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**2021/2022**

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**Center for Student Learning  
Charter School at Pennsbury**

**Employee Manual  
(Subject to Revision)**

## Notice

This Employee Manual has been prepared to inform you of the Center for Student Learning Charter School at Pennsbury (CSL) employment practices, and policies, as well as the benefits provided to you as a valued employee. This Employee Manual applies to all employees and all employee classifications that work during the academic year. CSL relies on the accuracy of information contained in the Employment Application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

The policies in this Employee Manual are to be considered as guidelines. Nothing in this Employee Manual is meant to be a contract or guarantee of employment. All employees are employed on an at-will basis unless they have signed a contract of employment, approved by the CSL Board of Trustees. At-will employment means that either CSL or an employee is free to terminate the employment relationship at any time for any reason without or without notice.

- CSL, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as school, employment legislation, economic conditions or other circumstances dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No statement or promise by a supervisor, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee; all policy changes and employment contracts require CSL Board of Trustees approval to be effective

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces (supersedes) any and all other or previous CSL Employee Manuals, or other CSL policies relating to the same subject matter whether written or oral.

## Mission Statement

Our Mission is to serve at-risk students who would benefit from an alternative learning environment by focusing on a program centered on meeting students at their academic level and thus providing them with a learning environment that is more personal.

## *History*

The Center for Student Learning Charter School at Pennsbury opened in September 2002, offering an alternative environment for students not achieving success in the traditional school environment. In 2002-03, CSL served almost 60 students in grades 9-12 on a twilight school schedule. Since 2009, CSL serves over 175 students in grades 6-12 at its own school located in Levittown, PA. The program has small average classroom sizes of 15 students and 100% PA Certified Highly Qualified teachers. The academically rich curriculum is supported by electives and field experiences.

## *Why Do Families Choose CSL?*

### *A Smart Choice for Your Child's Education*

CSL recognizes that all students can achieve. It is the environment that often leads to the success of student achievement. The CSL environment is ready to meet the needs of each student, however varied it may be. The reduced class size allows for a more individualized approach to instruction. A hands-on learning environment adds to the student centered environment. The curriculum is academically sound, meeting the Pennsylvania state standards and benchmarks. The staff is 100% PA certified and provides a supportive environment. CSL works cooperatively with each student to chart a course of success that fits his or her individual needs.

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# **What You Can Expect From the Center for Student Learning Charter School at Pennsbury**

CSL believes in creating a harmonious working relationship between all employees. In pursuit of this goal, CSL has created the following employee relations objectives:

- Provide an exciting, challenging and rewarding workplace.
- Select people on the basis of skill, training, ability, attitude and character without discrimination with regard to race, color, citizenship status, sex, national origin, ancestry, gender, sexual orientation, age, genetic information, familial status, religion, creed, physical or mental disability, marital status, veteran status or military service, political affiliation, or any other factor protected by law.
- Compensate all employees according to their effort and contribution to the success of our school.
- Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound school practices.
- Provide sick leave, paid time off and holidays to all eligible employees.
- Provide eligible employees with health and welfare benefits.
- Take prompt and fair action of any complaint that may arise in the everyday conduct of our school, to the extent that is practical.
- Respect individual rights and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationship.
- Provide buildings and offices that are comfortable, safe and orderly.
- Promote employees on the basis of their ability and merit.
- Keep all employees informed of the progress of CSL, as well as the school's overall goals and objectives.
- Promote an atmosphere in keeping with Center for Student Learning Charter School at Pennsbury's vision, mission and goals.

## **What the Center for Student Learning Charter School at Pennsbury Expects From You**

CSL needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees, CSL students and their families, and how you accept direction can affect the success of your school. Consequently, whatever your position, you have an important assignment; *perform every task to the very best of your ability.*

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed CSL expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making CSL a school where you can approach your supervisor, or any member of the administration, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of CSL.

Remember, you help create the pleasant and safe working conditions that CSL intends for you. The result will be better performance for the school overall, and personal satisfaction for you.

### **Open Communication Policy**

CSL encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting will be handled as discretely and confidentially as possible. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat school rumors. It is more constructive for an employee to consult his/her supervisor.

## **Employment**



## **At-Will Employment**

Your employment with CSL is at-will, unless you have entered a written contract which has been approved by the CSL Board of Trustees. At-will employment means that neither you nor CSL has entered into a contract regarding the duration of your employment. You are free to terminate your employment with CSL at any time, with or without reason. Likewise, CSL has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of CSL.

No employee of CSL can enter into an employment contract with CSL for a specified period of time, or make any agreement contrary to this policy without an affirmative majority vote of the CSL Board of Trustees.

## **Termination of Your Employment**

CSL will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from CSL either verbally or in writing,
2. Fail to return from an approved leave of absence at the conclusion of the leave, or
3. Fail to report to work or call in for one workday (or as soon as reasonably practicable in a medical emergency).

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of CSL policies. However, if you do not have a contract of employment indicating otherwise, your employment is at-will, and you and CSL have the right to terminate your employment for any or no reason.

## **Confidential Information**

Upon accepting employment with CSL, you were asked to sign a Confidentiality Agreement, which generally provides that you will not disclose or use any CSL confidential information, either during or after your employment. All employees are required to maintain the highest levels of confidentiality pertaining to student information and records, employee information and records, and CSL proprietary information. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with CSL assumes an obligation to maintain confidentiality, even after you leave our employ.

If you are questioned by someone outside the school and you are concerned about the appropriateness of giving them certain information, *you are not required to answer*. Instead, as politely as possible, refer the request to CSL's CEO.

No one is permitted to remove or make copies of any CSL curriculum, reports or documents without prior written approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

## **Community Relations**

The success of CSL depends upon the quality of the relationships between CSL, our employees, students, parents and the general public. In a sense, each employee, regardless of job title is an ambassador for CSL. The more goodwill you promote, the more our families will respect and appreciate you and CSL.

Below are several things you will do to foster a good impression of CSL within the community. These are the building blocks for our continued success.

1. Act competently and deal with parents and students in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on requests and questions promptly, provide professional replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.
5. Uphold the decisions of the CSL Board of Trustees, the CSL Administration and your supervisor.

## **How You Were Selected**

CSL is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to CSL as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a member of our team!

This selection process helps CSL find and employ people who are concerned with the success of our students; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with CSL and who can work well with our team.

## **Employee Background Check**

All employees must comply with state requirements and provide proof of compliance, such as, but not limited to, fingerprinting, certification, Child Abuse Index, Criminal Record Statement, tuberculin tests, First Aid/CPR, and physician's reports. Employees are also required to provide transcripts to verify units earned or in-service hours. These documents must be completed prior to beginning employment, and the information must be submitted to the CEO. Any cost is the responsibility of the employee.

## **Standards of Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to CSL and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Employees who violate any of the following behavior standards or who demonstrate other inappropriate behavior or who did not comply with CSL policy will be subject to appropriate discipline. The severity of the disciplinary action will be based upon circumstances of the infraction and may include termination. The severity of the disciplinary action can vary and may include one or more of the following: a written confirmation of a verbal warning, a review of conduct report, coaching/mentoring, suspension without pay and/or termination. Depending on the nature of the offense, CSL reserves the right to deliver whichever disciplinary action it feels in its discretion most appropriate for the offense.

***CSL reserves the right to suspend any employee, with or without pay, to investigate violations of any of the above workplace behavior.***

Some examples of unacceptable workplace behavior include, but are not limited to:

- Verbal or physical abuse of students, employees or visitors
- Endangering the well-being or safety of students, employees or visitors
- Theft or embezzlement
- Acts involving dishonesty or breach of trust, such as fraud
- Conviction of a crime which reflects lack of suitability for employment.
- Possession, selling or use of illegal substances or alcohol while on school premises or while on duty
- Violation of the CSL's Substance Abuse Policy/Rules

- Violation of CSL's Network Usage Policy
- Falsification of school or employment records
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials, or programs
- Inappropriate demeanor with parents and students or other staff members
- Insubordination – refusing to follow the direction of your supervisor or other disrespectful conduct toward your supervisor
- Abusive or vulgar language
- Prolonged or unapproved lunch or break periods
- Unacceptable job performance
- Altercations with any employee, guest or student
- Unexcused absenteeism/tardiness
- Sleeping while on duty
- Failure to comply with regulatory requirements or safety rules and regulations
- Traffic violations while operating a school vehicle
- Violation of student, parent, employee or school confidentiality
- Failure to provide honest and accurate information to a supervisor or responsible agent of CSL
- Possession, use or distribution of dangerous or unauthorized materials, such as explosives, firearms, knives or other dangerous weapons while on duty or on School premises
- Fighting, threatening or actual violence, intimidation or harassment toward any individual directly or indirectly associated with CSL
- Smoking on school grounds or during hours of work
- Attempts to disrupt or undermine the school interests of CSL or to encourage others to do so
- Any conduct on or off the job which the school in its sole discretion believes will adversely affect the image of the School
- Violation of the Harassment or Sexual Harassment Policies
- Other violations of school policies

## **Professional Ethics and Educator Misconduct**

In compliance with regulations detailed by Pennsylvania Department of Education under Educator Misconduct - School Entity Mandatory Report Procedures, teachers and administrators are required to report misconduct of educators to the State of Pennsylvania. This includes alleged serious bodily damage or sexual misconduct and will be reported to all appropriate agencies. Failure to report any incident or alleged incident will be considered a violation of employment.

## **Introductory Period**

Your first ninety days of employment at CSL are considered an Introductory Period and during that period you will be eligible for benefits described in this Employee Manual unless otherwise required by law or specifically set forth herein or in a Board-approved contract of employment. This Introductory Period will be a time forgetting to know your fellow employees and your supervisor and the tasks involved in your job position, as well as becoming familiar with CSL's services. Your supervisor will work closely with you to help you understand the needs and processes of your job. Additionally, all new teaching staff will be assigned a mentor teacher for their first year of employment.

This Introductory Period is a "getting acquainted" time for both you, as an employee, and CSL, as an employer. During this Introductory Period, CSL will evaluate your suitability for employment, and you can evaluate CSL as well. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is generally at-will; at-will employees are free to terminate employment at any time, with or without reason, and CSL may choose to terminate your employment at any time, with or without reason.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be similar to the job performance review that is held for permanent full-time or part-time employees on a regular basis.

A former employee who has been rehired after a separation from CSL of more than one year is considered an introductory employee during their first ninety days following rehire.

## **Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, CSL may be obliged to terminate your employment.

## **Work Schedule**

### **Attendance**

The presence or absence of each employee is of critical importance to the successful operation of the school. Therefore, CSL expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. **All members are expected to**

**sign-in/log-in using the designated system, failure to sign-in/log-in will be considered failure to report to school.**

CSL reserves the right to assign employees to jobs other than their usual assignment, when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

With the exception of exempt (salaried) employees, employees are not allowed to perform work at home or away from the school unless specifically authorized for each occurrence by their Supervisor. Non-exempt (hourly) employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on scheduled non-paid lunch break, unless specifically assigned by the supervisor. Attendance at school-

sponsored functions are not compensated for non-exempt employees unless the supervisor has required you to attend and work at the function. Employees violating these rules may be subject to disciplinary action up to and including, termination.

## **Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. CSL is aware that emergencies, illnesses, or pressing personal matters that cannot be scheduled outside your work hours may arise. Personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

When you call in to inform CSL of an unexpected absence or late arrival, ask for your supervisor. If you're arriving to work late, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

**Absence from work for one day without notifying your supervisor will be considered a voluntary resignation.**

If you are absent because of an illness for three or more successive days, your supervisor will require a note from your doctor confirming your absence and may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work. In addition, your supervisor may request written documentation from your doctor for any absence for which sick leave is used.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

### **Professional Employees:** **Freedom of Speech in Non-school Settings**

The Board of Trustees acknowledges the right of its professional employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the Center for Student Learning Charter School at Pennsbury (School) and its programs, however, the employee's freedom of expression must be balanced against the interests of this School.

The Board adopts this policy to clarify situations in which the employee's expression could conflict with the School's interest.

#### **DEFINITION**

The term **non-school setting** is extended to include, but is not limited to; web pages, email communications, online blogs, or any online social media. This policy is intended to be applicable in these settings as well as other traditional non-school settings.

#### **GUIDELINES**

Nothing in this policy is intended to prohibit employees from communicating in good faith about wages, hours, or other terms and conditions of their or their co-workers' employment.

When exercising their right to speak out on issues of public concern not otherwise restricted by this policy, employees may not use the resources of the School to do so, including, but not limited to; paper, copiers, printers, computers, internet access, telephones, and other devices or materials intended to promote the mission of the School.

Attempting to invoke anonymity does not bring relief from this policy.

In situations in which a professional employee is not engaged in the performance of professional duties, she/he shall:

1. State clearly that his/her expression represents personal views and not those of the School.
2. Not direct his/her expression toward any individual(s) with whom she/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships.
3. Refrain from expressions that would interfere with the maintenance of student discipline by school officials.
4. Refrain from making public expression which she/he knows to be false or made without regard for truth or accuracy.
5. Refrain from making threats against co-workers, supervisors or School officials.
6. Refrain from making disparaging remarks about students and refrain from making any other comments, posts or communication which disrupts the School function.

Employees may never disclose information contained in student records that violate a student's right to privacy.

Violation of this policy may constitute cause for disciplinary action.

### **Administrative Employees: Freedom of Speech in Non-school Settings**

The Board of Trustees acknowledges the right of its administrative employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the Center for Student Learning Charter School at Pennsbury (School) and its programs, however, the employee's freedom of expression must be balanced against the interests of this School.

The Board adopts this policy to clarify situations in which an administrator's expression could conflict with the School's interest.

### **DEFINITION**

The term **non-school setting** is extended to include, but is not limited to; web pages, email communications, online blogs, or any online social media. This



policy is intended to be applicable in these settings as well as other traditional non-school settings.

## GUIDELINES

When exercising their right to speak out on issues of public concern not otherwise restricted by this policy, employees may not use the resources of the School to do so, including, but not limited to; paper, copiers, printers, computers, internet access, telephones, and other devices or materials intended to promote the mission of the School.

Attempting to invoke anonymity does not bring relief from this policy.

In situations in which an administrator is not engaged in the performance of professional duties, she/he shall:

1. Recognize that as an administrator his/her comments, posts, or communications generally will be viewed as representative of the School.
2. State clearly that his/her expression represents personal views and not those of the School.
3. Not direct his/her expression toward any individual(s) with whom she/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships.
4. Refrain from expressions that would interfere with the maintenance of student discipline by school officials.
5. Refrain from making public expression which she/he knows to be false or made without regard for truth or accuracy.
6. Refrain from making threats against subordinates, co-workers, supervisors or School officials.
7. Refrain from making disparaging remarks about students and refrain from making any other comments, posts or communication which disrupts the School function.

Employees may never disclose information contained in student records that violate a student's right to privacy.

Violation of this policy may constitute cause for disciplinary action.

## **SCHOOL VISITORS' POLICY**

### **1. Purpose**

- 1.1 The term Visitor shall include all who are not employees, volunteers, students or contractors of the Center for Student Learning Charter School at Pennsbury ("Charter School"). The Charter School welcomes parents and others who have legitimate purpose and do not interfere with instruction.
- 1.2 The Chief Executive Officer, Principal and Dean of Students have the right to refuse admission to the Charter School for any excessive number or disruptive visitors, those who fail to make advance arrangements or whose presence conflicts with other Charter School activities.
- 1.3 Visitors shall not go directly to classrooms or interrupt staff members in the performance of duties. All visitors must sign-in and out of the building and carry a visitor's pass or identification badge. If such visitors do not have current state and federal criminal and state child abuse clearances on file at the Charter School, visitors must be accompanied by a staff member at all times if during Charter School hours or if students are in the Charter School facility. Charter School staff who observes visitors without proper identification or without a Charter School staff escort shall report it immediately to the Charter School office.
- 1.4 Visitors are prohibited from carrying weapons into the Charter School building or onto Charter School owned or leased property. Only law enforcement officers who are on duty are permitted to carry their weapon in the building.
- 1.5 Parents and Guardians must follow the rules and regulations outlined in: [The Parent/Student Handbook](#).
- 1.6 **STAFF PROCEDURES:**

Examples:

- a. Faculty and staff are to immediately report any incident to the Chief Executive Officer or other Administrator in absence of Chief Executive Officer.
- b. Complete a written Incident Report form.

#### 1.7. ADMINISTRATIVE PROCEDURES

Per School's Handbook/policies:

- a. If necessary, ask person to leave the facility;
- b. If the person is non-cooperative, call the local Police Department or necessary authorities pursuant to School's Memorandum of Understanding;
- c. Follow up with Board of Trustees if nature of incident critical;
- d. Issue a letter to Visitor explaining the possible loss of privilege to enter onto school premises as a result of prohibited behavior;
- e. Upon repeated offenses, or at the discretion of the Chief Executive

Officer, unacceptable conduct will result in the person being barred from entry onto school premises.

### Employment Classifications

At the time you are hired, you are classified as full-time, part-time or temporary. In addition, you are classified as either non-exempt or exempt. All policies described in this Employee Manual and communicated by CSL apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask the CEO.

#### **Full-Time Employees      12 Month**

An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who is regularly scheduled for and works at least 35 hours per week and is employed for a 12-month schedule is considered a full-time employee.

#### **Full-Time Employees      11 Month**

An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who is regularly scheduled for and works at least 35 hours per week and is employed for an 11-month schedule is considered a full-time employee.

#### **Full-Time Employees      Certified Staff**

An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who is regularly scheduled for and works at least 35 hours per week and is a teacher employed for the school year of 196 days is considered a full-time employee.

### **Full-Time Employees      Non-Certified Staff**

An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who is regularly scheduled for and works at least 35 hours per week and is employed for the school year of 196-206 days is considered a full-time employee.

### **Part-Time Employees      12 Months, 11 Months or 10 Months**

An employee who is regularly scheduled for and works less than 35 (the minimum number of hours specified to be classified as a full-time employee) hours per week is considered a part-time employee.

### **Temporary Employees/Tutors**

From time to time, CSL may hire employees for specific periods of time, on an occasional hourly basis as needed, as a substitute for a regular employee, or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written authorization. Tutors and substitutes will be scheduled to work on an as-needed basis throughout the school year. Tutors, substitutes, summer employees, interns and seasonal employees are considered temporary employees and are also at-will employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the section titled "Non-Exempt and Exempt Employees" below) who work more than forty hours during any workweek will receive overtime pay.

### **Non-Exempt and Exempt Employees**

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours per workweek. These employees are referred to as "non-exempt" in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

**Note:** See *Wage and Salary Policies* in the section of this Employee Manual titled "Compensation" for a full description of overtime payment policies.

Exempt employees include Chief Administrative Officers, principals, administration, teachers, professional staff, technical staff, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

## **Personnel Records and Administration**

The task of handling personnel records and related personnel administration functions at CSL has been assigned to the Business Office. Questions regarding insurance, wages, and interpretation of policies may be directed to the Business Manager.

### **Your Personnel File**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify the Business Office as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number and name of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any CSL vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify the Business Office within 31 days for benefit modifications, if necessary.

You may see information that is kept in your own personnel file if you wish, and you may do so by filling out a Request to Review Personnel File form. Please make arrangements with the Business Office.

## **Your Medical Records File**

All medical records, if any, will be kept in a separate confidential file. CSL maintains this information in the strictest confidence and may not use or disclose medical information about an employee except as otherwise permitted by law or an authorization form permitting such use or disclosure. You will be asked to fill out an Emergency Card to be maintained at the front office. This card will have contact information in case you become ill or injured. On this card you should include any medical information EMS personnel or the School Nurse should know if a medical emergency should arise while you are on duty.

**These following equal employment opportunity, harassment and sexual harassment policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.**

## **Equal Employment Opportunity**

CSL is an equal employment opportunity employer. Employment decisions are based on merit and school needs, and not on race, color, citizenship status, sex, national origin, ancestry, gender, sexual orientation, age, genetic information, familial status, religion, creed, physical or mental disability, marital status, veteran status or military service, political affiliation, or any other factor protected by law. CSL complies with the laws requiring reasonable accommodation for handicapped and disabled employees. CSL's Board of Trustees has issued the following policy stating CSL's views on this matter.

It is the policy of CSL to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and the Pennsylvania Human Relations Act. CSL will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. CSL will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely

perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on CSL.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

The administration is primarily responsible for seeing that CSL's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that, by their personal actions, the policies are effective and apply uniformly to everyone.

Employees who have complaints or concerns about any type of discrimination against themselves or others are required to immediately report this conduct in writing to the CEO or to the administration representative with whom they feel comfortable. Every effort will be made to keep such reports as confidential as possible although it is understood that an investigation will normally require the involvement of third parties.

CSL will not permit any retaliatory conduct against an employee who comes forward with a genuine complaint or concern about discrimination or who assists in the investigation process nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms or conditions of employment.

*Any employees involved in discriminatory practices will be subject to discipline, up to and including termination.*

## **Harassment Policy**

CSL intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, gender, genetic information, familial status, sexual orientation, national origin or ancestry, physical or mental disability, political affiliation, marital status, veteran status or military service, or any other protected status defined by law.

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other

vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

All CSL employees have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the CEO or to the administration representative with whom they feel comfortable. When administration becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school to do so.

Employees who have complaints or concerns about any type of harassment against themselves or others are required to immediately report this conduct to the CEO or to the administration representative with whom they feel comfortable. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

CSL will not permit any retaliatory conduct against an employee who comes forward with a good faith complaint or concern about sexual harassment or who assists in the investigation process nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms of conditions of employment.

## **Sexual Harassment Policy**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.



Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment include, but are not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This second category of behavior may, but does not necessarily link improved working conditions in exchange for sexual favors.

CSL prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

CSL will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Employees who have complaints or concerns about sexual harassment against themselves or others are required to immediately report this conduct to the CEO or to the administration representative with whom they feel comfortable. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

CSL will not permit any retaliatory conduct against an employee who comes forward with a good faith complaint or concern about sexual harassment or who assists in the investigation process nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms of conditions of employment.

*Any employees involved in harassment and/or sexual harassment practices will be subject to discipline, up to and including termination.*

## **Performance and Compensation**

The goal of CSL's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our school. With this in mind, our compensation program is developed to balance both employee and CSL needs.

### **Wage and Salary Policies**

It is CSL's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and school performance and in compliance with all applicable legal requirements.

CSL applies the same principles of fairness to all employees, regardless of organizational level, race, color, genetic information, familial status, sex, citizenship status, national origin, ancestry, gender, age, religion, creed, physical or mental disability, marital status, veteran status, military service or any other factor protected by law.

## **Salary Basis Policy**

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a) (1) and Section 13(a) (17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

### **Salary Basis Requirement**

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

## **Circumstances in Which the Employer May Make Deductions from Pay**

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see CSL Standards of Conduct on penalties for workplace conduct rule infractions). Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

### **Company Policy**

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

### **What to Do if an Improper Deduction Occurs**

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Chief Administrative Officer.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **Basis for Determining Pay**

Several factors may influence your rate of pay. Some of the items CSL considers are: the nature and scope of your job; what other employers pay their employees for comparable jobs (external equity); what CSL pays their employees in comparable positions (internal equity); and individual as well as CSL performance. It is CSL's goal to have a current Job Description on hand that broadly defines your job responsibilities and current Professional Staff and Special Education Para-Professional Staff Pay Scales available.

### **Pay Period**

Standard pay periods are two weeks in length beginning on Saturday at 12:00 a.m. through Friday at 11:59 p.m. at the end of the two week period. A schedule of pay dates is available from the Business Manager.

Full-Time, 10, 11 and 12-Month Staff who start at CSL at the beginning of their respective work year is compensated 1/26<sup>th</sup> of their salary for each of the 26 pay periods. Salary will be pro-rated for those Full-Time, 10, 11 and 12-Month Staff who do not start at CSL at the beginning of their respective work year. The compensation adjustment is based on the number of work days in the employee's work year.

Full-Time Certified and Non-Certified Staff who start at CSL at the beginning of the school year, on the teacher's first scheduled day, are compensated 1/26<sup>th</sup> of their salary for each of the 26 pay periods. Salary will be pro-rated for those Full-Time Certified and Non-Certified Staff who do not start at CSL at the beginning of the school year based on the number of work days in the employee's work year.

Any arrangement to have your paycheck picked up by someone other than yourself will have to be made in advance, with your prior written authorization and supervisor's approval. No paychecks will be cashed by CSL.

### **Mandatory Deductions from Paychecks**

CSL is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes, Pennsylvania School Employees' Retirement System and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Business Manager immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever CSL is ordered to make such deductions.

**Note:** Please see "Wage Garnishments" later in this section for further information.

### **Direct Deposit**

The automatic deposit of paychecks is available. Direct Deposit Authorization forms are available from the Business Manager. Employees must present authorization forms to the Business Manager. CSL urges employees to use

automatic deposit. Each employee is responsible for notifying his/her individual bank with any instructions regarding the money deposited by CSL.

## **Payroll Advance**

It is the policy of CSL not to grant wage or salary advances to any employee.

## **Overtime Pay**

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half times your regular hourly wage for hours worked over forty hours in one week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay

Please note that overtime hours will be computed only on those hours worked in excess of a forty- (40) hour workweek. This applies to non-exempt employees on flexible work arrangements.

Your supervisor must approve all overtime in advance.

## **Compensatory Time Off**

CSL does not offer compensatory time off, ("comp time"), to any CSL employee in lieu of overtime pay for overtime hours worked.

## **Time Records**

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time sheets, clock cards or other written documentation.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to the CEO immediately.

## **Wage Garnishments**

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

CSL acts in accordance and complies with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

**Note:** Please see the *Mandatory Deductions From Paycheck Policy* earlier in this section for further information.

## **Performance**

### **Performance Reviews**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's introductory period. CSL conducts a formal review at least one time per year for each non-faculty employee. Level I Teaching faculty will be observed and evaluated a minimum of two times during a school year and Level II Teaching faculty will be observed and evaluated at least once during a school year, with a strong effort being made to observe and evaluate each teacher more than the minimum number of times. Performance evaluations provide the supervisor and the employee the opportunity to discuss job responsibilities, review standards and performance requirements, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

#### **Certified Staff:**

During the formal performance review your supervisor will evaluate you by way of the Danielson Framework for Teaching Model. This will include the 4 components of professional practice:

- Planning and Preparation
- Classroom Environment
- Instruction
- Professional Responsibilities

The performance review will be completed by way of the Pennsylvania's electronic teacher evaluation portal. Pennsylvania's electronic teacher evaluation tool is used for the staff evaluations and is based on the PA Department of Education's new teacher evaluation process (Act 82).

Pennsylvania's electronic teacher evaluation adheres to the Pennsylvania Teacher Effectiveness model.

## **Non-Certified Staff:**

During your performance review your supervisor may cover the following areas:

- The quality of your work.
- Strengths and areas for improvement.
- Attitude and willingness to work
- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.
- Additional areas may also be reviewed as they relate to your specific job.

Your review provides a golden opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. Perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job at CSL more fulfilling.

Your supervisor can answer any questions you may have about the performance review process.

## **Compensation Reviews**

Salary reviews are made once annually at the end of the academic year. All salary changes must be approved by the Board of Trustees. Any new salary rates authorized by the CSL Board of Trustees take effect on the first full pay period following the employee's first scheduled workday of the next academic year.

Increases will be based on, but not limited to job performance, absences and attendance, continued training and education, leadership abilities, attitude, professionalism and willingness to accept additional responsibilities. Increases will be recommended to the Board of Trustees by the CEO in coordination with an employee's supervisor.

## **Promotion and Transfer Policy**

CSL has a policy of providing our employees with every opportunity for advancing to other positions within the school. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months. Approval of promotions or transfers depends largely upon training,

experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, sex, age, genetic information, familial status, religion, creed, physical or mental disability, marital status, veteran status, military service, political affiliation, or any other factor protected by law. However, CSL will continue to look outside the school for potential employees as well. All promotions and transfers must be approved by the Board of Trustees.

It is our policy to generally advise all employees about advancement opportunities. Please submit your request for consideration for a specific position directly to the CEO. You are encouraged to discuss any contemplated transfer with your current supervisor.

### **Induction Plan for Certified Staff**

The goal of CSL's Induction Plan is to support teachers new to CSL in their transition from new employee to confident CSL teacher. CSL will provide new teachers with a CSL faculty member as a mentor to aid in their transition to the school and to assist in their professional growth. It is the intent of CSL to familiarize new teachers with our school and faculty, make new teachers aware of the resources available to them and to increase their knowledge of the teaching profession. New teachers hired by CSL will participate in the Induction Plan for the remainder of their first year at CSL. The CEO may require a new teacher to complete additional induction program time during their second year at CSL. Teachers joining CSL after the annual teacher in-service week at the beginning of the school year are required to participate in an intensive on-on-one in-service program with the CEO or his/her designee(s) in order to thoroughly inform and educate the new teacher about CSL.

Teachers currently employed by CSL may be required by the CEO, as a requirement of their performance review, to complete all or part of the Induction Plan at any time during their employment at CSL.

Opportunities exist for current CSL teachers to serve as mentors in this program. Please contact the CEO to express interest.

### **Benefits**

CSL is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by CSL.

A good benefits program is a solid investment in CSL's employees. CSL will periodically review the benefits program and will make modifications as appropriate to the school's condition. CSL reserves the right to modify, add or delete the benefits it offers.



## **Eligibility for Benefits**

If you are classified as a full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Employees are eligible to participate in medical benefits offered by CSL beginning on the first day of the month following the date of employment. Coverages are available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

## **Insurance Coverage**

### **Medical Benefits**

All regular full-time employees are eligible for medical/prescription, vision and dental insurance. CSL provides full-time employees with 100% of their medical/prescription benefit, vision benefit, and dental benefit, subject to employee premium contribution amounts as approved by the Board of Trustees. Employee premium contribution amounts may be changed by the Board of Trustees at any time upon 30 days notice to the employee. The Business Office maintains current employee contribution amounts and insurance rates.

Part-time employees are not provided with any paid medical benefits by CSL.

Initial benefits forms must be completed and returned to the CEO prior to your start date.

Full-time eligible employees, who choose not to obtain employee medical/prescription insurance through CSL, will receive a payment of \$70/pay period, beginning upon eligibility. Any full-time employee choosing not to participate in the CSL insurance plans will need to provide proof of coverage from another source in order to be eligible for the \$70 stipend.

CSL shall make group health insurance available for purchase by annuitants of the Public School Employees Retirement System as required by the Public School Code. Notice of an annuitant's entitlement to purchase the group health insurance will be provided by CSL within sixty (60) days of the annuitant's retirement. Notice will also include deadlines for payment of premiums. Annuitants have forty-five (45) days from the date of the notice to elect to purchase continuing coverage.

## **Additional Benefits**

CSL Full-Time Staff are eligible for tuition reimbursement for undergraduate coursework required to obtain a degree or for graduate coursework. All individual courses must be pre-approved by the CEO. Tuition reimbursement will be paid for 80% of the tuition cost of up to six (6) credits per fiscal year, not to exceed \$1,000 for the fiscal year. This amount may be adjusted by the Board of Trustees on a year-to-year basis at its discretion. Employees are eligible to participate in this program following 6 months of employment. Upon notification of the termination or voluntary resignation of your position at CSL, you will be ineligible for tuition reimbursement benefits effective immediately.

## **Government Required Coverage**

### **Workers' Compensation**

All employees are entitled to Workers' Compensation benefits as set forth in the Workers' Compensation Act. This coverage may be immediate and protects you in the event of an on-the-job injury. An on-the-job injury is defined as an injury suffered in the course of your work, or an illness that is directly related to performing your assigned job duties. This job-injury insurance is paid for by CSL. If you cannot work due to a job-related injury or illness covered under the law, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to the CEO immediately. Prompt reporting is the key to prompt benefits. Insure your right to benefits by reporting every injury, no matter how slight. Employees returning to work after being absent due to a work-related injury must report to the CEO prior to beginning work and must bring a doctor's clearance for returning to work.

### **Unemployment Compensation**

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with CSL. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor, not by CSL.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

All CSL 10 and 11 month Full and Part-time staff returning for the next school year are considered CSL employees over CSL's summer break and are not eligible for unemployment compensation during the summer break.

## **Social Security**

The United States Government operates a system of mandated 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, CSL is required to deduct this amount from each paycheck you receive. In addition, CSL matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. Employees are encouraged to protect their Social Security record by ensuring their name and Social Security number on their W-4 and W-2 Form are correct. Employees may also desire to make sure their earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or by visiting their web site at [www.ssa.gov](http://www.ssa.gov).

## **Retirement Plan**

Full-time employees hired after July 1<sup>st</sup>, 2014 will be enrolled in the Alerus 403(b) retirement plan, with a mandatory 5% employee contribution and a mandatory 5% match from the employer. Full-time employees hired prior to July 1<sup>st</sup>, 2014 are required by law to be enrolled in the Public School Employees Retirement System (PSERS). Part-time salaried employees hired before July 1<sup>st</sup>, 2014 who work fewer than 20 hours per week are required to enroll in PSERS as well. Part-time hourly employees who work less than 20 hours per week have the option to withhold retirement deductions at their hire date, but no later than their 500th hour of service. Part-time per diem (day-to-day) employees who work less than 5 days a week (five hours is the minimum to be considered a full day) have the option to withhold retirement deductions at their hire date, but no later than their 80th day of service. The Charter School is responsible for enrolling all employees after the employee completes the enrollment form. The above statements regarding full-time and part-time employees is for PSERS eligibility only and should not be confused with the School's full-time and part-time employee classifications.

## **Leaves**

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult the CEO for further information.

### **Paid Leaves**

In the interest of maintaining a healthy balance between work and home, CSL offers eligible permanent, full-time employees paid time off.

Paid Time Off compensation is determined using your base hourly or per diem rate, whichever applies, excluding overtime compensation, if any.

The number of Personal and/or Vacation Days available to each employee each school year is specified on each employee's job description. Personal Time and Vacation Time available are listed on your Pay Stub.

Personal and Vacation days are accrued monthly (i.e. 12-month employees accruing 1/12 of their allotted Personal and Vacation days per month; 10-month employees accruing 1/10 of their allotted Personal and Vacation days per month) and are available for use by employees the month following the month of accrual. When hired on or before the 15th of the month, a full month's accrual will be credited for the first partial month of employment. When hired after the 15th of the month, there is no Personal or Vacation day accrual until the following month.

Personal days may not be used prior to or directly after holidays. Personal days must be approved by the CEO.

Unused personal days roll-over to the next school year as sick days, however, unused vacation days are lost.

### **Sick Days**

CSL recognizes that from time to time employees will need to be absent from work due to their illness or that of their immediate family members. The number of Sick days available to each employee each school year is specified on each employee's job description.

Sick days are accrued monthly (i.e. 12-month employees accruing 1/12 of their allotted Sick days per month; 10-month employees accruing 1/10 of their allotted Sick days per month) and are available for use by employees the month following the month of accrual. When hired on or before the 15th of the month, a full month's accrual will be credited for the first partial month of employment. When hired after the 15th of the month, there is no Sick day accrual until the following month.

The number of days available will be pro-rated for those employees who do not start at CSL at the beginning of the respective work year.

Sick days may be taken in increments of ½ days or full days only, not in hourly increments. After 2 (two) consecutive sick days, a doctor's note is required to return to work.

Up to five days of unused sick leave may be carried over from year to year. Notwithstanding the above, employees that have carried over more than five days of unused sick leave entering the 2021-2022 school year may continue to carryover those unused days but shall not continue to accumulate unused sick leave for the purpose of carrying over additional days.

Time off pay for hourly and salaried employees will be equivalent to the pay such employees would have received for the hours they are normally scheduled to work. Time off is not counted towards hours worked for the purposes of calculating overtime.

Employees who resign, or are terminated, for any reason during their employment will not receive payment for accrued unused time off benefits. Time off benefits will not accrue while an employee is on leave of absence, unless otherwise required by law.

## **Bereavement Leave**

All full-time employees are eligible for Bereavement Leave. This is a paid leave of absence from work when employees receive time off with pay without having to utilize their sick days.

Up to three working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, step-child, parent, step-parent or parent-in-law.

All other requests to attend funeral services for any relation to the employee not specified above will only be fulfilled by the employee's use of any unused personal or vacation time.

## **Jury Duty**

If you are a full-time permanent employee who is summoned to jury duty, CSL continues your salary during your active period of jury duty for up to a maximum of ten working days per calendar year; provided that you return the allowance

you receive from the court for such service. If you are not a full-time regular employee, you are given time off without pay while serving jury duty.

All employees are allowed unpaid time off if summoned to appear in court as a witness.

To qualify for jury or witness duty leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed.

CSL will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

### **Unpaid Leaves (Leave Not Qualifying for FMLA)**

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with CSL. It is the policy of CSL to allow its eligible employees to apply for and be considered for certain specific leaves of absence. Additionally, an absence for personal or family illness will count as an unpaid leave when an employee does not have any sick days remaining.

Salaried full-time employees will have the appropriate per diem rate based on their work calendar deducted for each day of unpaid leave. Hourly employees will not be compensated for days not worked during an unpaid leave.

Failure to return to work as scheduled from an approved leave of absence or failure to inform the CEO of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your supervisor and the CEO. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

### **Disability (Including Pregnancy) Leave of Absence (Leave Not Qualifying for FMLA)**

CSL may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from the CEO, you should submit, or have

someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up ninety days. If necessary, you may request extensions in thirty day increments for a maximum of one year. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform the CEO as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued paid time off days will be used. These benefits do not continue to accrue during a leave. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to CSL's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position would not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

## **Family/Medical Leave of Absence (FMLA)**

**The eligibility criteria for family/medical leave are determined by the FMLA, not by CSL.**

CSL will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, genetic information, sex, religion, creed, physical or mental disability, marital status, political affiliation, military service or veteran status. Eligible employees will receive up to twelve weeks of unpaid, job-protected leave in a twelve-month period for the following family and medical reasons pursuant to the FMLA:

1. The birth of an employee's child and to care for the newborn child;
2. The placement and care for a newly-adopted or recently-placed foster child;
3. To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition; or
4. An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his or her job.
5. To address certain qualifying exigencies in support of a spouse, child or parent's covered active duty or notification of impending call or order to covered active duty in the Armed Forces, including the National Guard or Reserves. Covered active duty means, in the case of persons in the regular Armed Forces, duty during deployment to a foreign country and in the case of those serving in the National Guard or Reserves, duty during deployment to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

Eligible employees will also receive up to twenty-six weeks of job-protected leave in a single twelve-month period to care for a covered service member recovering from a "serious illness or injury" sustained in the line of duty while on active duty, if the employee is the spouse, child, parent or next of kin of the covered service member. A "covered service member" is someone who is a current member of the Armed Forces, including the National Guard or Reserves, and is undergoing medical treatment, recuperation or therapy for a serious illness or injury and who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the five years preceding the medical treatment.

This Family/Medical Leave of Absence Policy shall be administered in accordance with applicable state and federal laws as follows:

1. Employees are eligible if they have been actively employed for twelve months, and worked at least 1250 hours (an average of twenty-five hours per



week) during the twelve months preceding the leave and work at a site where 50 employees are employed within seventy-five (75) miles. The twelve-month period "rolls back" from the date of leave to the prior twelve-month period for all leave other than the twenty-six weeks of covered service member leave which is counted on a rolling forward basis.

2. Employees may request one or more family or medical leaves. However, the total amount of leave taken cannot exceed twelve weeks or twenty-six weeks, as applicable, in any twelve-month period. Employees are never entitled to take more than twenty-six weeks of all types of FMLA leave (or twelve weeks of leave if not related to leave to care for a covered service member).
3. You may request intermittent leave or reduced schedule leave to care for a family member with a serious health condition or if you have a serious health condition that warrants such a request or for leave to care for a covered service member with a serious injury or illness.
4. Employees shall be required to give thirty days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two weeks advance notification of your intended return date. You must make the request as soon as practicable if the leave is not foreseeable.
5. In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate. If the leave is for the employee's own serious health condition, the employee is required to provide written medical certification at the end of the leave, releasing you to return to work. In appropriate circumstances, we may require you to be examined by a CSL-designated physician, at CSL's expense.
6. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward.
7. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
8. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) continuing treatment by a health care professional. A "serious injury or illness" is one sustained in the line of duty on active duty by a member of the Armed Forces, including the National

Guard or Reserves, or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty and that may render medically unfit to perform his or her duties of the member's office, grade, rank or rating. In the case of a covered veteran, it is an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or which existed before the beginning of active duty and was aggravated by service in the line of duty on active duty and that manifested itself before or after the member became a veteran.

9. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section if leave is for covered family or medical leave.
10. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve months of the birth or adoption.
11. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one, with equivalent pay, benefits, and other terms and conditions of employment upon returning from leave. If your leave exceeds the leave requirements of this policy, CSL may fill your former position based on school needs and your employment may be terminated. If you wish to return to work at a later date, CSL will attempt to reinstate you to a position for which you are qualified if such a position is available. If no such position is available, CSL may not be able to reinstate you to employment.
12. If you are among the highest paid 10% of CSL's salaried employees, you are considered a key employee. CSL may deny job reinstatement of key employees if the leave would present substantial grievous economic injury to CSL operations. CSL must notify the key employee of its intent to deny your leave once the determination is made.
13. If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
14. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees. The employee is required to contribute bi-weekly to medical care coverage while absent on leave, on the same basis as if the employee continued in employment. Deductions through payroll will continue for any period when the employee applies sick days to the leave. If your leave extends beyond twelve or twenty-six weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. If an employee fails to return to work after expiration of the leave, the employee may be required to reimburse the School for health

insurance premiums paid during the leave, depending on the reasons that the employee did not return to work.

15. Other accumulated fringe benefits such as retirement, service credits and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.

16. —The pay allowances while on disability leave, which may include FMLA leave, are based on an employee's length of service, as well as the state in which she/he is employed. Disability laws may vary from state to state, and at all times our disability leave policy will be in compliance with the laws of the state in which you are employed. Additionally, an absence for personal or family illness will count as an unpaid leave when an employee does not have any sick days remaining. Salaried full-time employees will have the appropriate per diem rate based on their work calendar deducted for each day of unpaid leave. Hourly employees will not be compensated for days not worked during an unpaid leave.

17. If additional family care or medical leave is required you must, prior to expiration of the family care or medical leave, submit additional certification to CSL.

18. Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and school needs. CSL reserves the right to refuse such a request at its sole discretion.

19. CSL's policy regarding outside employment applies to employees of CSL while on a FMLA leave of absence

## **Military Reserves or National Guard Leave of Absence**

### **Military Leave and Benefit Rights Under USERRA and PA Military Leave of Absence Law**

**A. The Uniformed Services Employment and Reemployment Rights Act (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

**B. PA Military Leave of Absence Law**

The Pennsylvania Military Leave of Absence law prohibits employers from discriminating against individuals who are members of the National Guard or one of the other reserve components of the United States armed forces, or who are called to active state duty by the governor during an emergency or as otherwise authorized by law, or called to active duty by the federal government.

**C. Reemployment Rights**

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and you meet all of the following qualifications: you ensure that CSL receives advance written or verbal notice of your service as soon as you know you will be performing military service; you have five years or less of cumulative service in the uniformed services while with CSL; you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

**D. Right to be Free from Discrimination and Retaliation**

CSL will not discriminate against any person who is a past or present member of the uniformed service, has applied for membership in the uniformed service, or is obligated to serve in the uniformed service, because of such status. The protection against discrimination will extend to initial employment, reemployment, retention in employment, promotion, and any benefit of employment because of this status.

In addition, CSL will not retaliate against anyone asserting protection afforded under USERRA or assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. If you believe that you

have been discriminated against or harassed because of your military service, or have witnessed such discrimination or harassment, you can make a report as set forth in the Harassment Policy set forth in this Manual.

## **E. Health Insurance Protection**

### **1. Right to election of continuing coverage**

a. If you leave your job to perform military service as covered by USERRA, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents. The maximum period of coverage for you and your dependents is the lesser of the 24-month period beginning on the date on which your absence begins, or the day after the date on which you fail to apply for or return to a position of employment. If you elect to continue coverage, you will pay the same cost as the employer's cost for the first 30 days of military service, and you will pay no more than 102% of the employer's cost after the first 30 days of military service.

b. If you are covered by the Pennsylvania Military Leave of Absence Law, you may have additional rights in connection with your health insurance.

### **2. Electing continuing coverage**

If you elect to continue your health plan coverage in accordance with paragraph E.1.a., you must do so within 60 days of the date on which your absence to perform military service begins. Election of continued coverage does not preclude you from electing COBRA coverage, which is also discussed in this handbook.

If you want to elect to continue your health plan coverage under paragraph E.1.a., you must notify the CSL Business Office within 60 days. The notice must be in writing and mailed or delivered in person to the address below.

Business Office  
Center for Student Learning Charter School at Pennsbury  
345 Lakeside Drive  
Levittown, PA 19054

If you fail to make timely premium payments, coverage may be terminated. Once you have provided notice that you wish to continue coverage, the company will advise you of the cost of coverage and when and how payments must be made.

In order to protect your rights, you should keep the CSL Business Office informed of any changes in your address. You should also keep a copy, for your records, of any notices you send to the CEO or Business Manager.

### **3. Not electing coverage—Rights at the time of reinstatement**

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in CSL's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

## **F. Other Benefit Rights Under USERRA**

### **1. Pension Plan**

If CSL's pension plan is covered by USERRA, you will be treated as not having incurred a break in service with CSL. Your military service will be considered as service with the company for vesting and benefit accrual purposes, and CSL is liable for funding any resulting obligation. To the extent that you repay employee contributions upon reemployment with CSL, you are entitled to accrued benefits from those contributions. Your repayment of employee contributions can be made over three times the period of military service but no longer than five years.

For purposes of determining your contributions or CSL's obligation, your compensation during the period of your military service will be based on the rate of pay you would have received from CSL but for your absence during the period of service. If your compensation was not based on a fixed rate or the determination is not reasonably certain, your compensation during the period of service is computed on the basis of your average rate of compensation during the 12-month period immediately preceding such period, or, if shorter, the period of employment immediately preceding such period.

### **2. Other Benefits**

Once you return to work, you are entitled to the seniority, and the rights and benefits based on that seniority, that you would have attained with reasonable certainty had you remained continuously employed. However, the position you return to may not necessarily be the same job you held before your military service, particularly if you would have been promoted, demoted, transferred, or laid off with reasonable certainty had you not been absent. You are also entitled to participate in any rights and benefits not based on seniority that are available to employees on nonmilitary paid or unpaid leaves of absence, and that became effective during your service.

You are expected to notify the CEO as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

### **Accepting Other Employment or Going into Business While on Leave of Absence**

If you accept any employment or go into business while on any leave of absence from CSL, you may be considered to have voluntarily resigned from employment with CSL as of the day on which you began your leave of absence.

## **Safety**

### **General Employee Safety**

CSL is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

CSL will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

CSL strongly encourages you to communicate with your supervisor and CSL's CEO regarding safety issues.

### **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor or the CEO. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a *Supervisor and Employee Report of Accident Form* must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The *Employee's Claim for Worker's Compensation Benefits Form* must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents that occur during the workday. The State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact the CEO for more information

## **Parking Lot**

You are encouraged to use the parking areas designated for our employees. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the CEO.

CSL cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

## **Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all CSL activities. We want to protect you against injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor or CSL's CEO may post other safety procedures in your department or work area.

## **Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your classroom neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave, materials, or other objects on the floor that may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the



appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

### **Trash Disposal**

Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in approved containers.

### **Cleaning Up**

To prevent slips and tripping, clean up spills and pick up debris immediately.

### **Preventing Falls**

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

### **Falling Objects**

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves. Shelves over fifty inches in height should be secured to the wall.

### **Work Areas**

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

### **Ask Questions**

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted your supervisor or CSL's CEO. Employees will not be asked to perform any task that may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor or CSL's CEO at once.

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is CSL's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

### **Report Injuries**

Immediately report all injuries, no matter how slight, to your supervisor.

## **Weapons**

CSL believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, CSL prohibits all persons who enter school property from carrying any dangerous materials or items on their persons, in their vehicles, or otherwise, including a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by CSL to carry a weapon on school property.

Any employee disregarding this policy will be subject to immediate termination.

## **Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor or the CEO if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

## **In Case of Fire**

If you are aware of a fire, you should:

- Maintain the safety of the students for which you are responsible.
- If possible, activate CSL's alarm system.
- If possible, Dial 911 or the local fire department.
- If possible, immediately contact the CEO.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

## **Crisis Response and Emergency Preparedness**

CSL will follow the Emergency Safety Plan as set forth in Pages 61-83 of this Employee manual.

**Please familiarize yourself with these procedures and keep them in a readily accessible place in your class room.**

## **Emergency Evacuation**

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Proceed with students to nearest safe exit, making sure all students are accounted for.
- Contact outside emergency response agencies, if needed.
- Walk to the nearest safe exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to the designated meeting place outside the building. Be present and accounted for during roll call.
- Do not re-enter the building until instructed to do so.

Please report anything that needs repairing or replacing to your supervisor or to the Executive Director immediately.

## **Office Safety**

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

## **Security**

Maintaining the security of CSL schools and offices is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave CSL' premises make sure that all entrances are properly locked and secured.

## **Smoking**

In consideration of the reports of the Surgeon General of the United States and in keeping with CSL's intent to provide a safe and healthy work environment, smoking as well as the use of any tobacco related product is prohibited throughout the work place as well as anywhere else on the school grounds at all times.

## **Workplace Searches**

CSL reserves the right, at all times and without prior notice, to inspect and search any and all CSL property to which any employee has use or access, including desks, lockers, cabinets, email, etc. and to search any personal property brought on the premises for the purpose of determining whether any policy of CSL has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace, consistent with business needs or compliance with state and federal laws. Inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, et cetera. These items are subject to inspection and search at any time, with or without prior notice. Therefore, employees should not bring personal property on the premises that they do not want subjected to search. Unauthorized use, damage, or theft of company property, or another employee's personal property may result in corrective action, up to and including termination. These inspections may be conducted during or after business hours and in the presence or absence of the employee.

CSL may also require employees while on the job or on CSL's premises to agree to reasonable inspection of their personal property and/or persons. The individual may be requested to self-inspect his or her personal property or person by displaying the contents of any packages and/or turning out his or her pockets,

etc., in the presence of a CSL representative and may also be subject to metal detection wandering.

## **Separation of Employment**

### **Termination**

CSL generally operates under the principle of at-will employment. This means that neither you nor CSL has entered into a contract regarding the duration of your employment and you are free to terminate your employment with CSL at any time, with or without reason. Likewise, CSL has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of CSL.

If you find it necessary to resign, you must provide at least thirty days advance notice in writing to your supervisor indicating the last day of work. This date will be considered the effective date of your resignation. School property such as keys, computers, credit cards, forms, money, etc., must be returned by each employee on the last day of work.

If you are not able to pick up your final paycheck in person, then your check will be mailed to your last known address.

Employees will not be compensated for any unused sick, personal or vacation time after their last day of work.

### **Insurance Conversion Privileges**

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, in the event of your termination of employment with CSL or certain other qualifying events that result in loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Consult the CEO for additional details.

### **Exit Interviews**

In a termination situation, CSL management would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about CSL. During the exit interview, you can provide insights into

areas for improvement that CSL can make. Every attempt will be made to keep all information confidential.

### **Return of School Property**

Any CSL property issued to you, such as computer equipment, phone, keys, petty cash must be returned to CSL at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

### **Former Employees**

Depending on the circumstances, CSL may consider a former employee for re-employment. Such applicants are subject to CSL's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with CSL. CSL determines in its sole discretion if an employee was in good standing.

### **Post-Employment Inquiries**

CSL does not respond to oral requests for references. In the event your employment with CSL is terminated, either voluntarily or involuntarily, your supervisor, in conjunction with the CEO, may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of CSL, you are not permitted, under any circumstances, to respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the Executive Director.

## **Workplace Policies**

This Employee Manual is designed to answer many of your questions about the practices and policies of CSL. Feel free to consult with your supervisor or the CEO for help concerning anything you don't understand.

### **Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all CSL methods of communication, including this Employee Manual, bulletin boards, discussions with your supervisor or CEO, memoranda, staff meetings, newsletters, training sessions, and school e-mail and intranet.

CSL is continually increasing its use of electronic communications. In order for this increased reliance on electronic communications to be successful, *CSL employees are required to check their school email account and CSL's intranet regularly.* In addition to checking their school email account and CSL's intranet, employees are required to check their voice mail and mailbox in the main office regularly.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your benefits.

In addition, you may receive letters from CSL. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information that will keep you up-to-date on the events here at CSL.

### **Computer Software (Unauthorized Copying)**

CSL does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. CSL licenses the use of computer software from a variety of outside companies. CSL does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.

2. With regard to use on local area networks or on multiple machines, CSL employees shall use the software only in accordance with the software publisher's license agreement.
3. CSL employees learning of any misuse of software or related documentation within the school must notify the CEO or their supervisor immediately.
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. CSL employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

## **Computers, Phone, Electronic Mail and Voice Mail Usage Policy**

CSL makes every effort to provide the best available technology to those performing services for CSL. In this regard, CSL has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our school equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by CSL' employees with the use of CSL' equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by CSL.

CSL property, including computers, phones, electronic mail and voice mail, should only be used for conducting school business.

Incidental and occasional personal use of school computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other school-related information and messages, as described below.

Although CSL provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for school use, and all computer information, voice mail and electronic mail messages are to be considered as school records.

CSL also needs to be able to operate effectively and respond to proper requests, including those resulting from legal proceedings that call for electronically stored evidence. Therefore, CSL must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. All CSL employees must comply with CSL record destruction schedules and litigation holds placed on electronic information and



records. If an employee is aware of a legal claim or potential legal claim against CSL, the employee must notify CSL's any administrator or the CEO so CSL can determine the appropriate steps to take regarding document preservation. Because CSL reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that CSL or its designated representatives will not have a need to access and review this information. Individuals using CSL's school equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks, thumb drives or in any other manner - will be private.

CSL has the right to regularly monitor voice mail or electronic mail messages. CSL will inspect the contents of computers, CSL issued phones, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means or otherwise conduct its business; CSL reserves the right to inspect as it deems appropriate and necessary in its operations..

The contents of computers, CSL issued phones, voice mail, and electronic mail, properly obtained for some legitimate school purpose, may be disclosed by CSL if necessary within or outside of CSL.

Given CSL's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

CSL's CEO is the only authorized CSL representative that may conduct a search of the contents of an individual's computer, CSL issued phones, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

## **Network Resources Acceptable Usage Policy**

Access to computer, network, and other equipment, software, and the Internet (hereafter referred to as "Network Resources") at Center for Student Learning Charter School at Pennsbury offers a variety of resources and information. Network Resources also include information, messages, and images that are not appropriate for the school environment. Center for Student Learning Charter School at Pennsbury does not condone or permit the use of such material. Therefore, employees must behave responsibly when using Network Resources, and will be held accountable for their actions.

To protect from access to inappropriate information and other content, Center for Student Learning Charter School at Pennsbury will employ a World Wide Web filter.

In addition to any other policies, guidelines, and procedures that govern computer and network use at Center for Student Learning Charter School at Pennsbury, the following statements guide acceptable use of Network Resources by all:

1. Employees may not use Network Resources in a way that is inconsistent with the general rules of conduct that are outlined in the CSL Employee Manual, including using them to disparage or comment negatively on CSL, its students, parents or employees.
2. Employees shall not damage or mistreat computer equipment under any circumstances. This includes trying to “fix” plugs, cables, or other parts of the equipment unless directed to do so by a member of the Technology Department.
3. Employees shall not access or attempt to access folders, files, directories, or other information that do not belong to them. Employees shall not attempt to circumvent security measures.
4. Employees shall not copy, download, or install any software or programs to and/or from school computers.
5. Employees must not write, send, print, download, or display obscene, threatening, disparaging, harassing, or otherwise harmful messages or images or use of the Network Resources in violation of or in a manner inconsistent with CSL’s Harassment and Sexual Harassment policies.
6. Employees must not share or disclose anyone’s personal information while using Network Resources, including: personal address, phone number, passwords any other confidential information.
7. Employees should be aware that in order to maintain system integrity and to ensure responsible use, Network Resources use can and will be monitored by staff and other personnel, and therefore, are not private. Employees should not, under any circumstances, expect that messages or files that are created, modified, transmitted, received, or stored are private.
8. Employees may not employ the CSL Network Resources for personal financial gain or commercial purposes.

9. Employees may not engage in practices that threaten the integrity of the Network Resources, including knowingly introducing a computer virus.
10. Employees may not use the Network Resources for any illegal activities, including the violation of copyright laws and/or software piracy.
11. Employees may not use anyone else's password, nor may they share their password with others, except those designated by CSL administration. Employees may not place passwords on Network Resources unless authorized by CSL's administration or withhold disclosure of passwords to CSL administration.
12. Employees may not access social networking sites using the Network Resources, except for work-related purposes.

Employees who violate any of the above conditions will be subject to the suspension or termination of their access to Network Resources, as well as other disciplinary action as determined appropriate by CSL's administration.

### **Dress Code and Personal Appearance**

The appearance of the entire staff is very important in presenting a neat, clean, safe and professional environment. One of the keys to enjoying and keeping a professional and comfortably attired workplace is avoiding extreme interpretations of the dress code standards. Wearing acceptable clothing, keeping fingernails at an appropriate length, etc., are necessary to maintain professional standards, and yet we recognize the need for comfortable clothing for our teaching staff. Additionally, we recognize that certain professionals, by nature of their position at CSL, may on a regular or occasional basis have a need to wear clothing that may be more casual than the typical employee. For example, a teacher on a field trip to a farm may wear jeans or a physical education teacher may wear a running suit and sneakers.

Whenever you are in doubt about an article of clothing, remember, you are dressing for work at CSL, a professional educational organization and your appearance should reflect this.

All clothing should be in good repair, wrinkle free and clean. Some examples of acceptable clothing would be: pants, shirts, skirts, dresses, sweaters, dress-shorts, Capri-length pants and sensible shoes (high heels only under 2").

The following are examples of what is not acceptable. The list is certainly not exclusive and decisions regarding suitability are the sole discretion of CSL: tube tops, halter tops, tank tops, thongs, cut-off's, shorts that are not dress shorts,

shirts with unacceptable logos, torn or frayed clothing, revealing clothing, flip flops/beach shoes, excessively long dangling jewelry, excessively tight clothing. Additionally, any body piercings (except earrings and piercings having a cultural or religious significance) and undergarments should not be visible. Please understand that you are expected to dress and groom yourself in accordance with accepted social and school standards. Failure to adhere to CSL's dress can result in disciplinary action.

## **Drug-Free Workplace Policy**

Employees who violate any of the following work rules will be subject to disciplinary action up to and including termination.

1. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs or alcohol, on employer premises, in employer-supplied vehicles, or during working hours.
2. Being under the influence of an illegal drug or alcohol on employer premises, in employers supplied vehicles, while conducting CSL business, or during work hours. "Being under the influence" of alcohol is defined as a blood alcohol content of .04; "being under influence" of an illegal drug is defined as testing positive at a specified level for an illegal drug.
3. Being under the illegal influence of a prescription medication. "Being under the illegal influence" of a prescription medication is defined as testing positive at a specified level for an illegally obtained prescription medication.
4. Refusing consent to testing or refusing to submit to urine, blood, breath, or other sample when requested by administration.
5. Refusing to submit to an inspection when requested by administration.
6. Conviction under any criminal drug statute, or failure to inform the employer within five days after a conviction.
7. Use, possession or sale of an illegal drug during non-work time.
8. Being under the influence of any medication that impairs an employee's ability to safely perform his or her job.
9. Reporting to work smelling of alcohol.

All applicants and employees may be subject to pre-employment and reasonable suspicion substance abuse testing.

Under certain circumstances the employer will consider continuing the employment of an employee who has violated a substance abuse rule on a one time only basis, or of an employee who has volunteered that he/she has a substance abuse problem, provided the employee has entered into an approved treatment or counseling program. A determination of continued employment will be based upon consideration of the rule violated, the specific circumstances involved, as well as the employee's overall work record. A second rule violation will result in automatic employment termination.

Employees who enter into a drug or alcohol treatment or a counseling program may, at the employer's discretion, as permitted by law, be required to comply with more stringent testing or other requirements than found in this policy.

### **No Solicitation/ Distribution Policy**

Non-employee visitors have a limited right of access to our facilities and should only be on school property for purposes directly related to their children's education. Visitors who are not visiting for the purpose of directly dealing with their child should report to the Main Office and will only be allowed visitation for purposes of proper sales or maintenance and repair. Non-employees may not solicit or distribute literature on CSL property for any purposes.

Employees may not engage in solicitation or in the distribution of literature during working time or in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work-related duties. Employees on their meal times, break times, or other non-working times may not solicit or distribute literature to other employees during the working time of such employees.

Bulletin boards on employer property are to be used for official purposes only to notify employees about information approved in advance by management. Only those employees designated by CSL's administration may post material on, or remove material from, official bulletin boards.

### **Expense Reimbursement**

You must have the CEO's written authorization (usually by way of a requisition or purchase order) **prior** to incurring an expense on behalf of CSL. To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts and it must be approved by the CEO. Please submit your expense report or voucher each week, as you incur authorized reimbursable expenses. In order for CSL to keep records and accounting accurate and current, expense reports or vouchers older than three (3) months old may not be honored.

## **Fundraising**

Please note that any fundraising related to CSL, or any other organization, must have prior authorization by the CEO. **Absolutely no fundraising may be done without this approval.**

## **Relatives**

CSL recognizes that it may employ members of the same family. However, one family member may not directly supervise another or process, review, or audit the work of another without written approval from the supervisor of the highest-ranking employee. Furthermore, confidential information may never be shared among family members employed by CSL. Confidential information includes, without limitation, “know how”, student information, CSL financial information, personnel information, curriculum development, research projects and any other school affairs of CSL not generally known to the public.

## **Violence in the Workplace Policy**

CSL has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect CSL or which occur on CSL property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at CSL, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on CSL’s premises, regardless of the relationship between CSL and the parties involved.
2. All threats or acts of violence occurring off CSL’s premises involving someone who is acting in the capacity of a representative of CSL or is associated with CSL.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy CSL’s property.

4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons or other dangerous materials or items.

CSL's prohibition against threats and acts of violence applies to all persons involved in CSL's operation or associated with CSL, including but not limited to personnel, contract, temporary workers, vendors and anyone else on CSL property. Violations of this policy by any individual will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the CEO.

### **Employee Communication Process**

The Board of Trustees wants every employee to feel comfortable communicating any concern or proposal for improvement. The ECP provides a safe and secure manner in which to communicate any staff related concerns and also to allow ideas for improvement to be earnestly heard.

#### **ECP:**

The Business Manager will act as the Human Resource Officer to initiate the process. All concerns or proposals should be reported to the HR Officer.

The HR Officer will in turn contact the staff member or members involved to inform them, on an individual basis, of the issue at hand. Subsequently, a meeting will be scheduled between the HR Officer and the two or more staff members involved. A proposed resolution of the issue will be determined.

All proposed resolutions will then be turned over to the Board of Trustees Human Resources Sub-Committee for final approval. The Board of Trustees HR Sub-Committee currently consists of the Board President, Board Vice President, and another Board Member. The HR Sub-Committee will meet with the employee(s), HR Officer and CEO separately before making a binding decision.

# EMERGENCY SAFETY PLANS

## GENERAL GUIDELINES

Emergency situations arise in every school district. The most important considerations in dealing with a crisis are the health, safety, and welfare of the students and staff, as well as keeping parents informed. This reference manual is designed to give personnel a quick reference guide to prescribed procedures that are to be followed for specific emergencies.

### What To Do

- ❖ Please keep this reference guide in an accessible location. Some general guidelines that can be applied to any emergency situation are:
  - Stay Calm!!
  - Evaluate the situation in terms of the immediate risk or danger and determine what short- term action is most appropriate.
  - Contact the appropriate school administrator immediately.
  - Remain at the scene until relieved by appropriate personnel.
  - Most situations are best handled in private. Avoid overreaction and unnecessary excitement. Those not directly involved should continue usual activities.

- Immediately log the following:
  - a. Note time, duration, date, location.
  - b. List the names of witnesses.
  - c. Describe the events as you perceive the occurrence.
  - d. Record action taken by the staff at the scene.

## GENERAL GUIDELINES



# IMPORTANT PHONE NUMBERS

For EMERGENCY Fire, Police, Ambulance Rescue or Medical Calls:  
DIAL 911

NOTE: Whenever possible, office personnel should be contacted in emergencies

Chief Executive Officer.....X 14  
Dean of Students.....X 16  
Guidance Counselor.....X 21 or 42  
Special Education Coordinator.....X 20  
Reception.....X 10

## TULLYTOWN BOROUGH

Police Emergency.....911  
Non- Emergency.....215-945-0999  
Fire Marshall.....215-945- 1560  
Fire.....911

Bucks County Children & Youth.....215-348-6900  
Bucks County Council on Alcoholism & Drug Dependence, Inc.....215-347-6664  
Poison Control Center.....1-800-222-1222  
St. Mary Hospital (Trauma Center).....215-750-2100  
Child Abuse Hotline.....1-800-932-0313  
National AIDS Hotline.....1-800-342-AIDS  
Network of Victim Assistance (NOVA).....1-800-675-6900  
Electric/Gas Emergencies (24 hours).....1-800-841-4141  
Bristol Bensalem Crisis Intervention.....215-785-3785  
Suicide Hotline.....1-800-621-4000  
Toxic Chemicals and Oil Spills.....1-800-424-8802  
Woman's Place (Abuse- Hotline).....1-800-220-8116  
Red Cross Homeless Shelter.....215-949-1727  
Lower Bucks Hospital.....215-785-9200  
Frankford Hospital- Bucks County.....215-949-5000  
Penndel Mental Health.....215-752-1541

# IMPORTANT PHONE NUMBERS

# **LOCKDOWN LEVEL 1 (BUILDING LOCKDOWN) PROCEDURE**

In the event that a local or national emergency occurs, the Executive Director or authorized designee may declare a lockdown within the building.

A lockdown will entail the locking of all exterior doors.

At no time are doors to be chained or any action taken to block an emergency exit.

Teachers assigned to classes will remain with their students until released by the Executive Director.

Teachers and support staff not assigned at that time to a class of students will report to the Executive Director for further direction.

No child will be permitted outside the building unless released to a parent or under the supervision of a staff member assigned by the Executive Director.

Parents or guardians who come to the school to the main office to sign out their child will be permitted to do so.

Every effort will be made to have a normal day within the building.

A building lockdown will be cancelled by the Executive Director or authorized designee after consultation with the appropriate emergency coordinators.

# LOCKDOWN LEVEL 2 PROCEDURE

What To Do:

- If directed by Executive Director or Designee:
- Lockdown Level 2 -
  - o Keep students in class. Lock all doors and windows.
  - o Follow Card Display Procedures on page 6.
  - o Take roll and account for any students who have left the room/area. Use Emergency Attendance Sheet if necessary. Slip it under the door for collection.
  - o Stay alert for further notices and information.
  - o Conduct business as usual.
  - o Students will remain in you class until the lockdown “All clear.” Message is given.
  - o Lockdown will remain in effect until “All clear.” Message is given by the CEO or designee. This may be done via the school PA system or in person by school administration.
  - o In case of evacuation:
    - Teachers are to remain with their students.
    - Keep roll book and fire drill sheets with you.

# LOCKDOWN LEVEL 3 PROCEDURE

What To Do:

AN ANNOUNCEMENT WILL BE MADE TO THE STAFF:  
“**We are going on a LOCKDOWN Level 3**” (This will be followed  
by as much information as possible regarding the situation)

Staff Members Are To:

- Keep students in class. Lock the doors and windows.
- Have students sit on the floor away from any windows or doors.
- Turn off all lights.
- Take roll and account for any students who have left the room/area.
- Fill out Emergency Attendance Sheet if necessary and hold onto it until instructed to turn it in.
- Keep students calm and quiet.
- Follow Card Display Procedures on the next page.
- In case of EVACUATION:
  - o Teachers are to remain with their students.
  - o Keep roll book and fire drill sheets with you.
- If outside of the building, staff and students will immediately report to their classrooms, and then follow the procedures and precautions listed above.

Any Lockdown will remain in effect until “All clear.” Message is given by the CEO or designee **in person**.

# **CARD DISPLAY PROCEDURES DURING LOCKDOWN LEVELS 2 & 3**

## **Lockdown Card Display:**

Each teacher/staff member has been provided with TWO emergency cards. They should be placed in the emergency folder by your door.

- GREEN CARDS should be displayed to alert emergency responders that everything is SAFE in the classrooms or offices.
- RED CARDS should be displayed to alert emergency responders that EMERGENCY SERVICES ARE NEEDED ASAP. For example, an injured/ill student is in the classroom or an unknown suspicious device is found.
- RED CARDS should also be displayed to alert that there are students missing from your roster. In this case the Emergency Attendance Sheet should also be filled out and slipped under the door during a level 2 lockdown or held onto during a level 3 lockdown.

## **How to Display Door Cards:**

- Doors with windows: Cards should be taped to the interior of the door at the bottom of the window.
- Doors with NO windows: Cards should be taped to the exterior of the door visible to the hallway as you lock the door.
- When NO CARD is displayed, emergency responders will assume that an intruder is in or near the classroom and a police emergency response team will enter that area.

# INTRUDER OR UNIDENTIFIED PERSON

## What To Do

- All Staff members should ask the visitor if they need help in finding the main office:
  - Remind them of our policy of having all visitors report to the office for approval and a “Visitor’s Pass.”
  - Escort them to the office to sign in.
- If contact is not possible, staff should call the front office (ext. 10, 16, or 14):
  - All directions will be given by the Executive Director or authorized designee.
  - Notify authorized designee of the location of the stranger.
  - The Executive Director will send personnel to locate the stranger or call 911.
  - The Executive Director will also implement a lockdown if necessary.

**INTRUDER OR UNIDENTIFIED PERSON**

# BOMB THREATS

A bomb threat is a written or telephoned threat to place or explode a bomb on school property. A bomb threat may be delivered in writing, in person, electronically, over the telephone, or through a second person. Whenever a bomb threat is received, there is always the element of surprise and initial uncertainty for the person receiving the call. It is important to remain calm, treat the threat as real, and seek to obtain as much information as possible from the caller.

## What To Do

- Keep the caller on the line as long as possible.
- Don't hang up! Seek to obtain as much information as possible contained in the following Bomb Threat Form (on the following page).
- Notify the Executive Director immediately.
- Do not allow the use of walkie talkies or cell phones. These devices may use a frequency that could activate a real bomb.

# BOMB THREATS (Continued)

## BOMB THREAT FORM

1. Don't hang up; obtain as many details as possible.

Questions to ask are:

- Where is the bomb right now?
- When is the bomb going to explode?
- What does the bomb look like?
- What kind of bomb is it?
- Did you place the bomb? Why?
- If you didn't place the bomb, who did?
- What is your name? Address? Phone number?
- Are you doing this because you are mad at a teacher or other student?

2. Exact wording of threat:

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3. Time call received: \_\_\_\_\_ Time call ended: \_\_\_\_\_

4. Extension call was placed on: \_\_\_\_\_

5. Caller's voice:

Circle:

Male

Female

rapid speech

slow speech

soft spoken

slurred speech

angry

well spoken

familiar voice

calm

deep voice

excited

laughing

high voice

loud

accent

clear voice

Approximate age: \_\_\_\_\_

6. Background noises:

7. Additional remarks:

# BOMB THREATS



# PUBLIC DEMONSTRATIONS

Public demonstrations can evolve into a crisis situation when the demonstration becomes chaotic or intrusive upon the routine operations of a school. Unruly behavior of individuals involved or the potential of a riot also constitute crisis situations.

## What To Do

- Remain calm.
- Inform the Executive Director.
- If Executive Director directs, call 911.
- The office will then determine appropriate communication with the media.

## Intervention Plan (Administration)

- Consult with police.
- Alert all staff.
- Safeguard students by isolating them from the disruption.
- Adjust school schedule according to situation's demands.
- Designate one professional to handle incoming phone calls with uniform response.
- No one should leave the building.

## Follow Up (Administration)

- Executive Director will determine with police when it is appropriate for school routines to be resumed, including possible dismissal of students from the building.
- Debrief situation with staff before their departure from the building. Determine extent of discussion to follow within classrooms.
- Alert staff to deny media requests for information or interviews. Staff should refer media to the Executive Director.

## Teaching Staff:

- Unless directed otherwise, teachers should continue with their normal instruction.
- Class changes will be at the direction of the Executive Director or designee.
- Roll should be taken.

# MEDICAL EMERGENCIES

## LIFE-THREATENING EMERGENCIES

A medical emergency is a life-threatening situation that occurs in the school building or on the school campus involving a student, staff member or other persons. Examples are severe personal injury, allergic reactions, medication or substance overdoses and cardiac or respiratory arrest.

### Points To Remember

- Approach ONLY safe accident sites.
- Proceed with extreme caution.
- Remain calm.

### What To Do

When a life-threatening situation is perceived to exist, the Executive Director or designee should:

- Call 911 immediately (an adult should accompany the victim in the ambulance).
- Contact the school nurse immediately.
- Administer basic First Aid (Practice universal blood and body fluid precautions).
- Call the parent or guardian immediately.
- DO NOT MOVE the victim if a head, neck or spinal injury is suspected.

If the parent or guardian cannot be reached:

- Call other people listed as emergency contacts.
- Call an older sibling, if appropriate, for additional information.

## MEDICATION OR SUBSTANCE OVERDOSE

A person that acts or behaves unnaturally, becomes ill or unconscious, with no external cause.

### What To Do

If the situation is life threatening:

- Call the school nurse and Executive Director
- Attempt to keep the victim as awake and alert as possible.
- Utilize trained staff for First Aid.
- If substance abuse is suspected contact the Management Assistant.

# MEDICAL EMERGENCIES

# MEDICAL EMERGENCIES (Continued)

If a poisoning or suspected poisoning of a person occurs:

- Call the school nurse immediately.
- Call 911 to summon an ambulance.
- Call the poison control center 215-386-2100 or 1-800-722-7112.
- Administer First Aid recommended by the poison control center.

## ALLERGIC REACTION

A person that acts or behaves unnaturally, becomes ill or unconscious, with no external cause.

### What To Do

- Contact school nurse and Executive Director.
- Administrator basic First Aid (utilize available trained staff).

## FOOD POISONING

Students or staff may be affected by Food Poisoning

### What To Do

- Call the school nurse and Executive Director.
- Administrator basic First Aid (utilize available trained staff).
- Notify the Food Service Manager.

# MEDICAL EMERGENCIES

# CHILD ABUSE

All school personnel are required by law to report suspected child abuse. This applies to both suspected and physical or sexual abuse, through Title 23 PA C.S.A. Chapter 63, The Child Protective Services Law.

## **What To Do:**

- All suspected situations are required to be reported to the Executive Director or designee.
- The child Protective Services Law (Title 23 PA C.S.A. Chapter 63) states that a report is required from all persons, who in the course of their employment, occupation or profession, come in contact with the children and suspect that a child is abused. The good faith of a person required to report is presumed by the Child Protective Services Law.
- Contact the school nurse and the Executive Director with child's name and suspected concerns
- Staff members should NOT contact the child's family to determine the cause of the suspected abuse.

## **Intervention Plan:**

- Executive Director and designee and the original reporter will contact Bucks County Children and Youth Services 215-348-6900.
- In emergency situations, Child Line at 1-800-932-0313 can be contacted by the Executive Director or guidance counselor.

## **Follow Up**

- Designee will complete forms required by Bucks County Children and Youth.
- Check to be sure that the student has received (is receiving) appropriate services.
- The student should have ongoing contact with the school nurse and/or counselor.
- Guidance Counselor will continue with appropriate agency contact.
- The student can be provided with the phone number to (NOVA) Network of Victim Assistance 215-348-5664.

# ASSAULTS/RAPE

From the beginning, every effort should be made to allow the victim to regain control of the decision making process when appropriate. Do not touch the victim without permission.

## What To Do

- Give the victim first-aid.
- Executive Director or designee will call 911
- If the assault has happened recently, advise the victim not to shower or wash/throw away clothing.
- Notify the Executive Director or designee and complete an incident report. The Executive Director or designee is the only person authorized to speak to the news media about the incident.
- If directed, call Children and Youth Services 215-348-6900 if the victim is a student.
- Locate the student's or staff member's emergency information card.
- Police officers will obtain as much information about the assailant and incident possible.
- Accompany the victim to the hospital, if appropriate.
- If possible, secure the crime scene.
- Call the parent, spouse, or other individual on the emergency card.
- If a staff member has training in rape counseling, have that person assist the victim.

# **SELF- HARMING BEHAVIOR (Suicidal Behaviors)**

Suicide or threats and gestures, whether verbal or written, must always be taken seriously and intervention should be immediate. If a behavior is life-threatening, the issue of “confidentiality” does not apply.

## **What To Do**

- Do not leave the student alone.
- Refer to the individual to appropriate staff (guidance counselor, administrator, school nurse) who will do the following:
  - Assess the degree of risk
    - Ask student directly if he or she is thinking of suicide.
    - If there is a plan, how specific is it?
    - How lethal is the method?
    - How available is the means?
    - Has there been a previous attempt?
    - Ask about feelings or anger or depression (crying, sleeplessness, loss of appetite, hopelessness).
    - Ask about losses (deaths, family changes, peer relationships).
    - Ask about history of chemical use.
    - Ask whether the student has made final arrangements (giving away possessions, saying good-bye).

## **Intervention Plan**

- Contact the student’s parent(s) or guardian(s) and plan with them how to help the student.
- Emergency transport to a local hospital or PennDel Mental Health Center and/or Children & Youth Services may need to be involved if the parents are unable or unwilling to help.
- Refer parent(s) or guardian(s) to appropriate services from physicians, mental health professionals and/or community agencies.
- Police involvement may be required in situations where the student is assessed to be in immediate danger and the parents cannot be located or are unable to help. School staff should avoid transporting students in private vehicles.

## **Follow-Up**

- Check to be sure that the student has received (is receiving) appropriate services.
- Plan for the student’s transition back to school, including notifying the Student Assistance Program.

# **SELF- HARMING BEHAVIOR (Suicidal Behaviors)**

# DEATH OF A STUDENT

Keep these factors in mind when dealing with a death in the school family.

## What To Do

- In all cases, notify the Executive Director.
- Verify the information about the incident.
- If the death occurs in school, call the police or rescue squad.
- Notify key school staff.
- The Executive Director will contact members of the Board of Trustees.

## Contact the Family

- Contact the family and personally offer support and referral services.
- Establish a school contact person with family members.
- Obtain information about funeral arrangements, flowers, home visits.

# KIDNAPPING

A kidnapping occurs when a student is removed from the school by a non- custodial parent or other person without the custodial parent's permission or knowledge.

## What To Do

- Notify the Executive Director or authorized designee of the situation.
- Call 911. Be able to state where and when student was last seen and give a description of the student's clothing and the names of close friends.
- Check the school records to determine if there may be a legal custody issue.
- Call the custodial parent or guardian.

## Preventive Measures

- Prepare a list for office personnel of students who are not to be released to anyone except a particular parent or guardian.
- Note this information on emergency cards and school records.
- Before releasing a child to anyone except the parent or guardian on the list, have someone call the custodial parent for approval. Record the time and date of the phone approval.
- When a parent telephones a request that a child be released from school, attempt to confirm the identity of the caller (by a return call to the parent) before the child is permitted to leave school.
- Make a copy of the individual's photo ID.

# KIDNAPPING



# SCHOOL BUS OR VAN CRISIS

When a school bus accident or another crisis on the bus occurs, the following steps of crisis response should be followed.

## What To Do

- Call 911.
- Get school personnel to accident site for assessment.
- Ascertain health and trauma status of passengers.
- Remain at the scene until relieved.
- Collect all information possible-(names, reconstruct seating, where possible).
- The authorized designee should accompany injured students to the hospital until the parents or guardians arrive.

## Then:

- Arrange for transport of uninjured students to school for nurse screening and trauma interview (guidance counselor).
- Contact parents and make them aware of the situation.

## Remember:

- Media protocol.
- Additional phone help.
- Keep in contact with school personnel at hospital.

## Key contacts:

- 911
- Executive Director or designee
- Local Police Department

**SCHOOL BUS CRISIS**

# **SCHOOL BUS OR VAN CRISIS**

## **(Continued)**

Crisis Team:

- School Nurse
- Guidance Counselor
- Management Assistant
- Executive Director

### Field and Sports Team Trip Procedures

Trip chaperones have the responsibility to account for all students participating in field and athletic excursions. The following procedures are helpful where crises and emergencies may develop:

- A list of students/athletes should be turned into the school office prior to departure. A duplicate list should be kept by the office.
- A list of emergency numbers shall be kept by the staff in case of delays, breakdowns and accidents. Emergency contacts for after school hours can be designated by the Executive Director prior to trip departure.
- In case of an emergency, the school office should be informed immediately.
- The Executive Director should evaluate the circumstances and consider the following:
  - contacting parents.
  - contacting the bus company or transportation director.
  - preparing a press statement.
  - type of assistance needed at the scene.
  - designate a meeting place for parents to receive students returning from the emergency site.

# NATURAL DISASTERS/WEATHER EMERGENCIES

Each school year, natural disasters and traumas are a common part of life for too many families. Traumatic losses include industrial accidents, motor vehicle collisions and other accidents.

## EARTHQUAKES

### What To Do

- IF INDOORS: Stay there! Seek shelter under a desk, table, or stand in a doorway.
- Move away from windows, bookcases, shelving.
- Move to more structurally sound areas such as hallways, small rooms, etc.
- Move to an interior wall. Kneel with your back to the wall, place your head close to the knees, cover the sides of your head with your elbows and clasp your hands firmly behind your neck.
- In labs, extinguish open flames and shut off power equipment if possible before taking cover. Avoid hazardous chemicals that may spill or leak.
- IF OUTDOORS: Sit down in a clear area (parking lot, open field) away from trees, power lines, buildings.
- If riding in a vehicle, have the driver pull to the side of the road and stop. Remain in the vehicle. Again, avoid power lines, trees, parking next to a building/wall.

## FLOODS

- BEFORE FLOODING: Check stock of emergency supplies.
- Keep portable battery- operated radio(s) and flashlights in working order.
- Determine if the school is in a flood- prone area.
- Know the community's flood evacuation route and location of safe areas/buildings.
- DURING OR AFTER HEAVY RAINS: If there is the possibility of flooding, evacuate students and staff to a designated safe area.
- Warn students to avoid contact with electrical equipment and to stay out of flood waters.
- Monitor radio or television for weather information and instructions.
- Turn off all utilities.
- Avoid downed electric wires and flood debris.
- Be alert for damaged roadways and bridges and low- laying geographic areas.

# NATURAL DISASTERS

# **NATURAL DISASTERS (Continued)**

## **HURRICANES**

- Hurricanes are severe tropical storms with heavy rains and intense winds usually greater than 74 miles per hour.
- When a hurricane is anticipated within 24 to 48 hours, monitor weather reports frequently. Keep abreast of its location, strength and path.
- When a hurricane warning is broadcast, send all students and staff home or have them stay at home (announcement made at school district level).

## **TORNADOES**

- A severe, swift and unpredictable storm with a rotating, funnel-shaped cloud which strikes the ground with winds that may exceed 200 miles per hour.
- BEFORE A TORNADO STRIKES: Monitor radio and television broadcasts for watches/warnings.
- If sighted, alert students/staff immediately to proper precautions and call 911.
- In indoors: Move to interior hallways on the lowest floor, close to inner wall structures. Duck, cover and hold.
- If outside: In open areas, seek low areas such as culverts, ravines and ditches. Lie flat on the ground.
- If in a vehicle, leave the car/bus and seek shelter in a substantial building or highway underpass, if nearby. Otherwise, leave the vehicle and lie in a nearby ditch/culvert.
- DO NOT TRY TO OUTRUN a tornado as its path and speed is highly unpredictable.

## **NUCLEAR WARNING/ACCIDENT**

- Nuclear threats are more likely to occur from leakage or accidents at nuclear power plants or other facilities.
- When the notice of danger is first received, call the office so that they can immediately alert all schools.
- Take protective action to minimize exposure. Move to the center of the buildings lowest level, away from outside walls and openings.
- Close windows and doors. Shut off heating, air conditioning, ventilation units.
- Keep a portable radio tuned to an Emergency Broadcast Station. Phone use should be limited to emergency calls.
- Wait for further direction from police, fire department, civil defense or school officials.

# **NATURAL DISASTERS**

# MEDIA (Crisis Press Plan)

In the midst of a school crisis, the effective and accurate communication of information is important to establish a cooperative relationship with the MEDIA and to manage the crisis in the best manner possible.

## What To Do

- If members of the media contact you for information about an incident, REFER them to the Executive Director. Please refrain from making comments.
- Only the Executive Director or designee shall release information to the media. The Executive Director or designated representative shall contact the news media and shall be responsible for making certain that the story is related in an objective and accurate manner.
- The Executive Director and/or designee shall have complete responsibility for establishing an on-the-scene press headquarters, if necessary. Under no circumstances shall individuals or groups be permitted to wander around the area unless permission has been granted.
- A press conference shall be arranged in case of a major disaster. Subsequent statements or news releases shall be provided for the communications media at the Executive Directors direction.

**MEDIA**

# HAZARDOUS MATERIALS

Hazardous material spills or leaks could involve a toxic material that is accidentally spilled/leaked and which may be hazardous to your health require precautions, including evacuation, where necessary.

## What To Do

- When you discover a spill, personally guard the spill so that students and staff cannot walk through the chemical spill. Get other staff members to help prevent access to the area.
- Notify the Executive Director or authorized designee of the situation.
- Call the custodian to the area and give as many details of the situation as possible. Custodian will turn off air conditioning if possible.
- Call 911 or the fire department if situation is deemed as potentially dangerous.
- If strong odors are present, open doors, windows and use fans, if possible, to ventilate the area.
- Keep students inside. If you're outside when an incident occurs, move "upstream" or uphill. Hazardous materials can be transported quickly by air and water.
- Don't touch or step in spilled material.

## Gas Leaks

THE ODOR OF NATURAL GAS MAY INDICATE A LEAK IN THE BUILDING, WHICH MAY CAUSE AN EXPLOSION. NATURAL GAS IS MIXED WITH MERCAPTAN TO GIVE IT ODOR. THE GAS GOES UP AND THE ODOR GOES DOWN.

- If the immediate odor or gas is detected in or near the building, evacuate the building immediately, following the fire evacuation plan. Move students a safe distance away from the building.
- Notify the building principal and custodian.
- Turn off the main gas valve. (Custodian Responsibility)
- Call 911 to summon the fire department.
- Call the gas company.

# HAZARDOUS MATERIALS

# HAZARDOUS MATERIALS (Continued)

## After An Accident Involving:

- **CORROSIVES-** are substances that cause visible destruction or permanent changes of the skin tissue on contact. They are especially dangerous to the eyes and respiratory tract.
  - Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
  - Get under a shower; remove all affected clothing and wash with soap and water.
- **FLAMMABLES-** are liquids with a flash point below 100 degrees F and gases that burn readily.
  - Evacuate, where necessary.
  - Turn off the main electricity and gas jets.
- **TOXICS-** are poisonous substances.
  - Wash your hands.
  - Discard contaminated clothing or objects in permitted containers.
  - Don't put Hazardous Materials in school dumpster or compactors.
  - Use the appropriate antidotes (see school nurse).
- **REACTIVES-** are substances which can undergo a chemical or other change that may result in an explosion, burning and corrosive or toxic condition.
  - Close all doors.
  - Evacuate the danger area.
  - Follow decontamination instructions from local fire or health authorities. Depending on the chemical, you may be advised to take a thorough shower. Or, you may be advised to stay away from water and follow another procedure.
- **UNIVERSAL PRECAUTIONS-**
  1. Contact with all body fluids should be handled by trained medical and custodial personnel.
  2. If contact with body of body fluids is unavoidable, you should minimize your risk of infection by wearing latex gloves and keeping open cuts covered. Hands should be washed thoroughly after removal of the gloves.

# **HAZARDOUS MATERIALS (Continued)**

3. In an instance or unanticipated skin contact with body fluids where gloves are not available, the exposed skin must be vigorously washed immediately with soap and running water, rinsed and dried thoroughly.
4. Spilled body fluids should be removed by trained personnel only.
5. Clothing soiled with body fluids should be placed in a plastic bag and sent home for washing with appropriate directions to parents/guardians. Latex gloves should be worn when handling soiled clothing.
6. Contaminated disposable items (tissues, paper towels, sanitary napkins, etc.) should be placed in a plastic bag, secured and disposed of in containers designated for that purpose.
7. A hazardous waste container is located in the nurse's office.
8. Whenever possible, students should be expected to handle their own blood and body fluids properly, e.g., nosebleeds, nasal discharge, etc.; and be taught to avoid contact with another person's blood and or/body fluids.



## **Fire and Emergency Evacuation Plan**

- All students, staff and any visitor shall leave the building immediately following a fire alarm signal.
- Emergency Evacuation Route Maps are posted in each classroom, storage area, meeting room and office. Directions cover the primary evacuation routes only. Should this route be blocked, teachers and/or administrators are to lead the children to the nearest safe exit.
- All teachers, including specialists are to bring their emergency folder with them as they depart the school. This folder is located near the door in each room of the building.
- All windows must be **closed** prior to departing rooms. Once the class has departed the room, the door should be closed but not locked.
- During the evacuation, all students are to be in line by homeroom in the South Parking Lot.
- Once the class is out of the building and in their designated area, the teacher should take roll making sure all students are present.
- Once a complete search of the building has determined that no students are in the building and the CEO or designee gives the all clear signal, the teachers and students may return to their classrooms.
- Students, staff and visitors will re-enter the building promptly and in orderly fashion when instructed after the drill is completed.

# **Signature Sheets**

**Please remove the following sheets, and return them to the Business Office, before the start of school.**

**Please direct any questions to the Business Office**

# **Receipt and Acknowledgment** **of CSL Employee Manual**

Please read the following statements, sign below and return to the CEO.

## **Understanding and Acknowledging Receipt of CSL Employee Manual**

I have received and read a copy of the CSL Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of CSL at any time.

## **At-Will Employment**

I further understand that my employment is at will, unless CSL and I have entered into a contract regarding the duration of my employment. As an at-will employee, I am free to terminate my employment with CSL at any time, with or without reason. Likewise, CSL has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of CSL. No employee of CSL can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the CEO and approval by the CSL Board of Trustees.

## **Confidential Information**

I am aware that during the course of my employment confidential information will be made available to me. I understand that this information is proprietary and critical to the success of CSL and must not be given out or used outside of CSL's premises or with non-CSL employees or with CSL employees who are not privy to certain pieces of information. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or school.

My signature below indicates my receipt of and understanding of the policies stated above and within the CSL Employee Manual. It further indicated my willingness as an employee of CSL to uphold the policies and standards within to the best of my capabilities.

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Employee's Printed Name

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Position

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Employee's Signature

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Date



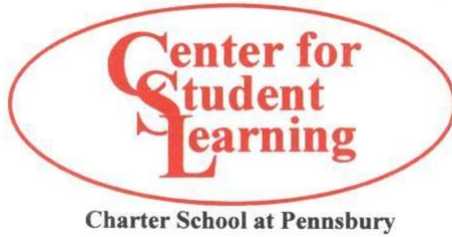
Charter School at Pennsbury

## **DISCRIMINATION AND HARASSMENT POLICIES** **ACKNOWLEDGEMENT**

By my signature below, I acknowledge that I have read the Equal Employment Opportunity, Harassment and Sexual Harassment Policies contained in the Employee Manual. I understand that it is my responsibility to comply with all of the provisions. I further acknowledge that all three policies provide me with avenues to make good faith reports of any conduct or occurrences that I view as discriminatory or harassing without threat of retaliation.

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ACKNOWLEDGEMENT & CONSENT FORM**  
**FOR COMMUNICATIONS, PHONES, COMPUTERS,**  
**ELECTRONIC MAIL AND VOICE MAIL USAGE**  
**POLICIES**

I acknowledge that on the date indicated below, I have received a copy of CSL's Communications and Computer, Electronic Mail and Voice Mail Usage policies and that I have read them in their entirety and understand the terms of the policies. I hereby consent to be governed by the terms set forth in the policies and agree to abide by such terms and other provisions of the policies, including CSL's review and inspection of my computer, CSL issued phone, all emails sent or received by me and voice mails received by me. I have no expectation of privacy in my personal computer, email account, voice mailbox or any other aspect of CSL's computer or telephone systems that I use.

Employee Name (printed):

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Charter School at Pennsbury

## **ACKNOWLEDGEMENT & CONSENT FORM** **FOR PROFESSIONAL EMPLOYEES: FREEDOM OF** **SPEECH IN NON-SCHOOL SETTINGS POLICIES**

I acknowledge that on the date indicated below, I have received a copy of CSL's Professional Employees: Freedom of Speech in Non-School Settings policies and that I have read them in their entirety and understand the terms of the policies. I hereby consent to be governed by the terms set forth in the policies and agree to abide by such terms and other provisions of the policies, including CSL's review and inspection of my computer, CSL issued phone, all emails sent or received by me and voice mails received by me. I have no expectation of privacy in my personal computer, email account, voice mailbox or any other aspect of CSL's computer or telephone systems that I use.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO  
CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL  
LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

Employee Name (printed):

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**ACKNOWLEDGEMENT & CONSENT FORM**  
**FOR ADMINISTRATIVE EMPLOYEES: FREEDOM**  
**OF SPEECH IN NON-SCHOOL SETTINGS**  
**POLICIES**

I acknowledge that on the date indicated below, I have received a copy of CSL's Administrative Employees: Freedom of Speech in Non-School Settings policies and that I have read them in their entirety and understand the terms of the policies. I hereby consent to be governed by the terms set forth in the policies and agree to abide by such terms and other provisions of the policies, including CSL's review and inspection of my computer, CSL issued phone, all emails sent or received by me and voice mails received by me. I have no expectation of privacy in my personal computer, email account, voice mailbox or any other aspect of CSL's computer or telephone systems that I use.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO  
CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL  
LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

Employee Name (printed):

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ACKNOWLEDGEMENT & CONSENT FORM** **FOR SCHOOL VISITORS POLICIES**

I acknowledge that on the date indicated below, I have received a copy of CSL's School Visitor policies and that I have read them in their entirety and understand the terms of the policies. I hereby consent to be governed by the terms set forth in the policies and agree to abide by such terms and other provisions of the policies, including CSL's review and inspection of my computer, CSL issued phone, all emails sent or received by me and voice mails received by me. I have no expectation of privacy in my personal computer, email account, voice mailbox or any other aspect of CSL's computer or telephone systems that I use.

Employee Name (printed):

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_