



Fine Arts Preparatory School
"Growing People, Raising Stars!"

PERSONNEL HANDBOOK

"The true measure of an exceptional employee lies not only in their dedication to academic excellence but also in their unwavering commitment to nurturing family and community collaboration. To support our students in excelling academically, artistically, and continually, we must become the steadfast bridge that connects their educational journey with the broader tapestry of their lives."

Welcome Home!



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Welcome Home, Fine Arts Preparatory School family, where our shared pursuit of academic and artistic excellence comes to life. Your presence here is integral to our vision of world-class education. As you embark on this exciting journey with us, we extend our heartfelt gratitude for choosing to be a part of our community. Within our Personnel Handbook, you'll find a comprehensive guide that outlines our values, expectations, and the vibrant culture we've built together. It serves as a compass for our collective success and a testament to the importance we place on each member of our team.

So, with open arms and boundless enthusiasm, we say to you: Welcome home! Together, we'll continue to shape the future of our students and inspire greatness in the pursuit of excellence.

GENERAL EMPLOYMENT INFORMATION

All Fine Arts Preparatory School (FAPS) employees are at-will. The policies in this handbook are to be considered guidelines. FAPS policies and procedures included in this handbook do not constitute a contract of employment, nor do they promise continued employment. Fine Arts Preparatory School reserves the legal right to recruit, select, direct, discipline, and discharge employees and exercise full discretion over the organization's policies, procedures, and performance of work. Fine Arts Preparatory School, at its discretion, may change, delete, suspend, or discontinue any part or parts of the policies in this manual at any time without prior notice. Should any changes occur, FAPS will communicate those changes to all employees in a timely manner in accordance with school policy.

ABOUT THIS HANDBOOK

This FAPS Employee Handbook is designed to communicate FAPS's major policies and procedures. This document is unless otherwise notified. The most current version of FAPS's Employee Handbook can be found in PDF format on the school website. No handbook can include or anticipate every issue, question, or concern that may arise. Each employee is required to be knowledgeable about the policies and regulations of FAPS and implement them in a spirit of good faith. When in doubt, please ask before you make a decision that could violate a law or policy and endanger your employment with FAPS. The contents of this handbook are intended to provide a brief overview of the most commonly referenced policies—it may not include every piece of information you need to know. Fine Arts Preparatory School reserves the right to revise, expand, or discontinue this information at any time. If there is a conflict between the information in this handbook and any law, rule, policy, or regulation of the United States, the state of South Carolina, the South Carolina Board of Education, the Board of Education of FAPS, the law, rule, policy, or regulation is the controlling authority.

1.0 EMPLOYMENT POLICIES AND PRACTICES

1.1 Equal Employment Opportunity

Equal employment opportunities are provided to all FAPS employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, or any other legally protected characteristics. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, and training.

This policy strictly prohibits any form of discrimination or unlawful harassment, including sexual harassment, based on an individual's sex, race, age, disability, religion, national origin, or any other legally protected characteristic.

1.2 Background Checks

Fine Arts Preparatory School strives to hire the most qualified and talented individuals to fill positions and to contribute to the overall success of the organization. All offers of employment are contingent upon satisfactory results of a pre-employment background check. Additionally, all employees must have a background check conducted every five (5) years. No employee or long-term contractor may begin a work assignment without first receiving a "cleared" status by SLED and an appropriately chosen national screening company. The School will confirm your clearance status after receiving an update from the FAPS Human Resources department.

1.3 Nepotism

It is the policy of FAPS to seek the most qualified persons for all positions. However, members of the same family may not be hired in a direct or indirect manager/subordinate relationship unless approved by the Board of Trustees. In addition, no family member may have direct or indirect supervision over the progress, performance, pay, or welfare of another family member, and together they may not be involved in matters of financial controls and physical inventories of school properties.

For the purpose of this policy, members of the same family include spouses, domestic partners, children, stepchildren, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews, and cousins. When two employees in the same department or in a supervisory relationship get married or become domestic partners, the one with the shorter length of service may be required to transfer, resign, or be terminated within 30 days unless the other does so voluntarily.

The school may grant exceptions to this policy to meet a significant employer need.

1.4 Personal Relationships in the Workplace

Fine Arts Preparatory School is committed to maintaining a positive work environment that encourages all employees to perform at their highest level and that supports career advancement on the basis of relevant factors such as ability and work performance. In accordance with this commitment, unless otherwise approved by the Executive Director or Board of Trustees, FAPS employees may not: (1) directly or indirectly supervise employees with whom they have a familial or dating relationship; (2) influence or attempt to influence decisions affecting the terms and conditions of employees with whom they have a familial or dating relationship (including but not limited to decisions regarding hiring, promotion or termination); or (3) influence or attempt to influence the award of contracts to vendors with whom they

have a familial or dating relationship. For purposes of this policy, a “familial relationship” means a relationship between members of the same family or household. A “dating relationship” means a relationship between individuals engaged in a romantic or sexual relationship.

1.5 Anti-Harassment, including Sexual Harassment

Fine Arts Preparatory School prohibits discrimination, including harassment, based on a person’s race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, ancestry, or any legally protected status. Acts of discrimination or harassment committed by any FAPS employee are violations of this policy and will result in disciplinary action up to and including termination.

Fine Arts Preparatory School is committed to enforcing this policy against discrimination, harassment, and retaliation. However, FAPS cannot respond to complaints of discrimination, harassment, or retaliation unless it becomes aware of those complaints. Therefore, it is the shared responsibility of all members of the FAPS community to report in good faith any incidents of discrimination, harassment, or retaliation prohibited by this policy so that appropriate action can be taken as warranted.

Any person who believes that he, she, or another person has been subjected to any form of discrimination, harassment, or retaliation in the working or learning environment should report his/her concerns as soon as possible and preferably not later than the workday or school day immediately following the day on which the misconduct is believed to have occurred. All incidents should be reported to the Executive Director or other administrative designee who will undertake a prompt and thorough investigation.

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.

Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

Examples of sexual harassment may include, but are not limited to:

- Unwelcomed physical contact
- Language of a sexual nature including comments about a person's physical attributes
- Unwelcomed questions or conversations about sexual activity
- Jokes, remarks, or innuendoes that have sexual content or a sexual connotation
- Sexual flirtations and propositions;
- repeatedly asking for a date after the person has expressed disinterest
- Leering or staring
- Obscene gestures
- Display of sexual objects
- Circulation or display of pornographic or sexually explicit pictures, drawings, articles, videos, material distributed through electronic media, or posted on walls or bulletin boards

Sexual misconduct is any unlawful sexual act; any solicitation of any unlawful sexual act, whether written, verbal or physical; any act of child abuse, as defined by law; any solicitation, encouragement or consummation of a romantic or physical relationship with a student; or any sexual contact with a student. "Romantic relationship" includes dating a student or otherwise being involved in an inappropriate social relationship or any act of unlawful sexual harassment as the law defines.

Retaliation against any individual who makes a good-faith complaint or report of suspected discrimination, harassment, or retaliation, or provides information related to such a complaint or report, is prohibited and will result in appropriate disciplinary action being taken against any employee who engages in such retaliation, up to and including termination.

1.6 Falsification of Records

The willful submission of false information on any records, including, but not limited to attendance records for an employee or student, records related to leave or worker's compensation, benefits, employment verifications, and registration/enrollment records for students will result in disciplinary actions, up to and including termination.

1.7 Terminations

Fine Arts Preparatory School values a productive and mutually satisfactory employment relationship with each employee, however, both the employee and FAPS reserve the right to terminate the working relationship at-will. Termination can be for any reason not prohibited by law.

School-based employees are those individuals working directly or indirectly with students: Executive Director, Deans, teachers, social workers, secretaries, nurses, counselors, or any other school employee. School-based employees will be notified of their employment status for the following year before May. Upon receiving a written notice from FAPS to return, the employee will be issued an employment agreement for the following year. School-based employees who expect to leave should notify the Executive Director by March 15 of each year.

For any employee who leaves during the school year, the following policies are in place:

Resignation: If the employee decides to terminate his/her employment with FAPS before the end of the school year, the employee will be expected to give the Executive Director (or their manager) at least four (4) weeks written notice of such intention.

Employees who are absent from work for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact the Executive Director (or their manager) during that time due to extreme circumstances such as serious illness, the employee should have someone contact the Executive Director on his/her behalf as soon as practicable to explain the situation. Fine Arts Preparatory School will determine if the voluntary resignation will be upheld, or in the case of serious health conditions, if leave under the Family Medical Leave Act (FMLA) would apply to eligible employees.

Termination: The Executive Director (or their manager) may decide to terminate the employment relationship at any time during the school year:

- In situations where the employee has, in the scope of his/her employment, violated local, state or federal laws; or where the employee has acted with willful disregard for his/her duties as an employee; or where the employee has not performed his/her duties at the high standards held for all FAPS employees; or under other extreme circumstances where the Executive Director sees fit, the Executive Director may terminate the employment relationship without notice.
- Wherever possible, and to the extent that he/she sees fit, the Executive Director will give the employee notice of his/her decision to terminate the employment relationship.
- In circumstances where the employment relationship must be terminated due to a reduction in the work force resulting from budgetary constraints, the Executive Director will give the employee two (2) weeks' notice of the termination of the employment relationship.
- If an employee has a dispute with a decision of the Executive Director to terminate the employment relationship, he/she should follow the grievance procedures outlined in Section 4.6 of this Handbook.

1.8 Work Year

All full-time FAPS employees work for either 200 days, 210 days, 230 days, or annual duty (250 days). The official, contractual academic year (or work year) calendar provides the required working dates for each work year and will be posted on the school website. The salary for each of these work years is prorated over 12 months. Should an employee not work their contracted days, their pay will be prorated based on the time physically worked during the term on the current contract.

Annual Duty (250days): The work year begins July 1 and goes through June 30 of the following year.

2.0 COMPENSATION AND BENEFITS

2.1 Salary and Wage Policy

It is the policy of FAPS to pay competitive wages for all staff members. School-based staff are those individuals working directly with students: Executive Director, Deans, teachers, coaches, secretaries, clerks, nurses, counselors, or social workers. Fine Arts Preparatory School will pay most school-based staff based on the established FAPS staff salary scale, which is based on the employee's degrees obtained and previous years of experience, plus one step.

Employees are paid bi-weekly (on the 15th & 30th) through direct deposit. If the pay date falls on a federal holiday, employees will be paid on the preceding weekday. All employees can access their pay stubs and W-2 electronically (see attached FAQ).

All school-based employees are responsible for clocking in and out each workday. Employees must also clock in and out when leaving for personal reasons during the day. In the event the time clock is not working, the employee is required to complete a manual time sheet and submit to his/her direct report for approval within 24 hours of any deadline.

Fair Labor Standards Act (FLSA): All hourly non-exempt employees who work overtime must get any additional hours approved in writing before working. Failure to get approval prior to working the overtime hours will result in not getting paid for that time.

School Retirement Plan: Qualifying employees at FAPS are provided an optional Retirement plan with Equitable. Employees may elect to participate in program by choice, it is not mandatory. The employee contribution amount as chosen by the employee will be withheld from each paycheck and submitted to accordingly.

2.2 Additional Compensation

Employees may earn additional compensation for undertaking additional duties such as Saturday School, conducting ensembles, sabbatical tutoring, working as a bus monitor, or summer programming to name a few. Pay rates will be determined by FAPS. Employees who work during these activities are required to clock in and out in order to receive timely payment. In the event the time clock is not working, the employee is required to complete a manual time sheet and submit it to his/her direct report for approval. Payment will be included in the employee's regular paycheck, if approved.

2.3 Benefits

Fine Arts Preparatory School offers the S.C. PEBA State Health benefits package to its full-time employees working at least 20 hours per week and their eligible dependents. All eligible employees who enroll in benefits will start receiving their coverage on the first day of the month following 30 days of employment. Fine Arts Preparatory School pays a percentage of each full-time employee's medical and dental benefits with the remainder, as well as any additional benefits selected by the employee, being paid through bi-weekly payroll deductions. Insurance benefits include medical, dental, vision, flexible spending, dependent care reimbursement, accident care, identity theft, voluntary pre-paid legal, critical illness, voluntary life, and accidental death and dismemberment (AD&D) for the employee, spouse and/or children and 403 (b).

Fine Arts Preparatory School provides full-time employees with short- and long-term disability income benefits as well as basic life insurance for the employee and pays for the full cost of this coverage. In the event you become disabled by an injury or sickness, disability income benefits are provided as a source of income. You are not eligible to receive short-term disability benefits if you are receiving worker’s compensation benefits.

	Short-Term Disability	Long-Term Disability
Benefits Begin	8th day after an injury or illness	After 90 days of disability
Benefits Payable	Up to 13 weeks	To Social Security-defined normal retirement age
Percentage of Income Replaced	70%	60%
Maximum Benefit	\$1,500/week	\$10,000/month

The IRS states that eligible employees may only make elections to their benefits plan during their initial eligibility period or once a year during open enrollment. Pre-tax benefit choices are binding through the end of the plan year (June 30). Only a qualifying event will allow you to make plan changes during the year. These changes must be made within 30 days of the event in order to make the qualifying change. If changes are not communicated within 30 days of the event, the employee will not be able to enroll until open enrollment. Below is a list of qualifying events as determined by the IRS:

- Marriage
- Death of a Spouse
- Divorce
- Death of a Dependent
- Birth or Adoption
- Loss of Dependent Status
- Loss of Spouse’s job where coverage is maintained through the spouse’s plan

2.4 Worker’s Compensation

To provide for payment of an employee’s medical expenses and for partial salary continuation in the event of a work-related accident or illness, all FAPS employees are covered by worker’s compensation insurance. The amount of benefits payable and the duration of payment depends on the nature of the employee’s injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the eighth (8th) consecutive day of absence from work.

If an employee is injured on the job or suffers a job-related illness, he/she must immediately report the injury to the school secretary and Executive Director or appropriate designee. This ensures that FAPS can assist the employee in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate Workers’ Compensation report not being filed in accordance with the law, which may consequently jeopardize the employee’s right to benefits in connection with the injury and may subject the employee to disciplinary action.

2.5 Holidays

Fine Arts Preparatory School will observe various federal and school holidays each calendar year. Federal holidays include New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Saturday, it will be observed on the Friday before the holiday. If a holiday falls on a Sunday, it will be observed on the Monday after the holiday.

Fine Arts Preparatory School reserves the right to make changes to its holiday schedule at any time as business needs dictate. If an exempt employee, as defined by the Fair Labor Standards Act, is required to work during a scheduled holiday, the employee's manager may choose to offer an alternate day off to make up for the holiday worked.

3.0 EMPLOYEE LEAVE POLICY

3.1 Paid Time Off (PTO)

Annual Employees: In addition to federal and school holidays, each full-time annual employee will accrue 4.0 hours of PTO time per pay period to use for personal time off. Employees begin accruing vacation time with the first paycheck after 30 days of employment and can only take time that has been earned.

Upon separation, an employee with unused earned PTO time will receive payment for up to 10 days of unused time.

3.2 Personal Days

Personal days are provided to all full-time employees to allow for time off to celebrate religious holidays or to attend to other personal matters. The use of personal days must be approved in advance by the Executive Director (or manager). Unused personal days cannot be carried over from one year to the next. Employees will not be paid for unused personal days upon separation.

3.3 Sick Days

Sick days are provided to all full-time employees and may only be used for illness, incapacity of the employee, to care for the employee's dependent children, spouse or parents who are ill, or to attend the birth (or adoption) of the employee's child. Sick leave may also be used for health needs such as medical, dental or vision appointments, and treatment. Each full-time annual employee will accrue 2.0 hours of sick time per pay period to use for sick days. The use of sick days must be approved in advance, when possible, by the Executive Director or appropriate designee. If advance approval is not possible, a leave request must be submitted for approval within 24 hours of return. Up to 30 sick days may be banked for future use. Employees will not be paid for unused sick days upon separation.

Sick days may be donated by any full-time FAPS employee to other full-time FAPS employees who are on an approved leave of absence and not eligible to receive short- or long-term disability. Donated sick leave hours may be donated in 4- or 8-hour increments and will be transferred at the equivalent value determined by the pay rate of the receiving employee. Employees who elect to participate as donors must have at least three (3) sick days remaining after the transfer. Participation is voluntary and employees, including the Executive Director, are prohibited from soliciting donations.

3.4 Carryover of Unused Days

Personal Days: Unused personal days will not carry over from one year to the next. Any personal days not used will be forfeited.

Vacation/PTO Days: Up to 30 days of accrued vacation/PTO time may be carried over from one year to the next. Once an employee has accrued 30 days' worth of accrued vacation, he/she will not accrue any additional vacation/PTO time until a portion of the banked time has been used. Payment in lieu of vacation is not allowed.

Sick Days: Unused sick time may be carried over for future use, up to a maximum of 30 days. Sick time can only be used for absences related to the employee's own medical related illness or injury or the illness or injury of an immediate family member.

3.5 Family and Medical Leave Act (FMLA)

Employees shall be entitled to use available sick days (if applicable), vacation days, and/or Leave Without Pay (LWOP) for family and medical leave purposes in order to comply with the Family and Medical Leave Act of 1993, as amended.

Under FMLA, employees who have been employed for at least 12 months (continuous or non-continuous), and have worked 1,250 hours of service during the previous 12-month period preceding the start of the leave, are eligible for up to 12 weeks of unpaid, job-protected leave during each rolling 12-month period for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth
- To care for the employee's child after birth, or placement of a child with the employee for adoption or foster care
- To care for the employee's spouse, child, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform his/her job
- Pregnancy or prenatal care

“Spouse” means a husband or wife as defined or recognized under State law for purposes of marriage. Parent means a biological parent or individual who stands or stood in “loco parentis” to an employee when the employee was a child. This term does not include parents “in-law”. “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in “loco parentis” who is either under age 18, or age 18 or older and “incapable of self-care because of mental or physical disability.”

Benefits and Protections

During FMLA leave, FAPS must maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. Examples of a serious health condition include, but are not limited to heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or

surgical procedures, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, emphysema, severe arthritis, severe nervous disorders, injuries caused by serious accidents on or off the job, ongoing pregnancy, severe morning sickness, the need for prenatal care, childbirth, and recovery from childbirth.

Employee Responsibilities

If the need for family or medical leave is foreseeable, the employee must provide the Executive Director or designated appointee with at least 30 days' notice. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with FAPS's call-in procedures.

Fine Arts Preparatory School may require medical certification on a form provided by Human Resources if leave is sought to care for a child, spouse, or parent with a serious health condition, or due to illness or injury of the employee.

If medically necessary, intermittent, or reduced leave may be available under certain circumstances, provided an attempt to schedule leave is made so as to not disrupt operations.

An employee who wishes to maintain group coverage during the leave must continue to pay his/her portion of the premium for coverage, if applicable, on the same basis as if the employee had been continuously working during the leave. If the employee does not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle him/her to FMLA leave, or 2) other circumstances beyond the employee's control, he/she may be required to reimburse FAPS for its share of health insurance premiums paid on his/her behalf during the FMLA leave.

Any employee returning from a medical leave of absence must obtain and present a current medical certification that the employee is able to resume work without restrictions. Such certification must be provided prior to returning to work. If the employee cannot return after the 12 weeks of leave, there is no obligation to return the employee to any position within FAPS.

Substitution of Paid Leave for Unpaid Leave

An employee taking FMLA leave will be required to use all available PTO, including sick time, vacation time, and personal days prior to being placed on leave without pay (LWOP). The remainder of the FMLA leave will be unpaid. Employees may also use short-term disability benefits, if qualified.

3.6 Parental Leave

To help employees balance their work and family priorities, FAPS offers paid parental leave to employees after the birth of a child or placement of a child in the home for adoption. All full-time and part-time employees of FAPS are eligible.

The parental leave provisions are as follows:

- Employees may take up to five (5) paid days off, for the birth of a child or placement in the home for adoption. This benefit is prorated for part-time employees and is available one (1) time within a "rolling" 12-month period. Eligible public-school teachers are entitled to six weeks of paid parental leave at one hundred percent of their base pay for the birth of a newborn biological child or the placement of a foster child under state custody and under the age of eighteen. No child can have more than two parents eligible for paid parental leave. Eligible public school teachers are entitled to six weeks of paid parental leave at one hundred percent of their base pay for the initial legal

placement of a child by adoption. No child can have more than two parents eligible for paid parental leave.

- Parental leave must be taken in consecutive days (and cannot be used intermittently), and it must be taken within three (3) months after the birth of a child or placement of a child in the home for adoption. In cases where an employee receives short-term disability benefits due to the birth of a child, the parental leave benefit will be automatically applied at the end of the disability period.
- Parental leave will not count against an employee's FMLA entitlement.
- Employees who voluntarily terminate employment with FAPS after their short-term disability benefits end are not eligible for parental leave.

Parental leave is not a vested benefit, and if unused, will not be paid out in cash or credited to an employee's PTO balance or paid out upon termination. An employee may be required to furnish certification of the birth of a child or placement of a child in the home for adoption.

3.7 Bereavement Leave

In the case of the death of a member of the immediate family, or of any relative by blood, marriage, or adoption who lived in the same home, a leave of absence may be granted for as many as three (3) workdays at full pay for active, full-time employees for the purposes of making funeral arrangements, attending the funeral/memorial service, and/or handling other family obligations. A leave of one (1) day or less may be granted upon the death of a relative not in the immediate family for active, full-time employees. Generally, bereavement leaves are taken within two (2) weeks of the death unless documentation is provided that a memorial service or funeral is planned for a later date.

Immediate family means a spouse, father, mother, son, daughter, brother, sister, grandparent, and these relatives in-law.

The employee shall submit a written request to their manager requesting bereavement leave, including written documentation of the death or funeral/memorial service of the family member.

3.8 Jury Duty/Court Appearances

In the case of an employee being summoned for jury duty or subpoenaed as a witness in a case other than for personal business, FAPS provides legal leave to protect staff from loss of income during the time the employee is mandated to be absent from work.

Fine Arts Preparatory School employees who are summoned for jury duty will be paid their regular salary for the days served so long as appropriate notice is provided to the manager. Any payment received from the court for jury service will be considered as compensation for extra expenses incurred.

The employee must submit to the Executive Director or appropriate designee a copy of the jury duty summons as soon as it is received and submit a leave request form. Absences for jury duty when the manager has not been informed at least two (2) business days in advance will be considered unauthorized.

The employee must notify the Executive Director or appropriate designee if the court appearance is extended beyond the period specified in the original leave request form. The employee also must notify the Executive Director or appropriate designee if he/she is unable to report to court due to illness or other reason so that the absence can be recorded correctly. Official proof of service from the court must be submitted to the Executive Director or appropriate designee when jury duty is completed.

An employee who is subpoenaed as a witness in his/her capacity as a FAPS employee will be paid their regular salary for the days served. The employee must forward a copy of the subpoena to Executive Director or appropriate designee for approved leave for the day(s) involved.

Court appearances for personal reasons (e.g., divorce, personal injury, etc.) must be recorded as personal or vacation time. If the employee does not have accrued PTO, the leave will be unpaid.

3.9 Military Leave

Military leave without pay shall be granted if the service of an employee is required by the Armed Forces of the United States for military service. Upon the satisfactory completion of such military service, the employee shall be restored to his/her former position or to another job of like seniority, status, and pay, if the employee makes application for reemployment within 90 days after being relieved from duty.

An employee who is ordered to an annual tour of reserve duty or to National Guard duty during the employee's regular work year shall be granted military leave with pay for a period not exceeding 20 days in anyone (1) calendar year and not exceeding 20 days in any one continuous period of absence. Proper evidence of official orders must be presented to the Executive Director or appropriate designee at least two (2) weeks in advance of the requested leave.

In all cases, military leaves shall be granted in accordance with applicable federal and state laws.

Should an employee choose not to return to work prior to a school break following a leave of absence, their pay will be prorated based on the time physically worked during the term on his/her current contract.

4.0 WORKPLACE ENVIRONMENT

4.1 Employment Records

Fine Arts Preparatory School maintains an employment record for each employee containing work- related information. These files are confidential and are open only to the employee, the Executive Director or appropriate designee. It is the employee's responsibility to supply FAPS with accurate information. Employees are responsible for informing the Executive Director or appropriate designee of any changes in personal information or status, including:

- Personal information, including, name, address, telephone numbers, etc.
- Official transcripts or other official proof of graduation from any colleges or universities
- Professional license/certification
- Emergency contact information
- Marital status (for benefits and tax withholding purposes only)

It is the employee's responsibility to inform his/her benefits providers of such changes as address and telephone number.

4.2 Evaluations

Certified staff evaluations will be based on clearly defined performance standards, as outlined by the South Carolina Department of Education's Expanded ADPET Support and Evaluation System guidelines, found [HERE](#). Non-certified staff evaluations shall be based on job-specific performance expectations and responsibilities as defined in position descriptions or similar documents.

4.3 Attendance

All FAPS employees are expected to arrive to work on time. If a staff member expects to be absent or late for any reason, he/she must call the Executive Director or appropriate designee cell phone as soon as possible as well as complete a time off request. Calling other teachers or the office staff is not an acceptable substitute for communicating directly with the Executive Director or appropriate designee. If a homeroom teacher expects to be late for any reason, he/she must also call another member of the staff who is not a homeroom teacher to arrange for his/her duties to be covered until he/she arrives, in addition to the the Executive Director or appropriate designee.

Upon arriving in the building, employees must clock in through the time clock. In the event that the time clock is not functioning, employees are expected to sign in at the front office. Employees who do not clock in will be considered late or absent if they fail to clock in as scheduled.

Excessive tardiness and absences will lead to disciplinary action against the employee in the following ways:

- Verbal warning
- Formal written warning
- Employee placed on an Employee Improvement Plan (EIP)
- Employees who continue to report to work late after being placed on an EIP risk losing a portion of their personal leave time
- Termination

Absent without leave (AWOL) is a serious offense and may result in corrective disciplinary action in the form of a reprimand, suspension, or termination. No compensation shall be paid to an employee for time absent from work without leave. Pay deduction or pay denial to an employee for time AWOL shall not be considered or used as a disciplinary action. The type of disciplinary action will be determined by the Executive Director after taking into consideration the work record and the attendance record of the employee.

4.4 Dress Code

Any employee whose attire or dress is not professional in the opinion of the building administrator or manager shall be directed to conform to this policy. An employee who is inappropriately dressed, in the opinion of the Executive Director or appropriate designee, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work to change into appropriate clothing. Appropriate dress includes, but is not limited to:

- Business suits/coordinated pants suits
- Collared shirts with and without ties
- Skirts (of appropriate length)
- Dresses (of appropriate length)
- Slacks
- Sweaters, blouses, knit tops, jackets, or blazers
- Appropriate undergarments
- Appropriate shoes
- Jeans on Fridays

To ensure that employees are professionally attired, the following are considered unacceptable:

- Shorts (except for physical education)
- Jeans, including overalls, of any color (except on any Friday)
- Hats/head wraps (acceptable for religious beliefs)
- Immodest dress such as a dress which is too short (more than three inches above the knees), tight, or otherwise revealing
- Oversized t-shirts and/or undershirts
- Leggings/spandex
- Tank tops
- See-through clothing
- Sundress without a jacket
- Clothing that exposes the midriff or undergarments
- Extremely low-cut dresses and blouses
- Exercise wear (except for physical education)
- Other attire as deemed inappropriate by the Executive Director

In enacting this dress code policy, FAPS recognizes that there are occasions when individuals may need to wear specific attire due to medical reasons or as a part of a bona fide personal religious practice. When such is the case, the employee should provide documentation to his/her manager of the medical necessity or the bona fide personal religious practice that gives rise to the need for deviation from this dress code policy.

4.5 Health Exams

In the event that an employee's fitness for duty is in question due to obvious physical or psychological impairment, the exhibition of irrational and/or inappropriate behavior (including acts or threats of violence), notification of an impairment, or other circumstances, he/she may be placed on administrative leave at the recommendation of the Executive Director or appropriate designee after a review of the fitness for duty grid is completed by the employee's manager, pending an evaluation of his/her physical or psychological fitness for duty.

Determination of fitness for duty shall be made by a licensed physician, psychiatrist, or chief psychologist to be selected by FAPS. The Executive Director or appropriate designee shall make a final determination on the employee's continued employment status based on the findings of the fitness for duty evaluation, his/her conduct, the circumstances giving rise to the evaluation, and other factors as deemed appropriate.

An employee shall notify the Executive Director or appropriate designee in writing of any condition, physical or psychological, that could reasonably be expected to impair his/her ability to perform the essential duties of his/her current job classification. Such notification shall be made as soon as the employee becomes aware of the condition (within 24 hours, absent extenuating circumstances) and prior to returning to work if the situation arises while off duty. In the event that the Executive Director or appropriate designee determines that reasonable accommodation or family medical leave is appropriate, based on such notification, a fitness for duty evaluation, and/or other factors authorized by law or board policy, accommodations shall be made.

4.6 Licenses/Certifications

All employees who perform work that requires licensure or certification are held responsible for presenting those credentials during the pre-employment process and for maintaining those credentials after being hired. Failure to maintain credentials, falsification, or misrepresentation of credentials may result in a change of position or termination. It is the responsibility of the employee to provide proof of licensure/certification to the school when received. Fine Arts Preparatory School reserves the right to conduct periodic checks or verifications of licenses or certifications.

4.7 Problem Solving/Grievances

During the daily operations of FAPS, problems and misunderstandings may occur. In order to promptly and constructively resolve them, employees should always try to resolve issues/disputes with their colleague(s) directly. When this doesn't work, the aggrieved employee should discuss the problem with his/her immediate manager. The employee should always follow the proper chain of command, beginning with his/her immediate manager. If a resolution does not occur within a reasonable time, the employee should proceed to Human Resources as needed. Prior to a formal grievance, the employee should have an informal discussion with their manager in a good faith attempt to resolve the dispute. A grievance is a formal complaint of a violation and should be brought to the immediate manager's attention within five (5) working days of the action that is the subject of the grievance, or the grievance will not be considered. If a resolution is reached, such shall be recorded in writing and sent to the Executive Director or appropriate designee for approval and, if approved, implemented.

If an immediate supervisor does not satisfactorily resolve the grievance within five (5) working days of receipt of the informal grievance, the employee may present the grievance in writing within five (5) working days of the manager's response to the Executive Director or appropriate designee for consideration and further action, or the grievance will not be considered further. The written grievance should be submitted on a template provided by the school. This written grievance will be the basis for all future discussions. A written decision by Human Resources will be mailed to the employee within fourteen (14) working days of receipt of the formal grievance.

Complaints not satisfactorily resolved may be appealed in writing to the Board of Trustees within five (5) working days of the date of the previous decision. If the appeal is not presented within that time to the Board of Trustees, the matter will not be considered further. The appeal must state why the previous decision is not acceptable. The Board of Trustees will render a written decision within fourteen (14) working days of receipt of the appeal. This decision will be mailed to the employee the Executive Director or appropriate designee.

If a grievance is resolved, there shall be no retroactive adjustment as to pay or other monetary matters prior to the date the grievance was first submitted. A temporary employee or a terminated employee shall not have access to grievance procedures for any purpose.

4.8 Misconduct/Standards of Conduct

Employees are expected to always behave in a professional and responsible manner. The following behaviors are prohibited and are subject to disciplinary action. This list is not all-inclusive and is subject to modifications. Additionally, all educational professionals must also adhere to principles set in the MODEL CODE OF ETHICS FOR EDUCATORS (MCEE) developed by the National Association of State Directors of Teacher Education and Certification (NASDTEC). These may be found online, [HERE](#).

- Principle I: Responsibility to the Profession The professional educator is aware that trust in the profession depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and other educators to the same ethical standards.
- Principle II: Responsibility for Professional Competence The professional educator is committed to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.
- Principle III: Responsibility to Students The professional educator has a primary obligation to treat students with dignity and respect. The professional educator promotes the health, safety, and well-being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.
- Principle IV: Responsibility to the School Community The professional educator promotes positive relationships and effective interactions, with members of the school community, while maintaining professional boundaries.
- Principle V: Responsible and Ethical Use of Technology The professional educator considers the impact of consuming, creating, distributing, and communicating information through all technologies. The ethical educator is vigilant to ensure appropriate boundaries of time, place and role are maintained when using electronic communication.

Violations will result in corrective action. While a progressive discipline program generally will be followed in regard to work rule violations, individual circumstances may merit otherwise. Such circumstances include cases where the infraction is of such a serious nature that a written reprimand, suspension, demotion, or termination is justifiable, even on a first offense.

4.9 Disciplinary Procedures

Fine Arts Preparatory School expects all employees to comply with the organization's standards of conduct. Noncompliance with these standards must be corrected. Discipline is an instrument for changing unacceptable behavior or performance and may be imposed for a single incident or for a pattern of conduct. The specific discipline imposed is intended to focus the attention of the employee on the performance or conduct problem and, except in cases of termination, to encourage changes in behavior.

FAPS favors a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies or rule violations and an opportunity to improve. The progressive disciplinary procedures described in this policy may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

While a progressive discipline program will be followed in regard to addressing conduct and job performance problems in most instances, there may be particular situations in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Such circumstances include cases where the infraction is of such a serious nature that a written reprimand, suspension, demotion, or termination is justifiable, even on a first offense. The discipline imposed will be determined according to the severity of the infraction(s), regardless of whether prior discipline has been imposed.

Disciplinary action may include:

- A verbal warning or reprimand, which generally is given for a first occurrence of an infraction, may be accompanied by a written notation in the supervisory record or in the employee's personnel file. Action necessary by the employee to correct the problem shall be discussed by the manager.
- A written reprimand signed by the employee's manager and acknowledged by the employee. Written reprimands are to be placed in the reprimanded employee's personnel file. Employees may provide written explanations or responses to reprimands for placement in their personnel file.
- Suspension: Disciplinary suspensions are without pay and shall be accompanied by a written statement setting forth the reason for the suspension and the duration of the suspension. Disciplinary suspensions are up to three (3) days. An employee may be suspended with or without pay pending investigation when the organization has reason to believe he/she has engaged in conduct which, if confirmed, would warrant disciplinary action including termination, and the employee's continued presence at work during an investigation of the suspected conduct would be contrary to the best interests of FAPS. Suspensions of exempt employees are permitted only in accordance with provisions of the Fair Labor Standards Act.
- Termination: The removal of an employee from service shall result when it has been determined that the employee has been given a reasonable opportunity to conform his/her conduct to required behavior or performance standards and has failed to do so, or where an employee has committed one or more serious offenses for which there is no other appropriate disciplinary measure.

4.10 Technology

As the use of telecommunication networks by students and educators increases, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

This policy includes regulations for the safety and use of the internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety, and vandalism. This policy also includes federal regulations regarding issues of child safety and acceptable use of the internet and is in compliance with Universal Service Fund for Schools and Libraries (E-rate) guidelines. Additionally, it establishes criteria for the safety and acceptable use of the internet by students, educators, and school personnel at FAPS.

- **Scope:** The internet is an electronic highway connecting millions of computers all over the world and millions of individual users. Access to the internet will provide students and educators with electronic mail (email), information access, and sharing. With connections to computers and people all over the world also comes the availability of material that may be inappropriate or that may not have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the students, parents, teachers, and staff to ensure that access to telecommunications networks, computers, and the internet provided by the school is not abused.
- **Acceptable Use:** Access to the internet for FAPS is provided for the sole purpose of academic achievement. The use of the internet must be in support of education and consistent with the educational objectives of FAPS. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of COPPA and CIPA are strictly prohibited.
- **Privileges:** Fine Arts Preparatory School's information systems are to be used exclusively for the business of the organization. Fine Arts Preparatory School reserves the right to enter an employee's information system files whenever there is a business-need to do so.
- **Accountability and Responsibility:** The use of telecommunications and/or access to the internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure that classroom activities utilizing internet-related technologies focus on appropriate and specific learning goals and objectives. All student use of internet-related applications must be authorized by the educator. Specific examples of unauthorized use include, but are not limited to:
 - Creating, storing, sending, or viewing pornographic material.
 - Downloading, uploading, and/or executing viruses.
 - Corrupting, destroying, deleting, or manipulating system data with malicious intent.
 - "Hacking" or any other unlawful online activities.
 - Disclosing, using, or disseminating personal information regarding minors.
- **Content:** Content should be appropriate, in good taste, and not harmful to any individual or group. Student pictures and names can be published on the school website at the discretion of the school, only after appropriate parental authorization has been provided. Parental permission should be obtained prior to publishing such information. Internet guidelines stress the importance of not publishing the last name of students. Nicknames may be used in place of the given name. Personal information, such as home address, home telephone number, credit card information, mother's maiden name, and/or other personal information should not be published. Information such as an e-

mail address of the responsible contact person, copyright, and the last date updated should be included.

- **Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not write or send abusive messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - Do not reveal the personal home address or phone number of students or colleagues.
**Note: Email is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to law enforcement authorities.
- **Security:** Users who identify a security problem on the system must notify a system administrator. Users must not use another individual's account or give their password(s) to others.
- **Vandalism:** Vandalism will result in revocation of user privileges. Vandalism is defined as any attempt to harm or destroy data or any connections that are part of the internet. This includes, but is not limited to, uploading, downloading, or creating computer viruses.
- **Safety:** Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA, COPPA, and E-rate guidelines. Fine Arts Preparatory School will organize technical protection through the use of "filtering": measures to guard against visual depictions that are (1) obscene, (2) child pornography, or (3) other materials deemed to be "inappropriate for minors." Schools must enforce the use of filtering or electronic technical protection measures during any use of computers to access the internet. Safety includes monitoring the online activities of minors.

4.11 Email Communications

Maintaining a consistent communication brand and positive, professional communication style is important in our work with internal and external stakeholders. Additionally, as a public entity, FAPS is subject to open-records laws and our documents are deemed "public records." As such, FAPS emails and documents can be requested at any time from media agencies and the public. All public records requests must be directed to the President of FAPS.

4.12 Communications and Social Media

Fine Arts Preparatory School understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

In the rapidly expanding world of electronic communication, "social media" can mean many things. For the intents and purposes of this Handbook, "social media" includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with FAPS, as well as any other form of electronic communication. Posting shall be defined as any writing, image, video, download, audio file, and/or hyperlinks to other websites. You are solely responsible for what you post online. Any conduct that adversely affects your job performance, the performance of fellow associates, or otherwise adversely affects members, customers, suppliers, people who work on behalf of FAPS, or FAPS's legitimate business interests may result in disciplinary action up to and including termination. Examples of such conduct include, but are not limited to, inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similarly inappropriate or unlawful conduct.

Guidelines

- Maintain the confidentiality of FAPS’s trade secrets and private/confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology.
- Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from your blog, website, or other social networking site to a FAPS website without identifying yourself as a FAPS associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for FAPS. If FAPS is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of FAPS, fellow associates, members, customers, suppliers, or people working on behalf of FAPS. If you do publish a blog or post online related to the work you do or subjects associated with FAPS, make it clear that you are not speaking on behalf of FAPS. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Fine Arts Preparatory School.”
- Employees should not post pictures of students on their social media pages for any reason.

Using Social Media at Work

Employees should refrain from using social media while on work time or on equipment FAPS provides unless it is work-related as authorized by the Executive Director or appropriate designee. Do not use FAPS email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Media Contacts

Employees should not speak to the media on FAPS’s behalf. All media inquiries should be directed to the Executive Director or appropriate designee.

4.13 Records Retention

Fine Arts Preparatory School generally follows the rules designated by the South Carolina Secretary of State for the retention and destruction of records. Fine Arts Preparatory School may retain records for longer than the state required period.

<u>Type of Record</u>	<u>Retention Period</u>
Email	Retention period is determined based on the content, not the format of records. Many emails need only be maintained for the useful life of the information contained, but if the email documents a decision or other type of record that must be retained, it must be kept according to the schedule.
General correspondence	5 years
Visitors logs and Sign-in sheets	2 years
Accident reports (students or visitors)	5 years
Class rolls	3 years
Teacher lesson plans	2 years
Employee work schedules, time records, and leave records	3 years

Daily/monthly activity reports	2 years
Publications (newsletters, handbooks, brochures, etc.)	Permanent
Travel authorizations and reimbursement	3 years
Records documenting the destruction of records	7 years

4.14 Privacy

Employees are expected to respect the privacy of individuals throughout the school. Fine Arts Preparatory School considers the following files to be confidential:

- General employment files
- Payroll files
- Student Individual Education Plans (IEP) files (except for teachers of the student)
- Employee evaluations

Employee salaries are considered confidential and, as such, should not be shared with other employees of the school. Payroll and financial reports that include specific employee salaries are considered confidential. Managers should meet with their staff at least twice per year to give feedback to the employee. These evaluations are also considered confidential information. While teachers and staff members are encouraged to share their professional development goals with each other based on the outcome of the evaluation, comparing quantitative and qualitative evaluation results can be damaging to the staff morale and is prohibited. If the school should implement employee bonuses, such bonuses are considered confidential. Therefore, employees are prohibited from discussing the amount of their bonuses with other employees.

4.15 Safe and Drug-Free Schools

Fine Arts Preparatory School recognizes that its employees are their most valuable resource, and for that reason, their health and safety are of paramount concern. Fine Arts Preparatory School recognizes that a drug-free work force encourages productivity and promotes the accomplishment of the organization's mission and goals.

In accordance with the federal Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, and the Official Code of South Carolina, FAPS hereby declares that the unlawful manufacturing, distribution, dispensing, possession, or use of alcohol or a controlled substance, marijuana, tobacco, or dangerous drug is prohibited in the workplace or school-system property at any time for all FAPS employees in order to create a safe, orderly, tobacco-free environment. This includes school-sponsored events, athletic events, buses, vehicles, etc.

Compliance with this Safe and Drug-Free Workplace Policy is mandatory for all FAPS employees. Employees found in violation of this policy shall be terminated and are not eligible for re-employment.

Possessions of Weapons by Employees, Visitors, and other Persons

Fine Arts Preparatory School is committed to maintaining a safe and secure working and learning

environment to ensure student success. All FAPS/FAPS facilities and property, including administrative offices, are considered to be within school safety zones. Fine Arts Preparatory School prohibits the possession of weapons on school property, in the school safety zone, and at school-sponsored activities, as defined in SC Code § 16-23-430 (2013), any other applicable laws, and administrative regulations issued by FAPS, except as allowed in accordance with state law.

Fine Arts Preparatory School shall act forcefully to control employees and other persons who possess weapons of any kind at school, at FAPS-sponsored activities, while traveling on a school bus or any other FAPS vehicle, at school bus stops, in any FAPS/FAPS facility, or in the school safety zone. Pursuant to state law, firearms may be stored in any privately-owned vehicle of any FAPS/FAPS employee while parked at any FAPS school facility so long as the employee has a valid firearms license or permit, and the firearm is locked out of sight within the trunk, glove box, or other enclosed compartment or area within the vehicle.

Employees and other persons who bring weapons to school, or school functions, or any FAPS facility shall be subject to prosecution under the provisions of law. Specifically, an employee found guilty of unlawful possession of a weapon at school, at FAPS-sponsored activities, while traveling on a school bus or any other FAPS vehicle, at school bus stops, in any FAPS/FAPS facility, or in the school safety zone shall be subject to disciplinary action in accordance with administrative regulations set forth, up to and including termination.

The Board allows properly trained, sworn officers assigned to FAPS facilities to carry weapons when engaged in official business of FAPS. School resource officers and other peace officers, who are trained by the South Carolina Law Enforcement Division and employed by FAPS/FAPS, are exempt from this policy when discharging their professional duties or otherwise acting in an official capacity at the school.

4.16 Snow Days or Unexpected Office/School Closures

If the school/office is closed unexpectedly or for snow/inclement weather days, all employees may be required to make up the workday during the year. This procedure applies to all FAPS employees.

Staff who have already scheduled PTO or are on other approved leave (e.g., sick, FMLA) during a snow day or other unexpected school/office closure, will be required to use their already scheduled PTO or leave time.

4.17 Expense Reimbursement Policy

In proper circumstances, Board members, employees, and volunteers are entitled to be reimbursed for expenses related to FAPS that they incurred on behalf of FAPS. To receive reimbursement, the following requirements will be followed:

- The expense must reasonably have authorization in advance by the Board, the Executive Director or appropriate designee.
- The expense must have been incurred for goods or services purchased for FAPS.
- If the expense is for travel, the travel must be for work related to FAPS. Reimbursement for travel cannot be for regular duties to and from work or between FAPS schools. Fine Arts Preparatory School will reimburse no more than the standard mileage rate for business use of a car as established by the IRS. The organization will reimburse meal expenses incurred in direct connection with FAPS's business, or at the per diem rate established by the IRS.
 - Employees, Board members, volunteers will not be reimbursed for travel to and from work and regularly scheduled meetings (e.g., board meeting) or volunteer activities.

Implementation

To be reimbursed for expenses:

- Documentation: Reasonable documentation (itemized receipt[s]) must be provided showing the date, amount, and the purpose for the expense. Credit card receipts and store receipts that do not describe the purchase are not considered reasonable documentation. The receipt must describe the purchase.
- Timely Submission: The documentation and request for payment must be submitted within 30 days from the date the expense was incurred.
- Overpayment: In the case of an overpayment, any excess reimbursement must be returned within one (1) week.

Please follow the policies below and submit a FAPS Expense Reimbursement Form with receipts. Note: ALL expense reports must be submitted within one (1) week after the completion of business travel. Expense reimbursements will be included in the employee's paycheck for the next FULL payroll cycle.

Air Travel

Approved business travel must be booked with the most cost-effective itinerary. First- and business- class travel for FAPS staff is allowable if approved by the Board of Trustees.

Ground Transportation: Rental Cars and Local Ground Transport

Rental car usage and local ground transportation (taxis, Uber, transit systems) are reimbursable with receipts.

Business Use of Personal Vehicle

It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for his/her protection and for the protection of any passengers and his/her vehicle. Fine Arts Preparatory School assumes no liability for accidents or damage incurred while using your personal vehicle.

Mileage reports and mileage reimbursement requests must be submitted by completing the FAPS Expense Reimbursement Form. Mileage is reimbursed at the rate currently established by the IRS. The IRS mileage rate can be found at: <https://www.irs.gov/tax-professionals/standard-mileage-rates/>. This mileage allowance is in lieu of actual expenses for gasoline, oil, vehicle repairs, tags, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when the employee's personal vehicle is used for business. Mileage will only be reimbursed from the school in which the employee works on most days (i.e., from Thomasville Heights to airport). Please provide mileage- supporting documentation to verify the miles claimed for reimbursement (e.g., Google MFAPS directions).

Lodging

Employees will be reimbursed for certain hotel and lodging expenses. Whenever possible, hotel reservations should be made in such a manner as to secure the best available rate and must not exceed the maximum U.S. General Services Administration (GSA) lodging rate per location. City/State specific GSA lodging rates can be found at: <https://www.gsa.gov/portal/content/104877>. Should a need to change or cancel a reservation arise, it is the employee's responsibility to cancel the reservation in sufficient time to avoid "no-show" charges, if time and circumstances permit. It is the employee's responsibility to obtain the cancellation number as proof of cancellation. Failure to properly cancel reservations will result in the traveler being responsible for any cancellation fees incurred. Movies, mini bar charges, hotel laundry, spa, and fitness facilities are non-reimbursable hotel and lodging expenses.

Meals

When traveling on approved business trips, employees will be reimbursed for meals not to exceed the SC per diem rate per location. City/State specific SC per diem rates can be found at:

<https://www.federalpay.org/perdiem/2023/southcarolina#:~:text=If%20you%20are%20traveling%20to,for%20meals%20and%20incidentals%20apply..> Note that these rates are updated on an annual basis.

Reimbursement requests for meals expensed during authorized business trips must have supporting receipts in original form. If your trip includes meals already paid for, such as through registration fees for a conference, these meals will be deducted from your daily meal per diem.

Miscellaneous Expenses

Miscellaneous expenses are those that do not fit into the previous categories yet are directly business-related and therefore reimbursable.

ONLY the following items are considered miscellaneous reimbursable business expenses:

- Business services (e.g., faxes, copies, overnight delivery/postage)
- Internet access fees
- Tips for bellman, hotel maid service, and other similar services (receipts for these items are not required)

The following items are **NOT** reimbursable under this policy:

- Airline club/country club membership dues
- Parking tickets or other fines
- Delinquency fees and/or finance charges for personal credit cards
- Expenses for travel incurred by companions/family members
- Expenses related to vacation or personal days while on a business trip
- Loss/theft of personal funds or property; lost/stolen baggage
- Rental car upgrades
- Repairs due to accidents
- Entertainment costs
- Mini bar/alcoholic beverage charge

4.18 Corporal Punishment

Corporal punishment of any kind is not permitted at Fine Arts Preparatory School. As a general rule, staff members should never touch a student as a means of controlling the student's behavior, nor should staff members inflict physical pain or discomfort as a punishment when students fail to meet behavioral expectations.

4.19 Mandated Reporting of Abuse/Neglect

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have a reasonable cause to believe that a child who is 17 years of age or younger, and known to them in a professional or official capacity, has been harmed or is in danger of being harmed—physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.

Once a teacher or staff member becomes aware that a student may be the victim of abuse or neglect, he/she must notify the designated reporter. At FAPS, the designated reporter is the Executive Director and/or Counselor. After reporting the necessary information to the Executive Director and/or Counselor, teachers must fill out a child abuse/neglect incident report.

No one in the workplace, even a manager, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation and is committing a misdemeanor. Falsely reporting information to the Department of Social Services (DSS) is also a misdemeanor.

When reporting the incident to the Executive Director and/or Counselor, staff must provide the following information (or as much as is known): the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). If possible, teachers should also have information available about the student's siblings (names, dates of birth, ages, and schools).

Physical abuse is defined as occurring when a parent or person responsible for the child's welfare "inflicts or allows to be inflicted upon such child physical injury, by other than accidental means." Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent "creates a substantial risk of physical injury" by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture are defined as "deliberately or systematically inflicting cruel or unusual punishment which results in physical or mental suffering." When reporting physical abuse, it is also important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.

Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse must be handled sensitively.

When a student attempts to disclose sexual abuse, observe the child closely and listen attentively while maintaining a calm demeanor. The mandated reporter must pay very careful attention to the disclosure of sexual abuse but should not encourage the student to disclose information in addition to what is being given

voluntarily. Take very careful notes, writing the student's words verbatim as much as possible. Refer the student immediately to the Executive Director and/or Counselor.

Neglect occurs when a person responsible for the child "deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment," or when an adult "provides inadequate supervision of a child (particularly small children)."

Retaliation is Prohibited

Fine Arts Preparatory School prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

FINE ARTS PREPARATORY SCHOOL

*RECEIPT AND ACKNOWLEDGMENT OF THE
PERSONNEL HANDBOOK*

I acknowledge that I have received and reviewed a copy of Fine Arts Preparatory School's Personnel Handbook. I understand that I am responsible for reading, understanding, and adhering to the policies contained in the handbook.

I understand that this handbook is not an employment contract, and is not to be construed, under any circumstances, as a promise or guarantee of continued employment. I understand that by my acceptance of employment with Fine Arts Preparatory School, I acknowledge that the employment relationship is at- will and may be terminated by me or Fine Arts Preparatory School at any time.

I understand that any policies, procedures, and benefits discussed in this handbook may be changed by Fine Arts Preparatory School at any time, without notice. Additionally, I understand that this handbook supersedes any previous employee manuals or handbooks that may have been issued by the school.

I understand that as a Fine Arts Preparatory School employee, I may be given Fine Arts Preparatory School property for use during my employment, including equipment, laptop computers, keys, key cards, and the like. Should my employment with Fine Arts Preparatory School terminate, I understand that I am responsible for returning any and all Fine Arts Preparatory School property, upon collection of my final paycheck. If for any reason I do not return Fine Arts Preparatory School property, I agree that Fine Arts Preparatory School may deduct the value of such items from my final paycheck.

Employee Name (Please Print)

Date

Employee Signature