purposes must conform to the School's policies. By permitting employees to use a Personal Device(s), the School is not assuming responsibility for the maintenance and repair of or any other costs associated with a Personal Device(s).

Departing Employee

With the exceptions of applicable materials as stated in the School's Intellectual Property Policy For Faculty and Administrators, upon termination of employment, employees must return and then permanently remove School property, including work-product, data and sensitive business content, stored on a personal device or personal cloud-based storage or other device/storage mechanism.

Access to School technology services will be disabled upon termination of employment.

Unacceptable Use

Under no circumstances should an employee of Park engage in any activity that is illegal under local, state, federal or international law while using Park-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

Unacceptable System and Network Activities

- Revealing one's account password to others or allowing use of one's account by others.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted video, and the installation of any copyrighted software for which Park or the end user does not have an active license, except if it conforms to Fair Use guidelines that govern uses of copyrighted materials for educational purposes.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations. Violations

would include, but are not limited to, installation or distribution of pirated or other software products that are not licensed for use by Park.

- Introduction of malicious programs—viruses or other malware—into the network or server.
- Engaging in the procurement or transmission of material that is in violation of sexual harassment or hostile workplace policies.
- Making fraudulent offers of products, items, or services originating from any Park account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient, releasing confidential files or other information, logging into a server or account that the employee is not expressly authorized to access.
- Port scanning or security scanning is expressly prohibited unless expressed permission is given by Park's IT Department.
- Executing any form of network monitoring that will intercept data not intended for the employee's device, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any device, network, or account.
- Using any program/script/command, or sending messages via any means locally or via Park's networks, with the intent to interfere with, or disable the use of another's computer.

Unacceptable Email and Communications Activities

- Sending unsolicited bulk or commercial email messages, including junk mail, spam mail or other advertising material unrelated to Park business, from a Park email account over the Internet to external (non parkschool.net) addresses to individuals who did not specifically request such material.
- Any form of harassment via email, telephone, texting, or other social media modes, whether through language, frequency, or size of messages. Creating or forwarding chain letters, Ponzi or other pyramid schemes of any type.

Support

The IT Department is dedicated to making sure that all computer services, including equipment, the network and audio-visual equipment run smoothly.

The Information Technology Department is staffed from 7:30 AM to 4:30 PM and provides assistance for evening and weekend events upon request when approved.

For assistance you may connect with the department in any of the following ways:

- for immediate needs with technical assistance and to report a system malfunction call (410) 769- 5711 (x5711 on a campus phone).
- for less urgent technical support, email requests to techsupport@parkschool.net or go to www.parkschool.net/IT.
- to obtain self-help documents go to <https://www.parkschool.net/staff/technology-resources/it-knowledge-base/>.

For assistance with equipment located in the Meyerhoff and Black Box theaters contact the Arts Department Theater Manager.

Accounts and Passwords

Computers

To access computer software and files, each employee is assigned a unique user identification code which is usually the initial of an employee's first name and his/her surname. Passwords for access to files and software are selected by the employee. Passwords should not be shared. To change a password, contact the IT Department. A password reset is required periodically but no less frequently than once per year.

For security purposes, employees should log out of all computer applications and shut down computers when away from the office for any extended period of time and at the end of each business day.

Email and Google

Parkschool.net email account may be accessed remotely online at <https://www.google.com>.

Every parkschool.net email address is a Google account username, which provides access to Park's G Suite for Education. Along with a multitude of Google apps available, this account provides access to Google Drive for storing and sharing any type of file.

Devices and Software

Park School provides many different types of devices, including Windows computers, Mac computers, Chromebooks, and iPads. Devices assigned to employees will come equipped with Microsoft Office programs (Outlook, Word, Excel, and PowerPoint). Additional Microsoft software, Adobe applications, and many other applications can be installed on Park devices by request. Proprietary software that is licensed to Park School (including Veracross, Blackbaud Raiser's Edge, Ravenna, and Magnus Health) is being utilized to manage records.

The IT Department provides support for School-owned equipment during normal work hours. The IT Department neither supports nor services employee owned equipment.

Report the loss or breakage of School-owned property such as a laptop computer, tablet, phone or other electronic device to the IT Department. In some circumstances, the employee may be required to reimburse the School for the loss.

When an employee leaves employment of the School, or at any time prior if requested by the School, Park owned equipment must be returned to the School. Do not clean, wipe, reset or delete School related software, files and other data from the device.

Classrooms have a mounted projector and speakers. Multiple conference rooms and common spaces also have a mounted projector and speakers. The majority of these rooms have a computer permanently connected (wired) to the room's AV setup. Most of these computers are setup with a DVD player that enables the ability to watch a movie using the projector and speakers. A remote control or wall panel is present to operate the projector.

Each division and department office has a photocopier equipped with copy, print and scan capabilities and automatic document feeder, collator, and stapler features.

Each department has a fax machine. Phone numbers are available in the school directory. All administrators, faculty, and staff have extension numbers and voice mailboxes. A Telephone Usage Quick Reference Guide and other instructions on setting up a voice mailbox, retrieving messages, etc. are available at www.parkschool.net/IT under the IT Knowledge Base.

Safety and Security of the Campus

Accidents

It is everyone's responsibility to prevent accidents by removing hazards or reporting them to the Facilities Department or Security Office or the immediate supervisor.

Alarm System/After-Hours Entry

Buildings are protected by fire and intrusion (burglar) alarms. The fire alarms are always active. The intrusion alarms are turned on after hours. No one should enter the buildings after hours without prior approval from the Director of Security, an access card, and access code.

During evenings, weekends, and vacations, employees should use only the main entrances of the Athletic Center, Lieberman Building, and Kindergarten for entry. Use the Lower School bus circle for entry to the main building. Sign in and out in the log book in each lobby. If the red light is on in the Athletic Center, DO NOT ENTER! The light indicates the system is activated. An entry will trigger a false alarm for which the school will be cited and fined. If you accidentally activate the alarm, call the Director of Security at (443) 570-5157 or the Director of Facilities at (443) 506-2404.

Entrances are electronically secured. Do not prop open or unlock any entry door unless approved by the Director of Security. Special requests to the Director of Security must be made at least three days in advance.

Below are the regular routines in place. Employees who anticipate needing access beyond these hours should contact the Security Office at (410) 339-4124 for instructions, access codes, or access cards.

	Main Building	Athletic Center	Kindergarten
Monday-Friday	6:30 a.m.-8 p.m.: All doors are unarmed. Use access card to enter all doors except for the Main Entrance, which does not require a card after 7 a.m.		
	7 a.m.-6 p.m.: Main Entrance is unlocked. No card needed.	n/a	n/a

Saturday	8 a.m.-3:30 p.m.: Entry available through main entrance LS Bus entrance and Athletic Center. Entry requires use of an access card. Everyone must sign in and out.	Entrance doors are unarmed. Entry requires use of an access card.	Entrance doors are unarmed. Entry requires use of an access card.
Sunday	All buildings are locked and alarmed. Entry requires special arrangements made a minimum of three days in advance. Contact the Director of Security for access.		

Campus Access—Buildings and Rooms

Exterior doors are kept locked always except for the front lobby doors at the Main Entrance as indicated in the section above. Main entry doors are controlled by access cards. Access cards are distributed to employees by the Director of Facilities. When special access is required, contact the Director of Facilities to make arrangements.

The Facilities Department provides keys to employees for access to offices and classrooms or other areas for which they are responsible. To acquire keys, contact the Facilities Office to obtain a Key Request Form, have your supervisor sign the Request Form, and return it to Facilities. A Master Key request must be approved by the Director of Facilities. It is important that keys be carefully guarded— they should not be loaned to students. Lost or stolen keys should be reported to the Director of Security and the Director of Facilities without delay.

Emergency Procedures

All offices and classrooms should have a copy of the Emergency Quick Reference Guide posted near the classroom/office door.

All Employees should be thoroughly familiar with the Safety and Security Manual and safety procedures.

Parking/Traffic Rules

All faculty, student, staff, and contractor vehicles must be registered. Contact the Facilities Office for a registration form, parking tag, and information about which lot to use. A great number of vehicles enter and leave Park School daily, particularly at arrival and departure times. Given the volume of traffic and the number of very young children, safety is a serious concern. Adults are on duty in the afternoons at the front of the building to monitor carpool; however, the cooperation and assistance of all faculty is needed to safeguard children and see that traffic rules are followed. Parents may either wait in the carpool lane adjacent to the curb or park in the main lot and come in to pick up their children. Pickup or waiting in the passing lane or beyond the sidewalk/flagpole area is not permitted. All pedestrians are asked to use designated crosswalks. If anyone is observed driving above the posted speed limit or otherwise jeopardizing safety, the incident should be reported promptly to the Director of Security, and if possible, giving a license plate number, make, and color of the vehicle.

Inclement Weather/Facility Emergency/School Closings

Park School makes its own decisions about closing; it does not follow City or County public school systems. Announcements are placed at www.parkschool.net and on the school's Information and Events Line (410) 339-4141. A message is sent to SMS-enabled phones that we have on record, and an email is sent. Announcements are generally made by 5:30 a.m. Snow closing/delay announcements will be requested to be broadcast on WMAR-TV (Channel 2), WBAL-TV (Channel 11), WJZ-TV (Channel 13), and WBFF-TV (Channel 45). Once school is open for the day, Park generally will not close early.

The school may close due to a power outage, water main break, or other facilities-related emergency. A decision to close the school will be made at the earliest possible time.

When the school closes for inclement weather and facilities emergencies, unless otherwise notified, office staff are not required to report to work. Employees scheduled to work on such days will not suffer a loss of wages. Employees on Vacation or other leave will not be given compensatory time.

Employees should, if reasonably possible, plan ahead and work from home using the computer network remote access system.

Other Equipment

Phones

All administrators, faculty, and staff have extension numbers and voice mailboxes. A Telephone Usage Quick Reference Guide and other instructions on setting up a voice mailbox, retrieving

messages, etc. are available at www.parkschool.net/staff under Information Technology in the Phone tab. Contact techsupport@parkschool.net to obtain an access code or for other assistance.

Photocopiers

Each division and department office has a photocopier equipped with an automatic document feeder, collator, and stapler.

Fax Machines

Each division and department has a fax machine. Phone numbers are available in the school directory.

Audio-Visual Equipment

Audio-visual equipment is housed in the library and may be checked out as needed. Most classrooms have a mounted LCD projector with speakers. In addition, there are four common areas with LCD projectors: the Meyerhoff Theater, the Blaustein Lecture Hall, the Ries Conference Room, and the Lieberman Conference Room. Additional projectors are available in the Upper School Library, Lower School Library, Middle School Commons, and Upper School Conference Room. Use wall-mounted remote controls (blue lit buttons) located in the Blaustein Lecture Hall, Middle School Commons, Upper School Conference Room, and Ries Conference Rooms to turn on the projector and sound. Notify the IT Department at extension 5711 if there are any problems with projectors.

When computers and projectors are needed for training, the following labs may be used if classes are not in session: Middle School Lab, Lower School Lab, Digital Lab, Art History Classroom, and Keyboard Lab. Lab room inventory of PCs, Macs, and teacher stations vary and should be confirmed that they meet the needs of the meeting.

To request equipment, help, or instructions, email techsupport@parkschool.net. Technical Support may also be reached at extension 5711. The IT Department will assist with setting up equipment in all locations with the exception of the Meyerhoff Theater. The theater manager in the Theatre Department will assist with setups in the Meyerhoff Theater.

Other Machines

A laminating machine is located in the Lower School workroom, a thermo fax machine is in the Library office, and a folding machine is located in the supply room. A copier is available to print large

publications and posters in black and white or in color. Contact the Information Technology Assistant for information and fees.

Other Procedures and Benefits

Mailboxes and Postage

Interoffice and U.S. Mail is distributed in departmental and divisional office mailboxes located in the Front Lobby.

Outgoing mail should be delivered to the receptionist by 11 a.m. and clearly marked with the name of the department/division generating the mail. The receptionist meters the mail and charges the postage to the department/division. Personal mail with postage may be put in outgoing mail.

Scheduling Events and Reserving Conference Rooms

Reserving rooms and scheduling events for programs, meetings, and activities require advance planning due to high demand on school spaces and staff time.

There are two large conference rooms—the Ries Conference Room in the Athletic Center and the Lieberman Conference Room in the Business/Development building. Three smaller conference rooms are located in the Lower School, the Upper School, and the Wyman Arts Center.

To schedule an event or reserve a space:

Check the calendar on Veracross to make sure the date and space you need are available. Go to www.parkschool.net/staff for instructions on entering events and reserving rooms.

1. Faculty should consult with one of their department's administrative assistants to reserve a date and space. They will either submit a reservation for you through Veracross or direct you to the individual who handles the specific type of event. This should be done as far in advance as possible, but at least 10 days prior to the event. The reservation specifies facilities and security support, food service, equipment needs, and room set-up requirements, as well as the account to be charged.
2. An event or meeting should not be publicized or announced until the request is approved.

Supplies

Stationery, copy and printer paper, and items such as folders, cards, clips, etc. are available from the Supply Room. The key for the Supply Room is kept by the receptionist. Other required supplies should be ordered by the division/department and charged to the division/department budget.

Use of Park School Property

Park School property is meant for school use only. Taking home, borrowing, or otherwise using Park School property for personal use is not permitted. Property refers to furniture, equipment, vehicles, supplies, physical spaces, electronic systems, credit cards, proprietary information, intellectual property, and all other school resources. (For more information, see the section of the Handbook titled *Acceptable Use of Electronic Systems*).

Should you require the use of Park School property off campus and/or during non-school hours for school use, make a request to the department or individual responsible for the equipment, or in the case where you are the responsible person, to your supervisor.

Park School property in your possession that is no longer needed should be returned to the department or individual responsible for the equipment for redistribution or proper disposal.

Switchboard

Administrative assistants take a turn filling in at the switchboard when assistance is needed during lunch breaks, Vacation/Personal Leave, and sick days. A rotating alphabetical schedule is used and staff is notified when their assistance is needed.

Park

Purchasing

Procedures

General Purchasing Guidelines

- Make sure there are funds available in the budget for any proposed expenditure. Obtain approval from the person responsible for the budget before making a purchase.
- Park credit card is the preferred purchasing method, however some vendors may not accept a credit card or may charge a fee to do so. In those cases, place the order so that payment can be made via check from Park School.

- Give the vendor the correct bill to/ship to the address of 2425 Old Court Road, Baltimore, MD 21208. Instruct the vendor to ship to your attention so that facilities and/or the receptionist can facilitate delivery efficiently.
- Park is a tax-exempt organization. Provide the sales tax exemption number to the vendor when making the purchase. Sales tax exemption cards are available upon request via email from the Accounts Payable Associate using the AccountsPayable@parkschool.net email address.
- Invoices/receipts should be detailed enough to show specific items being purchased. Statements and summary receipts are not accepted.

Park Credit Card Usage

Contact CreditCard@parkschool, net for credit card related issues

The completion of a credit card agreement form is required in order to receive a Park credit card. Contact Accounts Payable to request the form. Guidelines should be observed when using a Park credit card for business-related purchases.

- Cards have preset limits of \$2,000 per statement period. There is no cash advance functionality on the card. Statements close weekly. Contact Accounts Payable to request a limit increase before attempting charges in excess of \$2,000 in a week.
- Only use the card with vendors that do not charge a fee for doing so.
- All receipts for meals should list the business purpose of the meal and the names of those in attendance.
- When placing an order in person or online, obtain a receipt/invoice for the order. Receipts can be uploaded in PDF, GIF, Excel, Word, or JPEG file formats.
- Each cardholder has a unique credit card email address that is used to upload receipts to the online credit card platform. Add the card email address to email contacts, as a contact in a cell phone (to take a picture of the receipt and email if preferred), and to the divisional/departmental copier. Images should be linked to the individual charge and all transactions should be coded to the appropriate account. A brief description of the purchase should be entered in the Notes field for all transactions. Make sure all charges are coded and receipts are linked to each charge in a timely fashion.
- Images are reviewed and charges are electronically approved by the person responsible for the budget being used.
- There may be times a card is used for things outside of your pre-assigned account numbers (conferences, class trips, workshops, etc.). In such cases, obtain approval from the person

who oversees the applicable budget. Upload the receipt and attach it to the charge. Email the applicable account number to the credit card email to have the charge coded on your behalf.

- The Park credit card should not be used for personal charges. If a personal charge is erroneously made, notify Accounts Payable and reimburse Park by check immediately.
- Contact Accounts Payable via email at least seven days prior to any trip where a limit increase is needed or if traveling outside of the mid-Atlantic region. Provide the dates of travel, the last four digits of your credit card number, the city and state of any layovers, and the city and state of your final destination. Relaying this information is essential. Failure to do this may result in declined charges by the credit card provider.
- The purchase of gift cards and reloading of gift cards is prohibited. Gift card purchases may only be initiated from the front office.

Park Check Requests

The following guidelines should be observed when requesting a Park check for business-related purchases:

- When the order is received, check that items received are complete and in good condition. If everything is in order, mark the packing slip and invoice “okay to pay,” sign, clearly print your name and account number, and send to Accounts Payable. If Accounts Payable receives the invoice directly from the vendor, you will get an email asking for the account number and approval to pay.
- Checks are issued on Wednesdays. Approved invoices should be sent to Accounts Payable by the end of the day on Tuesday to be eligible for that week’s check run.

Reimbursements

It is preferred that purchases are paid using the Park credit card or via check directly to the vendor. Occasionally, employees make Park purchases using personal funds. All reimbursements require a receipt, an account number to charge, and manager approval.

The following guidelines should be observed when requesting a reimbursement:

- Park is a tax-exempt organization—sales tax is not reimbursable.
- Reimbursement requests are honored within 30 days of the date on the receipt.
- Reimbursements are made via payroll.

Travel Reimbursements

Submit all reimbursable travel expenses (not paid via Park credit card) within 30 days of the trip.

Combine all reimbursements into one check request. Provide detailed receipts for all

reimbursements, including but not limited to, parking and tolls. Below is the comprehensive list of expenses that will be reimbursed. These items are also the only ones to be charged on the Park credit card:

- **Lodging:** the cost of overnight lodging (single room rate and tax only) will be reimbursed if the travel is 45 miles or more from the traveler's home or Park School.
- **Lodging Internet Access:** if needed and not provided by the hotel free of charge.
- **Meals:** will be reimbursed if the travel is 45 miles or more from the traveler's home or Park School. The per diem is the lesser of \$52 per day (breakfast \$10, lunch \$15, dinner \$27) or actual amount spent. When traveling to major metropolitan areas such as New York City, Los Angeles, or Seattle, the per diem will be \$71 (breakfast \$12, lunch \$20, dinner \$40). The per diem for the first and last days of travel should be prorated to exclude the first or last meal as applicable. Meals covered by the conference, hotel, or event reduce the per diem accordingly. If the receipt covers expenses for more than one Park School person, list the names of those in attendance on the receipt.
- **Mileage:** for use of personal vehicles at the current federal reimbursement rate can be found at [irs.gov](https://www.irs.gov).
- **Tolls**
- **Parking**
- **Cab, Taxi, Bus, Subway, Metro, or Ferry Fare:** use free shuttles when available; share cabs with other Park employees when practical.
- **Rental Car:** select the most economical vehicle as is reasonably practical. Fill the gas tank before returning the rental to prevent additional fueling/service fees. Do not select the rental insurance. Employees are covered under Park's auto policy while on Park business. Be sure to name "The Park School of Baltimore" as a party to the rental agreement.
- **Gasoline for Rental Car**

EMPLOYEE BENEFITS

Benefits are an important component of compensation. Although broadly described in this Handbook, the terms and conditions of coverage are fully defined by the plan policy documents that are readily available for review. Employees should rely upon the official policy documents for the most up-to-date information on coverage. Policy documents, employee contributions, and benefit plan details may be

found at www.parkschool.net/staff. Please contact the Human Resources Director with specific questions. Employees without access to the school network should see their immediate supervisor or Director of Human Resources.

Park School provides the benefit plans listed below:

- Group Health, Dental, and Vision Insurance
- Section 125 Cafeteria Plan
- Health Savings Account
- Flexible Spending Accounts
- Short-Term Disability (described in further detail below)
- Long-Term Disability
- Retirement Plan

Short-Term Disability

Employees who are regularly scheduled to work at least 30 hours per week, complete six months of employment, and who are out of work for more than five consecutive days with a personal illness or injury may be eligible for short-term disability benefits. STD benefits will begin on the sixth day of absence and will be paid retroactively to the first day of illness/injury.

Short-term disability provides up to 180 benefit days. “Benefit days” refers to calendar days where the employee was otherwise unable to work due to the health condition, including weekends, school holidays, and school breaks. Years of service are calculated from July 1 to June 30; from the date hired to June 30 of the same year is considered year one. An employee is entitled to a total benefit of up to 180 days within a rolling five-year period, which begins with the first benefit day taken. Sick leave and Vacation/Personal Leave are not earned during the disability benefit period.

Park School pays full salary and benefits up to six months in accordance with the schedule for time missed because of illness. Long-term disability insurance may go into effect after 180 days.

<u>Years of Service</u>	<u>Number of Benefit Days Allowed</u>
Year 1	30
Year 2	60
Year 3	90
Year 4	120
Year 5	150
More than five years, maximum benefit	180

An employee will be required to complete a disability leave request form and must provide written verification of the health condition by a licensed physician.

All eligible employees will use sick days for the first five days of illness/injury and will then be transitioned to the STD plan. During the disability period, the STD eligibility rules and benefits will apply.

The employee will notify the school if payments from other sources are received while receiving disability benefits from the school. The school reserves the right to determine whether the amount of this benefit will be offset by payments made from another source. An employee receiving workers' compensation or other types of disability pay under any plan may be ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and a return to work.

The employee is required to furnish his/her supervisor and the Director of Human Resources with a physician's certificate authorizing his/her return to work.

Long-Term Disability

Employees who work at least 30 hours per week are required to purchase the Long-Term Disability Insurance through Park School. This ensures that the employee will receive full tax-free benefits in the event the employee is disabled and can no longer work for a period of 180 days. This benefit provides coverage for employees who suffer total, partial, and/or permanent disability due to sickness or a covered injury.

Employees are eligible to receive a monthly benefit equal to 60 percent of their salary or wages, up to a monthly maximum benefit of \$10,000. Long-term disability benefits are reduced by any disability benefits received from Social Security, Workers' Compensation, a government retirement plan, or any form of employment.

Retirement Plan

All employees, except current students, are eligible to participate in The Park School Employee Retirement Plan. This plan is a tax-deferred 403(b)-defined contribution plan that employees contribute to through payroll deductions. Eligible employees may contribute up to the maximum amount allowed by federal law.

After the first year of employment, participation is mandatory at a 5 percent contribution level for most employees who are regularly scheduled to work more than 1,000 hours per year.

The School will match an employee's 5 percent contribution with 6 percent of the employee's eligible compensation, unless the employee falls into an excluded category of employment. Eligible compensation includes annual salary and pay for services provided within the employee's primary responsibilities.

Consolidated Omnibus Budget Reconciliation Act ("COBRA")

Under COBRA, if you are an employee of the school, covered by the school's group health insurance plan, you have the right to continue healthcare coverage for a specific period, at your expense, if you lose your group healthcare coverage because of certain qualifying events, such as a reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part. Under certain circumstances (e.g., divorce, legal separation), your spouse and dependents may also have rights to continue health care coverage. You are responsible for informing the school of changes in your marital status and/or number of dependents so that we may notify dependents of their

rights under COBRA. If you have any questions concerning your rights under COBRA, please contact the Human Resources for details.

Tuition Remission

All 10-month and 12-month employees whose primary position is a full-time position are eligible to receive remission benefits after a two-year period of full-time employment, so long as they continue to be employed by the school. Employee children should apply for admission during the regular application season and must qualify for enrollment on the same basis as all other applicants.

Tuition Remission covers all tuition costs for participating employees.

Tuition Remission does not cover the following:

- school fees (i.e., registration, athletics, books, etc.);
- supplemental support services (i.e., educational testing, tutoring, counseling);
- Park Camp remission (unless a faculty member is participating in FACA, in which case a child may be enrolled in camp free of charge during the week(s) of FACA participation); and
- auxiliary programs (i.e., fee-based after-school classes or music lessons).

The full Tuition Remission Policy Statement is posted under Policies in the Human Resources section of the Park website.

Extended Day Program and Childcare

Childcare and after-school supervision is available at no charge for all employees' children who attend Park School, and childcare is available at no charge to employees of Park Lower School children on Lower School conference days and professional days.

This program is offered to all employees with children attending the Lower School who are involved in professional activities from 3 p.m. to 6 p.m. Monday through Friday on school days, including professional days, and is monitored by a supervisor and staff. Parents may opt for service until 4:30 p.m. or until 6 p.m. Children in the program are grouped by ages in four different locations: Kindergarten building, First and Second Grade Pods, and Cafeteria (grades 3-5). A late fee may be charged for children who are picked up after 6 p.m.

After-Day Middle School Program

This program is offered to all employees with children attending the Middle School who are involved in professional activities from 3:15 p.m. to 6 p.m. Monday through Friday on school days and is managed by a supervisor with the assistance of two monitors. Students staying after school and not participating in a sport or other supervised activity must sign in with the After-Day staff in the Middle School Commons, where they may hang out, go to the library for quiet work, or play in a gym or field when available (also supervised).

Workers' Compensation

All employees are covered by Workers' Compensation insurance while employed at the school. This insurance provides for payment of certain medical expenses and a percentage of your income for illnesses or injuries arising out of and in the course of your employment, to the extent required by law. Employees make no contribution for this coverage. Employees are responsible for advising their supervisor or school nurse if injury occurs so necessary procedures are followed. Supervisors must notify HR and complete and return forms provided by the Business Office and/or Nurse's Office.

While the school encourages the reporting of any valid job-related injury or illness, abuse of the Workers' Compensation benefit will not be tolerated. The school reserves the right to investigate the legitimacy of any claim for Workers' Compensation and will take appropriate disciplinary action where an employee is found to have deliberately filed a false claim.

Employee Assistance Program (EAP)

There are several Employee Assistance Programs available at Park. All Park employees can access the EAP plan through BHS. Members of the LTD plan can also access an EAP through Equitable. Additionally, some of Park's health insurance plans may offer EAP plans. EAP provides confidential support for everyday challenges and more serious problems such as depression, stress, alcohol or drug abuse, anger management, coping with grief or loss, relationship/marital problems, domestic violence, financial and legal matters, and more. These plans are completely confidential and Park School is not informed of employee participants.

All Park Employees

Employees can access the Employee Assistance Plan offered through Behavioral Health Services (BHS) at no cost. With this service, you or anyone in your household will be able to connect with a Master's level clinician for confidential, in-the-moment support and guidance 24/7. BHS also provides consultations with legal and financial experts, referrals for services, and a variety of resources and training opportunities.

What happens when you call BHS?

A Care Coordinator (master's level clinician) will confidentially assess the program, assist with any emergencies and connect you to the appropriate resources. The care coordinator may resolve your need within the initial call; assess your need as a short-term issue, which can be resolved by an EAP counselor within the available sessions; assess your need as requiring long-term care and assist with connecting you to a community resource or treatment provider available through your health insurance plan. If you require a referral for long-term treatment costs may be incurred. Please reach out to your insurance provider for further details on your health plan. Contact BHS at 800-327-2251. Online resources can be found at portal.BHSONline.com with username: EDUCATORS.

Members of LTD Plan with Equitable

If you are a participant in the Long-Term Disability plan with Equitable through Park School, you have access to an Employee Assistance Program provided by ComPsych®. The ComPsych EAP provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related concerns. EAP benefits are free of charge, confidential, available to all family members regardless of location, and easily accessible 24/7 at 833-256-5115, TDD 800-697-0353. Online resources can be found at guidanceresources.com with Web ID EQUITABLE3.

Other Benefits

Cafeteria, School Store, and Employee Lounge

The Cafeteria offers breakfast from 8 a.m. to 9 a.m. each morning, and a variety of hot and cold foods for lunch from 11 a.m. to 1:30 p.m. daily. The School Store is online, and orders can be arranged to be picked up from 8:15 a.m. to 5:00 p.m., when school is in session.

Cafeteria purchases are made using the school ID card or credit cards. The School Store accepts credit cards. The school ID card must be presented when charging on the school account. A lost ID card can be replaced through Facilities. Billing and payments are processed through FACTS, Park's online billing and payment system.

Employees are also welcome to bring their lunches and store them in the Employee Lounge refrigerator. Coffee, hot water, and a microwave are also available in the Employee Lounge.

Professional Development and Professional Activities Days

Park supports professional growth through a variety of programs. All employees are encouraged to participate in the opportunities that are provided.

Several days during the school year are designated for professional training and activities for faculty. The school may invite staff attendance to relevant faculty programs. Staff should consult with their immediate supervisor to ensure joining events on this day will coordinate with the department's or division's schedule. Staff are invited and encouraged to present ideas for professional development training or activities related to their professional responsibilities and growth to the Director of Human Resources.

Faculty and Curricular Advancement (FACA) and summer grants are available to faculty. Funds from a dedicated endowment support pro-rated payment of salary and benefits for the additional period of employment during FACA.

The school also provides opportunities for staff, faculty, and administrators to attend conferences and seminars as well as funds for books, online courses, subscriptions, professional memberships, etc.

Cell Phone Service Discount

Verizon Wireless may provide an employee discount for personal plans. Contact Verizon for exact details. The plan must be under the employee's name and must use their school email address on the account.

- Go to www.verizonwireless.com/getdiscount.
- Existing Customers: click on "register your line" link under "Existing Customers." Fill in requested information, click "continue," accept the terms, click continue again. It takes one to two billing cycles for the discount to be applied to your account.
- New Customers: follow links under "New Customer" for setting up a new account. The discount should be applied to your first bill.

For help, contact Verizon Wireless customer service at (800) 922-0204.

Computer Purchase Loan Program

Full-time employees are eligible to participate in the computer purchase program.

The school provides interest-free loans up to \$2,400 to employees for the purchase of computers, accessories, and software. Loan payments are deducted from the employee's

paycheck for up to 72 pay periods. See Human Resources section of www.parkschool.net/staff for more information.

Credit Union

All full-time and part-time employees of Park School are eligible to join the First Financial Federal Credit Union for a \$5 lifetime membership fee. A full range of financial services is available such as loans, checking and savings accounts, and credit cards. Information about the Credit Union may be obtained in the Business Office.

Day of Community Building, Service, and Reflection

Staff is encouraged to participate in Park School service activities on the Day of Community Building, Service, and Reflection. Because departmental/division needs vary on this particular day, interested staff members should consult with their immediate supervisor to determine whether participation is possible.

Discount Program—Entertainment, Shopping

A free discount program called Working Advantage is available to all employees. It provides access to discounts up to 60 percent off on entertainment venues, special ticketed events, travel, restaurants, and all sorts of online shopping. Open up a free account at www.workingadvantage.com and register at the top of the page. Member ID is #253782928. Once enrolled, order online or call Working Advantage from Monday-Friday between 8:30 a.m. and 6:30 p.m. at (800) 565-3712.

Library

The school charge card includes a library patron ID number which may be used to check out library books. Checkout in the library is self-service and library staff are available if help is needed at checkout or with using the catalog. Employees may keep out materials as long as needed. They are expected to return them when due but no later than the end of the school year.

Health Services

The Health Suite is staffed by the school nurse during school hours between 8:15 a.m. and 3:30 p.m. The nurse is available to help employees with minor complaints and to administer first aid.

Information regarding medical procedures in case of accident or injury, resources available during after-school hours, and names of faculty and staff trained in first aid and CPR is available in the Safety and Security Manual posted online.

Employees who are out sick with an infection should call or email the nurse at (410) 339-4149. This helps with tracking communicable diseases. Flu shots are available to employees during the late fall on a designated day. CPR classes are offered to employees annually. There are AEDs (automated external defibrillators) located throughout the school, including the Health Suite, Athletic Center Lobby, Library Corridor, and Arts Center Lobby.

The nurse monitors Channel 2 on the school's two-way radio system. Two-way radios are located in every classroom and office. If the nurse is needed, turn the radio dial to Channel 2, hold in the button on the left side of the radio to speak, and release the button to listen. Or use any telephone to reach the Receptionist by dialing "0." The nurse's telephone extension is 4149.

If an accident occurs at school involving students or employees which requires outside care, an accident report must be completed. Accident Report forms are located in the Health Suite.

Faculty or staff may not administer medication to a student unless authorized by the school nurse.

Faculty should consult the Faculty Guide for details related to the faculty role when a student is ill or requires medication.

EMPLOYEE LEAVES OF ABSENCE

Holidays

The school observes the following holidays when employees are not expected to report for work unless otherwise required or requested to do so:

Martin Luther King Jr. Day

President's Day

Good Friday

Memorial Day

Juneteenth^(a)

Independence Day^(a)

Labor Day

Rosh Hashanah^(b)

Yom Kippur^(b)

Thanksgiving^(c)

Friday after Thanksgiving

(a) Applies to 12-month employees only

(b) Applies when a holiday falls on a school day

(c) Offices may close early or completely the day before Thanksgiving

Faculty

Faculty are not expected to report to work during the above-listed holidays or during school closings for breaks.

Administrators, Administrative and Specialist Staff

Employees in these categories who are regularly scheduled to work at least 40 hours per week are eligible for the holidays listed above in addition to pay during school closings for spring and winter breaks, whether they work a 10 or 12-month schedule.

Facilities

Facilities Staff who are regularly scheduled to work at least 40 hours per week are eligible for the holidays listed above as noted. Due to the critical nature of the role, Facilities Staff are required to work during spring and winter breaks. However, they will be paid during school closings for Christmas

Day, Christmas Holiday, New Year's Day, and New Year's Holiday. The Christmas Holiday and New Year's Holiday will be recognized on the day before or after Christmas and New Year's Day depending on the day of the week on which they fall.

Vacation Days

Certain employees are eligible for Vacation days.

Faculty

Faculty are not eligible for Vacation days.

Administrative and Specialist Staff

Employees in these categories who are regularly scheduled to work at least 40 hours per week are eligible for Vacation if they are working a 12-month schedule.

Vacation is accrued on an annual basis and is based on length of service:

Years of Service	Annual Days
1-5	10
6-10	15
11+	20

For purposes of this benefit, if hired between July 1 and December 31, the fiscal year hired will be considered year one. If hired between January 1 and June 30, the fiscal year beginning July 1 following the employment start date will be considered year one. After the initial year, years of service are calculated from July 1 to June 30.

Administrators

Administrators, who are regularly scheduled to work 40 hours on a 12-month schedule, accrue 20 days of Vacation.

Facilities

Facilities Staff who are regularly scheduled to work at least 40 hours per week are eligible for Vacation.

Vacation is accrued on an annual basis and is based on length of service:

Years of Service	Annual Days
-------------------------	--------------------

1-5	10
6-10	15
11+	20

For purposes of this benefit, if hired between July 1 and December 31, the fiscal year hired will be considered year one. If hired between January 1 and June 30, the fiscal year beginning July 1 following the employment start date will be considered year one. After the initial year, years of service are calculated from July 1 to June 30.

Bus Drivers

Bus Drivers are not eligible for Vacation.

Personal Days

Employees who are regularly scheduled to work 40 hours per week, on a 10-month schedule are eligible for two personal days annually.

The following general guidelines apply to *all staff* eligible for Vacation and personal days:

- days are accrued throughout the year but may be taken before they are accrued within the year with supervisor's approval;
- time off must be requested at least two weeks in advance whenever possible; Personal Days cannot be taken before or after school breaks, and should not be taken before or after a weekend, or during beginning of school year or end of school year events;
- the school encourages employees to take leave on non-teaching days and, more specifically, during summer break;
- Vacation/Personal Leave may be taken in hourly increments;
- Vacation/Personal Leave must be taken within the fiscal year—unused days do not carry over from one year to the next;
- generally, Vacation/Personal Leave days may not be borrowed from the upcoming year; exceptions may be made due to extenuating circumstances and in such cases, the supervisor should discuss a request for exception with the Director of Human Resources;
- personal days not taken within the last year of employment are not compensated for upon termination;
- Vacation not taken within the last year of employment will be paid upon termination; days used but not earned will be deducted from the final pay;

- Vacation/Personal Leave is earned only when an employee is actively employed; it is not earned while an employee is on short- or long-term disability or any unpaid leave; and
- Park School managers reserve the right to deny any Vacation and Personal Leave requests for business needs.

For Facilities:

- Vacation requests are discouraged for days when there are major school events such as, but not limited to, May Day and Graduation Day; and
- non-exempt employees complete time-off requests on the time and attendance portal except in the case of an emergency, in which case, the employee must call their supervisor at the first possible opportunity.

Sick Leave

All employees are entitled to paid time off as provided below to attend to his or her own physical or mental illness, injury or condition; to obtain his or her own preventative medical care or that of his or her family members; to care for a family member with a mental or physical illness, injury, or condition; for parental leave; or in situations where absence is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member.

For purposes of this policy, family members include the employee's children, parents, spouse or domestic partner, grandparents, grandchildren, and siblings.

Full-time employees are provided with eight days of sick leave that they can use for the reasons above. Part-time employees working a regularly set schedule are provided with a pro-rated amount of sick leave. Part-time employees working variable hours or a schedule which may change, will accrue sick leave at a rate of one hour for every 30 worked, up to a maximum of 40 hours per year. For newly-hired employees set to accrue time, balances are subject to a 106-day waiting period. Accrued balances carry forward up to a maximum of 40 hours and to a maximum total accrual of 64 hours.

If the need for leave is foreseeable, employees are expected to provide seven days' notice of the need for leave. If the need for leave is not foreseeable, the employee must provide notice as soon as practicable.

Exigent Circumstances Leave

The school understands that personal circumstances may require that an employee take leave above and beyond his or her allotment of available leave. The school is sympathetic to these situations and is committed to ensuring that employees receive the time off that they need to in order to tend to such matters. In light of that, the school, in its discretion, may provide employees additional paid leave, consistent with this policy. In determining whether to award an employee additional paid leave, the school will consider such factors as the employee's time in service, as well as the reasonableness of the request for leave and effect on the school's operations.

Any employee who has exhausted his or her available leave and desires additional paid leave under this policy is encouraged to bring his or her request to Human Resources.

Family and Medical Leave Act (FMLA)

Park School is committed to complying with the federal Family and Medical Leave Act of 1993 (the "FMLA"). The FMLA allows eligible employees to take job-protected, unpaid leave for the birth of a child, adoption of a child, or placement of a child for foster care; when the employee is needed to care for a family member with a serious health condition, or when the employee has a serious health condition; or for military caregivers and in certain exigent situations related to the service of an employee's family member in the military or National Guard.

All references in this policy to "weeks" refer to work weeks. To the extent applicable, an employee may choose to use any available accrued paid leave, which will run concurrently with any available FMLA leave. Employees who choose to use accrued paid leave during FMLA leave will not be able to extend the length of any available FMLA leave; using available paid leave only allows the employee to receive pay during periods of FMLA leave which would otherwise be without pay. In order to use such paid time off for FMLA leave, employees must comply with the school's normal paid leave policies.

Eligibility for Leave

If the employee has worked for the school for at least 12 months and has worked at least 1,250 hours in the year preceding a requested leave, the employee is eligible for FMLA leave.

Leave Available

Under the FMLA, eligible employees may take up to 12 weeks of unpaid leave within a 12-month period for:

- the birth of the employee's child, adoption of a child, or placement of a child for foster care;
- to care for a family member with a serious health condition; or
- to care for the employee's own serious health condition.

In addition, eligible employees may take up to 12 weeks of unpaid leave for a qualifying exigency and up to 26 weeks of unpaid leave for military caregiver leave.

Any FMLA leave taken for the birth, adoption, or placement of a child must be taken within 12 months of the birth or placement of the child. Any FMLA leave taken for birth, adoption, foster care placement, or to care for a parent with a serious health condition must be shared by spouses who both work for Park School.

In determining the amount of available FMLA leave, the school will calculate the 12-month periods on a "rolling" basis, measured backward from the date on which the requested leave is to commence. That is, when leave is requested, the school will "look back" over the last 12 months to determine the amount of leave taken within that period. The amount of leave already taken during that period will be deducted from the maximum number of weeks, as applicable, to yield the maximum amount of FMLA leave currently available.

Definition of Serious Health Condition

A serious health condition includes an illness, injury, impairment, or physical or mental condition connected with inpatient care in a hospital, hospice, or residential medical-care facility; or continuing treatment or supervision by a health care provider involving a period of incapacity: (1) requiring absence of more than three consecutive calendar days from work, school, or other activities; (2) due to a chronic or long-term condition for which treatment may be ineffective; (3) absences to receive multiple treatments (including recovery periods) for a condition that, left untreated, likely would result in incapacity of more than three days; or (4) due to any incapacity related to pregnancy or for prenatal care.

Military Family Leave

(a) Qualifying Exigency Leave: under the FMLA, an employee will be granted up to 12 weeks of unpaid leave for a qualifying exigency arising out of the fact that:

(i) a spouse, child, or parent, as an active duty member of the regular Armed Forces, is deployed to a foreign country; or

(ii) a spouse, child, or parent, as a member of the National Guard or Reserves, is deployed to a foreign country under a call or order to active duty.

Qualifying exigencies may include issues arising from short-notice deployment, attending military events and other activities related to the service member's deployment, arranging for alternative childcare or care of the service member's parent who is incapable of self-care, making financial and legal arrangements to address the service member's absence while the service member is deployed, attending counseling sessions, spending time with the service member while on rest and recuperation leave (limited to 15 calendar days) and attending post-deployment reintegration briefings.

(b) Military Caregiver Leave: under the FMLA, an employee may be granted up to 26 weeks of unpaid leave in a single 12-month period in order to care for a spouse, child, parent, or next of kin who is a covered service member. A covered service member is:

(i) a veteran of the Armed Forces, including the National Guard or Reserves, who was discharged within the five-year period preceding the first day the employee takes leave and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness; or

(ii) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness; is in outpatient status; or is on the temporary disability retired list for a qualifying serious injury or illness.

For the purposes of this policy, a serious injury or illness is an injury or illness incurred or aggravated by a covered service member or veteran in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Leave Taken Intermittently

When medically necessary, the employee may take leave for any of the reasons listed above intermittently (that is, in blocks of time or by reducing her or his normal weekly or daily work schedule), rather than continuously, in accordance with the FMLA. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the school's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Benefits

During an FMLA leave, the school will continue the employee's participation in the school's health and dental insurance plans and will continue to make its usual contributions to the premium costs of the plans, provided that the employee pays her or his share of the cost. The employee may continue to participate in any existing School benefit program, to the extent the employee is eligible, and in accordance with the applicable plan documents. If the employee fails to return to work at the school at the conclusion of an FMLA leave, the employee may be required to reimburse the school for any insurance payments made on his or her behalf during any unpaid portion of an FMLA leave.

Requests for Leave—Employee Responsibilities

Requests for leave should be made in writing to the employee's supervisor or the Director of Human Resources at least 30 calendar days in advance of the leave, stating the purpose of the leave. Employees may obtain copies of request for leave forms from the Director of Human Resources. If the need for the leave is not foreseeable, the employee is still required to notify her or his supervisor or the Director of Human Resources as soon as possible and generally must comply with the school's normal call-in procedures.

Employees must provide sufficient information for the school to determine if the leave may qualify for FMLA, as well as the anticipated timing and duration of the leave. Sufficient information that the leave may be covered by FMLA may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the school if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a medical certification and periodic recertification supporting the need for leave. The school may, in some instances and at its expense, request second or third medical opinions regarding the employee's or employee's family member's serious health condition or other recertifications during the period of leave. If certification is requested, the school will provide the employee with the necessary forms. The school may request that an employee out on FMLA leave report periodically on her or his status and intention to return to work.

The School's Responsibilities

The school will inform an employee requesting leave whether the employee is eligible for FMLA leave. The notice will specify any additional information required, as well as the employee's rights and responsibilities. If the employee is not eligible for FMLA, the school will provide a reason for the ineligibility.

The school will inform an employee if leave will be designated as FMLA leave and the amount of leave counted against the employee's leave entitlement. If the school determines that the leave does not qualify as FMLA leave, the school will notify the employee.

Returning From Leave

Upon returning from FMLA leave, the employee will be returned to the same position that she or he left when the leave began or to a position that is in the school's judgment equivalent in pay, benefits, and other terms and conditions of employment, in accordance with the FMLA. The employee will be reinstated without loss of employment rights or benefits that she or he would have had absent the leave, except to the extent such benefits were used or paid during the leave.

Being on FMLA leave does not entitle an employee to any position, benefit, or right other than that to which the employee would have been entitled had the employee not taken leave. Even though on FMLA leave, an employee may be terminated under the same circumstances for which the employee would have been terminated had the employee not been on leave (such as a reduction in the workforce, abolishment of a job position, end of a duration-limited contract or project, or based on work performance or conduct).

If the employee is returning from taking leave for the employee's own medical condition, the employee may be required to provide medical certification of her or his ability to return to work.

Special School Rules

In accordance with the Special School Rules under the FMLA, the school may require faculty members to:

- a. take leave for periods of particular duration not to exceed the planned medical treatment or supervision (if the leave was foreseeable and the employee would be on leave for greater than 20 percent of the total number of working days during which the leave would extend); or
- b. transfer temporarily to an available alternative position offered by the school for which the employee is qualified, which has equivalent pay and benefits, and better accommodates the recurring periods of leave than the employee's regular employment position.

In addition, if the faculty member begins family or medical leave more than five weeks before the end of the academic term, the school may require the faculty member to continue to take leave until the end of the term if:

- a. the leave is at least three weeks in duration; and
- b. the return to employment would occur during the three-week period before the end of the academic term.

If the faculty member begins leave during the period that commences from more than three weeks and up to and including five weeks before the end of the academic term, the school may require the faculty member to continue to take leave until the end of the term if:

- a. the leave is greater than two weeks in duration; and
- b. the return to employment would occur during the two-week period before the end of the academic term.

If the faculty member begins leave during the period that commences three weeks or fewer before the end of the academic term and the duration of the leave is greater than five working days, the school may require the employee to continue to take leave until the end of the term.

Termination of Employment

If the employee decides not to return to the school from an FMLA leave, the employee is requested to inform the school of that decision as soon as possible. The school may then end the leave and employment will terminate.

If the employee fails to return to work at the end of an approved leave, the school may discharge the employee.

Parental Leave

The school will provide paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or newly adopted or newly placed child. This policy will run concurrently with FMLA leave, as applicable, and with any short-term disability benefit which is available to the employee. Parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay.

Eligibility

All full-time, regular employees are eligible for paid parental leave, so long as the employee meets one of the following criteria:

- has given birth to a child;
- is the spouse or committed partner of a person who has given birth to a child; or
- has adopted a child or been placed with a foster child (in either case, the child must be 17 years old or younger). The adoption of an existing child by a new spouse is excluded from

this policy.

Amount, Time Frame, and Duration of Paid Parental Leave

Leave with pay for a period of three weeks will be automatically granted to all employees after the birth or placement of the new child. In the event of an employee who has given birth, the paid leave period will run concurrently with any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth. For additional information see the Short-Term Disability section of this Handbook.

To the extent an employee is on paid parental leave and is also on FMLA-qualifying leave, the paid parental leave time will run concurrent to the FMLA time and such time shall be counted toward the employee's FMLA allocation. In no event will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.

Employees must take paid parental leave in one continuous period of leave directly following the birth or placement of the new child. Any unused paid parental leave will be forfeited. Upon termination of employment, the employee will not be paid for any unused leave time.

Employees may additionally apply any unused sick or Vacation Leave toward their FMLA-qualifying parental leave once their paid parental leave has been exhausted. However, as stated earlier, this will not extend the leave beyond the 12 weeks provided for under FMLA.

School holidays and breaks occurring during parental leave will still be counted as parental leave days. For questions regarding extended School closures during a parental leave absence, please contact Human Resources. Generally speaking, unless there exists a reason related to the timing of the birth or placement of the new child, employees will not be permitted to schedule paid parental leave adjacent to extended, paid School breaks.

Individuals interested in parental leave should notify the Director of Human Resources in writing at least 30 days prior to the start of the leave, if possible.

Bereavement Leave

All employees regularly scheduled to work at least 40 hours per week are eligible for up to three days leave with pay in the event of the death of an immediate family member. Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

One day of paid leave is given to employees regularly scheduled to work at least 40 hours per week to attend the funeral of a close friend and extended family. This time off will be considered by the employee's supervisor on a case-by-case basis.

Additional time off may be granted. The employee's supervisor, in consultation with the Director of Human Resources, may extend leave time without requiring the employee to take Vacation/Personal Leave. In other instances, if additional time is needed, Vacation/Personal Leave may be used. If the employee does not have accrued time, leave without pay may be permissible.

Jury Duty

Employees called for jury duty will suffer no loss of regular income and no loss of Vacation/Personal Leave. Time spent on jury duty will be counted as regular work time for all purposes except overtime. Employees are to report to work for any reasonable time the court is closed during normal work hours and after being dismissed by the court.

Employees must notify their supervisor immediately when called for jury duty. If arrangements cannot be made to have your duties covered, you may be provided with a letter requesting that jury duty be postponed.

Voter Leave

All employees are encouraged to exercise their right to vote. If your work schedule and the location of your polling place will make it difficult for you to get to the polls before they close, please make arrangements with your manager to vote during the workday. In accordance with state law, all employees are eligible to take two hours of paid leave to vote if there is not a two-hour window of off-duty time available when the polls are open.

Court Witness

An employee subpoenaed to appear as a witness in court will receive up to one day of paid leave within a 12-month period. Time spent at court will be counted as regular work time for all purposes except overtime. Employees are to report to work for any reasonable time the court is closed during

normal work hours and after being dismissed by the court. Employees must notify their supervisor immediately when summoned to court and provide documentation to the Director of Human Resources.

Crime Victim Leave

Consistent with Maryland law, the school supports the right of its employees to attend any proceeding, such as a criminal trial or juvenile delinquency adjudicatory hearing, as crime victims or victim representatives. For purposes of this policy, “crime victim” means a person who suffered actual or threatened physical, emotional, or financial harm as a direct result of a crime or delinquent act. “Victim representatives” are family members or guardians of a victim who is a minor, disabled, or deceased.

The school prohibits retaliation against any employee for his or her attendance at any proceeding as either a victim or victim representative.

Emergency Response Leave

Consistent with Maryland law, the school will provide unpaid leave to its employees who are members of a Civil Air Patrol, civil defense, volunteer fire department, or volunteer rescue squad, and are called to respond to an emergency declared by the government. Employees are requested to give as much advance notice as possible of the need for leave. Any employee who takes leave under this provision will be required to provide written proof that his or her participation was required in responding to the emergency.

Military Leaves of Absence

The school complies with all elements of the federal and state laws which provide both job and benefit protection for workers who serve in the military.

The school will provide unpaid leave for annual training, periods of deployment, and reemployment to individuals who have been absent on account of military duty in the uniformed services.

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

The school does not engage in or tolerate discrimination or retaliation against an employee for exercising military leave rights.

RESOURCES

Park School Google Group

<http://groups.google.com/group/parkschool/topics>

The Park Listserv is a Google Group for the Park School community founded by a group of parents as an easy way to communicate with people affiliated with Park such as parents, employees, and alumni/ae. The Listserv can be used instead of the school's global address list for posting mass non-school business-related emails. Members use the Listserv in a variety of ways to help one another, seek advice, and discuss issues. Only members can view group content, view the member list, or post to the group. Postings can be seen by logging in to the group or signing up for email notifications of other postings.

Park School Handbook/School Directory

The Parent Handbook and School Directory is published annually and distributed in September to parents and employees. It includes contact information for faculty and staff, families, and volunteer leaders and information about day-to-day school operations. Because the Directory is printed at the beginning of the school year, Veracross should be consulted for up-to-date contact information.

Park School Website

www.parkschool.net

Park's website is an important source of information about the school. All new employees are urged to explore it. The following resources are also available online: Park Bulletin, Postscript, Cross Currents, and The Work We Do—Park's blog. The Communications Manager oversees and maintains the website in collaboration with divisional technology coordinators. If a teacher is interested in publishing any materials on the website or creating a class website, the technology coordinator for the division should be contacted.

Park Staff Web Pages

www.parkschool.net/staff

The staff area of the website contains many tools useful to faculty and staff. Check there for technology information (instructions for PCs, Macs, Google, etc.); Human Resources information (pay dates, health care plans, etc.); library access codes, staff documents, and other items.