



**Employee Handbook**  
**2020-21**

## **Welcome from the Head of School, Jerri King**

Welcome to St. Stephen's Episcopal School! It is with great excitement that I welcome returning and new employees alike to our wildly engaging year.

Our tribe is distinctive, made up of the spirit, talent and dedication of each of us. There is no other school that can provide the St. Stephen's experience of learning and becoming. Collectively, as the faculty and administrative staff, we commit ourselves to the cornerstone values of *Service, Relationships, Questioning, Individuality, Belief and Future* that define our Episcopal identity and mark the path we walk daily. As role models for our students and community, we live out these values each day. I encourage you to celebrate these in your own, personal spot on campus and to discover their manifestation across our campus and in the lives of those in our care.

Our mission at St. Stephen's is to nurture each child's academic, creative and spiritual potential. The faculty is the first line of mission delivery, supported in full by the administrative staff. The purpose of each day is to fully and actively engage in this mission, cognizant that each interaction within the St. Stephen's Episcopal community is expected to be a testament to it.

As you familiarize yourself with this handbook, please understand that it is intended to be a guide to our school's employment practices, administrative policies and operational procedures. This handbook is not an employment agreement. It is, however, designed to provide consistent and coherent policies and procedures crucial to providing reliable and coordinated school operations critical to our mutual success. This handbook does not include all policies as they are ever evolving. Therefore, faculty and staff members are responsible for reading this handbook and keeping abreast of supplementary policies communicated via announcement or memoranda during the school year.

As a member of the St. Stephen's School faculty and staff, your regular use of this handbook is an indicator of professionalism and responsible engagement. Personalize this handbook and make it your reference for effective decision making and supportive interface with other departments, programs, systems and members of the school community. This handbook should be your first step in searching for a solution or direction, followed by contacting the appropriate administrator or supervisor. St. Stephen's reserves the right to change, revise, interpret or eliminate any of the policies, practices or procedures described herein.

Healthy and productive faculty and staff cultures are nurtured. Nurturing our St. Stephen's tribe includes keeping to the basics of working agreements: Personal agreement with a policy is not a requirement for adherence to it, and public disagreement erodes the professional culture we aim to create. As such, failure to support school policies is a breach of professional ethics and job responsibilities. When you have a concern, please search out the appropriate party and let us all work together to embrace the power of attitude in the service of our mission.

As Head of School, my aim is to empower all faculty and staff to create an authentic environment of respectful, responsible, academically successful, spiritual, creative, critical thinkers, old and young alike, within St. Stephen's Episcopal School. I am privileged to be part of this distinctive group of people and honored to work alongside you. Thank you for your support and partnership.

Together, we serve.

A handwritten signature in cursive script, appearing to read "Jerri".

Jerri

## **Welcome from the School Principal, Nahla Nasser**

Welcome to our St. Stephen's Family. At St. Stephen's Episcopal School – Houston, we honor and celebrate the gifts of children and adults and affirm and acknowledge each person for who he/she is. St. Stephen's Faculty and Staff work collaboratively to ensure a learning environment that is safe, respectful, and nurturing, yet balanced with responsibility. To create this environment and cultivate life-long-learners and future leaders, we as faculty and staff must base our relationships on trust, professionalism, understanding, respect, and kindness.

At St. Stephen's Episcopal School – Houston, faculty, staff, and parents are partners working in harmony to serve children and ensure a productive and caring environment for the entire community. St. Stephen's School is founded on the principles of Montessori education, which is an approach that teaches not only the three R's, but leadership and life skills as well. Among these principles are independence, problem solving, time management, and, most important, RESPECT; respect for the child, for the environment, for one another, and for all living things.

The faculty and staff work together to ensure that students make a smooth and seamless transition from one level to the next while also meeting their needs at current levels. The faculty and staff represent St. Stephen's School's mission and core values on campus and off. We are excited to have you in our community and look forward to working with you. Let's have a fantastic year!

*Nahla Nasser*

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## **1. Section 1 – About St. Stephen’s Episcopal School**

### **1.1. Mission**

St. Stephen’s Episcopal School – Houston nurtures each child’s academic, creative and spiritual potential.

### **1.2. Our Accreditations and Memberships**

St. Stephen’s is accredited by the Southwestern Association of Episcopal Schools and American Montessori Society. It also holds memberships in the following:

- International Middle Years Curriculum
- No Place for Hate® School
- Welcoming Schools
- ISM
- NAES
- HAIS

### **1.3. Our Philosophy of Education**

St. Stephen’s embraces a continuum of education, where each developmental stage of the child is considered. From 15 months through 6th grade, we implement Montessori principles, while in Middle School, 7th and 8th grades, we transition into the International Middle Years Curriculum (IMYC) and continue building the foundation for high school and beyond. We know this combination inspires students towards spiritual growth, creative expression, responsible citizenship and academic success in higher education.

#### **1.3.1. Montessori Philosophy**

The Montessori Method of education, developed by Dr. Maria Montessori, is a child-centered educational approach based on scientific observations of children from birth to adulthood. Dr. Montessori’s method has been time tested, with over 100 years of success in diverse cultures throughout the world. It is a view of the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared learning environment. It is an approach that values the human spirit and the development of the whole child - physical, social, emotional, and cognitive.

#### **1.3.2. The International Middle Years Curriculum (IMYC)**

During the 2013-14 School year, St. Stephen's became the first American School in the United States to adopt the International Middle Years Curriculum, or IMYC, which responds specifically to the needs of students aged 11 to 14 years. IMYC nurtures independence and interdependence by offering discrete subject learning and themes and by encouraging students to make connections relevant to their own lives. It promotes active, skills-based learning, and self-reflection, and encourages students to express their

thinking and knowledge with the latest media platforms. The hallmark of IMYC is an interdisciplinary learning experience: the integration of a "Big Idea" into the core curriculum. We chose IMYC because it complements our Montessori program, which emphasizes independence and interdependence, freedom and discipline, developmentally based integrated studies, reflection on one's place in the world, and authentic self-development.

#### **1.4. St. Stephen's Episcopal Church**

The mission of St. Stephen's Episcopal Church is to walk, without judgment, with those taking different paths to God so that we may be transformed through Jesus Christ as we serve others.

#### **1.5. Shared Core Values**

St. Stephen's Episcopal School and Church share six core values:

- Individuality: We affirm individuality.
- Service: We practice service.
- Questioning: We question everything.
- Relationships: We build relationships.
- Belief: We believe.
- Future: We cherish the future.

## **2. Section 2 – Employment Policies**

### **2.1. Equal Employment Opportunity**

St. Stephen's policy is to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law and values of St. Stephen's Episcopal Church and School, including race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire to provide opportunities and apply policies equally in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. Employees are directed to bring any perceived violation of this policy to the attention of the Head of School (or to the President or Vice President of the School's Board of Trustees), who will promptly investigate and handle the situation or occurrence with the utmost regard for the privacy and respect of all involved.

### **2.2. Hiring Policy**

St. Stephen's is committed to ensuring that all people, regardless of race, color, national origin, gender, sexual orientation, gender identity, age, religion or physical or mental disability have equal opportunity to obtain employment with St. Stephen's. Our School is committed to building and maintaining a work force consisting of people from various cultures and diverse backgrounds and reflecting the population we serve.

St. Stephen's prohibits discrimination based upon race, color, national origin, gender, sexual orientation, gender identity, age, religion or physical or mental disability.

### **2.3. Conflict of Interest Policy**

St. Stephen's faculty and staff must ensure that their outside obligations, financial interests and activities do not conflict or interfere with their commitment to St. Stephen's. The areas of potential conflict arise when faculty and staff members have the opportunity to influence decisions that lead to personal gain or give improper advantage to members of their families or friends. If there is any question of a possible conflict, the employee is expected to notify or discuss the issue with the Principal and/or Head of School immediately.

### **2.4. Whistleblower Policy**

Integrity is one of St. Stephen's most important assets. Employees are responsible for reporting suspected violations of laws and School policies to the Principal and/or Head of School. If the employee believes that the issue has not been addressed through this avenue, he or she should report the violation to the Chair or Vice Chair of the Board of Trustees. Furthermore, it is unlawful for St. Stephen's to retaliate against or intimidate any employee for reporting a violation of a federal or state law. St. Stephen's will not retaliate against or intimidate any employee who comes forward with information of a suspected violation or violation of a law or School policy.

### **2.5. Harassment including Sexual Harassment**

St. Stephen's is committed to providing a workplace free of harassment, intimidation, threats, coercion or discrimination. Harassment includes slurs and any other offensive remarks, jokes, graphic material or other verbal, written or physical conduct that creates an intimidating, offensive, threatening or hostile environment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

Any applicant or employee who feels that he or she is a victim of harassment from any person in connection with their employment at St. Stephen's should bring the matter to the immediate attention of the Head of School or the President or Vice President of the School's Board of Trustees. Reported complaints of harassment will promptly be investigated in as confidential a manner as possible. An employee who, after investigation, is determined to have engaged in harassment in violation of this policy will be subject to appropriate action. Appropriate action can range from verbal or written warnings up to and including termination, depending on the circumstances. The School will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation.

## **2.6. Family and Medical Leave Act (FMLA)**

After 12 consecutive months of employment and 1,250 hours worked in the 12 months immediately preceding the request for leave, full-time employees are entitled to 12 weeks of leave within any 12-month period when they are unable to work because they must care for their newborn or newly adopted child, have a serious health condition, or have a sick child, spouse or parent. Employees must use paid leave before using leave without pay. See the Benefits section for details on pay during a leave.

## **2.7. Americans with Disabilities Act (ADA)**

St. Stephen's is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and state and local disability laws as applicable. It is the School's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. The School will provide reasonable accommodations to a qualified individual with a disability who has made the School aware of his or her disability, provided such accommodation does not constitute an undue hardship on the School. If an employee needs a reasonable accommodation to perform the essential functions of his or her job because of a disability, that employee should contact the Principal or the Head of School.

## **2.8. Performance Review and Planning Sessions**

Each year, between February and April, the Principal, Department Heads and the Head of School will evaluate the performance of each faculty member who is a direct report. Administrative evaluations will be conducted in July and August each year. The Head of School will sign off on all performance reviews. The process will include employee reflections. The appraisal will be based on the accomplishment of goals set by the employee and School for that School year, classroom visits for teachers, conduct demonstrated towards others (employees, parents, students, etc.), participation in School activities as well as attendance and punctuality. In addition, planning sessions will be held each year to discuss plans and goals for the next School year. Faculty goals will be aligned with those of the Principal, whose goals will be aligned with the Head of School. Administrative staff goals will be aligned with those of the Head of School. The School's Board of Trustees will approve the Head of School goals, and the performance appraisal of the Head of School will be conducted by the Head of School Evaluation and Support Committee and reviewed by the Board of Trustees for final approval. Employment contracts for the upcoming year will be provided or not based on the evaluation results for employees on a Remediation Plan, only. Otherwise, re-hire contracts will be offered throughout the month of February and evaluations will be conducted through April each year.

## **2.9. Corrective Action/Termination/Suspension**

When deemed necessary by the Principal and/or Head of School, corrective action for failing to follow School guidelines, policies or instructions of one's director may result in a verbal warning, a written warning filed in the employee's work file, an improvement plan complete with detailed goals and due dates for improvement, being sent home without pay or termination.

There are, however, behaviors that may result in an escalation of the corrective action process including suspension or immediate termination of employment. These behaviors include (but are not limited to):

- Physical or verbal abuse of any student, parent, or co-worker.
- Conduct detrimental to the School's community image (i.e. negative comments about the School, staff, faculty, board, etc.).
- Coming to work under the influence of drugs or alcohol.
- Unauthorized sharing of confidential information regarding students, families, employees, or non-public school information.
- Absence of two consecutive days without notifying the Principal or Head of School or three unexcused absences in a School year.
- Misuse of Internet by accessing pornographic and offensive websites, mishandling of password, login information, social media sites, or destroying or changing School data, or attempting such action, without authorization.
- Failure to reach an agreement to repay monies owed to St. Stephen's.
- Theft of School property.
- Failure to keep to policies/practices of safeguarding

Contract employees have no guarantee of employment beyond the contracted period. (Note: See Section 2.10, Employment at Will Policy)

## **2.10. Employment at Will**

Neither the employee nor St. Stephen's School is bound to continue an employment relationship if either chooses, at its will, to terminate the contract at any time. In the event of termination, all employee benefits shall cease, and no further sums shall be due and payable by the School thereafter. Exceptions include any compensation earned, but unpaid at the date of termination.

## **2.11. Resignation and Termination of Employment**

St. Stephen's encourages employees who wish to resign voluntarily to provide the Head of School with a written notice of the intent to resign at least two full weeks in advance of the last day of work. The Principal and Directors are requested to provide a four-week notice of the intent to resign. An employee who resigns with proper advance notice may be eligible for rehire by the School or employment reference, and will be considered in good standing, not considering any other possible actions.

Please note that communications to staff and to parents are provided at the School's direction in order that information is coordinated, maintaining the parent's and employee's confidence in the School's processes and communication plans. Teachers will be asked to provide a letter to families which will be disseminated by the School at the appointed day. Professionalism is expected in all types of staff transitions.

## **2.12. Fraternalization and Nepotism**

St. Stephen's Episcopal School discourages romantic relationships between faculty and staff or between faculty/staff and parents. Such involvement compromises the work environment. Any involvement of a romantic nature between a supervisor and anyone he or she supervises, either directly or indirectly, is prohibited. Violation of this policy may lead to corrective action up to, and including, termination of the supervisor involved in the relationship. In the event a romantic relationship begins, this must be brought to the attention of the Head of School immediately.

### **Nepotism Policy**

The employment of relatives in the School's working environment can cause various difficulties for students, parents, other employees, administration and for the governing body. The problems created include but are not limited to, charges of favoritism, disadvantage, conflicts of interest and scheduling conflicts, in addition to the risk of family discord impacting the school environment.

It is the goal of St. Stephen's Episcopal School to avoid creating or maintaining situations whereby the appearance of, or possibility of, charges such as favoritism, disadvantage, conflicts of interest or management disruptions exist. The Head of School, with the support of the Board of Trustees, may allow existing family relations under the following circumstances:

*For the purposes of this policy, the term "relative" includes relationships established by blood or legal action such as marriage. Examples include the employee's spouse, parents, siblings or children including Step – parents, -siblings or children, aunts, uncles, nieces and/or nephews. The term also includes domestic partners (one with whom the employee's life is tied and who shares a common residence) and the children of the domestic partner.*

- Family relations do not work under the supervision of the same immediate manager;
- Family relations do not supervise/evaluate or create a supervisor/subordinate relationship with a family member;
- The relationship will not create an adverse impact on the school environment and/or performance;
- The relationship will not create an actual or perceived conflict-of-interest;
- Family relations do not audit or review, in any manner, the individual's work.

Existing family relations may no longer be employed if a member of the employee's immediate family (spouse, children, parents, brothers, sisters, step family members) serves on St. Stephen's School Board or any Committee which has authority to review or order personnel actions or wage adjustments. No personal employee relationship covered by this policy will be allowed to be maintained, regardless of positions involved, if it creates a disruption or potential disruption in the work environment and school community, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate. The Head of School may not employ any family relation by blood or marriage.

This policy must be considered when hiring, promoting or transferring any employee. Should relationships addressed within this policy be identified with either candidates for employment or, current employees the matter should be immediately reported to the Head of School and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to the agency's Nepotism Policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this Policy, the Head of School in consultation with the Board Chair, Vice-Chair and affected employees will attempt to resolve the situation through the transfer of one employee to a new position. If accommodations are not feasible then, with affected employee suggestions, the Head of School and Board Chair will determine which employee must resign to resolve the matter in-keeping with the policy.

The school reserves the right to exercise appropriate managerial judgment and take actions necessary to achieve the intent of this policy and to vary from the guidelines outlined above in order to address unusual circumstances on an individual basis. It is the responsibility of all employees to identify to the Head of School any potential or existing personal relationship to which this policy applies. Employees who do not disclose existing or developing relationships covered by this policy are subject to disciplinary action up to and including termination of employment.

### **2.13. Inappropriate Conduct with a Student**

St. Stephen's expects its employees to adhere to appropriate standards of professional conduct and the covenant made under Safeguarding God's Children. Any sexual relationship between a student and a School employee is always prohibited, even if consensual. Suspicion of inappropriate relationships and/or observations should also be reported to the Principal or the Head of School, immediately so that the allegation may be investigated.

Accordingly, St. Stephen's teachers and staff members are expected to refrain from inappropriate communication with students, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging,

or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- The nature, purpose, timing, subject matter and amount of the communication;
- Whether the communication was made openly or the teacher or staff member attempted to conceal the communication;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- Whether the communication was sexually explicit; and
- Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the teacher, staff member, or the student.
- Whether the reported communication included private or confidential information.

Violation of this policy may lead to corrective action up to, and including, termination of the employee involved in the relationship.

#### **2.14. New Employee Orientation**

New employees are required to attend an orientation session at the beginning of each School year where they will become familiar with St. Stephen's culture, organization, policies and procedures, as well as technology. The purpose is to familiarize and onboard employees as quickly as possible to ensure they become productive members of the St. Stephen's School community.

#### **2.15. Release of Information**

Any current or former employee of the School may have access to his or her personnel file, as mandated by state law. The requested information will be available during school business hours and will be provided after receiving a request in writing. There is no charge for this service.

The School will not share confidential information about an employee, current or former, with a third party except when:

- Given authorization to do so by the employee
- Requested to do so by a government agency or to comply with federal, state or local law, or
- Required to do so under subpoena that has been properly executed or served.

To have personal information released, the employee must submit written authorization in the form of a permission letter. The letter must specify the information to be released, the recipient and the date the authorization terminates. The employee must sign and date it. Deliver the letter to the Head of School.

## **2.16. Subpoenas**

If the School receives a subpoena, the receptionist at the front desk is to call the Head of School to receive the document. However, if the Head is not in, the Deputy Head of School receives the document. The details of the delivery should be recorded and the document immediately provided to the Head of School. Should a faculty or staff member receive a subpoena to appear in a school-related matter, another staff member will/can be appointed to attend alongside the employee for support.

## **2.17. Separating or Divorcing Parents**

Employees of St. Stephen's Episcopal School will only respond to parent/attorney requests to provide information if/when subpoenaed or contacted by the child's attorney *ad litem*. Employees are asked to notify the Head of School and Principal in the event he/she receives a subpoena or is contacted by a *guardian ad litem* who will support the employee, as needed.

## **3. Section 3 – Operations**

### **3.1. Inclement Weather/Emergency Closing Process**

Information regarding school closing due to weather or similar emergency will be provided via text to employees and school families. Information will also be posted on the School website. Teachers are asked to notify any guests, outside observers, or visitors scheduled for the day in question. All employees are highly encouraged to keep their personal contact information updated with the IT Department to ensure they receive all updates.

### **3.2. Security**

St. Stephen's takes the responsibility of security of the students and campus very seriously. The School has developed a strategic security plan (Emergency Action Plan) for the campus, which is periodically updated, as well as continuous training for our employees. This overarching plan includes continuous review of security practices, on-going training, the support of first responders and strict policies regarding campus access, campus visitors, care of students, playground safety, dispensing medicine, hand-held radios, and use of HIPPA information.

- Exterior doors are to remain locked from 8:15 to 5:45 pm. (Use the unlock/lock motion when unlocking doors to gain access so as not to close the door in the unlocked position.)
- All visitors must have identification. Employees are asked to send visitors without visible ID (Name badge) to the office to get one AND to notify the office immediately he/she has done so. Employees must wear name badges daily.
- Employees are asked to carry a hand-held radio in the ON position and tuned to channel 16 between 7:15 am and 5:45 pm.
- All Employees must remain certified in CPR, First Aid and Safeguarding Children.

- All Employees must remain informed regarding the school's safety/security practices, playground rules, and the dispensation of medication.
- During school hours, access to Havens and houses on Sul Ross is via the main playground. Families who arrive late will be given access. Employees are asked to also utilize the same path during school hours.
- Medical information, including allergy information must be posted in keeping with HIPPA regulations.
- Employees may not forward or post pictures of students for whom the School does not have a release.

### **3.3. Fire Drills**

Fire drills are required on a monthly basis. The Crisis Leader is in charge of the drill/event. Some drills will be designed to test your decision-making skill. Not all drills will be announced. The Crisis Leader will direct all communication and keep a record of the time to clear all buildings for the Fire Drill Record which will be logged by the Administrative Assistant. During a drill, the alarm will be activated and the following evacuation procedures tested:

- Teachers will take their roll books and hand-held radios for communication purposes when evacuating.
- Students will leave their classrooms in an orderly manner without talking.
- Teachers will ensure all people are evacuated.
- Upon reaching the designated evacuation area, faculty must check their roll books to ensure that all students are accounted for.
- Teachers communicate directly with their assigned Zone Leader.
- Students and employees are to return only after hearing the "all clear" signal given by the Crisis Leader.
- Two exit routes for each grade are required and are posted in each classroom (primary and secondary exit route).

### **3.4. Emergency Response Procedures**

If an emergency arises on School grounds or during a School activity, employees should follow the instructions given by the Crisis Leader or Public Safety personnel. Notify the Head of School or Principal via phone or hand-held radio of suspicious or threatening activity or individuals, or in the event you call 911. The Emergency Action Plan is provided in your Safety Binder.

### **3.5. School Related Injuries – Employee and Student**

Employee: If you are injured while at work or incur a job-related illness, you may qualify for Workers' Compensation benefits. An occupational job-related illness or injury must be reported immediately to the Principal or Head of School and the Workers' Compensation protocols must be followed. The Principal or Head of School will complete an Injury Report for Workers' Compensation.

Student: If a student is injured on School grounds or at a School event, the teacher or faculty member who was present at the time of the accident will complete an Accident Report immediately. Copies are to be provided immediately to the Head of School, the Principal, placed in the student's file and provided to the parent of the child on the day of the event.

### **3.6. Expense Reimbursement**

Employees will be reimbursed for previously authorized expenditures made on behalf of the School. All purchases in excess of \$100 must follow the purchasing process outlined below. Please note, sales tax will not be reimbursed.

Any entertainment expenses require prior Head of School approval. Tax-exemption certificates can be obtained from the Business Office to reduce the expense to be reimbursed. An expense reimbursement form must be completed which should include receipts and given to the Principal or Department Head for approval. The request for reimbursement will then be forwarded to the Business Office for payment. Failure to follow procedure may result in having personally incurred expenditures not being reimbursed.

### **3.7. Purchasing Process**

Having budgeted for an expense does not, in and of itself, authorize the expenditure. Purchases in excess of \$100 must be authorized via the purchase requisition process.

Faculty and staff submit a purchase request form, available on the public drive, to the Principal or Director. Among other items, this form must contain the name of the person making the request, the requestor's department, and description of the items to be purchased and, when possible, product numbers, price quotes, vendor information and other specifications or requirements. If approved, the purchase request is then routed to the Business Office to be executed.

A check request does not take the place of a purchase request. All purchases greater than \$100 must follow the aforementioned procedure. Failure to follow procedure may result in having personally incurred expenditures not being reimbursed.

### **3.8. Supervising Children in the Classroom/Playground**

Lead Teachers and Teacher Assistants are expected at all times to ensure that students are actively supervised in the classroom, on the playground and anywhere else on campus. Active direction and supervision are necessary to facilitate the student's development and to ensure safety. No student is ever to be left unattended in any building or classroom or be allowed to enter any building or classroom unattended. Faculty may not be accessing their computer or smart phone when supervising or teaching their students.

Faculty/student ratio must be maintained at all times, as mandated by the Department of Human Resources. Responsibility for the students lies with the employee(s) who is/are under contract to be responsible.

- When students are outside and in the parking lot, orange cones should be placed in the parking lots to provide visual boundaries.
- The gates between the buildings and playground should be closed at all times.
- Students are not allowed to be in areas where they cannot be seen or supervised.
- Students are not allowed to climb on the fences.
- Climbing should be limited to play structures built for climbing, as well as the first junction of the branches of the trees on the playground.
- Students may use the restroom in the main building during recess.
- Students must have their shoes on at all times and have access to water to keep hydrated.
- Teachers should position themselves on the playground and classroom where visibility is maximized and must be attentive to playground activities.
- Teachers should be on the playground with their classes. Teachers should not leave the playground to make phone calls or to check email.
- Teachers should make a safety check of the equipment daily, specifically for ants, sharp objects, or broken or damaged equipment. Report repairs via email immediately to the Facilities Director, copying the Director of Finance and the Head of School.
- Cell phones may only be used for taking pictures. Pictures should not be sent directly to parents from personal cell phones but transferred to email or class letters. Communications may NOT occur while responsible for students. Cell phones may be used for school related emergencies only. Use of cell phone while responsible for students may result in termination.

### **3.9. Maintaining a Safe and Prepared Work Environment**

Faculty are expected to be in their classrooms at least 15 minutes before class to prepare the environment and 15 minutes after class to restore the environment. When preparing the environment, the teacher will be sure everything is clean and in its proper place, including, but not limited to:

- All tables cleaned
- Chairs placed on the floor and at the tables
- Clutter removed from shelves, materials and work space well organized
- Supplies replenished
- For restoring the environment, teachers/students will complete the following:
  - Dust and straighten shelves
  - Replenish exercises as necessary
  - Place chairs on the tables
  - Sharpen pencils
  - Clean area outside classroom, including hallways and other common areas
  - Inspect bathrooms

- Pick up any trash including the outside pavilion, if used
- In the Middle Years building, recyclables should be delivered to the outside recycling bin once a week

Students should be asked to participate in the maintenance of their environment. They should be encouraged to clean up their own spills and other messes, and to perform other tasks necessary for daily maintenance.

### **3.10. Facilities/Equipment Issues**

Any problems with the School's facilities or IT equipment should be reported to the Facility or IT Manager via email or by submitting a help-desk ticket here: <http://helpdesk.ssesh.org/portal>. Verbal requests for a repair are not official requests. If the repair is not made within a reasonable amount of time, please send a second request and copy the Head of School and Director of Finance. Employees are responsible for assigned equipment – Do not leave computers in your car!

### **3.11. Taking Attendance and Tardiness**

All teachers are expected to take class attendance marking absent or tardy students each day on PlusPortals. Overall School attendance is to be input into PlusPortals no later than 9:15 a.m. This is the attendance that is officially reported each day and on which security procedures will rely. However, a teacher that has separate classes must take individual class attendance for all classes throughout the day.

### **3.12. End of the School Year**

It is each teacher's responsibility to complete the End of Year Checklist, as well as leave contact information with the Principal no later than the last day of School. Compensation may be interrupted in the event the Checklist is incomplete.

## **4. Section 4 – Standards of Conduct**

### **4.1. Professionalism**

It is imperative that employees behave with courtesy and respect at all times during School hours, at School events and even at non-School events. Faculty and Staff are an extension of St. Stephen's Episcopal School, and it is important to portray a professional manner with students and parents, as well as others connected with the School and beyond.

Employees must maintain confidentiality as it relates to all students and their families, pending school related information such as calendar or facility changes, new or departing staff and/or policy changes. All student records, files, conversations, and conferences are held for the benefit of the students and are strictly confidential.

Discussing rumors or “hearsay” information, in places like the parking lot or at parties, can be hurtful and destructive. Employees are required to refrain from spreading rumors or gossip. Employees are also expected to keep professional boundaries with parents regarding their private business. If employees are found to be engaging in destructive and undermining actions with families or other staff, disciplinary action will be taken.

#### **4.2. Attendance/Punctuality**

The School’s daily operation depends on employees’ regular attendance and punctuality. Personal affairs should be scheduled if at all possible outside of the School day. Should the employee know of an impending absence, written approval should be obtained from your Principal or Head of School and placed in the employee’s file. It is the employee’s responsibility to obtain the appropriate coverage for their classroom.

In the event the employee is sick, he or she must notify the Principal, the School’s Administrative Assistant, or the Head of School as soon as possible. (Note: Refer to the Benefits section for details on the number of personal days employees receive.) A doctor’s note is required for absences of three days or more. In case of a last-minute emergency or late arrival to work, please call the Administrative Assistant immediately. Excessive absenteeism or tardiness will be a factor in performance reviews and may result in corrective action, including termination. The Administrative Assistant will record attendance and tardiness, and it will officially be tracked through the payroll system.

Full-time faculty and staff members are expected to attend designated School events as stated below, as well as chapels, teacher in-service days, conference days, and other School-related activities as deemed by the Head of School. Part-time employees should consult with the Principal since they may be exempt from some of these activities based on their schedule. In addition, faculty members are required to attend their designated faculty meetings. If an employee is unable to attend a School event, he or she should notify the Head of School or the Principal in advance of the event.

Full-Time Lead Teachers:

^\*Bulldog Round-Up, Journey and Discovery, Coffee House

\*Festival

\*Discover Us, Arts Show, Graduation

\*Part-Time Lead Teachers are asked to attend

^Assistants required

Faculty are expected to attend events scheduled during the school day, such as Lessons and Carols, Grandparents Day, Convocation, etc.

Elementary Faculty are asked to coordinate attendance to: Film Academy, Musical, Fine Arts Academy and Choral Performances in order that the faculty are represented.

Primary Faculty are asked to coordinate attendance to the Musical and Fine Arts Academy in order that the faculty are represented.

Middle Years staff are asked to coordinate attendance to: Film Academy, Musical, Fine Arts Academy and Choral Performances.

Administrators are asked to mark the IN/OUT board located in the Office as they arrive and depart from campus.

### **4.3. Dress Code**

School Employees are expected to dress professionally at all times while keeping in mind specific activities being performed during the day with your class. Faculty and staff set the examples of proper attire for the time and place of school. Additionally, professional and well-kept attire is representative of a professional school, therefore impacts the image and reputation of St. Stephen's Episcopal School.

Business Casual attire is appropriate for teachers and staff at most events and during the school day. Teachers in Orientation, Primary, and Lower Elementary are expected to dress comfortably for working on the floor with students. It is necessary for the PE and Art Teachers to dress specifically for their classes, and are encouraged to do so appropriately. Fridays are a "dress-down day" which means jeans and spirit T's are permitted. However, both must be appropriate for a learning environment; free of holes and/or provocative messaging. Leggings are only permitted when paired with a long top such as a tunic. The following items are not permitted: jeans (M to TH), flip-flops, shorts, spaghetti straps, athletic wear, athletic tank-tops, short skirts/dresses, see-through or tight-fitting clothing or denim/painting overalls.

During the summer, Camp faculty may wear appropriate shorts, Spirit T's or Camp Staff shirts provided by the school. Administrative staff may add appropriate shorts to the options for Dress-Down Day during the summer.

### **4.4. Substance Abuse/Smoking**

Employees shall not use illegal substances or abuse legal substances in a manner that impairs work performance. In addition, smoking is prohibited anywhere on campus.

If an employee suspects a student of being under the influence of drugs or alcohol, smoking on campus, or possessing illegal substances on campus, notify the Principal and/or Head of School immediately.

### **4.5. Gift Policy**

St. Stephen's School recognizes that charitable giving is a joyful expression of the donor's commitment to the mission program and future of our organization. If a parent offers you a contribution and wants to know what you need, please ask what they have in mind

and/or refer them to the upcoming opportunities for all parents in your class. For example, leading up to a gardening day, all parents are encouraged to bring plants or mulch. Then, suggest that they speak to our Director of Development. Here is some basic information that will help you support the work of the Development Office.

- Contributions or gifts of real property such as real estate or furniture will be submitted to the School Board or a committee of its designees for a determination of acceptance.
- St. Stephen's Episcopal School is a 501(c)(3) corporation. Gifts are tax deductible as described by law.
- Because we respect the privacy of our donors, our mailing list is never given to another party. Please note, some donors wish to remain anonymous.

To avoid a conflict of interest, School employees may not accept an individual gift from a parent, student, or any other person connected to the School that is valued more than \$25. Cash is specifically prohibited. School employees may not solicit expensive items or money as gifts.

Students are not permitted to fundraise on behalf of the School. Student-initiated funds raised to benefit other organizations or needs is part of nurturing students budding compassion for others and the planet.

#### **4.6. Reporting Child Abuse and Neglect**

St. Stephen's, in accordance with the Texas Family Code, must report any suspected cases of physical, sexual and/or emotional abuse and/or neglect of children under the age of 18. All cases of suspected child abuse or neglect should be reported to the Head of School and Principal. According to law, the teacher must also report the case to the Texas Department of Family and Protective Services or any local or state law enforcement agency within 48 hours. Those reporting are not required to have proof a child is being abused but must have reasonable cause to know or suspect abuse. As long as the report is made in good faith, the reporter is protected from civil and criminal liability.

#### **4.7. Children of Employees during Work Hours**

During work hours, children of employees should be in their appropriate classes and/or Aftercare. Children of employees are not allowed to be unsupervised on campus and should not be supervised by their own parents at any point during the school day. If care/supervision of children is needed before and/or after School, the children should be enrolled officially in the School's Before/After School Programs.

Whenever possible, we provide limited childcare for the first three days of In-Service/Pre-Planning in August to support our employees with children in the transition back to work/school life. Care is also provided on the last day of school to enable faculty and staff to attend end-of-school celebrations. Parents may bring babies or children who are able to play quietly while their parents are working to limited work sessions in the classrooms during In-Service/Pre- or Post-Planning. This should occur on a limited basis and on days

when meetings in other areas of the school are not planned. Otherwise, parents are responsible for securing care for their children on In-Service days and for events when school is out of session or students are not included.

#### **4.8. Medications**

Parents must submit all medications and the medication forms to the Administrative Assistant before any medication is dispensed by faculty. Medications submitted to the School must be in the original container, even over-the-counter medications. The School will not accept a zip-lock bag with medications in it. The teacher is asked to obtain the medication from the Administrative Assistant and keep it in a locked box in the classroom. Teachers are asked to provide a monthly record of medication dispensed to the School Office to be placed in the student's file. This frequency can be adjusted depending on circumstances.

#### **4.9. Vaccinations**

Like other schools, St. Stephen's has updated its Vaccination Policy for students. Parents were notified this year, that beginning August 2020, the school will only accept a vaccination waiver from board certified pediatricians. In addition, all employees are encouraged to obtain a measles booster. Beginning in August 2020, all employees will be asked to provide a vaccination record with their medical information.

#### **4.10. Field Trips/Class Trips**

The following steps should be followed when planning or executing a field trip or other class trip.

- Ensure that you have the correct number of chaperones. Orientation – 1 adult/1 student; Primary – 1 adult/2 students; Elementary – 1 adult/5 students; Middle Years – 1 adult/12 students.
- All chaperones must take the Safeguarding God's Children training prior to the field or class trip.
- The Head of School, Principal, and the parents must be notified at least one week before any field trip, and the trip must be placed on the School calendar. All overnight field/class trips should be listed on the School calendar prior to the first day of the School year.
- Students should wear the School's field trip shirt on the day of the field trip.
- Teachers must take the Emergency Medical Release and Field Trip Permission forms with them, and return the forms to the Administrative Assistant following the trip. A list of students going on the field trip must be posted on the classroom door 48-hours before the trip. Destination of the field trip, arrival and departure times, and carpool information must also be posted. A copy of the information must also be posted in the Administrative Assistant's office.
- Schedule the use of the School van with the Administrative Assistant.

- When using the van or bus, no eating or drinking is allowed in the van or bus. The students should help clean the van or bus when they return.
- The van or bus should have at least ¼ of a tank of gas when returned to School.
- Employees may not drive students in personal vehicles on School-sponsored trips unless they have approval from the Head of School and parents. Each driver must have a list of students riding in their car. Students may not sit in front seats.
- All students must sit properly, each wearing their own seat belt. Students should talk quietly, exercise courtesy, and demonstrate respect for each other.
- The students must stay with an adult. The teacher should keep track of all students and ensure that she/he returns with all of the students taken on the trip.
- Upon arriving at the destination and upon arrival back at school, teachers must lock the van and ensure that a child is not left in the van.
- On overnight trips, girls and boys should not visit each other's rooms. At no time, should a girl or a boy be allowed to go into the opposite gender's room.
- Students who break the rules on a field/class trip should immediately be sent home and parents notified, with a follow-up meeting with the Head of School. In elementary, parents should be asked to come and get the student. In the Middle Years program, the students will be sent home at the parent's expense, which may include paying for airline escort depending on the age of the student.
- Teachers and chaperones may not partake of alcohol or drugs while on a field/class trip.

#### **4.11. Solicitation**

Employees or students should not solicit other employees, parents or students for payment, donations, favors or anything else without the approval of the Head of School.

#### **4.12. Tutoring Outside of Work**

Teachers may tutor SSESH students on site outside of work hours for money with approval by the Head of School. However, teachers may not be paid to tutor their own students in courses where grades are given. This creates a conflict of interest. Teachers may not tutor non-SSESH students on site.

#### **4.13. *Safeguarding God's Children Training***

All faculty, staff and volunteers at St. Stephen's School must participate in the Episcopal Diocese of Texas' Safeguarding God's Children training program to prevent sexual abuse of children. This training is held by certified trainers and must be completed every five years. Contact the School's Administrative Assistant to schedule training.

#### **4.14. School Badges**

Employee name badges must be worn on campus at all times between 7:15 a.m. and 5:45 p.m. and at all School events. Faculty and Staff will be provided a new badge

annually. Pictures for badges are taken during Pre-Planning, each year. Everyone is encouraged to leave badges in a locked drawer nightly to ensure it is not lost. IF a replacement badge is needed, a \$10 fee will be assessed. In the event of a name, department or title change, the School will provide a new badge.

#### **4.15. Nutrition and Snacks**

In 2020/21, students must bring their own snacks to school. Teachers are asked to keep individually wrapped snacks such as applesauce available for students who arrive without a snack. Teachers should ensure that students follow the nutrition guidelines for their classes. Gum is strictly prohibited on campus. Parents have requested that class birthday celebrations, particularly in Orientation and Primary, include not sugary treats but healthy snacks with a flair. Sugary snacks on extra special occasions would be tolerated. Pinterest has excellent suggestions for fun snacks.

#### **4.16. Going Off-Site During the Workday**

Faculty may not leave campus to go to lunch, to pick-up lunch or to run an errand during their teaching time at School. Exceptions can be cleared by the Principal or the Head of School. If approved, please inform the School's Administrative Assistant that you will be off campus.

#### **4.17. Reporting a Missing Student**

In the event a student is missing, immediately search the entire room for the student (i.e. closets, under desks, etc.). Ask other students if they know where the missing student may be. If the student is still missing, notify the Head of School or the Principal and furnish a physical description and clothing information, as well as any problems that are known to you regarding the student. Remain calm.

The Principal will then contact the Administration to enlist all available adults to search the buildings and grounds, particularly behind doors, in bathrooms, in empty classrooms and on the perimeter of the School grounds. The Head of School or designee will determine the point to call the parents and police. The Head of School or designee will complete all reports.

#### **4.18. Communication Logs**

Lead teachers are required to complete a Communication Log for their records at the conclusion of each parent meeting. Additional Logs may also be required during the year depending on the nature of the exchange with a particular parent. Logs should include the following: Date, Time, Names of those in attendance, topics discussed, agreements made, follow up dates set, action items and responsible party for each. In the event a Conference only covers the information in the Conference Report, an additional Log is not needed. Parents DO NOT sign the Communication Log. This is an internal document only.

## **5. Section 5 – Technology and Equipment**

### **5.1. Cell Phone Usage**

The use of cell phones during a meeting (e.g., In-Service) or while responsible for students is prohibited. If you receive a call that is an emergency, you can step out of the meeting, wait until a break or when the meeting is finished, or call the Principal to cover your class while you do the above.

In no circumstances should cell phones be used while children are present or under your supervision. It is permissible to snap a picture while in the care of children. It is not permissible to send or post it at that time. Outside of picture taking, cell phones must be kept out of view when in the presence of children.

### **5.2. Social Media**

Faculty and staff are asked to ensure that St. Stephen's values and brand are upheld when posting on any social media sites. School leadership is available for addressing employee concerns or objections, appropriately. The School counts on all members of the faculty and staff to engage collectively in outward expressions of the School's message. Faculty and staff are encouraged to represent themselves professionally and appropriately on personal sites, as an extension of the St. Stephen's Episcopal School culture. Faculty and staff are prohibited from posting photos of School events or students on their personal Facebook pages or any other social media sites such as Twitter or Instagram. Photos may be sent to the Director of Communications, who will, in most cases, post the appropriate photos to the School's Facebook page.

Faculty may not accept current students or parents as "friends" on their personal Facebook pages or any other social media sites and should wait a period of three years after a family leaves St. Stephen's before granting access.

The following uses of social media are also considered inappropriate: engaging in unlawful and malicious activities; sending, receiving or accessing pornographic material; engaging in abusive, profane, sexist, racist, homophobic or otherwise objectionable language; misrepresenting oneself or St. Stephen's; defeating or attempting to defeat security features on St. Stephen's applications; engaging in commercial activities for personal profit; sending chain letters; chatting in chat rooms; or causing congestion or disruption of St. Stephen's network.

### **5.3. Internet Use**

Employees are expected to use the Internet for work and educational purposes. Websites should not be accessed that have been blocked by St. Stephen's in accordance to the Children's Internet Protection Act (CIPA). At no time is it acceptable for an employee to utilize the School's Internet connection to access obscene or pornographic websites,

websites promoting gambling or matters violating federal and state laws. Internet access at St. Stephen's is monitored. The School has an absolute right to document and inspect an employee's Internet (including email) usage while utilizing the School's computer network. In addition, employees should not share their login or password information with others or attempt to find others' login and password information. Users shall not communicate using a false identity.

#### **5.4. Email Use**

Faculty and staff are reminded to keep email communication professional at all times. When communicating with parents, especially about a sensitive matter, a phone call or meeting in person is preferred – do not use email. Use email when communicating basic information.

Keeping to the following aspects of email etiquette by all stakeholders will support our on-going partnership:

- Take a breath before emailing concerns;
- After three (3) exchanges on one topic, advance to phone or in-person discussions;
- When verbal agreements are reached, use email to confirm the decision/process;
- Never send what should be stated;
- Copy only those who need to know;
- Keep responses timely;
- When in doubt, ask the direct supervisor (Principal or Director of Fine Arts) to read a draft before sending.

Email may not be used for solicitation to sell items like kitchenware, cosmetics, jewelry, etc. or solicitation to a particular charity. In addition, emails that are chain letters, or are obscene, harassing, or offensive are prohibited. Email content must not be in violation of any state, local or federal laws or regulations. This includes, without limitation, material protected by copyright or trademark without proper authorization. Any material that is obscene or defamatory constitutes unacceptable use. All email from School accounts are not considered private and may be monitored by School staff.

Faculty and staff are required to use the email signature template provided by the Director of Communications, without alteration. Do not open unfamiliar emails or attachments. Delete them and empty the computer "trash can". If the email or attachment is suspicious, contact the Technology Director immediately.

#### **5.5. School Equipment and Software**

Employees will not misuse telephones, email system, Starboard, iPads, computer, printer, or other School equipment. Teachers may only use the computer for educational purposes at the time they are responsible for students and/or are in the presence of students.

No software may be downloaded on a computer or iPad that is owned by the School without approval from the Technology Department. Unapproved software will be subject to removal upon discovery and disciplinary actions could be taken. In addition, School computers and other equipment can be obtained from the Technology Director, as needed. When registering School software, use the email address software@ssesh.org rather than your School email address. Employees may not bring in their personal computers for the Technology Director to fix UNLESS they are having problems accessing the School's mail system and other School software from home.

## **6. Section 6 – Wage and Salary Policies**

### **6.1. Contracts and Compensation**

The Head of School or designee will negotiate employment contracts and compensation, annually. Faculty or staff on a Remediation Plan will have their evaluation scheduled as part of the contract renewal process. All other faculty and teaching staff should expect contracts to be provided by the end of February and evaluations conducted in April and May each year. Administrative staff should expect evaluations and contracts to be provided by August each year.

### **6.2. Timekeeping**

Hourly employees must accurately fill out time sheets and submit them to the Director of Finance and Operations at least 4 workdays before payday (Note: See Section 6.4). Failure to submit a time sheet on time may result in a delay in payment of wages. The time sheet should report no hours after the date the employee has signed the time sheet.

### **6.3. Overtime**

Prior to scheduling more than 40 hours in a work week, non-exempt employees must receive permission in writing from the Head of School. Only non-exempt employees are eligible to receive overtime pay. Non-exempt employees who work more than 40 hours in a week will be paid 1.5 times their regular rate of pay for the excess hours. However, if an employee works over 40 hours without prior approval the employee is at risk of termination.

### **6.4. Paydays (Revised 10.2020)**

All employees are paid bi-weekly, every other Friday. Employees enjoy 26 pay periods throughout the calendar year (i.e., two (2) bi-weekly paychecks per month with the exception of two months per year when employees will receive three (3) paychecks). Upon request, checks will be mailed when a payday occurs during vacation.

## **6.5. Extended Care (Revised 02.2021)**

Each Extended Care class is staffed with two employees, per Child Safeguarding requirements. Extended Care is managed by designated Coordinators; with one Coordinator usually appointed per level or two levels.

### Ratios

- 6:1: Orientation
- 12:1: Primary to Middle Years

### Stipends

- Teachers and Teacher Assistants are paid an hourly wage commensurate with their annual salary as pro-rated on an hourly basis.
- Extended Care Coordinators are paid a monthly stipend totaling \$1,000 for the academic year.

### Extended Care Coordinators

Extended Care Coordinators are responsible for the full academic year; responsibilities include, but are not limited to:

- Set the schedule for Extended Care for their level(s);
- Confirm student enrollment with the Business Office;
- Schedule assistants and teachers for Extended Care, evening meetings, conference and in-service care, and early dismissals;
- Cover staff absences in Extended Care;
- Determine student activities;
- Provide for a smooth experience for students, staff, and teachers.

## **6.6. Summer Camp (Revised 02.2021)**

Each Summer Camp class is staffed with a minimum of one Lead Teacher and one Teacher Assistant. Summer Camp is managed by designated Coordinators; with one Coordinator usually appointed per level or two levels. Summer Camp Coordinators also act as the Extended Care Coordinators during Summer Camp.

### Ratios

- 6:1: Orientation
- 12:1: Primary to Middle Years

### Stipends / Benefits

- Teachers and Teacher Assistants are paid an hourly wage commensurate with their annual salary as pro-rated on an hourly basis.
- Summer Camp Coordinators are paid a stipend of \$300 / month, comprised of \$200 / month for coordinating Summer Camp and \$100 / month for coordinating Extended Care.
- Summer Camp benefits for full-time employees include one sick day per four weeks.

- Summer Camp compensation does not qualify for retirement or vacation benefits.

### Summer Camp Coordinators

Summer Camp Coordinators are responsible for all sessions of Summer Camp; responsibilities include, but are not limited to:

- Work as the Lead Teacher for the Summer Camp day (not including Extended Care);
- Work as the Extended Care Coordinator for Summer Camp;
- Schedule assistants and/or teachers as needed;
- Determine curriculum;
- Manage parent communications;
- Work with the Communications Office regarding the marketing of the program;
- Interface with the Principal regarding hiring and providing for a smooth experience for students.

## **6.7. Payroll Deductions**

Federal law requires that income tax be deducted from an employee's pay. Therefore, employees must complete a W-4 form and other required forms in the Business Office before receiving a paycheck. Social Security and Medicare taxes are also deducted. Court-ordered child support and any other government-mandated wage withholding may also be deducted from any affected employee's pay. Amounts owed to the School by an employee (such as for tuition, textbooks, field trip fees, etc.) may also be withheld from compensation.

## **6.8. Compensatory Time Off**

There is no compensatory time off given to salaried employees. The expectation is that a salaried employee will put in the time that is required to perform their job satisfactorily. Hourly employees are referred to Section 6.3.

## **6.9. Stipends**

Stipends will be approved and/or offered only by the Head of School. Stipends will only be offered for projects that require a substantial amount of extra time from the employee's regular job duties.

## **7. Section 7 – Benefits and Services**

### **7.1. Health and Dental Insurance**

St. Stephen's Episcopal School – Houston is participating in a consortium of area private Schools offering health insurance through Aetna. St. Stephen's will pay 50% of the employee only health insurance premium for the lowest cost plan offered. Additional coverage will be available at the employee's expense.

## **7.2. Time Off**

Full-time salaried employees are given 10 personal time-off (PTO) days per school year which can be used for sick/personal time after 30 days of employment. Part-time salaried employees are given 1 sick/personal day per 160 work hours. New employees will earn one day per month during the school year and must have earned the days to be paid. Employees must work with the appropriate supervisor (Principal, Department Head or Head of School,) to ensure their classes and other responsibilities are properly covered while they are out. The Head of School must approve NON-medical leaves of absence of more than 3 consecutive days. Days used for time off will be tracked through the payroll system and should be reported to the Business Office for system input.

Up to thirty days of existing PTO for 2019/20 returning employees may be held over cumulatively to be used for a medical/paternity leave, only. As of July 1st, 2019, additional unused sick/personal days will not be held over, year to year. Compensation will NOT be paid upon termination (voluntary or not) of employment for unused PTO days.

Unless it is an emergency, each teacher is required to fill out a Request for Absence prior to taking time off. If the Request is not submitted, then the teacher may be subject to disciplinary action, including up to termination.

St. Stephen's allows three addition paid days off in the event of the death of immediate family (parents, spouse or partner, children and siblings of the employee) plus two days of travel time, if needed.

## **7.3. Retirement**

For employees who have completed one year of service (1,000 hours in a 12- month period), St. Stephen's will contribute to a pension plan five percent (5%) of the employee's base salary and an amount equal to the employee's contribution, not to exceed four percent (4%) of their base salary. St. Stephen's will act as the plan administrator for the pension plan approved by the Board of Trustees. The retirement plan is managed by TIAA-CREF.

## **7.4. Tuition Remission (Revised 02.21)**

Each full-time employee of the School and/or Church is awarded tuition remission as follows.

- Year 1 of employment: 50% tuition remission
- Year 2 of employment: 55% tuition remission
- Year 3 of employment: 60% tuition remission
- Year 4 of employment: 65% tuition remission
- Year 5 of employment: 70% tuition remission
- Year 6 of employment: 75% tuition remission

- Year 7 of employment and beyond: 80% tuition remission

The applicable tuition remission as of the first day of the academic year will be the tuition remission applied during the entirety of the academic year; provided however that any tuition remission will immediately end if and when the employee is no longer a full-time employee of the School and/or Church.

### **7.5. Leave of Absence**

St. Stephen's allows up to 12 weeks of unpaid leave for full-time employees who have worked for the School for one year.

Paternal or maternal leave may be taken when the employee cannot work to care for the employee's newborn or newly adopted child, or because of a serious health condition of the employee, or a sick child, spouse or parent. (Note: See Employment Policies section 2.6 for more details)

Employees may be paid during leave as long as PTO days are available. (Note: See Time Off section 7.2 for details on PTO days)

### **7.6. Professional Development**

St. Stephen's actively encourages continuing education for all of its employees. This professional development may include visiting other Schools, taking classes at a university, or attending relevant conferences and workshops. For faculty, opportunities for such development and requests for funding are coordinated through the Principal and the Head of School. For administrative staff, professional development needs are coordinated by the Head of School. Decisions regarding professional development leave and funding will depend on budgetary funds available for professional development.

Each School year, 20 hours of professional development are required for each faculty member, which includes partial In-Service hours, approved by the In-Service Committee and/or Head of School. Teachers with Texas State certification(s), wishing to keep current, must have a minimum of 30 hours of professional development each year. Employees are expected to keep track of their professional development hours and report them to the Principal at the end of each School year.

Please see the Director of Finance and Operations regarding the registration and payment process for workshops or conferences.

### **7.7. Workplace Accident/Injury**

All employees are covered by Workers' Compensation Insurance, which compensates an employee for medical expenses from an injury arising out of or in the course of work.

Employees must immediately report any accident or injury to the Business Office or Head of School so that the necessary paperwork may be completed. Any employee who fails to immediately report an on the job incident which leads to the injury of the employee may be disciplined up to and including termination. All injured are subject to drug and alcohol testing.

Improper representation of a non-workplace injury as a workplace injury is considered workers' compensation fraud and is punishable under state law. Workers' Compensation insurers have zero tolerance for fraud and actively pursue offenders. This policy is necessary to permit St Stephen's Episcopal School – Houston to comply with federal and state laws and the rules of the Workers' Compensation provider with respect to workplace safety and employee rights under state workers' compensation laws. It is absolutely essential that each employee report any on-the-job injury, no matter how minor, to the School. Remember the Workers' Compensation provider, and St. Stephen's Episcopal School – Houston have the right to obtain an alcohol and/or drug test at any time after an on-the-job injury. Positive results may jeopardize your coverage and your employment.

## **8. Section 8 – Communications**

### **8.1. Faculty Meetings, Staff Meetings and In-Service**

In-service meetings are generally held monthly, typically on Early Dismissal Friday and are MANDATORY for all faculty and staff, including administration and part-time employees. Separate Bulldog 360 staff are not required to attend. If the meeting content is job specific, employees not impacted will be notified in advance of the limited amount of time they should plan to attend. Administration meets weekly. Co-employed staff of the school and church also attend the weekly Church Administration meeting.

These meetings are important to the support of our professional culture, including communication and whole school connection. This is the opportunity to communicate what is happening at St. Stephen's and to exchange feedback, as well as provide professional development hours for the faculty. In addition, monthly faculty meetings will be held to discuss important issues related to classes, events, procedures and curriculum. Administrators attend weekly Staff Meetings, as well as the F/S meetings in which he/she is presenting. Employees are required to attend their designated staff meetings.

### **8.2. Student Records**

All records must be dated and include the student's name, age, and grade level. Student issues or concerns as well as conferences with parents should be documented. Student records should have a professional presentation, including appropriate school logo. Grades should be submitted via Grade Book WITHIN 24 HOURS as soon as the Cycle and/or Semester end. Teachers must turn in files of exited students to the registrar / IT Department, and files of moving-up children to the next level teacher before departing Summer Campus for summer break.

### **8.3. Parent Communication**

The mission of St. Stephen's Episcopal School is to serve students. This cannot be accomplished without being in service to their families. Building partnership with parents is accomplished daily with intentional and responsive communications. When employees are communicating with parents especially about a sensitive issue, first, calls are made and/or personal discussions are had. Then, the agreements discussed are included in the follow up email expressing gratitude/encouragement for their partnership. All written communication will be sent through PlusPortals. All class-wide correspondence including newsletters to parents and students must be reviewed by the Principal before it is provided to the Director of Communications and it is sent home/emailed/posted. The Middle Years faculty will send regular email updates to parents regarding upcoming events.

### **8.4. Concerns Regarding Student Performance and Accommodations**

At the earliest sign of a concern regarding a student's academics, behavior and/or performance in School, teachers should document their observations for at least one week and follow up within two School days of that week with a meeting with the Principal. The Principal will work with the teacher to determine a plan of action and, likely, a method of contact with the student's parents.

At a minimum, within a week following the meeting between the teacher and the Principal, parents should be contacted to be made aware of the initial concern. Following the parent contact, if the parents(s) request any particular accommodation or service, it must also be recommended and documented by the appropriate psychologist and/or medical professional. The Head of School makes all final decisions regarding particular accommodations and services. Even if the teacher has already been providing some level of accommodation, the School may refuse to provide any particular accommodation or service. Accordingly, teachers may not promise a particular student or parent that any specific accommodation or service will be implemented without the prior written permission of the Principal. The School will not implement any accommodation that will fundamentally alter the nature of its program and its provision of services to students.

The School is not subject to the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act. Faculty members may not make any representations to the contrary to parents. The School also has the right to require testing, evaluation, and/or assessment of the student's needs by qualified professionals, whose qualifications are deemed appropriate by the Head of School. The School, including faculty members, will not perform such testing, make or hypothesize regarding a diagnosis. Parents will be responsible for obtaining testing and documentation required by the School at their own expense.

**No faculty member may make any medical or psychological diagnosis or hypothesize to a parent regarding a diagnosis of a student. No faculty member may talk about or otherwise communicate concerning a student to a professional**

**outside the School without written permission from the particular student's parent(s).** If a faculty member receives information that a particular student is being evaluated/assessed to determine the student's medical, psychological, or educational need(s), the faculty member must communicate this information to the Principal who will to notify the Head of School about ongoing testing, evaluations, and assessments to determine student need.

If a newly-enrolled student's parent communicates to a faculty member that the student has medical, psychological, or educational needs which have already been assessed/evaluated and which require any form of accommodation, modification, or special treatment supplemental to the faculty member's typical classroom practices for all students, the faculty member must communicate that information within a day of learning it to the Principal. The Principal will arrange a meeting at a mutually agreeable time with the student's parent(s) to determine the nature of the need. The Head of School makes all final decisions regarding particular accommodations and services; the School Administration may refuse to provide any particular accommodation or service. The teacher may not promise a particular student or parent that any specific accommodation or service will be implemented without the prior written permission by the Head of School or Principal.

Failure to abide by the terms set forth in this section may subject an employee to discipline, up to and including termination of employment.

### **8.5. Student Recommendation Letters**

See below regarding the procedure to be followed for recommendations requested for student outplacement or to an outside professional:

- Ensure the parent and/or student sign the Release Form, first.
- Make a copy of the blank Recommendation Form and retain it.
- Complete the Recommendation Form and keep a personal copy.
- Give the completed Recommendation Form to the Principal for review and signature.
- Give the signed form to the Administrative Assistant who will make a copy, mail the original and file the copy in the student's file.

### **8.6. Conferences**

Teachers will have three conferences with parents each School year: fall, winter, and spring. All teachers, including Fine Arts, Language and PE, are required to complete conference forms for all conferences. Ultimate responsibility for the content of the conference's rests with each teacher. The Principal must be informed in advance of the conference about any concerns surrounding the student's discipline, academic progress, etc. and nothing should be written in a report that has not already been stated. Teachers are responsible for accurate grammar, spelling and editing before providing reports to the

Principal for reading. For those parents who cannot attend conferences, a written report of the student's progress should be prepared and mailed/emailed.

### **8.7. PlusPortals, Gradebook, Seesaw**

PlusPortals, Gradebook, and other software platforms are used to communicate assignments and grades to students and parents. This is particularly so for students and parents in the Middle Years program. All teachers are required to email parents via PlusPortals in order that a communication record is kept. Grade updates will be needed, at a minimum, on a weekly basis. Assignment changes should be made immediately. A training session on these systems for new employees will occur during employee orientation at the beginning of each school year. The School made the decision to purchase these software tools to keep parents better informed.

All Levels will utilize Seesaw for communications to parents. Primary and Lower Elementary will utilize Seesaw for distance learning and for providing samples of work to parents.

### **8.8. Admission Tours, Student Shadowing, Student Interview Visits**

Campus Tours are posted on the school calendar. The Principal or Head of School may also conduct individual tours at any time. If/When a tour comes to your classroom with prospective students and parents, please introduce yourself briefly and welcome the visitor(s). If you are in a lesson, continue the lesson and acknowledge the guests with a smile or gesture. The tour may stay to observe your class or lesson for a brief period.

For assessments for enrollment, teachers will be asked to host a student for an Interview Visit and provide feedback relevant to possible enrollment. Please note that enrollment considerations are for admitting students into St. Stephen's School – not particular classrooms. Please return the necessary paperwork and/or discuss any concerns within two days of the visit.

Students in grades 4 to 8 may schedule a Shadow Visit before deciding to apply. This is not an official time of assessment, but rather for putting students at ease. Please see the Principal regarding the length of visit and scheduling.

During the summer, Lead Teachers will be asked to conduct Interview Visits. However, at any time schedules are prohibitive, the Principal or Head of School may fill-in to conduct Interview Visits.

### **8.9. School Calendar and Daily Schedule**

A School calendar containing the Main Dates and Important Dates for the upcoming academic year is provided to families with their Re-enrollment Agreements. The complete calendar of school events is provided to in May. Teachers provide the calendar of class events in August, after receiving approval. The Calendar is provided to families via the

School's PlusPortals on the landing page of the website. The church calendar shows some school events for the purpose of coordinating facility usage. It is NOT a reference for the school calendar.

If teachers or administrators need to plan activities or events such as out of town field trips, parent meetings or other extracurricular activities that need to be placed on the calendar, give this information to the Principal. When the need arises during the school year to schedule class meetings or events, consult the School calendar to confirm availability, then notify the Principal. When approved, email the date and time to the Dir of Communications to include on the calendar before notifying parents of the date. Ensure that the necessary resources have been allocated for your event, i.e. table set up, supervision, clean up, parking, etc. Please note, parents must have a minimum of two weeks' notice for all events.

Although the School calendar is posted on the School's website, please post a copy of the calendar in your classroom for parents and students to refer to when necessary. In addition, please post the daily schedule in your classroom.

#### **8.10. Character Letters for Employees or Parents**

The Head of School provides written character letters for employees on request. No other employee is permitted to provide such letters unless approved by the Head of School. Employees of St. Stephen's School do not comment on or provide letters of reference or character for enrolled families except under subpoena.

#### **8.11. Role of School Counselor**

The School Counselor provides oversight of all counseling needs including one-on-one, family and group counseling with students, staff and family members. The Counselor's Role meets the psycho-social needs of students and provides support for faculty and teaching staff or administrator facilitating the care of a student. The sessions are "confidential in nature" with an option offered to the parents/guardian to execute a form allowing the Counselor to share information with specified adults such as outside therapists or teachers. The Counselor will work closely with the Head of School and Principal to ensure the needs of St. Stephen's Episcopal School – Houston are met.

#### **8.12. Media Relations**

The Director of Communications or Head of School are the official spokespersons for St. Stephen's Episcopal School. If approached, all other employees must refer the media to either office. Employees may NOT comment to the media on behalf of the school or in his/her/their capacity as an employee.

### **8.13. School Logo and Email Signatures**

Each year the Director of Communications will provide the appropriate logo for all documents/letters and the updated email signature template. All employees are asked to update their files no later than 5 days after receiving both the logo and email template. Titles must be succinct, representing one's main role. Questions can be directed to the appropriate supervisor.

## Appendix A – Zoom / Google Meet Etiquette

We want to keep our community safe online, should classes be conducted via Zoom or Google Meet during distance learning. We expect all persons attending or conducting online classes to abide by the rules below.

1. Login rules
  - a. You may attend a class only if you are listed on the roster for that class. Do not share invitations to classes with your friends or people outside of the class.
  - b. Login to your class on time or (better) 5 minutes prior to the start of the class.
  - c. Login using your full name (do not use a nickname). Students using nicknames will not be admitted to class.
2. Once you log in to the class, be sure to mute your microphone (lower left-hand corner). This will help to eliminate background noise that could distract others.
3. If you wish to speak, either physically raise your hand or use the "Raise Hand" button at the center of the bottom of your screen. Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, indicate you are done by saying something like "That's all" or "Thank you" and then mute your microphone again.
4. The Zoom chat feature is a tool to make comments and ask questions without interrupting the speaker. Be aware that your comments are public and are recorded in the minutes of the session.
5. Remember that, even though you may be alone at home, your teacher and classmates can see you! Please dress for classes online as you would dress for classes on campus.
6. Your teacher and classmates can also see behind you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. You can employ a Virtual Background to hide what you don't want seen.

"5 Easy-to-Follow Etiquette Rules for the Zoom Classroom." DePaul University, College of Education, <https://education.depaul.edu/covid-19-resources/Pages/zoom-etiquette-for-students.aspx>. Accessed 30 June 2020.

## **Appendix B – COVID-19 Safety Policies and Procedures**

The purpose of the following COVID-19 Safety Policies and Procedures is to provide guidance to all employees and volunteers at St. Stephen's Episcopal School (School) on expected measures to reduce exposure to COVID-19 and create a culture of care, grace, and courtesy.

As we strive to create a culture of care during COVID-19 pandemic, we also want to create a proactive culture. Corrective measures will be taken if the stated policies are not followed, which may include verbal and written warnings, suspension without pay, and/or termination.

The designated staff person responsible for responding to COVID-19 concerns is the Head of School, Jerri King (Head of School).

The School acknowledges differences between as well as frequent updates to guidelines issued by governmental, health, and licensing agencies. The School will follow and/or exceed the most current guidance issued by governmental and licensing agencies as follows (as of July 30, 2020).

### **All Staff and Faculty (Employees)**

Governor of the State of Texas

[Executive Order No. GA-29 relating to the use of face coverings during the COVID- 19 disaster](#)

### **Elementary and Middle Years Faculty, All Administrators**

Texas Education Agency (TEA)

[TEA Public Health Guidance for School Year 2020-21](#)

### **Orientation and Primary Faculty**

Texas Health and Human Services (HHS)

[New Emergency Rules for Child Day Care Providers - Effective June 25, 2020](#)

## **Definitions**

Close contact: Close contact (with an individual who is lab-confirmed to have COVID-19) is determined by an appropriate public health agency. For clarity, close contact is defined as: (a) being directly exposed to infectious secretions (e.g., being coughed on); or (b) being within 6 feet for a cumulative duration of 15 minutes; if either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Masks: Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.

School website: School safety procedures may be found in documents that comprise the COVID-19 Resource Center on the School website at [www.sshesh.org](http://www.sshesh.org).

Social distancing: Social distancing means keeping space between yourself and other people outside of your home. To practice social distancing, stay at least 6 feet (about 2 arms' length) from other people.

## **All Employees**

### *Screening*

#### *COVID-19 Symptoms*

The COVID-19 symptoms are posted on the school website.

#### *Prior to Entering Campus Each Day*

Employees are required to self-screen for COVID-19 symptoms before coming onto campus each day.

#### *Upon Arrival on Campus Each Day*

The temperatures of all employees will be taken each day upon arrival using the buddy system. No-touch thermometers will be used and the employee and his or her buddy will complete the sign-in sheet.

#### *Employee COVID-19 Acknowledgement*

Prior to commencing work on campus, employees will complete and return to the Head of School the COVID-19 Acknowledgment.

### *Exposure*

#### *Reporting Exposure*

Employees must report to the School if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the School's criteria for re-entry (see quarantine requirements as posted on the school website). Additionally, they must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19.

An employee that meets any of the reportable conditions noted above shall notify the Head of School (and Rector, if shared staff) at his or her earliest opportunity, but no later than 24 hours from the onset of the condition.

Additionally, please inform the Head of School of your travel plans, prior to your departure and upon your return, if such plans include international travel or travel on a cruise ship.

### *Contact Tracing*

For contact tracing purposes, the School community (e.g., faculty, staff, parents, Board members) will receive the following information via email on a monthly basis.

- COVID-19 symptoms;
- The School must be notified by email immediately if any member of the community is lab-confirmed to have COVID-19.

If an individual who has been on campus is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on-campus activities.

### *Quarantine*

All School faculty, staff, and students will be subject to quarantine requirements as posted on the school website. Employees who are able to work remotely during any quarantine are expected to do so.

### *Leave*

PTO – Full time school employees receive 10 sick/personal paid days per year.

Extended Leave – If you meet the criteria set forth by the U.S. Department of Labor, you will be eligible to benefit from the Families Coronavirus Response Act.

### *Preventative Measures*

#### *PPE*

The School will provide paper masks and latex gloves to employees, for use on campus as required. Please seek approval from the Head of School prior to purchasing your own PPE, so that you may be reimbursed for your purchase.

All adults will wear masks on campus. Please bring your own (clean) cloth mask to campus each day.

Employees will wear latex gloves when cleaning (i.e., toxic cleaning products are used), handling items that may pose a risk of infection (e.g., deliveries, trash, bodily fluids), and interacting with persons who may pose a risk of infection (e.g., sick individuals, vendors).

### *Social Distancing*

Employees will practice social distancing and will avoid gathering in communal areas.

### *Large Group Meetings*

Large Group Meetings will be held in spaces large enough to ensure social distancing and/or via Zoom.

### *Cleaning and Disinfecting*

The following persons are responsible for cleaning campus spaces and/or high-touch areas using cleaning supplies provided by the School.

- A cleaning crew will sanitize and disinfect campus spaces in the evenings.
- A dedicated custodian will be on campus Monday through Friday to clean classrooms and bathrooms throughout the day, using CDC-recommended sanitizing products.
- Administrators will rotate responsibilities for mid-day wipe-down of high-touch office areas.
- Teaching faculty and/or students will maintain the sanitizing of classroom surfaces and learning materials throughout the school day. Children will be guided to clean their own spaces and learning materials before and after they are used, in ways that are safe and developmentally appropriate.
- Employees are responsible for disinfecting their own electronic equipment and surface work areas.

### *Hand Cleanliness*

Employees will: (1) use proper handwashing techniques to reduce the spread of COVID-19 and wash hands often and (2) use hand sanitizer in between handwashing.

### *Shared Spaces*

Each employee must access the following shared spaces as set forth below and clean the surfaces touched by that employee using disinfecting wipes provided by the School.

- Restroom Occupancy – One person at a time.
- Work Room Occupancy – No more than two persons at a time.
- Kitchen – One person at a time.

## Faculty

### *Training*

Prior to returning to work, all faculty are required to complete [health and safety training](#) related to COVID-19 through the Texas A&M AgriLife extension. The following training is required.

- [Special Considerations for Infection Control in Child Care Settings during COVID-19](#)
- [High Quality Experiences in Emergency Child Care Settings during COVID-19](#)

### *On Campus Learning*

#### *Additional Duties*

Faculty will be responsible for implementing the COVID-19 safety procedures at drop-off and in the classroom, as set forth on the school's website. Please review these safety procedures, as may be amended.

#### *Cleaning and Disinfecting*

Classrooms will be stocked with adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes and other cleaning equipment for sanitizing of surfaces and materials, masks (to be used as feasible), latex gloves, and no-touch/foot-pedal trash cans. Hand sanitizer will be available, but not accessible to young students.

Teaching faculty and/or students will maintain the sanitizing of classroom surfaces and learning materials throughout the school day. Children will be guided to clean their own spaces and learning materials before and after they are used, in ways that are safe and developmentally appropriate.

The School will use products that meet EPA disinfection criteria. Toxic cleaning products will not be used near children, and persons using such products will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling fumes.

The School will close off areas used by a sick individual (student, teacher, or staff) until the space can be disinfected. The School will wait 24 hours to clean these areas to increase the chances of the virus becoming inactive. The designated space for this purpose is the Library.

#### *Tours*

Classrooms will be closed to tours, until further notice.

### *Distance Learning*

Students may access distance learning during quarantine and/or if the campus must close. Parents will have access to the following information.

- Google Meet / Zoom links (meeting passwords will be shared with parents and students separately)
- Agendas for the upcoming week with activities assigned for each day during the following time periods
  - Orientation: 8:00 am - 11:30 am (optional)
  - Primary: 8:00 am - 11:45 am (required)
  - Kindergarten: 8:00 am - 2:45 pm (required)
  - Lower Elementary: 8:00 am - 3:30 pm (required)
  - Upper Elementary: 8:00 am - 3:30 pm (optional)
  - Middle Years: 8:00 am - 3:30 pm (optional)
- Approach and expectations for distance learning
- Zoom / Google Meet Etiquette

### *Meetings with Parents*

All meetings with parents will be conducted via Zoom, until further notice.

### **Orientation and Primary Teachers**

#### *Licensing Requirements*

Orientation and Primary Teachers will follow licensing requirements issued by HHS, as may be amended. Please review the [New Emergency Rules for Child Day Care Providers - Effective June 25, 2020](#), including diapering procedures and soiled clothing requirements.

## Appendix C – Employee COVID-19 Health Screening Questionnaire

### St. Stephen’s Episcopal Church and School EMPLOYEE COVID-19 HEALTH SCREENING QUESTIONNAIRE

The safety of our employees is our overriding priority. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and local health authorities. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are asking everyone to complete and submit this questionnaire prior to entering the worksite. Your temperature will be checked onsite and please do not enter the worksite until your responses have been reviewed and your entry has been approved.

**Please respond to each of the following questions truthfully and to the best of your ability.** Your participation is important to help us take precautionary measures to protect you and our other employees.

Name:
Phone Number (mobile/home):
Position:

Representations	
1	<p>Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? <i>(Please take your temperature before you answer this question.)</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Fever (100.° F/37.8° C or greater as measured by an oral thermometer)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Cough</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Shortness of breath or difficulty breathing</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Sore throat</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      New loss of taste or smell</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Chills</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Head or muscle aches</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Nausea, diarrhea, vomiting</p>
2	<p>In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?</p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>

3	<p>In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19?</p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
4	<p>Have you been tested for COVID-19 and are waiting to receive test results?</p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
5	<p>Have you have tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms?</p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p><i>NOTE: If you have tested positive for COVID-19 or have been presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms, please contact your manager or human resources representative when: (1) you have had no fever for at least 72 hours (3 full days), without the use of fever-reducing medications; (2) your other symptoms have improved; <b>and</b> at least 7 days have elapsed since your symptoms first appeared.</i></p>
6	<p>In the past 14 days, have you been on a commercial flight or traveled outside of the United States?</p> <p>Yes <input type="checkbox"/>                      No                      <input type="checkbox"/></p>
7	<p>In the past 14 days, have you been in close proximity to anyone who has been on a commercial flight or traveled outside of the United States?</p> <p>Yes <input type="checkbox"/>                      No                      <input type="checkbox"/></p>
8	<p>Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation.</p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>Explanation: _____.</p>

**Certification**

**I hereby certify that the responses provided above are true and accurate to the best of my knowledge.**

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

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

Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to your manager or your human resources representative.

Access to worksite (circle one):    Approved                      Denied

## Appendix D – Employee COVID-19 Acknowledgement

As employees of St. Stephen’s Episcopal School, you are in a unique position to join arms and endeavor to extend our care of students during COVID-19. Our students and families need the in depth and individualized education we provide that values the whole person, the impactful qualities of student interaction and actively engaged learning. Our students and families depend on us to provide this experience in a physical environment which mitigates risk to COVID-19.

In an environment built on the best scientific guidance for safe processes, enhanced by employee training, intentional implementation and a culture of grace and courtesy, risk to students, families and one another can be managed. Communications can be effective. Confidence can exist which allows each of us to see our students, mentor their becoming, and challenge their minds. We are interdependent on one another to make this a reality.

As we embark on the path to meet this challenge together, please carefully read and consider the following. In light of the training and information provided to you regarding the safety protocols adopted for our school and the support provided by school leadership, please provide your signature indicating your commitment to the following:

- I will not work sick.
- I will self-manage social distancing.
- I will wear a mask.
- I understand my temperature will be taken daily, as I enter campus.
- I will notify the Head of School (Rector, if shared staff) if I suspect that I have been exposed to COVID-19 or if I am diagnosed with COVID-19.
- I will observe all posted safety requirements and support participation by all adults with whom I encounter.
- I will wash my hands often and use hand sanitizer.
- I will guide students to observe the healthy practices as outlined to me in training and in St. Stephen’s School COVID-19 Safety documents.
- I will publicly support all requirements for safety.
- I understand that I may be required to quarantine if I am directly exposed to, or contract COVID-19. I understand and will adhere to the Return to Work requirements.
- I understand I will likely be supporting on-campus and distance learning students.
- I understand that I am an integral part of an exceptional school staff, qualified to meet this challenge.

Signed: \_\_\_\_\_

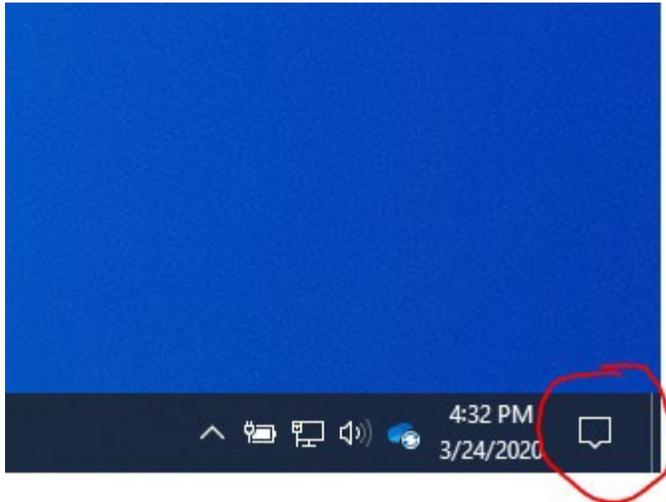
Print Name: \_\_\_\_\_

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

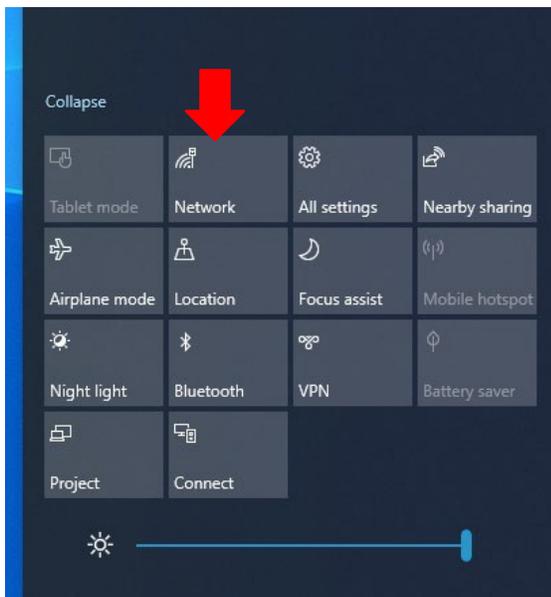
## Appendix E – Connect Laptop to WiFi (Added 10.2020)

Login using your credentials (or type in your password if you're currently signed in)

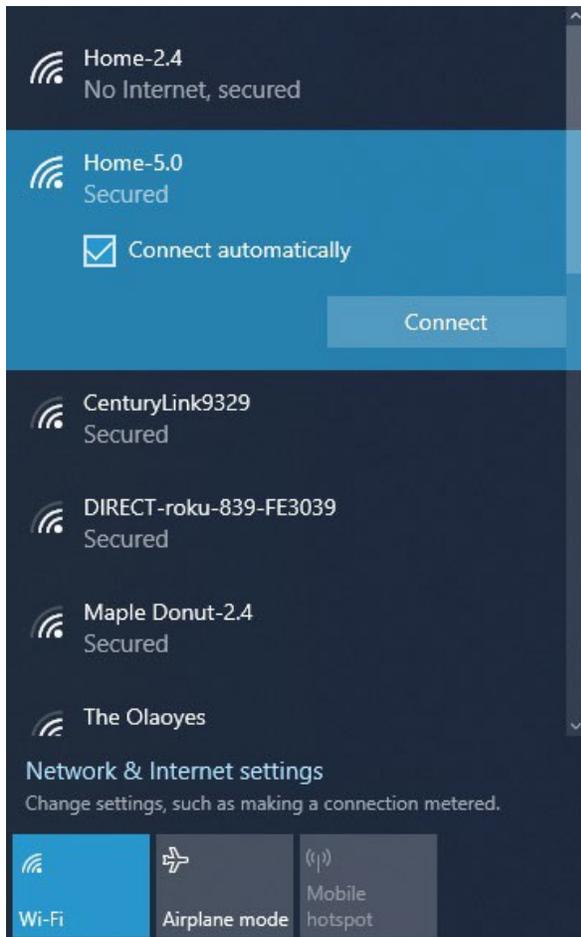
Click on the “Notification Box” that’s located on the lower right-hand corner of the screen



Click on “Network”



Look for the name of your home WiFi network. When you see it, select it, check the box that says "Connect Automatically", and then click "Connect"



Enter the WiFi password

**Appendix F – Employee Handbook Acknowledgement Form**

**ST. STEPHEN’S EPISCOPAL SCHOOL – HOUSTON  
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM**

This Employee Handbook contains information about St. Stephen’s Episcopal School – Houston. I understand and acknowledge that the information, policies, and benefits described in the handbook are subject to change, annually, and that addenda may be provided as needed, with or without prior notice, and revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not intended to be a contract of employment for any particular duration and that my employment with St. Stephen’s is at will. I agree to consult with the Head of School regarding any questions not answered in the handbook or if I need clarification of any of the St. Stephen’s policies or procedures.

I have read the handbook which is located online, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee’s Name

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Employee’s Signature

Date

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Note: This form is to be signed, dated and turned in to the Head of School at Pre-Planning in-service at the beginning of the School year or at the beginning of employment if the start date is after the beginning of the School year.