



Legacy Early College Employee Handbook

LEGACY EARLY COLLEGE EMPLOYEE HANDBOOK

IMPORTANT NOTICE AND DISCLAIMER

****PLEASE READ THE DISCLAIMER AND THE HANDBOOK CAREFULLY. THE HANDBOOK CONTAINS SIGNIFICANT CHANGES****

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS AN OVERVIEW AND GUIDE TO SOME OF THE CURRENT PERSONNEL POLICIES OF LEGACY EARLY COLLEGE ("LEGACY" OR THE "SCHOOL") IN EFFECT AS OF THE DATE OF THIS HANDBOOK. THIS HANDBOOK SUPERSEDES AND REPLACES ALL PRIOR POLICIES, WRITTEN AND ORAL. FROM TIME TO TIME LEGACY MAY, IN ITS SOLE DISCRETION, CHANGE, DELETE, OR ADD TO THE PROVISIONS OF THIS HANDBOOK WITHOUT PRIOR NOTICE.

THIS HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT OF EMPLOYMENT, EXPRESS, IMPLIED, UNILATERAL, OR OTHERWISE, BETWEEN YOU AND LEGACY. NOTHING IN THIS HANDBOOK (EXCEPT FOR THE EMPLOYEE TERMINATION APPEAL PROCEDURE) BINDS LEGACY TO ANY SPECIFIC PROCEDURES, POLICIES, WORKING CONDITIONS, BENEFITS, PRIVILEGES OF EMPLOYMENT, OR DEFINITE PERIOD OF EMPLOYMENT. NOTHING IN THIS HANDBOOK GIVES EMPLOYEES A CONTRACTUAL RIGHT TO INSURANCE COVERAGE, VACATION PAY, OR OTHER BENEFITS OR POLICIES THAT MAY BE DISCUSSED IN THIS HANDBOOK -ANY OR ALL OF WHICH CAN BE UNILATERALLY AMENDED OR ABOLISHED BY LEGACY AT ANY TIME IN ITS SOLE DISCRETION.

IN THE EVENT THAT ANY MANDATORY LANGUAGE APPEARS IN THIS HANDBOOK, THE TERMS OF THIS DISCLAIMER SHALL GOVERN OVER ANY SUCH APPARENTLY MANDATORY LANGUAGE, SO THAT NO CONTRACT (EXCEPT WITH REGARD TO THE EMPLOYEE TERMINATION APPEAL PROCEDURE) IS CREATED. BECAUSE IT IS OUR POLICY AND A REQUIREMENT OF FEDERAL LAW, WE RECITE IN THIS HANDBOOK OUR OPPOSITION TO ANY DISCRIMINATION OR HARASSMENT AND OUR COMMITMENT TO UPHOLD OTHER LAWS AND REGULATIONS. THIS RECITATION OF LAW, HOWEVER, DOES NOT CREATE A SEPARATE CONTRACTUAL OBLIGATION.

EACH EMPLOYEE IS COMPLETELY FREE TO LEAVE LEGACY AT ANY TIME HE OR SHE CHOOSES AND LEGACY HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. THE EMPLOYMENT RELATIONSHIP IS AT-WILL AND CAN BE TERMINATED BY EITHER THE EMPLOYEE OR LEGACY AT ANY TIME, FOR ANY REASON OR FOR NO REASON, WITH OR WITHOUT NOTICE.

THIS DISCLAIMER EXPRESSES THE COMPLETE UNDERSTANDING CONCERNING YOUR EMPLOYMENT TERMS WITH LEGACY.

This Handbook supersedes all prior handbooks, manuals, policies and guides. Effective July 29, 2019

Employee Name

Signature

Date

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I. INTRODUCTION

A. WELCOME

We are happy to welcome you to Legacy Early College (LEC). We want you to feel that your association with Legacy will be a mutually beneficial and rewarding one. You have joined a school that has established an outstanding reputation for quality care and enriching educational opportunities. We give credit for this achievement to our employees. It is the professionalism and dedication of our employees that have allowed us to reach our goal of exceeding the expectations of families in this community. We know you, too, will find satisfaction and take pride in your position at Legacy.

This handbook is designed to acquaint you with Legacy and provide you with information about some of the current working conditions, benefits, and policies affecting your employment. The information contained in this handbook applies to all employees of Legacy. Employment is contingent upon following the policies described in this handbook. However, nothing in this handbook creates a contract of employment. THE CONTENTS OF THIS HANDBOOK SHALL NOT CONSTITUTE NOR BE CONSTRUED AS A PROMISE OF EMPLOYMENT OR AS A CONTRACT BETWEEN LEGACY AND ANY OF ITS EMPLOYEES. LEGACY IS AN AT- WILL EMPLOYER. THIS MEANS THAT EITHER LEGACY OR THE EMPLOYEE MAY TERMINATE EMPLOYMENT AT ANY TIME AND FOR ANY REASON, WITH OR WITHOUT NOTICE.

The handbook is a summary of policies, which are presented here only as a matter of information. You are responsible for reading, understanding, and complying with the provisions of this handbook. The objective is to provide you with a work environment that is conducive to both personal and professional growth.

B. MISSION, VISION and CORE VALUES

The mission of Legacy Early College is to offer a quality, rigorous, and relevant educational program leading to college graduation and empowering underserved urban scholars to become productive, fit, principled citizens in a changing society.

Our vision is to see every child to and through college graduation.

Legacy Early College believes in the power of a group of individuals united by the same core values. These **core values** guide what we do each and every day. At LEC, we believe that we are a family, a Lion **PRIDE**, and that all members of our family must adhere to these values so that we can all succeed.

Core Values:

- **Perseverance** is not giving up. It is persistence and tenacity, the effort required to do something and keep doing it until the end, regardless of how hard it may be. At Legacy, we persevere even when our challenges are great because we are overcomers.
- **Respect** is having regard for yourself and for others. At Legacy, we respect our fellow employees, scholars, and our parents. We understand that by being respectful we bring honor to ourselves, our school and our Legacy family.
- **Integrity** is being honest with yourself and those around you. At Legacy, we understand that our word is our currency of trust. We strive to be honest in all of our interactions and have a strong moral compass to guide us in how we conduct ourselves.
- **Discipline** is the ability to control yourself and to make yourself work hard or behave in a particular way without needing anyone else to tell you what to do. Our scholars will need discipline as they work to get to and through college graduation.
- **Excellence** is the quality of being outstanding or extremely accomplished. At Legacy, we strive for excellence in all that we do in order to create distinction between ourselves and other schools. At Legacy, we strive to create a culture where skills, talent, accomplishment and hard work are valued and recognized.

Legacy Early College Instructional Staff Non-Negotiables

1. Staff members shall speak to scholars, parents, visitors and other staff members in a warm, respectful tone at all times (no sarcasm, yelling or gossip).
2. Staff members shall return all communication within 1 business day.
3. Teachers shall be well prepared (board set up, materials ready, etc.) to deliver rigorous lessons every day.
4. Work will be graded within a week of the due date.
5. Staff members shall report to breakfast, lunch, dismissal, all-school assemblies and all other duties on time and actively monitor (be seen looking and give feedback) during their duties.
6. Teachers shall dismiss their classes on time and stand in the hallway to assist with transitions.
7. Teachers shall establish a sense of urgency in their rituals, routines and procedures in order to maximize instructional time.
8. Teachers should be ready and willing to seek feedback and coaching wrapped around excellence in teaching.

Habits and Mindsets of Excellence

The following are the necessary habits and mindsets that all employees must practice at Legacy Early College:		
Mission Aligned	Effective Communicator	Maximizes Time
Strong Work Ethic	Solution Oriented	Creative
Strives for Excellence	Craves Feedback	Growth Mindset
Results Oriented	Self-Aware -Understands Strengths/ Weaknesses	Relentless
Self-Motivated	Hard-Working	Accepts Expectations of the Job
Flexible to Change	Respects Leaders' Vision and Decisions	Nurturing
Positive Attitude	Exudes Fun/Joy Factor	Team Player
Rigor (Thinks Critically)	Organized (Detail-Oriented)	Respectful and Nice
Asks Why and How	Provides Excellent Customer Service	Holds Teammates Accountable
Responsible	Willing to Compromise	Shows Integrity
Most Important -Believes every scholar can go to and through graduation from college		

Staff Wellness

Legacy Early College values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts to maintain a healthy lifestyle, such as quarterly individual and team challenges throughout the year.

To that extent, all full-time employees of Legacy Early College are required to exercise at least 3 times per week for at least 30 minutes and have documentation of the required fitness expectations. At least 1 of those times per month must be in the Legacy Early College Fitness Center.

Please provide your supervisor a doctor's note if a medical excusal from required exercise is needed at any time during the school year.

The LEC Fitness Center will be open before and after school (hours are posted). The Fitness Center is staffed by Legacy personnel who will help create a fitness program geared to help individual members.

To that extent, all staff employed by Legacy Early College are setting the example to be healthy at LEC and for creating the culture for future wellness. Only healthy food items are allowed on campus. No items containing nuts are allowed on the campuses at any time. Please review the school Wellness Policy posted on the school website.

C. ORGANIZATIONAL STRUCTURE

BOARD OF DIRECTORS

Legacy is a public, non-profit charter school operating under a charter approved by our sponsor, the South Carolina State Charter School District and governed by a volunteer Board of Directors ("the Board"). The Board establishes and reviews Legacy's mission and strategic plans, creates policies consistent with the mission, reviews and maintains by-laws, accounts for the financial well-being of the institution and hires the Executive Director. The Board also works through several standing committees as described in its by-laws.

SCHOOL ADMINISTRATION

Executive Director

The Executive Director is responsible for all aspects of the day-to-day operations of Legacy and of its employees. The Executive Director enacts and carries out the policies established by the Board and reports to the Board Chair and to the Board collectively. He/she is responsible for evaluating staff performance and making employment decisions.

Principal

Each principal is responsible for all aspects of the administration and supervision of one of the academic divisions within Legacy and its employees. The Principals report to the Executive Director or his/her designee. The Principals enforce policies established by the Board and/or the Executive Director.

II. EMPLOYMENT

A. EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

Legacy's continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their race, color, sex, religion, pregnancy, age, national origin, physical or mental disability, veteran status, citizenship status, genetic information or any other classification protected by law, except where a bona fide occupational qualification applies. This policy of equal opportunity encompasses all aspects of the employment relationship, including applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, layoff and rehires, termination of employment, recreation programs, and the application of services, retirement, seniority, employment benefit plan policies and other terms and conditions of employment as provided by law. Legacy, as part of its commitment to Equal Employment Opportunity, intends to adhere to all local, State and Federal laws with respect to Equal Employment Opportunity. We must all realize that it is the responsibility of each and every employee of Legacy to give our policy of Equal Employment Opportunity real meaning through our full support. All members of the administration are primarily responsible for seeing that Legacy's Equal Employment policy is implemented, but all staff share in the responsibility for assuring that by their personal actions, the policy is effective and applies uniformly to everyone.

If you believe that you have been discriminated against or otherwise denied an opportunity in violation of this policy, please follow the complaint procedures in the Non-Harassment/Non-Discrimination Policy contained in this Handbook or inform your supervisor or the Principal as soon as possible.

DISABILITY ACCOMMODATIONS

Legacy complies with the Americans with Disabilities Act (ADA) and applicable state and local laws in ensuring equal opportunity in employment for qualified persons with disabilities. Employment practices and activities are conducted on a non-discriminatory basis.

Any employee who believes he or she has a disability that requires reasonable accommodation should submit his/her request in writing to Legacy's Human Resources staff. Legacy will then engage in an interactive process with the employee regarding reasonable accommodations which would allow them to

work with Legacy consistent with the ADA. All employment decisions, including reasonable accommodations, shall be based on the situation at hand and will focus on the essential functions of the job and hardship to Legacy, not the disability of any individual.

NON-HARASSMENT / NON-DISCRIMINATION

A fundamental policy of Legacy is that the workplace is for work. Our goal is to provide a workplace reasonably free from tensions involving matters that do not relate to the business of Legacy. In particular, Legacy will not tolerate harassment or discrimination in the workplace. Legacy recognizes that harassment or discrimination via social media websites is a serious matter and intends to treat such claims the same as other claims, as set forth below. As used in this policy, the term "harassment" or "discrimination" concerns conduct relating to a person's race, color, sex, religion, pregnancy, age, national origin, physical or mental disability, veteran status, citizenship status, genetic information or any other classification protected by law, that fails to respect the dignity and feelings of the individual. This Non-Harassment/ Non-Discrimination policy also applies to all terms and conditions of employment with Legacy, including but not limited to compensation practices. Harassment can include, without limitation, verbal harassment (epithets, derogatory statements, remarks about an individual's body, degrading words used to describe an individual, demands for sexual relations or sexual contact, threats or insinuations that the person's employment, wages, promotional opportunities, work assignments or other conditions of employment may be adversely affected by not submitting to sexual advances or improved by submitting to those advances, unwelcome jokes, slurs, etc.), physical harassment (touching or physical interference with normal work), visual harassment (leering, making sexual or inappropriate gestures, displaying sexually suggestive posters, cartoons or drawings) and innuendo.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct, visual forms of harassment of a sexual nature, or other harassing or unwelcome comments or conduct of a sexual nature when submission to that conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions, or when that conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Harassment can occur in person, online, on school premises and off school premises.

Harassment can be a violation of state and federal law. You cannot be forced to submit to harassment as a basis for any employment decision, and Legacy strives to keep itself free of any conduct that creates an intimidating, hostile or offensive work environment for our employees.

REPORTING

If you experience or are threatened by any sort of harassment or discrimination by any person in the course of your work at Legacy (whether by a fellow employee, supervisor, manager, vendor, visitor, or any other person), you must immediately contact your supervisor or the Human Resources staff. If one of those persons is suspected of being involved in the discrimination, harassment or unwelcome conduct, or you otherwise are uncomfortable approaching your supervisor or the Human Resources staff, please contact any other member of the administration. You must also use this process to immediately report if in the course of your work you believe that the actions or words of a supervisor, another employee or a non-employee constitute discrimination of any nature, harassment or retaliation against another employee.

All complaints should be made in a manner that is convenient to you promptly after the incident occurs. Legacy will direct or conduct an investigation into the complaint. This may, in Legacy's sole discretion, include interviewing witnesses and obtaining statements concerning the complaint. Information will be released only on a "need to know" basis as determined by Legacy. Legacy, in determining whether to release information, may consider, among other factors, the need to protect witnesses and prevent cover ups, evidence destruction and/or the fabrication of testimony. Such decisions will be made on a case-by-case basis. Individuals who knowingly provide false information in an investigation will be subject to adverse employment action, up to and including suspension or immediate termination in the sole discretion of Legacy. Any person employed by Legacy who is found to have violated this policy will be subject to appropriate disciplinary action up to and including suspension or termination. An employee who remains unsatisfied during or after the investigation of his or her harassment or discrimination complaint or believes that an investigation was untimely or insufficient should promptly seek review by the board.

Any employee who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action up to and including suspension or termination.

NON-RETALIATION

Legacy prohibits retaliation against any employee who complains in good faith of sexual or other harassment or discrimination or provides truthful information in connection with any such complaint. No employee or applicant for employment is subject to restraint, interference, coercion or reprisal for seeking information about harassment or discrimination, filing a harassment or discrimination complaint or serving as a witness with respect to such complaint. Any employee who believes that he or she has been retaliated against in violation of this policy should immediately report the matter to his/her supervisor or the Human Resources staff. Legacy also prohibits retaliation against any person for making a report, requesting guidance or providing information about any matter you reasonably believe constitutes a violation of law, for participating in, cooperating or assisting in any investigation, or for providing testimony in any governmental proceeding. Our policy also prohibits retaliation against a person who provides truthful information relating to the commission or possible commission of a federal offense or a person who reasonably believed that what he or she reported constituted a violation, even if it later turns out that the person was mistaken in reporting the matter originally. Legacy prohibits intentionally filing a knowingly false report. If you suspect that you or someone else has been retaliated against, you should report the matter promptly to your supervisor or the Human Resources staff.

PROOF OF U.S. CITIZENSHIP AND/OR RIGHT TO WORK

As required by the Immigration Reform and Control Act of 1986 ("IRCA"), all offers of employment are contingent on verification of your authorization to work in the United States. No later than your first day of work you must provide original documents verifying your authorization to work and complete a Federal Form I-9, Employment Eligibility Verification Form, as required by federal law. For employees whose authorization to work in the United States expires, Legacy must re-verify employment authorization on or before the expiration date. If the employee cannot provide unexpired documentation at that time, Legacy may be required to terminate employment and take such action as required by law. Amendments to the South Carolina Illegal Immigration and Reform Act require all employers to verify the legal status of employees through the Department of Homeland Security's E-Verify system within 3 days of the employees' start date. Through E-Verify, Legacy is

required to provide the Social Security Administration, and if necessary the Department of Homeland Security, with information from each employee's Form I-9 to confirm work authorization. Legacy's policy prohibits discrimination against individuals on the basis of national origin, citizenship or any other unlawful basis. Legacy does not require employees to produce documentation of their authorization to work in the United States beyond that required or permitted by IRCA.

AT-WILL EMPLOYMENT

All employment and compensation with Legacy is "At-Will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Legacy or yourself. **Planning for what is best for our scholars, Legacy would prefer our employees give at least a 2 week notice if they choose to resign from their position during the school year.** Please refer to the Employee Appeal of Termination to the Board section in this Handbook. As provided in the South Carolina Legacy Act, Legacy has opted out of coverage under Article 5, Chapter 25 of Title 59 of the South Carolina Code of Laws, (1976 as amended) relating to the termination of teachers, which therefore does not apply to employment by Legacy.

DRIVER'S LICENSE AND DRIVING RECORD

Employees whose work requires operation of a school vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. **Any changes to your driving record must be reported to the administration immediately.** Failure to do so may result in disciplinary action, including possible dismissal. Note: See "Traffic Violations" and "Use of School Vehicle" in the "Operational Policies" section of this Handbook for further information.

B. PERSONNEL ADMINISTRATION

Personnel records are maintained on a current basis. Please notify the Human Resources staff immediately of any change of name, address, telephone number, marital or tax status. It is Legacy's policy to maintain the confidentiality and privacy of an employee's personnel file and all information in it. Related employee records are maintained as required by law to ensure the privacy of personally identifiable health information. Personnel records are kept highly confidential, and are not available to anyone outside of Legacy unless: (1) you have authorized the release, (2) release is to an authorized governmental agency, or (3) it is required by law.

C. EMPLOYEE CLASSIFICATIONS

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the Fair Labor Standards Act (FLSA). Regardless of an employee's classification, all of Legacy's employees are at-will employees.

At the time of hire, all employees are classified as either "exempt" or "non-exempt" as expressly defined under the Fair Labor Standards Act (FLSA). This is necessary because, by law, employees in certain jobs are entitled to overtime compensation for hours worked in excess of forty (40) hours per work week, not including accrued leave hours. These employees are referred to as "non-exempt" in this Handbook. To qualify as "exempt", an employee must be a salaried employee engaged in an executive, administrative, professional, outside sales, computer position or other exempt classification as defined by the FLSA. Exempt employees are not entitled to overtime pay under the FLSA and/or applicable state law. If you have any questions as to your status under the FLSA, please see the Human Resources staff.

For purposes of salary administration and eligibility for overtime payments and employee benefits, Legacy classifies its employees as follows:

- **240 Day or Greater Employees:** employees who work year round, less vacation time and holidays. These employees primarily consist of secretarial, administrative and office management personnel. These employees may be full-time or part-time regular employees. A full-time regular employee will work a minimum 40 hour work week on a regular basis. A part-time employee will work fewer than 30 hours per week on a regular basis. ^(SEP)
- **Teachers:** employees who secure and maintain or are in the process of securing appropriate South Carolina teaching credentials, unless specifically exempted by Legacy's Executive Director. The employment of the teacher begins approximately 2-3 weeks prior to scholars' arrival. Teachers are expected to work a full school year of at least 195 days which includes at least 15 Professional Development days. Generally, teachers are considered full-time employees depending on the terms contained in their job descriptions.

- **Substitute Teachers:** employees paid by the day at either a certified and uncertified rate. Long term substitutes-- after the tenth consecutive school day may receive long term substitute pay.
- **Teacher Assistants:** employees who are expected to work the same days as teachers. Teacher Assistants are expected to work a full school year of at least 195 days which includes at least 15 Professional Development days. Generally, Teacher Assistants are considered **non-exempt** full-time employees depending on the terms contained in their job descriptions.
- **Custodians, Bus Drivers and Other Operational Staff:** employees that are expected to work as scheduled by their supervisors. Full-time hourly staff are allowed the following paid holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and one floating holiday (floating holiday is the employee's choice).

***Please direct any questions regarding your employment classification to your supervisor.

LESS THAN 240 DAYS EMPLOYEES -Instructional Staff

Employees classified to work less than 240 days during each fiscal year from July through June will be expected to work the days of operation as published on Legacy's website and on Legacy's Master Calendar. **Hours for instructional staff are 7:30am to 4:00pm Mondays through Fridays, unless otherwise scheduled by a direct supervisor.** These hours may be subject to change according to the operational needs of Legacy at the discretion of the Executive Director and the Board. Additionally, instructional staff will be required to engage in grade level, whole school collaborative and/or faculty meetings as scheduled, including after regular working hours during the school week. **As of July 15, 2019, Legacy Early College will no longer give annual Letters of Intent to continue yearly employment with Legacy, as continued employment is an expectation.**

240 DAYS OR GREATER EMPLOYEES -Non-Instructional Staff

Employees classified to work 240 days or greater during the fiscal year from July through June will be expected to work the days of operation as published on Legacy's website and on Legacy's Master Calendar. **Hours for non-instructional staff are 7:30am to 4:00pm Mondays through Fridays, unless otherwise scheduled by a direct supervisor.** In addition, these employees **will work summer hours from 7:30am to 4:00pm Monday through Thursday as required by operational demands during the months of June and July.** Hours may be subject to change according to the operational needs of Legacy at the discretion of the Executive Director and the Board. Additionally, non-instructional staff will be required to engage in scheduled weekly or bi-weekly department meetings. **As of July 15, 2019, Legacy Early College will no longer give annual Letters of Intent to continue yearly employment with Legacy, as continued employment is an expectation.**

Any changes to an employee's daily/weekly schedule must be approved by a direct supervisor prior to taking effect.

CRIMINAL RECORD HISTORY CHECK

Legacy obtains a criminal record history check on all candidates for employment from the State Law Enforcement Division (S.L.E.D.) and/or other criminal record history check provider.

PERSONNEL HEALTH EXAMINATION

As part of Legacy's employment procedures, **an applicant for any position who has received a conditional offer of employment with Legacy will be required to take a TB Test.** Such applicant may also be requested to undergo a pre-employment medical exam and a drug screening that is conducted by a physician designated by Legacy. Any offer of employment that such applicant receives from Legacy is contingent upon, among other things, satisfactory completion of this examination and screening and a determination by Legacy and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without a reasonable accommodation. As a condition of continued employment, employees may also be required to undergo periodic medical examinations and/or drug screenings, at times specified by Legacy and in accordance with applicable law. (See Substance Abuse/Drug-Free Workplace policy.) Further, it should be understood that Legacy receives a full medical report from its examining physicians regarding the conditional employee's state of health. All required medical examinations and drug screenings are administered by a Legacy approved provider and are paid for in full by Legacy.

D. STANDARDS OF CONDUCT

Nothing in Legacy's conduct policy should be read to restrict or inhibit employees' rights under any applicable state or federal law, including the NLRA Section 7 right to discuss employees' terms and conditions of employment or otherwise act for their mutual benefit. Employees are expected to meet acceptable standards of professional conduct during their employment with Legacy. Any employee who deviates from these rules and standards may be subject to corrective action, up to and including termination of employment.

The disciplinary action may vary due to extenuating circumstances or prior violations. **Because the circumstances of each situation are different, Legacy may handle each disciplinary situation differently without setting a precedent for future cases.** Prior warning is not a requirement for termination. If you are disciplined in writing, you will receive a copy of your warning(s), and a copy will be kept in your personnel file.

Disciplinary action is determined in the sole discretion of Legacy and may include any one or more of the following:

- Verbal Warning
- Written Warning
- Final Warning
- Suspension without Pay

Discharge Examples of Conduct that may result in disciplinary action, up to and including suspension or termination of employment, include, but are not limited to, the following:

stealing, violation of Legacy's Substance Abuse policy, violation of Legacy's Non-Discrimination/Non-Harassment policy, breach of confidentiality, physical violence, insubordination, falsification of reports, timesheets and/or expense documents, and participating in acts off of school premises, which would constitute a violation of the policies if performed on school premises (these acts include but are not limited to sexual harassment, violence, drug or alcohol violations, or violations of state or federal laws).

The disciplinary policy described above does not apply to serious infractions that may result in immediate suspension or immediate dismissal and does not alter the At-Will status of employees.

E. PROFESSIONAL PERSONNEL ETHICS

The relationship between scholars and employees must always be one of trust. Employees must not discuss weaknesses or strengths of individual scholars before others in the classroom, in public places or any place where faculty and staff might assemble. Employees may discuss scholars with others in an effort to resolve scholar problems, but the discussions must be in confidence and must not include individuals who are not involved in the resolution of the problem.

F. OUTSIDE EMPLOYMENT

Any outside employment cannot be in conflict with your work at Legacy Early College.

G. TRANSFERS

Transfer of employees to other positions or departments for Legacy's convenience may be made as needed at the discretion of administration.

H. PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

Legacy Early College recognizes the importance of maintaining, developing and extending the skills of all staff members in order to provide a successful educational program for its scholars. Staff development activities are planned to facilitate professional growth, school culture, and school goals.

Expectations Include:

*Weekly PD for instructional staff is provided every Friday between 2:00 - 4:00 pm. **Do not schedule appointments at this time.**

***Children are not allowed in faculty meetings or events. Please make other arrangements to care for your children.**

***It is necessary to arrive on time and participate fully in all development meetings.**

Legacy expects all professional and support employees to participate in Professional Development and Program Training as required by the South Carolina Department of Education. Legacy also requires employees to participate in Professional Development and Program Training set up by Legacy or individual school administration. Within budgetary limitations and staff time commitments to their jobs, Legacy encourages staff members to attend outside conferences and workshops.

Legacy is proud to offer opportunities for our teachers and staff to continue to grow and learn professionally to add on necessary certifications. Our policy for financial support is currently being developed.

I. EMPLOYMENT RESIGNATION / TERMINATION

- Employment with Legacy can be terminated by:
 - a. Resignation (or retirement) - voluntary employment termination initiated by an employee
 - b. Termination - involuntary employment termination initiated by Legacy
 - c. Layoff - involuntary employment termination initiated by Legacy for non-disciplinary reasons
- If you wish to resign, you are required to notify your supervisor in writing of your anticipated departure date. In general, as much notice as possible is appreciated by Legacy. **Planning for what is best for our scholars, Legacy would prefer our employees give at least a 2 week notice if they choose to resign from their position.** Legacy requests that you discuss your decision with your supervisor and/or the Human Resources staff in an exit interview. Matters relating to final pay and other matters will also be arranged during the exit interview.
- In the case of termination (for any reason), your accrued but unused accrued leave or vacation days will be forfeited unless the employee is transferring to another organization willing to accept the transfer of accrued leave or vacation days. Legacy will report the amount of accrued leave and vacation days to the new organization if requested.
- Office keys, key fobs, and school equipment must be returned upon termination or resignation. You are responsible for any lost, unreturned or damaged items. **The value of any unpaid school balances and school property not returned may be deducted from your paycheck to the maximum extent permitted by law.**
- Any outstanding financial obligations owed to Legacy will be deducted from the employee's final check to the maximum extent permitted by law. Additionally, any leave used in advance of its actual accrual will be deducted from the employee's final pay check to the maximum extent permitted by law.
- If you leave Legacy in good standing, you may be considered for re-employment. In the event a former employee is reinstated within six months of termination, benefits resume at their previous level.

III. COMPENSATION & PERFORMANCE

A. WAGE & SALARY POLICIES

ERROR IN PAY

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, see the Finance staff, who will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

DEDUCTIONS FROM PAY / SALARY BASIS

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act. Therefore, we prohibit making any improper deductions from the income of employees. If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Finance staff. Legacy intends to investigate reports of improper deductions promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

OVERTIME PAY

Non-exempt employees are entitled to overtime pay for all hours worked over 40 in one work week, within a pay period. **You must receive written approval in advance from your supervisor before you perform any overtime work.** There are two types of overtime work: (1) scheduled overtime work, which is announced in advance; and (2) incidental overtime, which is not scheduled, but is necessary in response to extenuating circumstances. If you are unable to work scheduled overtime, see

your supervisor. Your supervisor will consider your situation and the requirements of the school in deciding whether you may be excused from performing the scheduled overtime.

TELECOMMUTING POLICY

Telecommuting (or “working from home”) is generally not allowed for Legacy employees. Supervisors have the option of approving an employee to telecommute on a limited basis, for emergency situations, and specifically when scholars are not present. If an employee has been granted to telecommute, they must remain available for all phone calls, emails, video conferences, etc. during the normal school hours.

Legacy does not provide COMP TIME.

PAY PERIOD AND HOURS

Legacy’s workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight. Employees are paid semi-monthly on the 15th and 30th of each month adjusted for weekends and bank holidays.

REPORTING TIME PAY

In the event that inclement weather, power/utility failure, or some other “act of God” keeps the School from operating, every effort will be made to provide you with advance notice of such closures.

If you do not report to work on a day when inclement weather may exist but Legacy remains open, employees will not be paid for hours scheduled (however, employees may use accrued leave). If Legacy closes early due to inclement weather, employees will receive pay for scheduled hours as long as you remain at work either through your scheduled shift or until Legacy closes.

SEVERANCE PAY

Legacy generally does not pay severance pay. If you resign or are terminated from employment with Legacy, you will be paid for actual time worked. Unused accrued leave is not paid out upon resignation, termination, or at any other time. However, Legacy will transfer any unused accrued leave to a new employer upon request.

WAGE ASSIGNMENTS (GARNISHMENTS)

If a court ordered wage assignment or garnishment has been filed on your behalf, Legacy will notify you of this incident and will execute the garnishment in accordance with applicable law.

B. PERFORMANCE & COMPENSATION REVIEWS

TIME CARDS AND RECORDS

By law, Legacy is obligated to keep accurate records of the time worked by employees. This is done by a time clock system. Employees are required to clock in and out each day. You are to clock in and out for brief approved absences (like a doctor’s appointment) when leaving the school campus. **Only hourly non-exempt employees are required to clock in and out for lunch each day.** You are responsible for your time clock record. If you forget to clock in or make an error, you must promptly notify your supervisor, who will make the correction.

Falsifying a time clock record or consistently not clocking in or out each day is cause for deductions from next paycheck and/or disciplinary action, including possible dismissal.

PERFORMANCE REVIEWS

Legacy is committed to providing you with feedback about your performance on the job. Your supervisor is responsible for on-going performance feedback. In addition, your supervisor has the responsibility to formally discuss and document your performance on a regular basis. Additional observations may be conducted throughout the year as needed. Your performance appraisal discussion will generally include a review of your strengths, identification of any areas needing improvement and identification of goals and objectives that need to be achieved. The employee will receive a copy of all performance reviews, and a copy will be kept in the employee’s file. A positive evaluation of an employee or Legacy’s failure to evaluate may not preclude disciplinary action, as determined in the sole discretion of Legacy.

COMPENSATION REVIEWS

Legacy generally conducts compensation reviews annually based on the end of Legacy's fiscal year. Having your compensation reviewed does not necessarily mean that you will be given an increase. Any wage or salary increase will be reflected at the start of the new school year. If an employee has been granted an approved leave of absence in excess of thirty days, your supervisor may extend the annual performance and compensation review by the period of time the employee is on leave.

ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

Because Legacy depends upon its employees to fulfill its educational mission, it is important that employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify their supervisor as far in advance as possible, if he or she expects to be late or absent and follow Legacy's protocol for reporting the need to use accrued leave.

EMPLOYEE TARDINESS AND/OR ABSENTEEISM

In the event of an employee's absence or delay in reporting to work, it is the responsibility of the employee, directly, to notify their supervisor or designee before the designated reporting time. Designated reporting time for absences or tardiness is 7:30am. If an employee knows about the absence or tardy earlier than 7:30am, since early notice makes finding coverage.

Leaving a message with another staff member or on a voicemail does not constitute an accepted notification of absence or tardiness. If you do not report for work and Legacy is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

*****Employees MUST notify their designated supervisors of each upcoming absence or other time office campus through ALL of the following ways:**

-text and/or phone call to their designated supervisor

-follow-up email to their supervisor AND to the Talent Manager in the Human Resources Department

If you become ill at work or must leave the campus for some other reason before the end of the workday, be sure to inform their supervisor of the situation immediately to provide coverage for your scholars, if necessary, and any other responsibilities.

Employees are not to leave campus during the school day without prior approval from their supervisor and should not make arrangements for coverage of classes without approval from their supervisor or the supervisor's designee.

Legacy provides designated planning time and/or lunch time each day for our employees, however, approval by your supervisor is required each time you need to leave campus during your planning and/or lunch times. This designated time, for instructional staff, is provided to be sure our instructional staff has the time they need during the day to plan for future high quality and well organized lessons, make parent contacts, participate in coaching meetings, attend PD opportunities, grade and analyze scholar work, etc.

Only hourly non-exempt employees are required to clock in and out for lunch each day.

Absenteeism or tardiness that is unexpected or excessive in Legacy's judgment is grounds for disciplinary action, up to and including dismissal.

ACQUIRING COVERAGE FOR AN ABSENCE

Legacy utilizes a limited list of possible substitutes as well as covering internally for employee absences.

The earliest notification for coverage is advisable. Instructional Staff should notify their principal and/or their principal's designee regarding the need for coverage for their scholars as early as possible.

No employee should arrange for their own coverage and/or leave the campus without prior approval from the principal or their designee.

Because every day our scholars have WITHOUT their regular teacher, we expect plans have been made to provide carefully prepared lesson plans to be left for substitutes; each teacher may be required to also submit a set of emergency lesson plans for last-minute absences that may arise. Lesson plans for substitutes should include the following: Specific lesson plans for each class and subject, materials for distribution to the scholars, class rosters and seating chart (if applicable), group

schedules, any necessary written or special instructions for the day, parent's special instructions, list of scholar's allergies, classroom rules and discipline, etc.

SNOW DAYS / SCHOOL CLOSINGS

- The decision to delay the opening of school or to close school all together will be made by administration as close to 5:30am as possible.
- Employees will be notified through a variety of methods: via an automated call messaging system, on school social media sites, on local news channels and through emails or texts from administration.
- Generally, Legacy will follow the school delay or school closing decisions of the Greenville County School District.
- Please continue to check for updates on the school website or other social media pages.

C. EMPLOYEE APPEAL OF TERMINATION TO BOARD

INTRODUCTION

Legacy is not subject to the provisions of Article 5, Chapter 25 of Title 59 of the South Carolina Code of Laws, (1976 as amended), concerning the Employment and Dismissal of Teachers. All employees of Legacy, including teachers, are At-Will employees, as defined by the laws of the State of South Carolina.

Legacy provides the following appeal right to any teacher whose employment has been terminated by Legacy.

The appeal provided herein is a post-termination appeal. A board hearing is not a precondition for termination. Termination shall be effective immediately upon Legacy's decision to terminate. The chair of Legacy's board, or the chair's designee, shall preside over the appeal process, including the hearing described herein. In that role, the chair may make reasonable changes to or departures from any procedure described herein, if the chair concludes doing so will serve the just and prompt resolution of the appeal.

INITIATING AN APPEAL; PRE-HEARING PROCEDURES

1. A teacher wishing to appeal termination of employment to Legacy's board must deliver a written notice of that intent to appeal to the Executive Director or his designee within five working days of the teacher's notification of the termination. Failure to provide written notice of an appeal within this period will mean the termination cannot be appealed.
2. The Executive Director will notify the board of the employee's grievance. The chair shall set a date for the appeal hearing, which shall normally be within twenty business days of the principal's receipt of the notice of appeal.
3. The board secretary or chair will notify the teacher and Legacy's administration of the date and location of the hearing.
4. At least three working days before the hearing, both the teacher and Legacy administration shall provide to one another and to the board copies of all documents that they plan to present at the hearing. The teacher and Legacy administration shall also have the option, but not the obligation, to provide at the same time a written statement of reasons supporting their positions.
5. Notwithstanding this requirement, the chair shall have discretion to accept additional relevant documents at the hearing, unless it is clear the documents were intentionally withheld by the party offering them.

THE HEARING

1. The chair will preside over the hearing, maintain order, and rule on all procedural issues.
2. Formal rules or process, procedure, and/or evidence do not apply in the hearing. The chair shall use reasonable efforts to see that all arguments are heard and that necessary evidence is presented, within a reasonable time.
3. A quorum of the board shall be present for the hearing.
4. The hearing will be conducted in executive session. The teacher, Legacy's administration, and their representatives, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the chair.
5. The teacher and Legacy's administration may be accompanied by an advisor of his or her choosing. However, the advisor may not participate in the hearing, address the board, or question witnesses.
6. Because employment is At-Will, the teacher bears the burden of persuading the board that the termination should be overturned.
7. The teacher shall initiate the hearing, by explaining the reasons the termination should be overturned.
8. The teacher may call witnesses and present documents in support of this argument.
9. Members of the board and Legacy administration may question the teacher and the teacher's witnesses.
10. A representative of the administration may then state the reasons the termination should stand.
11. The administration or its legal representative may call witnesses and present documents in support of this argument.
12. Members of the board and the teacher may question the administration's witnesses.
13. The chair shall have the discretion, but not the obligation, to allow additional rebuttal testimony and/or a summary or final statement from either party.
14. After witnesses and statements have been received, the board shall deliberate in private, with no parties or other persons present except as requested by the board.
15. The board shall emerge from executive session into open session to vote on the appeal. A vote to reinstate the teacher is not a finding or admission that the termination was in any way wrongful. In that event, the board shall have discretion whether or not to provide back-pay for the time between termination and reinstatement. Because teacher employment is At-Will, a termination may be sustained in the absence of any cause for termination.
16. If the teacher was not present for the board's vote, the chair or secretary of the board shall notify the teacher of the board's decision.

IV. BENEFITS

A. GOVERNMENT REQUIRED COVERAGE

WORKERS' COMPENSATION

All employees of Legacy are covered by the provisions of the South Carolina Workers' Compensation Act. This act provides payments for medical and hospital expenses, temporary or permanent disability compensation and death benefits in the event an employee is injured or killed in an accident while performing his or her official duties. Should an accident occur on the job, the employee should report the accident as soon as possible to their supervisor and make arrangements to complete the Workers' Compensation Injury Report form. This report must be completed even if medical treatment is not required.

Filing a false or fraudulent Workers' Compensation claim can result in immediate termination.

SOCIAL SECURITY

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Legacy is required to deduct this amount from each paycheck you receive. In addition, Legacy matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

B. PAID LEAVES OF ABSENCE

HOLIDAYS

For full time, non-exempt hourly employees, Legacy recognizes the following holidays as paid holidays: Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve and Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day and one floating holiday. Holidays will not be counted as hours worked in computing overtime pay.

VACATION

Vacation days are NOT provided for employees classified to work less than 240 days.

ONLY Full time employees who work 240 days or more are eligible for paid vacation days. Such employees are allowed five (5) vacation days per calendar year. Employees may use vacation days as they accrue annually.

Vacation days not used by December 31st of the year following the year in which they are earned are forfeited and may not be carried over into the subsequent calendar year.

Vacation time will not be counted as hours worked in computing overtime pay. Vacation days are to be used for time off when Legacy is open to the public.

Employees must submit vacation requests in writing as soon as possible to their supervisor. Vacation requests are granted at the sole discretion of Legacy, taking into account operating requirements.

Length of employment may determine priority in scheduling vacation times.

Vacation pay is not granted in lieu of taking the actual time off. In addition, accrued but unused vacation will be forfeited upon termination of employment for any reason.

ACCRUED LEAVE

All full-time employees of Legacy shall accrue leave time at a rate of 4 hours (one half day) per pay period based on the employees pay schedule up to the maximum annual accrual. Accrued leave may used as the employee deems necessary (illness or injury, personal, bereavement, or an illness in the family). The maximum annual accruals are as follows:

For employees classified to work less 240 days - maximum of 80 hours (10 days) accrued leave

For employees classified to work 240 or more days -maximum of 96 hours (12 days) accrued leave

Legacy may advance unearned accrued leave for planned absences such as hospital stays, maternity leave and other scheduled medical treatments as defined under the federal Family and Medical Leave Act. Accrued leave will not be counted as hours worked in computing overtime pay.

Employees may carry over accrued leave to a maximum of 90 days **as sick leave**. Any accrued but unused **sick leave** in excess of ninety days is forfeited at the end of each fiscal year. Employees must take accrued leave in increments of at least 1/4 days, unless otherwise required by the Family and Medical Leave Act, if applicable, or other applicable law. **Employees must request in writing when requesting to use accrued leave from their supervisor as far in advance as possible except in the case of illness or emergency.**

Accrued leave may not be taken the day before or the day after any scheduled school break. Employees who are not entitled to accrued leave and wish to take an unpaid day before or after a scheduled school break may do so with supervisor approval. Legacy generally grants requests for leave when possible, taking staffing needs into consideration.

All accrued but unused leave days are forfeited upon termination of employment unless they are transferred as **sick leave** upon request to a new employer.

Employees should make every attempt to schedule appointments during non-working hours rather, and during scheduled breaks, rather than using accrued leave. Employees should be prepared to furnish a doctor's note or similar evidence of inability to work if requested by administration. Employees who are absent **more than 2** consecutive days should provide a doctor's note or similar evidence to their supervisor upon their return to work. Abuse of leave may result in discipline, up to and including discharge.

JURY DUTY OR WITNESS DUTY

We encourage you to fulfill your civic responsibility by serving on a jury when required to do so. Full time employees are granted up to five (5) days of paid jury duty and witness leave per academic year. If you are required to serve beyond that period, you may use any accrued leave or you may request an unpaid leave of absence.

If you are called for jury duty or subpoenaed to testify, you must notify your supervisor within 2 workdays of receipt of the summons or subpoena so that arrangements can be made to accommodate your absence. Please present a copy of your summons or subpoena to your supervisor.

Jury or witness absence will be noted on your timesheet or time card. Employees are expected to report to work when the court schedule permits. Supervisors may also request that employees on jury duty or witness leave contact them daily to discuss work issues. Time spent on jury duty or witness leave will not be counted as hours worked in computing overtime pay.

C. UNPAID LEAVES OF ABSENCE

PERSONAL LEAVE OF ABSENCE IN CASE OF EMERGENCY

Personal leaves of absence may be granted at the discretion of the supervisor to employees in order to meet emergency situations. Such leaves will be without pay and shall not exceed thirty (30) days.

FAMILY AND MEDICAL LEAVE ACT

Under the Family and Medical Leave Act of 1993, as amended (FMLA), employees may be eligible for a period of job-protected unpaid leave for certain family and medical reasons as described below. This Family Medical Leave Act Policy ("Policy") provides an overview of employees' rights and responsibilities under the FMLA as well as Legacy's own policies regarding FMLA Leave. Legacy has posted notices of the FMLA at all Legacy campuses. The information in those posters is incorporated into this policy by reference.

General Eligibility

To be eligible for FMLA Leave under this Policy, an employee must have worked at Legacy for at least 12 months and must have worked at least 1,250 hours during the 12- month period prior to the commencement date of any leave requested under this Policy. Eligibility will be determined as of the date the FMLA leave commences. Employees who work at a site at which fewer than 50 employees are employed within a 75-mile radius are not eligible for leave under this policy. When a request for FMLA is made, Legacy will advise of the employee's eligibility and the employee's rights and responsibilities.

Types and Duration of FMLA Leave

(Bonding Leave; Serious Health Condition Leave; Leave to care for a family member with a Serious Health Condition; Active Duty Leave) An eligible employee may take up to 12 weeks of unpaid leave during a rolling 12- month period (measured backward from the date an employee uses FMLA leave) for the following reasons:

1. the birth of the employee's child and to bond with the child; or for placement through adoption or foster care and to bond with the newly placed child. Such leave must be concluded no later than 12 months after the birth or placement of the child with the employee;

2. to care for an immediate family member (spouse, children under 18 years old or a child 18 and over who is incapable of self-care because of a disability, or parent) with a serious health condition;
3. because of a serious health condition which renders the employee unable to perform the functions of his/her job; or
4. because of any qualifying exigency arising out of the fact that an employee's spouse, son (of any age), daughter (of any age) or parent, who is serving in any branch of the US military (including the National Guard or Reserves), has been deployed or called to active duty in a foreign country ("Active Duty Leave").

(Military Caregiver Leave) An employee may also be eligible for Military Caregiver Leave to care for a spouse, son (of any age), daughter (of any age), parent or next of kin who is:

1. a current member of the Armed Forces, including the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, which is incurred in the line of duty (or for a pre-existing injury or illness which is aggravated in the line of duty) and that renders the service member medically unfit to perform the duties of his or her office, grade, rank or rating, or
2. a veteran who was a member of any branch of the Armed Forces, including the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness that occurred in the line of duty (or for a pre-existing injury or illness which was aggravated in the line of duty) at any time within 5 years preceding the treatment, recuperation or therapy.

A covered veteran incurs a serious illness or injury for purposes of this paragraph when one of the following occurs:

1. The injury or illness makes him or her medically unfit to perform the duties of his or her office, grade, rank or rating.
2. It causes the service member to have a VAService Disability Rating is at 50% or greater.
3. It is a mental or physical condition substantially impairs their ability to obtain gainful employment.
4. The VA enrolls the employee in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave (as long as it is within 5 years of the covered service member's active duty) and ends 12 months after that date. Military Caregiver Leave applies on a per-covered service member, per-injury basis, so that an employee may be eligible to take more than one 26 week period of Military Caregiver Leave, but no more than 26 weeks of leave may be taken during any one 12-month period. An eligible employee is entitled to a combined total of 26 work weeks of leave for all FMLA qualifying reasons during the single, 12-month period described above. For example, if an employee takes 10 weeks of FMLA leave due to his/her own serious health condition, the employee may take only 16 weeks of Military Caregiver Leave during that same 12 month period.

Definitions

A "serious health condition" as referred to above means an illness, injury, impairment, or physical or mental condition that involves:

- in-patient care (*i.e.*, an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);
- a period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - (a) treatment two (2) or more times by a health care provider or under the supervision of a health care provider the first being within seven (7) days of the onset of the incapacity and the second being within thirty (30) days of the start of the incapacity, or
 - (b) treatment by a health care provider on at least one (1) occasion within seven (7) days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a healthcare provider;
- any period of incapacity or treatment due to pregnancy, or for prenatal care;
- any period of incapacity or treatment due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a healthcare provider;
- a period of incapacity or treatment which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

A "qualifying exigency" referenced above under "Active Duty Leave" refers to the following circumstances:

- Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven (7) days or less;
- Military events and related activities: to attend official military events or family assistance programs or briefings;
- Childcare and school activities: for qualifying childcare and school related reasons for a child, a legal ward or stepchild of a covered military member;
- Care of the covered military member's parent if the parent is incapable of self-care;
- Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;
- Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, a legal ward, or stepchild of the covered military member;
- Rest and recuperation: to spend up to fifteen (15) calendar days for each period in which a covered military member is on a short-term rest leave during a period of deployment; or
- Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member's active duty terminates or to address issues arising from the death of a covered military member while on active duty.

When Spouses Work Together

If both spouses are employed by Legacy and are eligible for leave under this policy, they are eligible for a combined total of 12 weeks of leave within the applicable 12-month period when the leave is due to the birth or placement of a child or to care for a parent who has a serious health condition, or a combined total of 26 weeks within the applicable 12-month period when the leave is due to the birth or placement of a child or to care for a parent who has a serious health condition and for Military Caregiver Leave. (However, in no event shall the spouses take more than a combined total of 12 weeks of leave within the applicable 12-month period for the birth or placement of a child or to care for a parent who has a serious health condition).

Notice of Need for FMLA Leave

An employee who wants to take FMLA must follow normal call-in policies and notify the person an employee would normally notify for an absence. Failure to adhere to normal school call-in procedures can result in discipline, as with any other type of leave.

If FMLA applies or believed to possibly apply, the employee will be required, thereafter, to contact the Human Resources staff to complete a request for leave. The employee will be required to fill out prescribed forms requesting leave. To avoid a delay in FMLA protection, the employee must give notice as soon as possible and practicable under the circumstances of enough facts to advise the person receiving the call that FMLA may apply. Employees are always required to give notice as soon as practicable and possible, but, except for instances of active duty leave, an employee is not required to provide more than thirty (30) days advance notice.

If an employee fails to give the required notice with no reasonable excuse, FMLA coverage may be delayed for a period of time. This can result in discipline for absences taken prior to FMLA coverage commencing. Employees should make every reasonable effort to schedule foreseeable medical treatments so as not to disrupt the ongoing operations of Legacy.

Substitution of Paid Leave for Unpaid FMLA Leave

Employees must concurrently exhaust any short-term disability benefits, workers compensation benefits, accrued vacation time, or any other form of applicable paid leave for FMLA leave. All substituted paid leave that is being concurrently exhausted will be counted against an eligible employee's FMLA leave entitlement.

Intermittent FMLA Leave

Intermittent or reduced schedule leave is leave at varying times for the same qualifying condition. Intermittent leave or reduced schedule leave may be available if the need for leave is due to an employee's serious health condition or an employee's immediate family member's serious health condition and when the need for intermittent or reduced schedule leave is certified by a healthcare provider. Intermittent or reduced schedule leave is not available for the birth or placement of a child for adoption or foster care, unless Legacy agrees. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Active Duty Leave may also be taken on an intermittent or reduced leave schedule.

Employees who take foreseeable intermittent or reduced schedule leave must attempt to schedule their intermittent or reduced schedule leaves so as not to disrupt the operations of Legacy and in some instances, Legacy may require employees taking foreseeable intermittent or reduced schedule leaves to transfer temporarily to an alternative position for which the employee is qualified and which better accommodates the employee's leave schedule. Pay and shifts would not be affected by a change to an alternate position. Time worked in the alternate position would not count towards the employee's FMLA leave entitlement. Employees taking unforeseeable intermittent leave must follow Legacy's standard call-in procedures absent unusual circumstances.

Documentation Supporting FMLA Leave

An employee requesting leave for a serious health condition must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a request for FMLA Leave may also be required. The employee will have fifteen (15) days in which to return a completed Certification form following Legacy's request for the certification. If the employee fails to provide timely certification after being required to do so, covered leave may be delayed moving forward until the certification form is finally submitted. Absences counted against the employee for a late certification will not be reversed absent exceptional circumstances. If an employee never returns the completed form, the FMLA will be denied and the absences will be unprotected. If the Certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will be given a period of seven (7) days to provide the necessary information. In some circumstances, a second opinion, at the expense of Legacy, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of Legacy, may be required. The opinion of the third health care provider, which Legacy and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form or Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave form as well as any necessary supporting documentation. Providing false information to Legacy in an attempt to obtain FMLA leave will result in no FMLA protection, and it may also constitute a policy violation and result in discipline up to and including discharge.

Once Legacy has received a complete and sufficient certification form from the employee, Legacy will advise the employee whether he or she has been approved or denied FMLA and, if possible, will advise how much FMLA will be used.

Recertification

In the following circumstances, Legacy may, in its sole discretion, require recertification of the qualifying reason for FMLA:

- (1) where the employee needs more leave than the original certification justified;
- (2) where circumstances and facts cast doubt on the employee's need for FMLA; or
- (3) when the need for FMLA extends beyond 6 calendar months.

In these situations, the employee will have fifteen (15) days in which to provide a completed Recertification form.

Restoration to Position and Benefits

Healthcare benefits will be maintained while an employee is on FMLA, subject to the payment of premiums explained in this paragraph. For all other benefits, they will be maintained similarly to others on similar forms of leave (paid/unpaid). Employees on paid FMLA (because they are concurrently exhausting a paid leave benefit) will continue to have their premium payments deducted from their paycheck as if they were on non-FMLA paid leave. Employees on an unpaid FMLA leave (for which no paid leave is substituted or after all paid leave has been exhausted) will need to maintain the benefits they accrued prior to commencement of the leave by making premium payments. If the payment is not received on the due date or thereafter, Legacy will provide the employee written notice of non-payment and provide 15 days to make the payment. If the

payment is not made within the 15 day window, and at least 30 days have passed from the due date, then coverage under the benefit plan will lapse, retroactively to the original due date.

Employees are permitted to return to whatever position they would have held had they not taken FMLA leave. Generally, this means employees returning from FMLA leave within 12 weeks will be returned to the job position that they held when they went on leave, or a substantially similar one. If the employee would have lost their position even if they had not taken the leave, then there exists no reinstatement right. For example, if the employee's position is eliminated because of a reduction in force, then no reinstatement right exists.

If an eligible employee fails to pay his or her portion of the required premium payments for benefit coverage, and Legacy elects to make the employee's portion of premium payments to keep benefit coverage in effect during a period of paid or unpaid FMLA leave for medical and dental benefits, and/or a period of unpaid FMLA leave for other benefits, Legacy may recover the amount of the premium payment from the employee regardless of whether the employee returns to work. Legacy may recover its own share of the premiums paid for maintaining an employee's medical and dental benefit coverage during any period of unpaid FMLA leave if the employee fails to return from leave after entitlement has expired, provided the employee failure to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition was unrelated to the qualifying reason the employee took FMLA leave.

Return to Work

FMLA leave must be used for its intended purpose. If the qualifying reason for taking leave ends, then the employee must contact the Human Resources staff and make arrangements to return to work. Employees on FMLA leave must periodically inform the Human Resources staff of their status and intent to return to work while on FMLA leave. Employees returning from FMLA leave must be able to assume all of the essential functions of their jobs upon return. Legacy will provide time for the employee to learn of any changes or new technology implementations. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, the employee must provide certification from the employee's health care provider stating that the employee is able to resume work. This return to work statement is required for all serious health conditions unless the employee has previously provided one for that condition within the past year. If safety issues exist, Legacy may require a return to work statement every thirty days.

Key Employees

An employee who qualifies as a "key employee" may be denied restoration of employment after a period of FMLA leave if holding the employee's position would cause Legacy grievous economic injury. A "key employee" is an employee who is salaried and is among the highest paid ten percent of the work force within 75 miles of the place where the employee reports to work. Upon requesting FMLA leave, an employee will be notified by Legacy of his/her status as a "key employee" if there is a possibility that Legacy may deny reinstatement after leave.

D. NATIONAL GUARD OR MILITARY LEAVE POLICY

Legacy complies with Federal and State law regarding leave due to military service, including the military reserves and National Guard, and the employee's rights upon return. It is requested that as much notice as possible be provided prior to beginning military leave, and employees must present their orders in advance to their supervisor. Eligible employees may take a leave of absence without pay or elect to use accrued paid leave for military leave.

If you are a member of a National Guard or Reserve Unit, you may take the time required for training. Leave is normally for two weeks, but in exceptional cases may be as long as seventeen calendar days. Leave of this nature is unpaid. However, you may elect to use accrued paid time off, if you wish.

Please be sure to inform your supervisor of your absence for National Guard or Military Reserve Leave as far in advance as possible.

Failure to Return From Leave

Unless required otherwise by law an employee granted a leave of absence under these provisions who fails to return to work upon expiration of the leave will no longer have protected absences. Further absences would count against the attendance policy.

V. OPERATIONAL POLICIES

A. WORK-RELATED -SAFETY POLICIES

VIOLENCE-FREE WORKPLACE

It is Legacy's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, Legacy will not tolerate violence or threats of violence of any form in the workplace, at school-related functions, or outside of work if it affects the workplace. This policy applies to Legacy employees, students, guests, vendors, and persons doing business with Legacy.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property.

Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or email)
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker
- Possession of firearms or any other weapon, including but not limited to knives with blades more than three inches in length, and explosives, on school property, in a vehicle being used on school business, in any school-owned or -leased parking facility, or at a school-related function
- Any other conduct or acts which the administration believes represents an imminent or potential danger to school safety/security.

ACCIDENTS/INJURIES

- In case of serious injury, call 911 immediately.
- DO NOT MOVE the injured person except to remove him/her from immediate danger.
- Assess the extent of the injury; attempt no treatment for which you are not certified.
- Err on the side of caution.
- Send another adult or a student to notify the office staff; do not leave the injured person alone or with scholars.
- Provide the following information to the office if your messenger is competent:
 - Name of injured and extent of injury
 - State of injured person's consciousness and basic vitals (respiration, pulse, etc.)
 - Identity of person who is providing on-site care
- Give first aid as necessary within your certification and qualifications.
- If warranted, get EMS help without authority from the office.
- Ensure that office staff contacts parent/guardian.
- Office staff:
 - Notify the Principal or ranking administrator on site
 - Send first aid supplies
 - Call 911 if needed
 - Call family of the injured person; provide information, follow the wishes of the parent unless the injuries are life-threatening
 - Make sure adult who witnessed the accident fills out accident report.
- Administrators:
 - Assess the situation and take administrative control
 - Accompany the injured if transported by means other than family
 - Meet and inform family and assess the situation for injury potential and make appropriate recommendations to the Board

EXPOSURE CONTROL

The purpose of this policy is to protect students and staff from blood borne pathogens.

1. All employees shall use universal precautions to prevent contact with blood or other potentially infectious materials or fluids:
 - a. Wearing of latex gloves while in contact with blood, bloody bandages, sharps, or other potentially infectious materials for fluids (semen - vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva or any bodily fluid contaminated with blood), and all body fluids in situations where it is difficult to differentiate between body fluids, when cleaning lavatories, or disinfecting equipment.
 - b. Washing hands and other exposed areas with soap and running water and drying with paper towels immediately after removing latex gloves, and/or exposure to blood or other potentially infectious materials or fluids.
2. Blood spills or other potentially infectious materials or fluids are to be cleaned up immediately.
 - a. Universal precautions specified in section one (1) are to be followed.
 - b. Blood and fluid spills are to be cleaned up, pouring the bleach water solution around the periphery of the spill. A chemical disinfectant registered with the Environmental Protection Agency may be used where a bleach water solution is not appropriate (e.g. carpet).
 - c. Neither free draining whole blood nor blood product may be disposed of in any form of sewer system or septic tank.
3. Disposal
 - a. Sharps (discarded medical articles such as needles, syringes, scalpel blades, razor blades, lancet, broken medical glassware, and pasteur pipettes) are to be disposed of in leak proof, rigid, puncture-resistant shatter proof containers immediately after use. The containers are to be red and distinctively marked with the biohazard symbol, and will be located in the health office in each school.
 - b. Band aids, dressings, or other material that is saturated and dripping with blood must be placed in red bags that are double non-permeable 3 mil or equivalent polyethylene. These bags are to be placed in a separate container labeled with a biohazard symbol. Sharps may not be kept in this container. A container is located in the health office in each school.
 - c. Medical waste shall be disposed of in conformance with the regulations of the State. Disposal is to be initiated by a priority work order to the Director of Operations, who shall arrange for disposal of such wastes, keeping such records as may be required by statute. The Director of Operations shall also develop and publish Standard Operating Procedures for School Operations and Cafeteria staff to implement this policy. A copy of these procedures will be given to each Principal. The Director of Operations shall ensure that annual training is provided to all School Operations and Cafeteria staff. The Director of Operations will develop Standard Operating Procedures and ensure appropriate training for personnel in Legacy.
 - d. A school nurse in conjunction with administration shall review this policy, and communicate universal precautions with staff, coaches, and students at least once annually, and provide training as needed.

DRESS CODE POLICY

Your pride in both yourself and as a representative of our organization is reflected in your appearance and image you create. We feel our business image is important and request that our employees maintain standards of dress and appearance appropriate to the organization as a whole and your individual position responsibilities.

Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image we present to our scholars and visitors. Therefore, while performing duties for our organization, employees are expected to dress in attire appropriate to the business environment and to behave in a professional and business-like manner at all times to best represent our business. Casual sportswear may be appropriate only in certain circumstances; i.e. when the teacher's position is that of a coach.

Professional attire for men includes dress shirts, ties and dress slacks.

Professional attire for women includes dresses, dress shirts, skirts and/or dress slacks.

The following are not deemed to be appropriate for any employee: low cut tops, short skirts, flip flops, clothing that fits very snugly, slippers, jeans, and T-shirts. Hats and dark sunglasses are not allowed.

Fridays are designated as College Shirt Day for our scholars and staff. All employees are encouraged to wear a college (personal choice of college) shirt with dress slacks.

Employees should avoid heavy use of perfumes and wearing clothing smelling strongly of smoke or other odors.

Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. This time off from work will generally be without pay.

NO SOLICITATION / DISTRIBUTION

Employees may not:

- Solicit other employees during working time;
- Distribute literature during working time; or
- Distribute literature at any time in working areas.

This solicitation and/or distribution also includes the promotion of personal political points of view.

Any solicitations or distributions by nonemployees on school premises are prohibited. Such non-employees include, without limitation, all salespersons and collectors.

"Working time" includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to be performing work tasks. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times. "Working areas" include areas controlled by Legacy where employees are performing work, excluding, for example, cafeterias, break rooms and parking lots.

Any violations of this policy should be reported immediately to the Human Resources staff.

Nothing in this policy should be read to restrict or inhibit the employees' rights under any applicable state or federal law, including the NLRA Section 7 right to discuss employees' terms and conditions of employment or otherwise act for their mutual benefit.

USE OF PERSONAL CELL PHONES DURING SCHOOL HOURS

Employees are not to use cell phones for personal use while supervising scholars. Use of cell phones for school business, however, is encouraged. Group texting may be utilized in emergency situations.

SUPPLIES

Employees who are teachers should purchase needed supplies for the year with monies received from Legacy at the beginning of each school year. If a teacher needs to purchase additional supplies, they should obtain permission from their administration before making a purchase. Teachers who purchase items before obtaining permission will not be reimbursed for those purchases.

EXPENSE REIMBURSEMENT

You must obtain authorization from your supervisor prior to incurring an expense on behalf of Legacy. To be reimbursed for all authorized expenses, a request and receipt must be submitted through the online portal.

THEFT

Legacy will not tolerate property theft of any type. Property theft is considered to be the unauthorized use of Legacy services or facilities or the taking of any school property for personal use. Unauthorized possession or removal of school property is a very serious offense. Employees violating this policy may be subject to discipline up to and including dismissal and prosecution.

TRAFFIC VIOLATIONS

Any employee authorized to operate a Legacy vehicle, or their own vehicle in performing their job, will be considered completely responsible for any fines or traffic violations incurred.

REPORTING CHILD ABUSE

The laws of the state of South Carolina require that school personnel report suspicions of child abuse or neglect to the designated authorities.

If an employee has any reason to believe that a scholar is being abused or neglected by a parent, guardian, or person responsible for the scholar's welfare, or someone other than a guardian, he or she must report such belief to the principals, guidance counselors and/or the school social worker, as well as contact the appropriate agency.

CONFIDENTIALITY OF INFORMATION

Legacy is engaged in providing a service that requires a strict code of confidentiality of information. No employee should store information outside of Legacy about any matter pertaining to the conduct of Legacy's business which may compromise a scholar or Legacy to outsiders. Any employee who compromises any information regarding Legacy or its scholars may be subject to disciplinary action, up to and including termination.

CONFIDENTIALITY OF SCHOLAR RECORDS

In order to provide our scholars with appropriate instruction and educational services, it is necessary for Legacy to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, and be accessible to the scholar's parents or legal guardian or the scholar in accordance with law, yet be guarded as CONFIDENTIAL information. Legacy recognizes the legal requirement to maintain the confidentiality of scholar education records and personally identifiable information contained in the education records of a scholar. Legacy's procedures for the confidentiality of scholar records shall be consistent with federal and state statutes and regulations, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

Failure by any staff member to comply with these statutes, procedures, regulations or any part of this policy and its accompanying regulation will subject that employee to disciplinary action, as permitted by law.

The Executive Director shall be responsible for ensuring that all requirements under federal and state statutes and regulations as well as Legacy Policy and regulation pertaining to the confidentiality of scholar education records shall be carried out by Legacy and its employees.

Scholar education records subject to confidentiality and protection from disclosure include those records, files, documents, and other materials which contain information directly related to a scholar and are maintained by Legacy or by a person acting for Legacy. Personally identifiable information includes but is not limited to the scholar's name, the name of the scholar's parents or other family members, the address of the scholar and/or his or her family, personal identifiers such as social security numbers or scholar numbers, personal characteristics which make the scholar's identity traceable, and any other information which would make the scholar's identity easily traceable.

Scholar education records and personally identifiable information contained in a scholar's education records may not be released or disclosed without the prior written consent of the parent/guardian of a scholar under 18 years of age or a scholar over 18 years of age (eligible scholar), except as otherwise authorized by law.

In accordance with law, prior written consent from a parent/guardian or eligible scholar is not required for Legacy to disclose information contained in a scholar's education records if access to, and disclosure of, such information is made available under the following circumstances:

1. To individuals employed by them either as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel, school board members when acting as a corporate entity in the discharge of statutory duties and responsibilities; and individuals with whom Legacy has contracted to perform a special task (i.e., Legacy attorney, auditor, medical consultant, or therapist). However, access by, and disclosure to, any such individual without prior written consent by a parent/guardian or eligible scholar is limited strictly to instances where a legitimate educational inquest justifies said access and disclose. The Building Principal of Legacy shall determine whether any such individual has a legitimate educational interest to access a scholar's education record. A legitimate educational interest will be deemed to exist only when it can be shown that access and disclosure without prior written consent by a parent/guardian or eligible scholar is necessary for any such individual to fulfill his/her professional responsibilities;
2. To another school in which a scholar seeks to enroll or intends to enroll, upon request by such district and in accordance with law;
3. As otherwise expressly permitted by law.

BULLETIN BOARDS

Bulletin boards in the staff lounge or workroom may contain information about new policies and/or changes in procedures. Information of general interest is posted regularly on the bulletin boards. It is an employee's responsibility to read the bulletin boards regularly and to be familiar with the information posted on them.

B. FACILITIES POLICIES

YOUTH ACCESS TO TOBACCO POLICY

Updated July, 2019

On April 26, 2019, Governor Henry McMaster signed Act 25 of 2019/H. 3420 into law. This is an update to the Youth Access to Tobacco Prevention Act of 2006 and inserts a new section into Title 59, Chapter 1 that requires the following:

"Section 59-1-380.

(A) By August 1, 2019, every local school district in the State shall adopt, implement, and enforce a written policy prohibiting at all times the use of any tobacco product or alternative nicotine product by any person in school buildings, school facilities, on school campuses, and in or on any other school property owned or operated by the local school administrative unit. The policy also must prohibit the use of any tobacco product or alternative nicotine product by persons attending a school-sponsored event at a location not listed in this subsection when in the presence of students or school personnel or in an area where smoking or other tobacco use is otherwise prohibited by law.

Scholar Handbook...

TOBACCO AND LIGHTERS

Legacy Early College is a tobacco-free campus. LEC does not permit smoking or any other tobacco use on school property, indoors or outdoors. Smoking/tobacco use is prohibited anywhere on all campuses, including sidewalks, parking lots, fields, bleachers, restrooms, etc. Your cooperation is appreciated.

Scholars under the age of 18 may be subjected to fines as outlined by the Greenville County Sheriff's Department. Possession and use of tobacco products, lighters, and matches while in the school building, on school grounds, on school buses, or any other time that scholars are under the direct supervision of the school, is prohibited and will result in the item(s) being confiscated and the scholar disciplined.

Employee Handbook...

SMOKE-FREE FACILITY

Smoking or any use of tobacco is not permitted at any time on Legacy property. For purposes of this policy:

- Smoking includes lighting, smoking or carrying a lighted cigarette, cigar or pipe and the use of smokeless tobacco or any electronic smoking device. This list is illustrative only and not exhaustive.
- School property includes common work areas, conference and meeting rooms, private offices, hallways, break rooms, restrooms, school-owned or leased vehicles, and all outdoor spaces on School property. No smoking breaks are allowed for any employee.
- Nothing herein is intended to interfere with statutes protecting individuals who smoke off premises during non-working hours.
- Any questions concerning this policy should be directed to your supervisor.

(B) The policy must include at least all of the following elements:

(1) adequate notice to students, parents or guardians, the public, and school personnel of the Policy;

Notice is given to our scholars/families through the Scholar/Family Handbook at the beginning of each school year.

Notice is given to our employees in the Employee Handbook as well as in our Wellness Policy at the beginning of each school year.

(2) posting of signs prohibiting at all times the use of tobacco products or alternative nicotine products by any person in and on school property;

Tobacco Free Campus signs are posted on the front door for each campus.

(3) requirements that school personnel enforce the policy, including appropriate disciplinary action.

Current enforcement -Scholars under the age of 18 may be subjected to fines as outlined by the Greenville County Sheriff's Department. Possession and use of tobacco products, lighters, and matches while in the school building, on school grounds, on school buses, or any other time that scholars are under the direct supervision of the school, is prohibited and will result in the item(s) being confiscated and the scholar disciplined.

(C) Disciplinary actions for violating the policy may include, but not be limited to:

(1) for scholars: administrator and parent or legal guardian conference, mandatory enrollment in tobacco prevention education or cessation programs, community service, in-school suspension, suspension for extracurricular activities, or out-of-school suspension.

(2) for staff: verbal reprimand, written notification in personnel file, mandatory enrollment in tobacco prevention education, voluntary enrollment in cessation programs, or suspension;

(3) for contract or other workers: verbal reprimand, notification to contract employer, or removal from school property; and

(4) for visitors: verbal request to leave school property or prosecution for disorderly conduct for repeated offenses.

(D) The local school district shall collaborate with the Department of Health and Environmental Control, the Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, as appropriate, to implement the policy, including as part of tobacco education and cessation programs and substance use prevention efforts.

(E) The policy may permit tobacco products or alternative nicotine products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, inhaling, or otherwise ingesting the tobacco product or alternative nicotine product.

Legacy Early College utilizes our local partnerships to support implementation and education of our current Tobacco Policy in our current 5k through 12th grade PE classes and targeted core classes during the school year. This collaboration is used as needed for the distribution of educational materials related to tobacco use and training.

(F) For purposes of this section:

(1) 'Tobacco product' has the same meaning as defined in Section 16-17-501.

(2) 'Alternative nicotine product' has the same meaning as defined in Section 16-17-501."

SECURITY

All employees are required to wear their school-issued name tags at all times while on campus and/or serving in an employment capacity.

Visitors (including parents) are required to sign in at the office, wear a visitor badge during the entirety of their visit, and sign out when leaving campus.

Adults on campus without an identifying name tag, should be approached by an employee and reminded to sign in.

An adult's refusal to sign in should be immediately reported to the administrative staff or the resource officer.

The security alarm system is activated any time Legacy is closed. Alarm codes are issued only by the Executive Director. If you plan to enter any school building when the doors are locked, always assume the intruder alarm is on. If you do not have an alarm code, you should not attempt to enter the buildings when the doors are locked.

SEARCH AND SEIZURE

Vehicles, desks, computers and information stored on Legacy's communications systems (as defined above), and file cabinets are school property and must be maintained according to school rules and regulations. They must be kept clean and are to be used only for school-related purposes.

To ensure compliance with its rules and regulations, Legacy may inspect all school property without prior notice to the employee and/or in the employee's absence.

Prior authorization must be obtained before any school property may be removed from the premises.

An employee's personal property that is on school property, including, but not limited to, packages, purses, clothing, and vehicles, may be inspected at any time upon suspicion of unauthorized possession of weapons, drugs, school property or property of another employee.

Refusal to give consent or to cooperate in the search of personal property may result in discipline up to and including immediate termination.

KEYS

Keys to buildings and classrooms are issued on an as-need basis with prior approval from the Executive Director or the principals. Employees are not permitted to loan school keys to anyone.

PARKING

Legacy employees are required to park ONLY in the designated areas assigned to employees.

If an employee is parked in a non-designated area assigned for employee parking, he/she will be asked to move their car immediately. If an employee consistently parks in a non-designated area assigned for employee parking, such continuous infraction will lead to disciplinary action up to and including discharge.

Courtesy and common sense in parking will avoid accidents, personal injury, and damage to your vehicle and to the vehicles of other employees.

Remember to lock your car every day. Legacy does not assume any liability for any loss or damages you may sustain.

ENTERING AND LEAVING THE PREMISES

At the time you are hired, you will be advised about the proper entrances and exits for all employees, as well as key fobs, confidential security codes, and procedures for entering and leaving the building.

You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action up to and including discharge.

You are not allowed to enter Legacy property after normal business hours for any reason without the approval of your supervisor.

INSPECTION OF PACKAGES

Legacy reserves the right to inspect all packages or closed containers brought into or taken out of the Legacy facilities.

PERSONAL PROPERTY

Due to the strict liability of our insurance carrier, under no circumstances are you allowed to keep personal equipment on Legacy property where damage or fire could result. An employee's personal property that is on school property, including, but not limited to, packages, purses, clothing, and vehicles, may be inspected at any time upon suspicion of unauthorized possession of weapons, drugs. School property or property of another employee. Legacy cannot assume any responsibility for loss or damage to personal property of any employee.

MAINTENANCE REQUESTS

Requests for classroom repairs or building maintenance should be brought to the attention of the Operations staff by completing a Maintenance Request through Operation Support portal.

MAIL

Employees are not allowed to use Legacy as a personal mailing address. The postage stamps should not be used for personal use.

ENERGY CONSERVATION

All employees are expected to assist with our goal of energy conservation, including the following practices:

- Turn off lights when not in your room or office.
- Shut down desktop computers and turn off the monitors at the end of each work day.
- Close doors and windows

POLICY FOR THE TRANSPORT OF SCHOLARS OFF-CAMPUS

It is generally not appropriate for a Legacy faculty or staff member to transport a Legacy scholar to any off-campus location except for an off-campus event of which the scholar's parents have been advised and have given their prior consent in writing. Any faculty or staff member seeking an exception to this general rule should consult with their principal.

USE OF SCHOOL VEHICLE -NON-SCHOLAR TRANSPORT

Employees authorized to use a Legacy vehicle for school business, must adhere to the following rules:

- The employee must hold a valid driver's license.
- Employees are responsible for paying any moving violation tickets including parking tickets.
- Persons not authorized or employed by Legacy may not operate or ride in a school vehicle.
- Operation of a Legacy vehicle is only for school-related activities.
- Unauthorized personal errands or trips are not allowed and may result in termination.

EQUIPMENT USE

The copiers and other office machines are available for faculty use in support of the instructional process. However, excessive copying is not acceptable for daily instruction. Teachers should never send scholars to use the office machines; and, only in extreme emergencies, should you send a scholar to the front desk to ask for additional copies.

It is not allowable to use the school copiers for personal use.

FACILITY USE BY OTHERS

Permission for non-school organizations to use Legacy facilities is given only by the Executor Director or the board.

SOCIAL MEDIA GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet on sites like Wikipedia, Facebook, Twitter, Snapchat, Instagram, LinkedIn, Pinterest, and YouTube, chat rooms, personal blogs, and other similar forms of online journals, diaries or personal newsletters, as well as any other form of electronic communication.

This policy refers to these and all other similar forms of social media collectively as "Internet postings". The same principles and guidelines found in Legacy's policies apply to your internet postings.

Ultimately, you are solely responsible for your internet postings.

Before creating an internet post, consider some of the risks and rewards that are involved. Keep in mind that any of your internet postings that adversely affect your job performance, the performance of fellow Legacy employees, and/or otherwise adversely affects Legacy scholars, parents, vendors, and people who work on behalf of Legacy or Legacy's legitimate business interests may result in disciplinary action up to and including termination.

KNOW AND FOLLOW THE RULES

Carefully read these guidelines, Legacy's Non-Harassment/Non-Discrimination Policy and Computer Usage Policy, and ensure your internet postings are consistent with these policies. Inappropriate internet postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

RESPECT AND COMPLY WITH THE TERMS OF USE OF ALL SITES YOU VISIT

Do not expose yourself or Legacy to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites you visit and ensure your use complies with the terms. Pay particular attention to terms relating to prohibitions or restrictions on the use of the social media site, including:

- Prohibitions or restrictions on use for advertising, marketing, and promotions or other commercial purposes (for example, Facebook's Statement of Rights and Responsibilities (its terms of use) prohibits businesses from administering promotions through Facebook without Facebook's prior written consent).
- Ownership of intellectual property used on, or information collected or generated through use of the site (for example, any of Legacy's copyrighted material and trademarks that might be posted on the site, or information Legacy collects through the site).
- Requirements for licenses or other grants allowing use by the site owner and other third parties of Legacy's trademarks or other intellectual property.
- Privacy rights and responsibilities of the site owner and users.

BE RESPECTFUL

Always be fair and courteous to fellow Legacy employees, scholars, parents, vendors, or people who work with or on behalf of Legacy.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than via internet postings.

Nevertheless, if you decide to post complaints or criticism via an internet posting, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage Legacy employees, scholars, parents, vendors, or that might constitute harassment or bullying.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Legacy policy.

BE HONEST AND ACCURATE

Make sure you are always honest and accurate in your internet postings, and if you make a mistake, correct it quickly.

Be open about any previous internet postings that you have altered.

Remember that the Internet archives almost everything; therefore, even deleted internet postings can be searched.

Never make an internet posting about any information or rumors that you know to be false about Legacy, Legacy employees, scholars, parents, vendors, or people working on behalf of Legacy.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

- Maintain the confidentiality of Legacy's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications on an internet posting.
- Do not create a link from your blog, website or other social networking site to Legacy's website without identifying yourself as a Legacy employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Legacy. If Legacy is a subject of an internet posting, be clear and open about the fact that you are an employee of Legacy and make it clear that your views do not represent those of Legacy, Legacy employees, scholars, parents, vendors, or people working on behalf of Legacy. 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 Legacy."

SOCIAL MEDIA AND SCHOLARS

Legacy prohibits employees from adding or friending Legacy scholars and from accepting Legacy scholars' friend requests or requests to be added on social media sites, while scholars are enrolled in Legacy in any grades 5k-12th.

This prohibition against friending or adding scholars and accepting scholar's requests to be friended or added applies to all Legacy scholars, regardless of whether the scholar is or is not one of your pupils or is or is not assigned to your classroom.

Likewise, refrain from messaging or interacting with scholars via internet postings, unless authorized to do so by your supervisor.

USING SOCIAL MEDIA AT WORK

Refrain from using social media and thus internet postings while on work time or on school equipment, unless it is work-related as authorized by your supervisor or consistent with Legacy's policies on the use of school equipment. Do not use Legacy email addresses to make internet postings or register on social networks, blogs or other online tools utilized for personal use.

RETALIATION IS PROHIBITED

Legacy prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another co-worker 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.

MEDIA CONTACTS

Employees should not speak to the media on Legacy's behalf without contacting the Executive Director or the Executive Director's designee. All media inquiries should be directed to them.

D. COMPUTER USAGE POLICIES

Nothing in this Computer Usage Policy should be read to restrict or inhibit the employees' NLRA Section 7 right to discuss employees' terms and conditions of employment or otherwise act for their mutual benefit.

GENERAL USAGE

Legacy requires a General Computer Usage Policy to accomplish its objectives in a secure and timely manner. Instituting such a policy demonstrates the commitment Legacy has to safeguard its information assets. That commitment must extend from every individual involved in school operations. Legacy's information systems, including (but not limited to) computer hardware, software, and peripherals; remote access servers; network servers, electronic mail (email) systems and accounts; printers, photocopiers and scanners; fax machines, efax systems and modems; telephone and voicemail systems (including wired and mobile phones, smartphones, and pagers); personal electronic devices; messengers; communication tools; internet and intranet access and various online services, including but not limited to social media websites; and other technologies that may be made available by Legacy to employees (the "communications systems"), are the property of Legacy. Legacy has provided the communications systems for conducting school business.

All data transmitted by, received from or stored in information systems at Legacy is classified as school proprietary information and is the property of Legacy, and may be accessed by Legacy at any time and for any reason. Any attempt to circumvent Legacy's security procedures is prohibited.

Unauthorized use, destruction, modification, and/or distribution of Legacy's information or information systems is prohibited.

Legacy, in its sole discretion, reserves and may exercise the right to monitor, access, retrieve, review and delete any matter created, sent, stored or received on the communications systems. Users acknowledge that they have no expectation of privacy with regard to their activity on Legacy's information systems.

Use of any Legacy's information systems or dissemination of information through Legacy's information systems in a manner bringing disrepute, damage, or ill-will against Legacy is not authorized. Individual passwords should be kept strictly confidential. Unless requested by Legacy, an employee should not give his/her username and/or password to another individual.

INTERNET USAGE

Internet usage is provided to Legacy employees to conduct work-related business. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect a user's performance of employment related activities. Non-business Internet activity should be restricted to non-working hours.

COMPUTER LABS AND MOBILE CARTS

Legacy employees should schedule mobile carts and computers on the school-provided scheduling system in order to reserve computers for instruction using the scheduling procedures provided by the Information Technology staff.

Employees should NEVER allow food or drink inside the computer lab or near the portable laptop computers.

When computers from the mobile carts are used, they should be returned, properly stored, connected to the proper power source, and locked at the end of the teacher's class period.

Legacy employees who reserve are assigned a mobile cart shall be personally responsible and liable for all equipment contained within the cart.

All Legacy employees are required to review and sign the Legacy Technology/Internet Acceptable Use Policy on an annual basis.

Any employee who fails to sign this policy may have any technology resources, including, but not limited to, network accounts, email accounts, student information system accounts, and printing privileges revoked until the policy is properly signed.

EMAIL USAGE

Email accounts are provided to Legacy employees to conduct work-related business. While this resource is to be used primarily for business, Legacy realizes that employees may occasionally use this privilege for personal matters, and therefore permits limited personal email during non-working hours. All email on the Legacy information systems, including personal email, is the property of Legacy. As such, all email can and may be periodically monitored. Viewing or downloading of any material of an offensive, pornographic, or otherwise inappropriate nature is prohibited. Violations of this may result in disciplinary action, up to and including termination of employment. Outgoing and incoming email of an offensive, pornographic, or otherwise inappropriate nature is prohibited. Violations of this may result in disciplinary action, up to and including termination of employment.

DESKTOP SERVICES

Legacy discourages/prohibits the downloading of software from the Internet because of significant risk of infecting Legacy's systems with a virus and the unreliability of such downloaded software. All Legacy's information systems will be subject to periodic inventory and inspection for compliance. This policy covers all school employees at all times and places when in the process of doing work for Legacy. Accordingly, this policy covers employees in the following places: School premises including the parking lots and other public or semi-public spaces near Legacy's facilities, all places where the employee's presence or performance is necessary to perform the work required by Legacy, in or around a vehicle owned, rented or leased by Legacy, and any vehicle used during the scope of an employee's duties. For purposes of this policy only, these places are referred to collectively as "School Property."

E. SUBSTANCE ABUSE/DRUG-FREE WORKPLACE

Legacy is committed to providing a safe and healthy workplace and establishing policies that promote high standards of employee health and safety. Each Legacy employee has a responsibility to co-workers, to students, and to the public to deliver services in a safe and conscientious manner. Even limited quantities of narcotics, abused prescription drugs, or alcohol can impair your reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results.

For these reasons, it is Legacy's policy that all employees must report to work and remain completely free from the presence and effects of unlawful drugs, lawful drugs used inappropriately, and alcohol.

No part of this policy, or any of the procedures hereunder, is intended to adversely affect Legacy's right to manage its workplace or to discipline its employees. Nor is it a guarantee of employment, continued employment, or terms or conditions for employment. Employees may be immediately terminated at any time in the sole discretion of Legacy and the follow-up testing, counseling and other provisions of this policy are not limitations on that right.

Legacy reserves the right to require drug and/or alcohol screening for the purpose of enforcing this policy. This screening may consist of any or all of the following types of testing, if appropriate:

- Pre-employment
- Post-accident
- Periodic and/or Random
- Reasonable Cause
- Fitness for Duty

DRUG USE/DISTRIBUTION/POSSESSION/CONSUMPTION/IMPAIRMENT

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, selling, using or being Under the Influence of Drugs while on School Property or while otherwise performing their work duties away from Legacy. The term "Drugs" includes, but is not necessarily limited to, illegal drugs (as classified under federal, state, or local laws), unauthorized or mind-altering or intoxicating substances, and lawful controlled substances which have been illegally or improperly obtained or, which if properly obtained, are not being used in compliance with the prescription or doctor's orders.

ALCOHOL USE/DISTRIBUTION/POSSESSION/CONSUMPTION/IMPAIRMENT

Employees must comply with all relevant federal, state, and local laws. For purposes of this policy, the term "Under the Influence" means having a measurable trace of Drugs or alcohol in the employee's system.

All employees are prohibited from distributing, consuming, dispensing, possessing, using or being under the influence of alcohol while at work or on duty. From time to time, Legacy may permit or sponsor social or business-related events at which alcohol is served. This policy does not prohibit the use or consumption of alcohol at such events. However, if employees choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to conduct themselves properly and professionally at all times with colleagues and/or others with whom they come into contact at such events.

OFF-DUTY CONDUCT

Off-duty possession, use, sale or purchase of Drugs may reflect unfavorably on Legacy and affect an employee's job performance and is prohibited. Accordingly, Legacy reserves the right to take disciplinary action against an employee (up to and including suspension or termination) for such use.

PRESCRIPTION MEDICATION

The proper use of over-the-counter medicine or medication prescribed by your physician is not prohibited; however, Legacy prohibits the misuse of prescribed and over-the-counter medication. Employees using medications at the direction of a physician should notify their supervisor or the Principal if these prescribed or over-the-counter medications affect job performance, i.e., by causing dizziness or drowsiness. It is the employee's responsibility to determine from his/her physician whether a prescribed medication may impair job performance.

NOTIFICATION OF IMPAIRMENT

It is the responsibility of each employee who observes or has knowledge or reason to believe that another employee is in a condition that impairs or may impair the ability of the employee to perform his or her job duties, or who presents or may present a hazard to the safety and welfare of the employee, scholars, or others, or is otherwise in violation of this policy, to promptly report that fact to his/her supervisor or administration.

DRUG TESTING

Legacy, as of the date of this Handbook, reserves the right to conduct drug tests of any employee in the following circumstances:

Pre-Employment Drug Testing

Legacy may conduct drug testing of all applicants tentatively selected for employment. This testing may be done prior to the first day of employment, or an applicant may begin employment pending a negative drug test as soon as feasible.

Post-Accident or Incident Testing

An employee may be tested for drugs or alcohol if:

- The employee suffers an on the job injury of any kind;
- The employee causes injury to a fellow employee;
- The employee is involved in any type of on the job accident, even if there is no apparent injury; or
- There is damage to School property or business, provided that employee drug or alcohol use is likely to have contributed to the accident or incident, and the drug or alcohol test can accurately identify impairment caused by drug or alcohol use.

Periodic and/or Random Drug Testing

All employees may be subject to periodic or random drug testing at any time in the sole discretion of Legacy, in accordance with applicable law.

Reasonable Cause Testing

Legacy may require an employee to submit to testing whenever it reasonably suspects that an employee's performance or on the job behavior may have been affected in any way by using drugs or consuming alcoholic beverages, or the employee is under the influence of drugs or alcohol. A reasonable suspicion to justify drug or alcohol testing may be based on the employee being involved in an incident or otherwise acting in such a manner that suggests the employee is working under the influence of alcohol or drugs.

Other examples of suspicion sufficient to justify drug or alcohol testing include, but are not limited to, direct observation by a supervisor or administration of things such as:

- (1) slurred speech;
- (2) unsteady walk;
- (3) impaired coordination;
- (4) violent or aggressive behavior;
- (5) being unduly argumentative or improperly talkative; or
- (6) loud or uncontrolled laughter.

Reasonable suspicion may be based upon information provided by other sources and relied on by Legacy in its sole discretion. A reasonable suspicion could be based upon job performance behaviors over a period of time where continued deterioration of job performance has resulted in a pattern of events that calls into question the possibility of drug or alcohol use. However caused, Legacy reserves the right to determine when and under what conditions a reasonable suspicion occurs.

TESTING PROCEDURE

Signing appropriate consent forms or providing a specimen when requested is a condition of employment. Employees who refuse may be subject to discipline up to and including suspension or discharge.

SEARCHES

While on school property, employees are subject to searches from Legacy should Legacy have reasonable cause or suspicion that one or more employees is in possession of or has stored drugs or unauthorized alcohol on company property. Further, Legacy may conduct searches of all areas of school property, including, but not limited to, work areas, desks, lockers and vehicles, and personal articles, purses, briefcases, etc. without prior notice. Employees are subject to adverse employment action, up to and including suspension or immediate termination in the sole discretion of Legacy, for refusing to cooperate with searches or investigations, refusing to submit to screening or failing to execute consent forms when required by Legacy.

POSITIVE TEST RESULTS

A positive test for purposes of drug and alcohol testing is the cutoff levels adopted by the United States Department of Health and Human Services in its Guidelines for Federal Workplace Drug Testing Programs. If a cutoff level has not been established for a particular drug, the company applies standards adopted by the National Institute on Drug Abuse or as otherwise recommended by the testing laboratory. Legacy has a "Zero-Tolerance" for violation of this Substance Abuse/Drug-Free Workplace Policy. Anyone testing positive for drugs or found to be in violation of this policy in any way is immediately terminated without further warning. If for any reason a negative test result is not received from the drug testing laboratory within 48 hours of giving the sample, the employee donor is suspended from work until such test results are made known either as a confirmed negative or positive test.

Fitness for Duty

An employee may be required to submit to drug testing upon return to work after a leave of absence of any duration.

MISCELLANEOUS

Employees must report any conviction under a criminal drug statute for violations occurring on or off school property. A report of a conviction must be made within five (5) days after the conviction. Conviction for the manufacture, distribution, or sale of drugs may result in immediate discharge. Depending on the circumstances, Legacy reserves the right to discipline an employee, including immediate termination and/or suspension without pay upon being

VI. TEACHER DUTIES, POLICIES & PROCEDURES

A. AUTHORIZATION TO PICK-UP SCHOLARS

The Front Office Manager is responsible for identifying family and/or friends signing scholars out early during the school day. However, if at any time, you do not recognize a person picking up a scholar, call the front desk and check on the person's identity. Always be cautious in releasing the scholar to someone with whom you are unfamiliar.

At times, DSS workers visit the schools to talk with individual scholars. These protocol expectations must be followed for every visit:

- The DSS worker must identify themselves to the Front Office Manager and show their DSS badge/ID.
- The DSS worker must be checked in with our ID system.
- The school Social Worker must be informed of their arrival and discuss scholar concerns.
- If the school Social Worker is unavailable, the school Guidance Counselor or Dean of Scholars may be in their place.
- The school Social Worker will arrange the meeting for the DSS worker with the requested scholar.
- Administration must be called if anything is not in line with these protocol expectations.

B. CONTINUING EDUCATION REQUIREMENTS

The State of South Carolina requires that all teachers participate in annual continuing education.

TEACHER CERTIFICATION

Every teacher is responsible for keeping his/her certificate in order and up-to-date. Teachers are responsible for submitting certificates and points earned to the State Charter School recertification contact. Every teacher is responsible for knowing their personal certification status and for communicating with the South Carolina State Department of Education in regard to any change of status.

Legacy Early College is responsible for monitoring teachers' advancement from Induction to Annual Certification through South Carolina Teaching Standards 4.0 ADEPT, and for filing a Year-of-Experience with the state department each year completed with Legacy.

C. FIRE DRILLS AND EMERGENCY PROCEDURES

Fire drills are performed monthly. Evacuation plans are posted in every classroom.

It is the responsibility of ALL ADULTS on each campus to participate in ALL DRILLS -these monthly drills are our opportunity to supervise, protect and prepare our scholars and ourselves in the event of a real emergency.

ALL ADULTS must monitor and supervise the movements of all scholars from beginning to the end of each drill.

Teachers should be familiar with the plans in each classroom. During any emergency, teachers should remain calm and help keep the scholars calm. Roll call sheets should be kept with the teacher to ensure all scholars have been accounted for. A complete list of emergency procedures is contained in a separate manual which is kept in each classroom. It is the responsibility of each staff member to familiarize him/herself with the location and contents of the Emergency Preparedness Plan. Any questions regarding emergency procedures in general should be referred to a supervisor.

D. PARENT PARTNERSHIPS

Teachers must realize that the communication between home and school is critical to the mission and philosophy of Legacy. As a school, we are the ones who have a view of each scholar's academic ability and classroom personality, and it is our responsibility to communicate our observations and evaluation to each parent in a timely manner. All teachers are expected to

hold two (2) parent/teacher conferences each year. This is a time to discuss the scholar's social, emotional, physical, and cognitive development. Any other suggestions or concerns should be addressed at this time.

Teachers are expected to communicate in a timely fashion with parents on any matters concerning a given scholar. This should include positive as well as corrective comments. It is important that all correspondence to parents should be typed or neatly written and checked for correctness of scholar name, grammar, spelling, and content. As a general rule, school communications to parents should include:

- (1) a statement of the scholar's academic condition,
- (2) an explanation of how the condition was reached, and
- (3) a statement describing suggestions for improvement.

E. MAINTAINING ACCURATE SCHOLAR ATTENDANCE RECORDS

Scholar attendance must be maintained accurately and in a timely manner.

At Legacy, employees, who are teachers, code attendance in two ways for two different reasons:

- Attendance -Attendance must be recorded by class period. Each teacher is responsible for keeping accurate attendance records and recording attendance in Powerschool at the beginning of each class period. All absences should be coded by the teacher as "U" (unexcused). The administrative staff will change the "U" label on each absence as notes from parents and doctors are submitted, or change the "U" label to "tardy" when the scholar comes to the front desk for a pass.
- Tardies/Leave Earlys -Attendance must also be recorded for full-day absences and tardies to school. Teachers must report daily absences as instructed by the Attendance Clerk. Tardy scholars must sign in at the office before reporting to class. A scholar who arrives late to the first class of the day without a "tardy" pass should be sent back to the office to acquire a pass.

F. SUPERVISION AND SAFETY OF SCHOLARS

Employees are expected to supervise scholars closely at all times during an assigned class period and at other times that may include: lunchroom, outside play areas, morning supervision, car-rider pickup areas, computer lab, or any after school hours activity an employee sponsors.

Employees who are faculty members must account for all scholars under their care at all times while on campus or engaged in school-sponsored trips and activities.

When school employees are supervising scholars after school hours following field experiences, practices, or other events, they must remain until all scholars leave the campus with a responsible adult.

Never place scholars in dangerous situations such as climbing ladders, handling potentially harmful materials, etc. Always use proper safety equipment where the situation warrants the use of such equipment. If the equipment is unavailable or in poor repair, do not undertake the activity.

All classroom doors should remain locked when class is in session. Door panes and windows should never be covered.

It is each employee's responsibility to be alert to safety and security issues. Adults on campus without proper identifying name tags should be confronted and/or reported to an administrator immediately. Every employee should actively monitor hallways and outside passages during class changes.

Within reason, school employees should avoid one-to-one adult to scholar situations. Classroom and office doors should remain open when dealing with scholars individually.

G. PHYSICAL CONTACT WITH SCHOLARS AND OTHER STAFF MEMBERS

It is the policy of Legacy that no employee will use corporal punishment against a scholar. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior.

While the use of appropriate touching is part of daily life and is important for scholar development, Legacy employees must ensure that they do not exceed appropriate behavior. If a scholar or co-worker specifically requests that he or she not be touched, then that request must be honored without question.

The following forms of touching are considered appropriate:

- Hugs initiated by the scholar
- Hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- “High fives” and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Patting a scholar on the knee (grades 5k through 5th)
- Sitting scholar on one’s lap (grades 5k-2nd) for purposes of comforting the child
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

The following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting scholars on one’s lap (grades 3 and above)
- Touching buttocks, chests or genital areas
- Pushing a person or another person’s body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with scholars or other staff-members
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact.

This policy does not prevent touching a scholar for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid.

Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another.

Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one’s self or another or to protect property is legally allowed.

Excessive force is prohibited. An attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also prohibited.

A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the employee to discipline up to and including termination. The victim may also choose to bring civil or criminal charges against the violator.

This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Employees should apply the rules of common sense in the circumstances they find themselves.

Receipt & Acknowledgment of Legacy Early College Employee Handbook Employment At-Will Status and Confidentiality Requirements

This Handbook is intended to help you become acquainted with some of the current policies of Legacy Early College ("Legacy" or the "School") in effect on the date of this Handbook. This Handbook serves as a guide; it is not the final word in all cases. Individual circumstances may be handled on an individual basis at Legacy's sole discretion.

This Handbook and the policies described in this Handbook may be changed at any time at the sole discretion of Legacy without notice.

Please read the following statements and sign below to indicate your receipt and acknowledgment of Legacy's Employee Handbook and your understanding that you are an employee-at-will.

- I have read, signed, and understand the Notice and Disclaimer located on Page 2 of this Handbook.
- I have received a copy of the Handbook. I understand that the policies, rules, expectations and benefits described in it are subject to change at the sole discretion of Legacy at any time without prior notice.
- I understand that this Handbook replaces and supersedes all other previous handbooks, policies, or guides. In the event that any mandatory language appears in this Handbook, the terms of the disclaimer on page 2 of this Handbook shall govern over any such apparently mandatory language so that no contract is created, except in regard to the Employee Termination Appeal Procedure.
- I understand that my employment is "at-will", which means that it may be terminated at will, either by myself or Legacy, regardless of the length of my employment or my performance. This means that I can leave Legacy at any time with or without notice and with or without cause, and Legacy has the same right to end my employment at any time without notice and without cause as long as it acts lawfully.
- I understand that this Handbook is not a contract of employment and that no circumstances arising out of my employment can alter my "at-will" employment relationship.
- I am aware that during the course of my employment, Confidential Information may be made available to me.
- I understand that this Confidential Information is critical to the success of Legacy and must not be disclosed or used outside of Legacy's premises or with non-employees.
- I agree that I may be held liable for damages resulting from my disclosure or unauthorized use of such Confidential Information.
- In the event that my employment is terminated, no matter how the termination is caused, I hereby agree not to use, utilize, or disclose this Confidential Information with or to any other individual or school.
- I understand that Legacy has adopted a Substance Abuse policy contained herein, and I agree to abide by its terms.
- I understand that Legacy has adopted the Non-Harassment/Non-Discrimination Policy contained herein, and I agree to abide by its terms.

****I understand that my signature below indicates that I have received a copy of Legacy's Employee Handbook.

Employee's Printed Name	Employee's Signature	Date
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[A Yearly Signed Copy of Pages 2 and 36 of the Employee Handbook will be Placed in Personnel Files]