



FLOENT INTERNATIONAL SCHOOL

Leaving A Lasting Legacy





FLOENT INTERNATIONAL
Leaving A Lasting Legacy

Employee Hand book



FLOENT INTERNATIONAL

SEPTEMBER, 2016

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Welcome

We are pleased to have you on staff with **Floent International School** and wish you every success in your new position. We pride ourselves on hiring and retaining individuals who have a strong ethic of service and contribute to the growth and success of our organization. We hope that you will take pride in being a member of our team.

This handbook is designed to familiarize you with **Floent International School** providing you with information about working conditions, employee expectations, and some of the policies affecting your employment. If you have questions or concerns about any of the material within this handbook, we urge you to discuss them with your immediate supervisor.

After reviewing this handbook, please sign the Acknowledgment form included at the back, confirming that you have received and understand the contents.

No handbook can anticipate every situation or question about all of our policies and terms of employment. **Floent International School** reserves the right to add new policies and to change or cancel existing policies at any time. We will endeavor to notify you of any changes to this handbook as they occur.

This handbook supersedes all previous handbooks and management memos that may have been issued on the subjects covered.

Welcome to **Floent International School**. We hope that your experience here will be challenging, enjoyable, and fulfilling.

About Floent International School

MISSION:

Provide a safe, loving and nurturing environment where children learn to succeed throughout life while loving God, serving their families and community.

VISION:

Fostering Children's strengths

PHILOSOPHY OF THE FLOENT INTERNATIONAL SCHOOL

Floent International School realizes the importance of choosing the right child care for a child. Research shows that 90% of a child's brain is developed by the age of 5. Increasing evidence reveals those children's learning opportunities in the years before kindergarten affects their performance in school and ultimately their contribution to society as adults.

Floent International School provides children and their families with both spiritual and academic environments that support a love of God's Word and encourage children's natural curiosity and drive to learn and

achieve. Programs are provided both at the Floent International School and in the community.

We recognize that every child is a unique individual. We offer a developmentally age-appropriate, Christian program that is designed to meet the spiritual, social, emotional, intellectual and physical needs of each child. We encourage each child's development of a positive self-image and a sense of personal worth in an environment of trust, respect and cooperation. Our focus is for children to gain success in the following areas:

- Self-regulation is promoted by assisting children in becoming independent and capable of soothing themselves and directing their own actions.
- Communication and learning skills are learned through teacher direction, allowing for self motivation, and opportunities for hands on learning.
- Making friends and getting along with peers is fostered by offering on going opportunities for children to grow in relationship by modeling and facilitating healthy interactions.

CURRICULA & LEARNING

Curriculum Statement

Floent International School' Curriculum is "homegrown". We combine the needs of the children that we serve with the State of Pennsylvania Learning Standards and other resource materials – curriculums written by professionals in the field and research based age appropriate assessment tools - to help us determine what materials we chose and present to the children.

Program Philosophy:

Floent International School sees children as a gift from God. We see our children as having unique talents and abilities that need the right environment and loving nurturing to develop. We believe in teachers actively engaging children in playful and intentional learning activities that will stimulate growth in the children. Our curriculum and lesson plans take into consideration the unique needs of each child.

We create an environment to allow children to explore, question, and work independently, within a group of children or with an adult. It's our objective to create critical thinking in children. We achieve this by; assisting the child to acquire knowledge of God, form healthy attachment to adults and peers, and develop a positive self-image through an enriched curriculum that works with the guiding principles laid down in Pennsylvania's Learning Standards for Early Childhood.

Children's Goals:

By means of our integrated model, learning occurs by continually building upon each child's new experiences to further enhance their cognitive, social, emotional, physical, fine and gross motor development. Children are encouraged to take the lead, explore their environment; establish routine and understand transitions.

At the Floent International School we believe that children learn most effectively both through purposeful teaching and play. Social, emotional, intellectual and physical development occurs for each child at their own rate. It is our goal to provide a nurturing as well as stimulating environment where children feel free to interact with the world around them. Staff organize the environment into activity centers which encourage the children to interact one on one or in small group play. Our staff, commonly referred to as Early

Childhood Educators (ECEs for short) talk with the children every day using open- ended questions to help them to develop language and social skills and to stimulate reasoning while building relationships with the children.

Enrollment:

Our clientele reflect the diverse population of student/parents living in Lackawanna/Luzerne counties. The ages of our children may range from 2 week old through middle school. Our families are a mixture of students and workers from middle and low income families. Most of our families are particularly drawn to our program because we provide daily Biblical teachings that are not aligned to any particular dominational teachings. Floent International School has a unique program in that it offers a mix of regular full-time, part-time, drop in care as well as tutoring or remedial program. There is a constant change in schedule requirements and enrollment from semester to semester as well as year to year as the families' work schedule and study needs change. Our daily schedule is flexible to the needs of the children but predictable to provide a sense of security. Early Childhood Educators facilitate transitions from one activity to the next by giving the children notice e.g. "five minutes until clean up".

Content:

Our environment is rich in diverse culture; promotes a strong emphasis on literacy, math, science, arts, music and movement.

Throughout our Early Childhood program we prepare children for kindergarten and life in general;

1. **Fine Motor Development:** - Activities include manipulating puzzles, & Legos, writing, drawing, coloring, painting, cutting, pasting, computer skills etc.
2. **Cognitive Development:** This occurs during interaction with peers, adults, materials and activities.
3. **Physical Development:** This may include walking, dancing, running, jumping, climbing, catching and ball playing, and structured outdoor time.
4. **Social Development:** Social development develops during interactions with others, pretend play, role playing etc.
5. **Mathematical skills & Critical Thinking:** We encourage them to be aware of the shapes and colors around them. We teach them their letters, sounds, numbers and increase their vocabulary through reading, nursery rhythms and songs as well as other activities. We provide children with various opportunities and avenues to learn and understand the world around them.
6. **Emotional:** We support a value of each other's talents and uniqueness, relationships such as peer interactions and adult/child interactions. We encourage sharing, peer negotiations, the ability to make choices and how to properly interact with others.

Infant/Young Toddler

Infants develop new skills every day! Infant and toddler care offers an opportunity for our staff to share in a special relationship. As infants benefit most from individualized care, our program is designed so that each infant will be on their own personal schedule to explore and learn about their world through their senses and emerging motor skills. Infants follow their own schedule for eating, sleeping and playing. Infants are dependent on close, nurturing relationships as the source of positive physical, social, emotional and cognitive growth. Each baby has a crib and storage area of his/her own. Designated spaces are available for feeding, soothing and playing one-on-one with the caregiver. Language development is particularly crucial during the infant period and we provide many opportunities for infants to acquire language by reading to them, singing songs, rhymes and encouraging them to bubble and make repetitive sounds/words.

Although it is important for toddlers to acquire new information/knowledge, Repetition of movement and activities is important for brain development for toddlers. Repetition strengthens the neural pathways that toddlers are developing. We provide problem-solving experiences for toddlers that involve manipulating, experimenting, figuring out how parts relate to the whole, discovering one-to-one correspondence, cause and effect and creativity. We offer opportunities for toddlers to enjoy putting things together and taking them apart, building and constructing, sorting and matching, and as well as the ability to carry things.

Preschool Program

Children will be taught on an individual basis unique to their own stage of development. Children two years of age and older participate in age appropriate activities which are planned using specific thematic topics to enhance their learning experience. Each week topics and activities are rotated to keep children's interest. Classrooms are arranged into learning centers, which allow children the freedom to play and develop skills. Opportunities are available for:

- Art and creative expression
- Science and discovery
- Sand and water play
- Creative writing
- Language and reading development
- Block and transportation play
- Imaginative and dramatic play
- Music and movement
- Small motor development
- Large motor skills
- Computers
- Food experiences
- Math, problem solving and number concepts
- Social awareness
- Health and safety
- Self-help routines

The daily schedule is a carefully planned balance between self-directed and adult-guided activities. During “free play”, children have the freedom to choose activities and playmates. Being able to make their own choices (self-select) helps children to become independent, responsible and increases opportunities for the child to discover their interest and to define themselves. Each child is offered large and small group experiences, one-on-one interactions, as well as time to play alone if he or she chooses.

School Age Program

In addition, we recognize the unique needs of our school age children. Our school age program is designed to supplement the learning that occurs at school as well as provide occasions for children to relax and unwind after a rigorous program in school. Our primary focus for school agers are:

1. **Cognitive:** We provide homework support. In addition, children are encouraged to read and engage in activities of interest such as creative writing, drawing, music etc.
2. **Emotional:** We understand that the demands of school can be stressful for children. We provide a nurturing atmosphere where children can vent their frustration and/or needs to adults and/or peers. As we grow, we plan to have a quiet room where children can relax, sleep or listen to soothing music after school.
3. **Social:** We encourage the children to be leaders and provide them with opportunities to have input in the day’s activities. They are encouraged to help each other learn, Ample opportunities in provided for children to engage each other in play activities that stimulate learning and creativity.
4. **Community Involvement:** As much possible we’ll provide children will the opportunity to be creative and decide on how they can contribute to the wellbeing of the society around them. The children’s decision will be implemented after consultation with parents.
5. **Physical:** Children have time to run, throw, jump and engage in other physical activities outside.

Learning Environment:

We ensure that the learning environment is physically safe and clean so that all our children can safely explore and interact with the other children, adults and materials in the classroom. We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages that we serve. We have a flexible day routine that allows children to advance at their own pace. We understand that learning can take place through play as well as instruction. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children’s development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning.

We encourage children to speak up and talk about a variety of subjects, thus using their language skills and developing self confidence in a group setting.

We are always changing and updating our toys and equipment, as well as art supplies and books. We provide an interesting room arrangement, choice of centers and interesting projects. We help guide children in appropriate interaction with others. We have a large playgrounds for outside play, weather permitting.

Copies of daily schedules are posted.

Teaching Strategies:

It is important for teachers to use developmentally and individually appropriate strategies that take into consideration children's differing needs, interests, styles, and abilities.

Our teachers will adopt the following approach in their interactions with children in order to build a relationship with the children:

- Engage in one-to-one interactions with children
- Get on the child's level for face-to-face interactions
- Use a pleasant, calm voice and simple language
- Provide warm, responsive physical contact
- Follow the child's lead and interest during play
- Help children understand classroom expectations
- Redirect children when they engage in challenging behavior
- Listen to children and encourage them to listen to others
- Acknowledge children for their accomplishments and effort

In order to assist children to gain the most learning during the day, we will provide a blend of the following strategies:

1. **Cognitive Strategy Instruction (CSI)** is an instructional approach which emphasizes the development of thinking skills and processes as a means to enhance learning. The objective of CSI is to enable all students to become more strategic, self-reliant, flexible, and productive in their learning endeavors (Scheid, 1993).
2. **Whole language -**
“Because knowledge doesn't exist separately from the people who construct it, whole language practitioners see the curriculum only as a tool to help the child make sense of his/her surrounding... The main concern of everyone who uses language is making sense. Reading and writing are necessary to help children understand the world around them. Floent International School sees children as a legitimate conversation partner and as people who are looking for meaning in their environment.

Therefore, we guide as well as support children in the use of language by encouraging them to express themselves in whatever form they choose, written, nonverbal, dramatic or artistic.
3. **Cooperative learning -**
Students work in groups - i.e.: jigsaw

“In this approach, we assist students to share knowledge with other students through a variety of structures. We include elements of cooperative learning in our approach to teaching: positive interdependence, face-to-face interactions, individual accountability, some structured activity, and team-building (group processing) skills. “Research shows that both competitive and cooperative interaction are a healthy part of a child's repertoire of behavior.

4. **Small group instruction -**

Working with small groups based on ability level or interest

5. **Inductive instruction -**

“Teaching that follows the cycle used in scientific inquiry. Steps usually include: making observations, generating hypotheses, designing and carrying out experiments, then analysis of results and restarting the cycle.”

6. **Inquiry-based Instruction -**

Here, students solve problems or answer questions by forming tentative answers (hypotheses), then collecting and analyzing data to provide evidence for or against their hypotheses.”

We provide a variety of materials to assist children learn. The materials include, books with varying topics. Manipulative, dramatic play items, puzzles various forms or artwork for children to express themselves, laptops with educational sites for the children.

We believe that opportunities to learn exist everywhere, whether the children are playing, washing their hands or having meals. We use each part of our routines to strengthen all aspects of the child’s life by blending the subjects and relating them to the child’s current experience so that it will have meaning for that child.

Learning Standards

Teachers develop lesson plans weekly that take into consideration the key learning areas as written in the Pennsylvania Learning Standards for the age groups, the individual children’s needs.

Resources:

In addition to the internet and other materials, “Innovations Curriculum” by Kay Albrecht & Linda Miller is our main resource for our Early Childhood program.

For the school age children, we use a variety of resources including the “Afterschool Training Toolkit” found on <http://www.sedl.org/afterschool/toolkits/>

Environment

We ensure that the learning environment is safe, clean, comfortable and appealing so that all our children can safely explore and interact with the other children, adults and materials in the classroom. There are enough materials within reach of the children to explore and manipulate.

We are always changing and updating our toys and equipment, as well as art supplies and books. We help guide children in appropriate interaction with others. We have a large playgrounds for outside play, weather permitting.

Professional Development:

Floent International School pays for staff to receive ongoing training so that our staff can provide optimal learning experiences for the children we serve while enriching their background knowledge. Staff attend a minimum of 24 hours of professional development each year

Keystone Stars

Keystone STARS: Keystone STARS is a government initiative that has set up a performance standard by which it measures the performance and/quality of care that providers give to children & their families. These **performance standards** can be broadly categorized as: **Staff Qualifications and Professional Development, Learning Program, Community and Family Involvement, and Leadership and Management.** STARS is an acronym which stands for

Standards

Training/ Professional Development

Assistance Resources Support

- Keystone Stars is Pennsylvania's program to promote continuous quality improvement in early learning and school age environments.
 - Quality environments help children to develop in ways that foster success in schools and life.
- Keystone Stars is an initiative with the research-based Performance Standards as its foundation.
 - The standards are tiered in levels that range from Start with STARS to STAR 4.
- Keystone Stars is an important part of Pennsylvania's growing early learning system.
 - Keystone STARS works with DPW certified programs, family providers, centers, school-aged programs, Head Start, school districts, and accrediting bodies.
- Keystone Stars is a valuable tool to increase parental and community awareness of the importance of quality early learning.
 - Keystone STARS is an easily recognizable indication that a program is working on continuous quality improvement

Floent International School expects to meet the performance standards set by Keystone Stars. We are committed to Continuous Quality Improvement (CQI) in all standards. To this end, it is expected that all employees will be knowledgeable of the requirements of Keystone Stars.

They would register and attend all mandatory staff training in order to meet the standards set

by Keystone Stars. Staff who work for more than 10 hours per week will obtain at least 24 hours of training per year. Volunteers who work more than 10 hours a week will receive a minimum of 20 hours training during their first year and 18 hours training per year thereafter. Please see policy and procedure for more details on trainings. Please frequent Keystone Stars website at <http://pakeys.org> to fully understand Keystone STARS initiative, register for trainings, assess tools for the profession as well as to obtain other resources that may benefit you in the child care profession.

Equal Employment Opportunity Policy

Floent International School is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, veteran's status, marital status, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, **Floent International School** will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity Policy.

Americans with Disabilities Act

Floent International School is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, **Floent International School** will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made **Floent International School** aware of his or her disability, provided that such accommodation does not constitute an undue hardship on **Floent International School**.

Anti-Harassment and Non-Discrimination

Floent International School wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be **Floent International School**' policy to prohibit discrimination or harassment of employees based on race, religion, color, gender, age, national origin, citizenship, disability, citizenship, marital status, sexual orientation, pregnancy or any other basis protected by state, federal or local laws.

Floent International School expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Sexual harassment typically is **serious offensive conduct** directed towards an individual because of his/her gender and **is unwelcome** by the individual. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of employment; or
- submission to or rejection of such conduct is used as basis for employment decisions; or
- such conduct interferes with an individual's work performance; or
- Conduct creates an intimidating, hostile or offensive work environment.

The following list provides some examples of conduct that *could be viewed as* sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.

- Sex oriented verbal “kidding,” “teasing,” or jokes
- Foul or obscene language or gestures
- Physical contact such as patting, pinching, or brushing against another’s body
- Pressuring someone to go on a date
- Comments about an individual’s sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, body gestures, suggestive or insulting comments
- Inquiries into one’s sexual experience and discussion of one’s sexual activities.

Communication of any harassing material by e-mail, voice mail, organization bulletin boards or otherwise is a violation of **Floent International School**’ policy against harassment.

Reporting Harassment

Floent International School encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Employees should report harassment **before** it becomes severe or pervasive.

- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate supervisor or a member of management if the supervisor is the offending individual.
- Every reported incident of unlawful harassment or discrimination will be investigated.
- Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Investigation

Floent International School will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

Responsive Action

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint. However an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

Ethics Policy

Ethics are integral to the successful achievement of our mission at **Floent International School**

.Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.

Confidential Information

Rules pertaining to the use and disclosure of confidential information are listed below:

- Information entrusted to employees must be treated as confidential and privileged, and must not be disclosed to anyone, either inside or outside **Floent International School** who does not have a legitimate need for the information.
- Confidential financial information about **Floent International School** must not be disclosed to out- siders.
- Using confidential information for personal gain is strictly prohibited.

“Confidential Information” is defined to mean confidential information of **Floent International School**, in- cluding, but not limited to, **Floent International School** ’s existing and contemplated products and ser- vices; procedures of distributing, pricing, selling and marketing products and services; confidential and proprietary information related to current, former, and prospective clients; confidential and pro- prietary information related to vendors, and suppliers; trade secrets and proprietary information; treatments, applications, procedures, and testing methods; marketing, business and financial plans; proprietary literature and publications; and other confidential and proprietary information of **Floent International School**, all of which are unavailable or not known to the general public or to individuals or enti- ties working in the same or similar industry.

Conflicts of Interest

Employees must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee’s personal interest in a transaction, or an obligation s/he owes to someone else, comes into conflict with the employee’s obligation to **Floent International School** or its clients.

If an employee is confronted with a conflict of interest, s/he must disclose the conflict to her/his man- ager, describe the facts giving rise to the conflict, and excuse her/himself from any deliberation or decision with respect to the transaction.

Employees must not accept anything of value from clients, suppliers, or others in return for any busi- ness, service, or confidential information of **Floent International School**.

Substance-Free Workplace

The Drug-Free Workplace Act of 1988 requires **Floent International School**, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. With this goal in mind and because of the serious drug abuse problem in today’s workplace, we have established the follow- ing policy for all employees of Floent International School.

- Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs;
- The illegal use, sale, manufacture, distribution or possession of drugs while on **Floent International School** business or premises and while operating vehicles on **Floent International School** business;
- The use, sale, possession, transfer or purchase of alcoholic beverages on **Floent International School** premises or while performing **Floent International School** business, except in connection with **Floent International School** authorized events; and
- Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Floent International School will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating an employee or requiring him or her to participate in a drug abuse assistance or rehabilitation program.

As a condition of employment, employees must abide by the terms of this policy and must notify **Floent International School** of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

Floent International School has the right to conduct a search of all organizational owned property (desks, cabinets, etc) and employee property on the facilities, such as handbags and briefcases, if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. **Floent**

International School may, but is not required, to obtain the employee's consent when property belonging to or used by an employee is to be searched.

Confidential, Proprietary and Other Nonpublic Information

The protection of confidential information and proprietary inventions is vital to the interest and the success of **Floent International School**. Such confidential information includes but is not limited to the following:

- Child and family information
- Employee information
- Financial information
- Research and development initiatives
- Pending projects and proposals
- Donor names/information

The disclosure of **Floent International School**' confidential, proprietary or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary action (up to and including possible discharge), even if he or she does not actually benefit from the disclosed information.

Employment Classification

All employees are classified as either "exempt" or "non-exempt" from overtime compensation according to the overtime provisions of state and federal laws. Nonexempt employees are entitled to overtime pay. Exempt employees are not.

In addition, employees will be classified as the following:

Full-time: An employee who is normally scheduled to work a standard forty-hour workweek.

Part-time: An employee who is normally scheduled to work less than 35 hours per week, and is not temporary.

Regular: An employee who has completed their introductory period.

Temporary: An employee who is hired to temporarily supplement the work force or to assist in the completion of a specific project. Employment beyond the initial stated period does not in any way imply a change in employment status.

At-Will Employment

Employment with **Floent International School** is at-will, meaning that either you or **Floent International School**

may terminate the employment relationship at any time with or without a reason or notice.

Statements or promises, information in this Employee Handbook, or in any other publications cannot modify this at-will employment relationship. Only a written and signed contract by the Executive Director or the Board can change an individual's at-will employment status.

Introductory Period

The first 120 days are considered the Introductory Period. Either the employee or the employer may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a level of performance acceptable to **Floent International School** and to determine whether the new position meets their expectations. Similarly, **Floent International School** uses this period to evaluate the employee's capabilities, work habits, and overall suitability for the job.

The completion of the Introductory Period does not represent a guarantee of continued employment, as employment is always at-will.

Personal Data Changes

To help keep record and benefits program information accurate, please notify **Floent International School** of any changes to your personal information, such as: mailing address, marital status, dependents, emergency contacts, and other possible relevant information.

Open Communication

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their supervisors. The simplest, quickest and most satisfactory solution is often reached at this level.

If discussion with the employee's supervisor is not able to resolve the matter, the concern then may be presented to the next level of management.

Performance Evaluation

Supervisors and employees are encouraged to discuss job performance and goals informally, as needed. A formal written performance evaluation will be conducted at the end of an employee's introductory period.

Additional formal performance reviews are conducted annually to provide both supervisors and employees the opportunity to review job tasks, recognize strengths, identify and work on areas of growth, and discuss positive approaches to achieving goals.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment. While the law does not require advance notice, **Floent International School** requests at least two weeks' written resignation notice from all employees.

Work Schedules

Floent International School retains the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate amendments in start and end times, as well as variations in the total hours that may be scheduled each day and week.

Your supervisor will inform you of your expected work schedule and when/if amendments are needed.

Recordkeeping

All hourly employees are responsible for accurately recording the hours they work. You must accurately record the time you begin and end work, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any departure from work for personal reasons. Your supervisor must always approve overtime work before it is performed.

All employees (including exempt employees) are required to record any and all vacation and/or sick time taken.

Altering, falsifying or tampering with pay records is strictly prohibited and shall result in disciplinary action, up to and including termination.

Breaks/Lunch for Hourly Staff

Floent International School does not have a defined break policy in which operations stop for a specified period of time. It is recognized, however, that occasional pauses for rest are beneficial. Because of the need to maintain staff-child ratios at all times, such breaks will be scheduled at the discretion of the supervisor.

Non-exempt staff do not have to “sign out” for breaks, providing the break is no longer than 20- minutes in length.

All hourly employees who work more than 5 consecutive hours will have at least a 30-minute unpaid lunch or eating period. Working through break/lunch period must be authorized by a supervisor and an employee will be paid for all hours worked.

Workweek & Payroll

Floent International School' normal business hours are, Monday – Friday open 24 hours. Saturday open till 10 pm.

The payroll period is Monday through Sunday. **Floent International School** runs a two week pay period. Payday is on Wednesday. In the event a regularly scheduled payday falls on a holiday, employees will receive pay on the business day prior.

There is a one-week delay in the payment of wages after they are earned. Therefore, employees are paid for the prior work week.

Payroll Deductions

Floet International School is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

Floet International School will also make other deductions that have been authorized by you, such as your elected insurances and other benefits.

Overtime

When operating requirements or other work plan needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, in instances where an insufficient number of employees volunteer, a supervisor may require employees to work overtime. All overtime work must receive the supervisor's prior authorization.

Exempt employees are not eligible for overtime. Overtime compensation is paid to all non-exempt employees in accordance with prevailing federal and state laws. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Working overtime without prior authorization from your supervisor may result in disciplinary action up to and including termination.

Expense Reimbursement

Employees must maintain accurate documentation of any business-related expenses incurred on behalf of **Floet International School** that need to be reimbursed. Receipts and detailed explanations of expenses must accompany all reimbursement requests.

Errors in Pay

If you become aware of an error in your pay or deductions, bring it to the attention of your supervisor so that it can be corrected as soon as possible.

ATTENDANCE POLICY

The Company expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" mean the following:

- appearing for work no sooner than 5 minutes prior to the start of the shift and no later than the start of the shift;
- being at your work station ready for work by the start of the shift;
- remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- taking only the time normally allowed for breaks;

- remaining at work during your entire shift, unless excused by a supervisor;
- not leaving work until the scheduled end of your shift, unless excused by a supervisor;
- leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point; and
- calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (see “Notice of Absence or Tardiness” below for details).

Notice of Absence or Tardiness

Regular attendance is a condition of employment.

You should report any anticipated absence to your supervisor ahead of time. In an emergency, let your supervisor know as soon as possible the reason for your absence and when you expect to re- turn.

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift. The Company needs advance notice of attendance problems so that other arrangements can be made to cover your absence, if necessary. “Proper notice” means that you call Floent International School at a designated number (341 1991 and 570 877 2889). Please call prior to the start of your shift and personally notify your supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else who is not in a supervisory position. Office staff have to route all such calls to supervisory personnel. All supervisors and managers have to make themselves available to take calls such as these, so there should be no reason to worry that you will not be able to reach an appropriate person to advise of your attendance problem. Similarly, the Company’s tele- phone system has been set up to allow your calls to go through promptly and to not route you to an answering machine. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

Unexcused absences are subject to immediate discipline up to and including termination.

If you are absent from work for two consecutive days **without** advising your supervisor, you may be terminated.

If you are absent for three consecutive working days and do not notify your supervisor, you will be considered as having abandoned your job, and the Company will process your work separation as a voluntary resignation on your part.

Emergency Conditions

Emergency conditions, such as severe weather, power outages, or fire can disrupt operations and interfere with work schedules, as well as endanger employees. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work will be paid for regular full time and regular part time employees. In the event of an emergency or severe weather your supervisor will notify you of any schedule changes or closures.

Employees who come in late, leave early, or are absent because of an emergency or severe weather situation must notify their supervisor immediately. Please check with your supervisor to learn more about these policies for your specific job responsibilities.

Please refer to the policy and procedure manual for full detail on all benefits available to employees.

Health/Dental Care, Life Insurance

- Floent International School will provide health insurance to full time employees. We hope to provide dental care and life insurance the future.

Tuition

We encourage staff and their families to explore opportunities for personal growth and enrichment. In line with that Floent International School provides the following educational benefit to its staff:

- Floent International School provides paid training mandated by Floent International School in order to meet Stars requirement or accreditation. We also provide tuition reimbursement up to \$150 per semester for personal professional development that will enhance quality care of children at Floent International School.
- Floent International School provides for 50% discounted child care tuition for immediate family members of staff below the age of 18.

Paid Vacation

- Full time staff received paid vacation. Part time staff do not receive any paid vacation. Please refer to the policy and procedure manual for details. The facility is closed every year from July 15th through July 22nd. All full time staff can request vacation time during this period.

Paid Holidays

- Floent International School is closed and full time staff will be given paid time off for July 4th, Thanksgiving Day, Christmas and New Year's Day. Part time staff will be given paid time on Thanksgiving Day, Christmas day.
- To be eligible for holiday pay you must have worked your scheduled hours the days before and after the holiday.

Sick Leave

- Sick leave is provided to all full time staff up to 5 days per year. Please refer to the policy and procedure manual for details.

Bereavement Leave

- One paid day is given for bereavement for both full time & part time workers.
- This policy is for immediate family members only.

Workers' Compensation Insurance

Floent International School provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment.

If you are injured or think you have been injured while working, no matter how slightly, you must report the injury immediately to your supervisor to protect your eligibility for compensation and alert **Floent International School** to any potential workplace hazards.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither **Floent International School** nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, athletic or community-based activities sponsored by **Floent International School**.

Military Leave

Floent International School will grant military leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

Personal Leave

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Executive Director.

All personal leave is unpaid.

Voting

Floent International School encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. Flexibility in the work hours will be allowed to accommodate your right to vote. Notify your supervisor prior to Election Day, if you require any such accommodation.

INTERNET, E-MAIL, AND COMPUTER USE POLICY

Policy Statement

Use of **Floent International School**' computer and telecommunication resources and other organization equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical, and lawful manner.

Employees may not install software onto their individual computers or the network without management authorization to do so. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of **Floent International School**' policy and federal law. **Floent International School** may delete unlicensed and personal software without notice.

The use of Floent International School" automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the Company or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of Company files or other Company data;
- Destroying, deleting, erasing, or concealing Company files or other Company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorized users of Company systems;
- Misrepresenting oneself or the Company;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;

- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using Company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the Company anti-harassment policies and is subject to disciplinary action. The Company's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the Company's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

The Company owns the rights to all data and files in any computer, network, or other information system used in the Company and to all data and files sent or received using any company system or using the Company's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The Company also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Company equipment or Company-provided Internet access, including web-based messaging systems used with such systems or access, are

not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. The Company has the right to inspect any and all files stored in private areas of the

network or on individual computers or storage media in order to assure compliance with Company policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

The Company uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on Company electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and Company use at any time. Further, employees who use Company systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than Company systems or the company-provided Internet access.

The Company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Company policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

All communications transmitted by, received from, or stored in **Floent International School'** computer systems are considered to be the property of **Floent International School**. The following apply to use of **Floent International School** computer and telecommunication resources and services:

- Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- Employees should not alter or copy files belonging to others without first obtaining permission from the owner of the file.
- No personal right of privacy exists in any file contained within or transmitted by **Floent International School'** computers. **Floent International School** reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.

- Electronic communication (e-mail, voice mail, Internet, etc.) should not be used in any way that is disruptive, offensive to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, national origin, gender, age, disability, sexual orientation, or religious or political beliefs. This also applies to downloading, displaying or storing of such materials in **Floent International School**' computers.
- The computer and telecommunication resources and services of **Floent International School** may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and self-replicating code), religious, or political material.
- While **Floent International School** understands that employees occasionally use their computer and the Internet for personal use, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities.
- Employees are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Employees are responsible for all transactions made using their passwords.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the Company's mission, to provide effective service of the highest quality to the Company's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All Company policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

Personal Electronic Equipment

The Company prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image- or voice-recording device without the express permission of the Company and of each person whose image and/or voice is/are recorded. Employees with such devices should leave them at home unless expressly permitted by the Company to do otherwise. This provision does not apply to designated Company personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, flash drives, iPods, or other data storage media) to the work- place or connect them to Company electronic systems unless expressly permitted to do so by the Company. Any employee bringing a personal computing device, data storage device, or image- recording device onto Company premises thereby gives permission to the Company to inspect the personal computer, data storage device, or image- recording device at any time with personnel of the Company’s choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the personal computer or image- recording device in ques- tion. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not bring such items to work at all.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from the Company, from law enforcement officials, or from individu- als whose rights are harmed by the violation.

Social Media

POLICY REGARDING USE OF SOCIAL MEDIA BY EMPLOYEES

Social media are defined as online technology tools that enable people to communicate easily via the internet to share information. Some of the most popular social media are Facebook, Twitter, My Space, Linked In and Digg.

While social media can keep you connected with a broad range of colleagues and friends they also have inherent risks.

- Once information is released into cyberspace it is GONE FOREVER and CAN NEVER BE RETRIEVED. It can be copied and passed to hundreds of people in a fraction of a second.
- You may think social media posts are private but they are NEVER PRIVATE. They can be copied by your friends and passed to people you don’t know.

Because of the nature of social media, our policy is very clear and unequivocal.

Staff must not accept Floent International School clients (children & parents) as “friends” or “buddies” when using social networking sites such as Facebook

Protect confidential information at all times. Never post any information about a staff member, our organization, a child or family involved in our care, either by name or by any other descriptive nature, on any social media site, ever. This includes positive as well as negative comments.

There is a good reason for this policy. What may seem like an innocent “pat on the back” to a family for handling a difficult medical situation, for example, could be a HIPAA violation, made far more se- rious by the broad dispersion of information via social media.

As your employer, we reserve the right to review sites to ensure adherence to this policy. Violations of this policy are grounds for discipline including the possibility of dismissal.

While Floent International School encourages its employees to enjoy and make good use of their off- duty time, certain activities on the part of employees may become a concern if they have the ef- fect of

impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of the company among its customers or in the community at large. In the area of social media (print, broadcast, digital, and online services such as Facebook, LinkedIn, MySpace, Plaxo, and Twitter, among others), employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above. For this reason, Floent International School, reminds its employees that the following guidelines apply in their use of social media, both on and off duty:

1. If an employee publishes any personal information about the employee, another employee of the organization, the company, a client, or a customer in any public medium (print, broadcast, digital, or online) that:
 - a. has the potential or effect of involving the employee, their coworkers, or the company in any kind of dispute or conflict with other employees or third parties;
 - b. interferes with the work of any employee;
 - c. creates a harassing, demeaning, or hostile working environment for any employee;
 - d. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the company's clients or customers;
 - e. harms the goodwill and reputation of the company among its customers or in the community at large; or
 - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information,

The employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the severity and repeat nature of the offense.

2. No employee may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of [designated member of management].
3. Employees who conduct themselves in such a way that their actions toward and relationships with each other interfere with or damage work relationships, disrupt the flow of work or customer relations, or cause unfavorable publicity in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from [designated member of management] to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.
4. Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed, or both.
5. Social media access and use involving company equipment and resources are subject to Floent International School' "Internet, E-Mail, and Computer Usage Policy" at all times.

How an employee uses social media is not a matter of concern as long as it is consistent with the above guidelines. Employees may address any questions on this policy to the director

Phone Usage

Personal calls should be kept to a minimum and should not interfere with the employee's work. Excessive use of the phones during work time will result in discipline.

Cell Phone Usage

The usage of cell phones during the regular work day creates a distraction and a potential unsafe child care environment. Employees must restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Employees should inform their friends and family members that personal calls should only be made during non-work time. Family should be instructed to contact the facility office in case of emergency.

Employees are discouraged from carrying their cell phones with them during the day. The cell phone should be stored in a staff place. The facility is not responsible for the loss of personal cell phones.

The usage of cell phones while driving for work related purposes (i.e., transporting children, picking up supplies, or delivering packages) is prohibited. This ban includes, but is not limited to, receiving or placing calls, checking phone messages, emails or calendar. In the case that an employee needs to make a call, check messages, emails or calendar, the employee must stop their vehicle in a safe location prior to using the cell phone.

Personal Appearance

Employees' attire must be respectable and practical for the child care work environment. Employees represent our program and professional image. Attire must maintain our program's public image, promote a productive work environment and comply with safety standards. Employees are a role model for the young children and are expected to dress appropriately.

This Dress Code Policy applies uniformly to all employees.

- Clothing must be clean and in good condition, with no obvious stains, tears or holes.
- Clothing that is tight and/or revealing is not acceptable.
- Shirts, blouses and tops must cover breasts, shoulders, the back and abdomen.
- Shorts, dresses, or skirts longer than 4 inches above the knee are acceptable.
- Logo shirts must not have profanity, violence or provocative images on them.
- Jewelry, scarves and other accessories must be conservative, secure and must not dangle.
- Shoes must be in good repair. Sneakers or flats are appropriate.
- Good hygiene (i.e. regular bathing, use of deodorant, etc.) and personal grooming (i.e. combed/brushed hair, trimmed facial hair, etc.) is required.

| Inappropriate Attire | | | |
|--|---|---|---------------------|
| Clothing | | Shoes & Accessories | Grooming |
| Low cut (cleavage showing) tops | Short shorts and daisy-dukes | Shoes with more than a 1 inch heel | Unsecured long hair |
| Short cut (bare midriff) tops | Mini and maxi skirts | Flip flops | Perfume & cologne |
| Halter tops | Pajamas or sweat pants | Mules | Long fingernails |
| Spaghetti strap tank tops | Leggings worn as pants | Open-backed sandals or sandals that are not securely fitted | |
| Strapless and/or backless tops and dresses | Jeans, pants, skirts or shorts with rips or tears | | |
| Shirts with logos depicting profanity, violence, tobacco, alcohol, drugs or sexual innuendo | Jeans, pants, skirts or shorts that reveal under garments or the lack there-of when bending, reaching, sitting or squatting | Dangling chains, pendants and/or earrings | |
| Tops that reveal the midriff, back, under garments or the lack there-of when bending or reaching | Shorts or skirts shorter than 4 inches above the knee | Body jewelry - visible piercings other than ears | |

| Samples of Appropriate Attire | | | |
|---|---|--|---|
| Clothing | | Shoes & Accessories | Grooming |
| Jeans, pants, shorts or skirts that do not expose the skin when bending, reaching, sitting or squatting | Clothing that is clean without rips, tears, holes, stains and without logos depicting profanity, violence, tobacco, alcohol, drugs or sexual innuendo | Shoes that tie such as sneakers and secure slip-on shoes that allow you to move quickly and freely | Hair that is secured away from your line of vision and unable to be entangled in the facility equipment |
| Clothing that allows you to move freely without exposing the midriff, buttock, back or chest | Skirts and shorts that are longer than 4 inches above the knee | Stud earrings and watches | Clean short fingernails |

Reasonable accommodations may be made if the situation requires exception.

Those who fail to comply with the Dress Code Policy will be required to clock out and return to work appropriately dressed and groomed. Repeat offenses will result in a written warning and additional offenses after the written warning may result in dismissal.

Revisions to the policy may be made from time to time, and staff will be notified of the changes.

Personal Relationships

While **Floent International School** has no prohibition against hiring relatives of other employees, close family members such as parents, children, spouses, siblings, significant others, or in-laws will not be hired into, or transferred from, positions where they directly or indirectly supervise or are supervised by another close family member or significant other. **Floent International School** reserves the right to determine in all cases if a close relationship exists to prohibit a supervisory relationship.

Outside Employment

Floent International School expects that all of its employees will be professionally committed to their position and responsibilities. **Floent International School** also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of your work with **Floent International School**.

Employees who have questions regarding possible conflicts of interest should seek advice from their supervisor.

Political Activity

You may participate in political activities as long as they do not conflict with your work performance and you make it clear in your interactions that you are acting as a private citizen, not representing **Floent International School**.

Smoking Policy

As required by law, all facilities and vehicles owned, operated or leased by **Floent International School** are smoke-free. Smoking during the hours of employment is discouraged.

No additional breaks beyond those allowed under **Floent International School**'s break policy may be taken for the purpose of using tobacco or similar products. Violation of this policy is subject to disciplinary action.

ACKNOWLEDGEMENT AND RELEASE FORM

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by **Floent International School**. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of **Floent International School** other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements to the contrary. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As **Floent International School** changes, the need may arise to change policies described in this handbook. **Floent International School** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **Floent International School** will notify all team members of such changes. This Handbook supersedes any previous Employee Handbook.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Employee Printed Name

Employee Signature

Date

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Please date, print and sign your name and return this form to your supervisor.

Employee Printed Name

Employee Signature

Date



FLOENT INTERNATIONAL

Leaving A Lasting Legacy