

Golden Rule Schools

District Offices

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Employee Handbook
2018-2019

School Board Approved

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Message from the CEO



WELCOME to Golden Rule Schools, Inc.! We are supplying the community with resources, products, and services that impact the major economic events of people's lives-their education. We respect our customers, our parents, and each other. To maintain our leadership, we work every day to analyze, bundle, refine, and efficiently deliver the information that helps to keep our student body moving forward. Our teachers' involvement with our families allows us to create the solutions to meet their needs through innovative, hands-on, and creative teaching systems. As our growth continues with the addition of new campuses and a widening array of services, your opportunities and your future can grow with us. We wish you personal success and happiness with The Golden Rule Schools, Inc. family, our campuses, and most importantly, our students.

Part 1: Introductory Information

Welcome to the Golden Rule School Family. This handbook contains information about Golden Rule School's ("Golden Rule") employment policies and practices. We have designed our employment policies and practices not only to comply with federal and state employment laws, but also to attract, develop, and reward talented educators, administrators, support staff, and leaders.

This handbook supersedes all previously issued handbooks and is a valuable reference for understanding your job at Golden Rule. Each employee is expected to read this handbook carefully and know and abide by the policies outlined herein as revised over time, throughout your employment. No oral statement or representations can change the provisions of this handbook. Golden Rule reserves the right to revise, delete, and add to the provisions of this handbook. Nothing in this handbook creates an employment contract, constitutes a legally binding agreement, or alters your "at-will" status of employment in any way.

If you have any questions regarding the contents of this handbook or any other policy or procedure, please ask your principal, supervisor, or the Human Resources Department.

Please sign the acknowledgement form agreeing to read and abide by the policies and procedures outlined in this handbook, and return it to the Human Resources Department. In order for all Golden Rule employees to be aware of and have access to the handbook, a copy will be available in each Principal's office and will be accessible on the school website at www.goldenruledallas.org.

Our School Philosophy

Golden Rule operates under the following philosophy:

- Our philosophy is the promise we make to our stakeholders and ourselves.
- Our philosophy is the connection we form with everyone we come in contact with.
- Our philosophy is the culture we live in every day, and the values that built it.
- Our philosophy is how we operate.

Golden Rule is dedicated to leading our industry in customer satisfaction by (1) providing consistent high-quality service in innovation by developing and implementing new teaching methods that reach all students, thereby producing students ready for society; (2) providing top-notch services in instruction by demanding innovative, hands on teaching methods; and (3) in growth by searching out new sites and educational opportunities.

Mission Statement

Golden Rule's mission is to establish a safe and student-centered environment where knowledge and literacy are encouraged through learning activities that are developmentally appropriate, individually paced, and attuned to each student's academic performance and interests. Golden Rule honors and respects the cultural and ethnic differences of the students served by the school.

Golden Rule seeks to extend the skills and concepts taught in the classroom for use beyond the school environment. Golden Rule believes that students have the capacity to make a difference in their school, community, and beyond through active service. As students develop the problem solving skills needed for the 21st Century, they will be encouraged to live, study, and strive together to be effective and productive citizens in the diverse and technology-driven global economy.

Vision

Students have the right to an education of the highest quality where their learning styles are appreciated and their diversity is valued. Students will be encouraged to appreciate and value education as well as recognize their responsibility for learning. As active partners in their education, Golden Rule will hold students accountable for their actions while providing an atmosphere that nurtures student development.

Golden Rule Goals and Objectives

- Golden Rule will have effective parental involvement at each and every school with strong communication throughout the community.
- Golden Rule will have a rigorous academic program that will achieve or exceed state, national and international standards that will lead to academic excellence for every student.
- Golden Rule will strive to have state of the art facilities that are safe and secure to support continued population growth and superior education for today and the future.
- Golden Rule will provide technology and instructional programs to prepare all students to meet the demands of the 21st Century.
- Golden Rule Schools goal is to have highly degreed, committed, trained, and certified teachers in every classroom.
- The superintendent will keep the Board fully informed on any and all matters pertaining to Golden Rule events, Golden Rule personnel, and the expenditure of Golden Rule funds and the use of Golden Rule facilities.

Board of Directors

State law and the Golden Rule charter entrust the Board of Directors (the “Board”) with the authority and responsibility to govern and oversee the management of all Golden Rule schools. The board is the policy-making body for Golden Rule, and has overall responsibility for the curriculum, annual budget, employment of the superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

School Directory

Golden Rule School Illinois	2602 W. Illinois Ave. Dallas, TX 75233	214-333-9330 214-333-9325 Fax
Golden Rule School Sunnyside	622 Sunnyside Ave. Dallas, TX 75211	214-393-6911
Golden Rule School DeSoto	135 W. Wintergreen Rd. DeSoto, TX 75115	469-248-4463 469-248-4471 Fax
Golden Rule School Pleasant Grove	10747 Bruton Rd. Dallas, TX 75217	469-341-5780
Golden Rule School Grand Prairie	1729 Ave B. Grand Prairie, TX 75051	214-988-3257
Golden Rule School Wilmer	520 N. Interstate 45 Wilmer, TX 75172	972-525-6204

Part 2: Equal Opportunity Employment Practices

Non-Discrimination Statement/Equal Employment Opportunity

Golden Rule is an equal opportunity employer and makes employment decisions based on merit and in accordance with applicable state and federal law. Golden Rule policy prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex or gender, disability, military or veteran status, genetic information, or age in its employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended (“ADA”); the Age Discrimination in Employment Act of 1967, as amended (“ADEA”); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 (“GINA”); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, Golden Rule does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice.

Employees can raise concerns and make reports without fear of reprisal. Employees with questions or concerns relating to equal employment opportunity, including discrimination and disability accommodations, are encouraged to bring these issues to the attention of a Golden Rule administrator, or Title VII/Title IX, ADA, or ADEA Coordinator.

Golden Rule has designated the following person as the Title VII/Title IX Coordinator, who is responsible for receiving and investigating complaints of alleged discrimination or harassment on the basis of race, color, national origin, religion, gender, or sexual harassment:

Martha Delgado
135 W. Wintergreen Rd. DeSoto, TX 75115
469-248-4463

Golden Rule has designated the following person as the ADA Coordinator, who is responsible for receiving and investigating complaints of alleged discrimination or harassment on the basis of disability:

Martha Delgado
135 W. Wintergreen Rd. DeSoto, TX 75115
469-248-4463

Golden Rule has designated the following person as the ADEA Coordinator, who is responsible for receiving and investigating complaints of alleged discrimination or harassment on the basis of age:

Martha Delgado
135 W. Wintergreen Rd. DeSoto, TX 75115
469-248-4463

All other complaints regarding equal employment opportunity may be directed to Martha Delgado, 135 W. Wintergreen Rd. DeSoto, TX 75115, and 469-248-4463

Public Notification of Nondiscrimination in Career and Technical Education Programs

Golden Rule Charter Schools offer career and technical education programs in Business Industry and Public Services. Admission to these programs can be found in our Student Handbook.

It is the policy of Golden Rule Charter Schools not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Golden Rule Charter Schools not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Golden Rule Charter Schools will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational

programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Martha Delgado, at mdelgado@goldencharter.org , and/or the Section 504 Coordinator, Lina Freeman, at lfreeman@goldencharter.org . You can also call our district offices at 214-333-9330.

Federal and State Worksite Postings

Required state and federal postings are found at each Golden Rule facility. The following postings can be found in an area common to all employees at their facility: Equal Employment Opportunity is the Law, Americans with Disabilities Act of 1990, Workers' Compensation Insurance Notification, Workplace Safety Violation Reporting Information, Texas Unemployment Compensation Act, Texas Payday Law, Your Rights Under the Fair Labor Standards Act, Family Medical Leave Act of 1993, and the Texas Hazard Communication Act. Postings are in both English and Spanish for all employees to read.

Immigration Law Compliance

Golden Rule is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director of Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Nondiscrimination Based on Religion

Golden Rule does not discriminate on the basis of any aspect of religious observance, practice, or belief unless Golden Rule demonstrates that it is unable to reasonably accommodate the religious observance or practice of an employee or applicant without undue hardship to Golden Rule's business.

Nondiscrimination Based on Military Service

Golden Rule will not deny initial employment, reemployment, retention in employment promotion, or any benefits of employment on the basis of membership in a uniformed service, performance in a uniformed service, application for uniformed service, or obligation to a uniformed service.

Golden Rule will not take adverse employment action or discriminate against any person who takes action to enforce protections afforded by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA").

Americans with Disabilities Act (ADA)

Golden Rule is committed to complying fully with the ADA, as amended and ensuring equal opportunity in employment for qualified persons with disabilities (which includes life-

threatening illnesses and HIV and AIDS). All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all qualifying disabled employees, where their disability affects the performance of job functions, in accordance with the ADA.

Qualified individuals with disabilities shall not be discriminated against on the basis of disability in regards to recruitment, advertising, job application procedures, hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, rehiring, rates of pay, or any other form of compensation and changes in compensation, benefits, job assignments, job classifications, organizational structures, position descriptions, lines of progression, seniority lists, leaves of absence, sick leave, any other leave, fringe benefits available by virtue of employment, selection and financial support for training, school-sponsored activities, including social and recreational programs, and any other term, condition, or privilege of employment.

Golden Rule does not discriminate against qualified employees or applicants because they are related to or associated with a person with a disability.

Nondiscrimination Based on Genetic Information (GINA)

Golden Rule will not deny initial employment, reemployment, retention in employment promotion, or any benefits of employment on the basis of genetic information including information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members.

Part 3: Employment Practices

At-Will Employment

Employment with Golden Rule shall be at-will unless a term of employment is expressly stated in a written contract. At-will employment means that an employee may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment with Golden Rule is voluntarily entered into, and employees are free to resign at any time, with or without cause or notice.

Status as an at-will employee may not be changed- except in writing- signed and approved by the Board. At-will employment is the sole and entire agreement between Golden Rule and the employee concerning the duration of the employment, and the circumstances under which the employment may be terminated.

Nothing in this handbook is to be construed as creating an employment contract or agreement. No one, other than the Board, has the authority on behalf of Golden Rule to alter an employee's

at-will employment arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Board.

Verification of Employment Eligibility

Prior to the start of employment, Golden Rule shall confirm the employment eligibility of all new hires by examination of documents establishing identity and employment authorization and completion of the I-9 Form required by the Department of Homeland Security. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present appropriate documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with Golden Rule within a timeframe established by Human Resources (generally three years after the date of hire or one year after employment is terminated, whichever is later), or if their previous I-9 is no longer retained or valid.

New Hire Reporting

By the 20th day after hiring a new employee, a report containing the name, address, and employer identification number of Golden Rule shall be made to the Texas Employer New Hire Reporting Operations Center.

Criminal History Records

Criminal history records of prospective volunteers and applicants for employment shall be obtained from a law enforcement or criminal justice agency pursuant to Chapter 22 of the Texas Education Code and reviewed prior to employment or the commencement of volunteer service. Pursuant to this legal authority, criminal history checks of employees (or volunteers whose duties are performed where students are regularly present) may be obtained at any time during employment or volunteer services.

Criminal history records must also be obtained and reviewed prior to the employment of any driver for student transportation either directly or through a commercial service. Criminal history checks of a bus monitor or bus aide employed through a commercial service must be obtained and reviewed through a commercial service. The Board shall be informed of a criminal record of a felony or misdemeanor involving moral turpitude and must affirmatively vote to employ such driver, monitor, or aide.

Information collected on an individual to comply with the requirements listed above is confidential and may not be released except as authorized by law or with the consent of the person who is the subject of the information.

All employees and applicants must complete the Authorization for Criminal History Background Check form accompanying this Handbook.

Prohibition Against Employing Individuals Convicted of Certain Offenses

Golden Rule shall discharge or refuse to hire an employee or applicant for employment if it obtains information through a criminal history review that:

1. The employee or applicant has been convicted of:
 - a. A felony under Penal Code Title 5;
 - b. An offense requiring registration as a sex offender under Code of Criminal Procedure Chapter 62; or
 - c. An offense under the laws of another state or federal law that is equivalent to an offense under paragraphs (a) or (b); and
2. At the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.

However, Golden Rule is not required to discharge or refuse to hire an employee or applicant if the person committed an offense under Title 5, Penal Code, and:

1. The date of the offense is more than 30 years before:
 - a. June 15, 2007 in the case of a person employed by Golden Rule as of that date; or
 - b. The date the person's employment will begin, in the case of a person applying for employment with Golden Rule after June 15, 2007; and
2. The employee or applicant for employment satisfied all terms of the court order entered on conviction.

Golden Rule may discharge an employee if it obtains information of the employee's conviction of a felony or misdemeanor involving moral turpitude that the employee did not disclose to Golden Rule or the State Board of Educator Certification ("SBEC").

Except as required by state or federal law, Golden Rule does not prohibit employment or refuse to consider an application for employment solely on the grounds that an applicant/employee has a prior criminal record. Golden Rule does not prohibit employment or refuse to consider an application for employment based solely on the grounds that the applicant/employee has been arrested.

In accordance with Title VII, it is the policy of Golden Rule, prior to any exclusion of an applicant for employment or continued employment of an employee that has a criminal record, to conduct an individualized assessment of the criminal conduct at issue. In conducting such an assessment, Golden Rule shall carefully consider appropriate factors, including the following, in order to determine that any exclusion based on criminal conduct is job-related to the position in question and consistent with the business necessity of Golden Rule:

- The nature and gravity of the offense or offenses;
- The time that has passed since the conviction and/or completion of the sentence;
- The nature of the job held or sought.

Upon consideration of the above or other appropriate factors, Golden Rule shall inform the applicant/employee that he or she may be excluded because of prior criminal conduct and provide the individual an opportunity to demonstrate that the exclusion does not properly apply to him or her and the position in question. Golden Rule shall consider the additional information provided by the applicant/employee that demonstrates that the criminal conduct is not job-related and is consistent with business necessity of Golden Rule prior to making any final determination. Such additional information may include:

- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- Age at the time of conviction, or release from prison;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct;
- The length and consistency of employment history before and after the offense;
- Rehabilitation efforts, e.g., education/training;
- Employment or character references regarding fitness for the particular position;
- Whether the individual is bonded under a federal, state, or local bonding program.

Golden Rule reserves the right to annually (or more frequently) perform criminal history record checks on current employees.

Fingerprinting

In accordance with state law, Golden Rule requires all employees and substitutes to complete the fingerprinting process implemented by the SBEC/Texas DPS Clearinghouse prior to employment.

Pre- and Post-Offer Medical Testing

Employees may be required to submit to certain medical tests (including drug testing) before beginning employment with Golden Rule.

Reporting an Educator's Misconduct

The superintendent shall promptly notify the SBEC by filing a written report (within seven days of first learning about an alleged incident of misconduct) with the Texas Education Agency upon obtaining knowledge or information indicating any of the following circumstances:

1. That an educator, applicant for, or holder of an educator's certificate has a reported criminal history.
2. That an educator or certificate holder was terminated for committing any of the following acts:
 - a. Sexual or physical abuse of a student or minor, or engaging in any other unlawful conduct with a student or minor;
 - b. Possessing, transferring, selling, or distributing a controlled substance;
 - c. Illegally transferring, appropriating, or expending school property or funds;

- d. Attempting by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such a certificate or permit or to receive additional compensation associated with a position;
 - e. Committing a crime or any part of a crime while on school property or at a school-sponsored event; or
 - f. Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor;
 - g. That an educator engaged in conduct that violated the assessment instrument security procedures established by Education Code section 39.0301.
3. That a certificate holder resigned and reasonable evidence supported a recommendation to terminate the individual because he or she committed one of the acts specified in paragraph 2 above.

In accordance with state law, the superintendent must complete an investigation based on reasonable cause that the educator may be engaged in abuse or otherwise committing an unlawful act with a student or minor. An investigation of the educator's misconduct must be completed even if the educator resigns from employment before the completion of the investigation. If the educator is arrested and law enforcement requests that Golden Rule cease its investigation and the superintendent is unable to complete the investigation, the superintendent is still required to timely report to SBEC that the investigation was interrupted at the request of law enforcement.

Arrest & Conviction Occurring after Employment Begins

An employee who is arrested for any felony or any misdemeanor offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or received deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event. An employee shall notify the principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty pleas, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any other offenses as indicated below:

- Crimes involving school property or funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
- Crimes involving moral turpitude, which include but are not limited to:
 - Dishonesty, fraud, deceit, theft, misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;

- Felony possession, transfer, sale, distribution or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12-month period; or
- Acts constituting abuse under the Texas Family Code.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, a first offense of DWI or DUI must be reported if the employee drives or operates (or is authorized to do so) a Golden Rule vehicle or piece of mobile equipment. Failure to timely report an arrest, indictment, charge, plea, conviction or adjudication may result in disciplinary action, up to and including termination. Such report shall be made within three days of the arrest, conviction or any other adjudicatory action.

Conviction of a crime shall not be an automatic basis for termination. Golden Rule shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with Golden Rule:

- The nature of the offense;
- The date of the offense;
- The relationship between the offense and the position to which the employee is assigned; and
- The best interests of Golden Rule and its students.

Fair Credit Reporting Act

Golden Rule may utilize consumer reports – e.g., credit, criminal, employment references and Department of Public Safety reports to assist us making employment decisions. In addition, Golden Rule may conduct annual driving record checks to verify that the licenses and driving records of those employees required to drive Golden Rule-owned vehicles are valid and acceptable to our insurance carrier.

Where required by applicable law, prior to running any of the above-mentioned checks/records, each employee will be provided any required notice form(s), and must sign an authorization form at the time of the initial job interview or prior to being extended an offer of employment. Refusal to sign such authorization is grounds for disqualification from employment with Golden Rule. Continued employment is also expressly conditioned on satisfactory results from legally authorized or required record and background checks.

In the event Golden Rule relies on a “consumer report” for an “adverse action” as defined by the Fair Credit Reporting Act and regulation – i.e., denying a job application, reassigning or terminating an employee, or denying a promotion – Golden Rule will take the following action(s):

Step 1: Before taking adverse action, the employee will be provided a pre-adverse action disclosure that includes a copy of the individual’s consumer report and a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act” – a document prescribed by the Federal Trade Commission.

Step 2: After taking an adverse action, the employee will be provided notice – orally, in writing, or electronically – that the action has been taken. This notice will include:

- The name, address, and telephone number of the Credit Reporting Agency (“CRA”) that supplied the report;
- A statement that the CRA supplying the report did not make the decision to take the adverse action, and cannot give specific reasons for it; and
- A notice of the individual’s right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.

The employee will be given a reasonable time period to refute the information. However, it is ultimately the decision of Golden Rule as to what action is taken.

Assignment and Reassignments

All personnel are subject to assignment and reassignment by Golden Rule School. Personnel may be directed to perform additional or supplemental duties from time to time. Unless specifically approved by the Board and the superintendent, no additional financial compensation is provided for such duties. Golden Rule’s criteria for approval of campus appointments and reassignments will be consistent with school policy regarding equal opportunity employment.

Any employee may request reassignment to another position for which he or she is qualified. All interested employees who meet a position’s minimum qualifications are encouraged to apply. Selection is based on the school’s needs and a candidate’s qualifications and performance. Golden Rule fills all job vacancies with the individual it deems best qualified for the position, and reserves the right to select candidates from outside of Golden Rule.

Transfers

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee’s supervisor. Teachers requesting a transfer to another campus before the school year begins must submit their request by May 1. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor. Requests made past the deadline must be approved as an exception by the appropriate designated administrators.

Staff Development

Staff development activities are organized to meet the needs of Golden Rule employees. Staff development for instructional personnel is predominantly campus-based, related to achieving

campus performance objectives, addressed in the campus improvement plan, and approved by a campus and district level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements and continued employee professional development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Supervisors must approve professional development before it is taken if time off will be required to attend the session/course.

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of our campuses. Employees are recognized at board meetings, special events and through the use of internal communication. Recognition and appreciation activities also include service awards and awards ceremony.

School Communications

Throughout the school year, Golden Rule staff will send and receive communication through e-mails, web postings, staff meetings, district meetings and any other board approved communication methods. These publications offer employees and the community information pertaining to school activities and achievements.

Job Vacancy Announcements

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the campus offices, on Texas Workforce Commission, and the Golden Rule website.

Workload and Work Schedules

Professional Employees

Professional and administrative employees are employed on a 10- or 12-month basis, according to the work schedules set by Golden Rule. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

Paraprofessional and Auxiliary Employees

Support employees will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Personnel Records

Golden Rule maintains a personnel file on each employee. This file includes the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

All information in an employee's personnel file will be made available to the employee or his or her representative in the same manner that public information is made available under the public information laws found in Texas Government Code Chapter 552.

An employee or his or her authorized representative has a special right of access, beyond the right of the general public, to information held by Golden Rule that relates to the employee, and that is protected from public disclosure by laws intended to protect the employee's privacy interests. Golden Rule may not deny to the employee or his or her representative access to information relating to the employee on the grounds that the information is considered confidential by privacy principles under the Public Information Act. However, Golden Rule may assert, as grounds for denial of access, other provisions of the Public Information Act or other laws that are not intended to protect the employee's privacy interests.

If Golden Rule determines that information in an employee's records is exempt from disclosure under an exception of Texas Government Code chapter 552, Subchapter C, other than an exception intended to protect the privacy interest of the employee or his or her authorized representative, it will, when required, submit a written request for a decision to the Attorney General of Texas before disclosing the information. Golden Rule will release the information to the employee requesting the information in accordance with applicable law.

Employees who wish to review their own personnel file should contact Human Resources.

Many personnel records may also be public information and must be released upon request in accordance with state law. Pursuant to a written Open Records Request under the Texas Public Information Act, employees may choose to have the following personal information withheld from disclosure:

- Home Address,
- Phone number,
- Information that reveals whether they have family members, and
- Emergency contacts.

Please provide written notice to Human Resources if you wish to opt-out and have the above-identified information "exempted" from disclosure under the Texas Public Information Act. A request to deny public access to personal information is effective only for public information requests made after the date the employee submits to Human Resources the request to deny access. New or terminated employees have 14 days upon hire/termination to choose whether to have either closed or public records. If a choice is not submitted to Human Resources, employee records will remain open, at which point most personal information will be released to the public upon request. With respect to certain medical information protected by state and federal law and evaluation documents exempted from disclosure under state law, Golden Rule will seek to exempt and protect such documentation from disclosure to the extent permitted by law.

Name and Address Changes

It is the employee's responsibility that employment records are kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department.

Employment Applications

Golden Rule relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in this information or data may result in Golden Rule's exclusion of the individual from further consideration for employment, or if the person has been hired, termination from employment.

Minimum Qualifications for Principals, Teachers and Notification to Parents Regarding Qualifications

Golden Rule employs principals, teachers, and instructional staff members who are qualified as required by state and federal law. Employment is contingent upon and subject to the employee submitting all required documentation in a timely and accurate manner and meeting all other employment requirements of Golden Rule.

State law requires that Golden Rule provide to the parent or guardian of each enrolled student written notice of the professional qualifications of the student's classroom teachers. Golden Rule will also provide this information upon request from a parent.

Certifications and Licenses

Professional employees who have obtained SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner.

A certified employee's at-will agreement may be voided without due process and separated from employment if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. An at-will agreement may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Human Resources should be contacted if there are any questions regarding certification or licensure requirements.

Health and Safety Certification

Certain employees (i.e., physical education teachers and coaches) who are involved in physical activities or the health of students must maintain and submit to Golden Rule proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety.

Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the appropriate supervisor.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This section of the Handbook establishes only the framework within which Golden Rule wishes to operate. Golden Rule's framework is also guided by applicable state and federal law governing conflicts of interest and nepotism applicable to Texas open-enrollment charter schools and nonprofit tax-exempt entities. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Human Resources should be contacted for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Golden Rule's business transactions and operations.

No "presumption of guilt" is created by the mere existence of a relationship with an employee, contractor or vendor that may be a potential conflict of interest. If an employee has any influence on a transaction involving purchases, contracts or leases, it is imperative that they disclose to their immediate supervisor or Human Resources, as soon as possible. The existence of any actual or potential conflict of interest should be reported so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Golden Rule does business, but also when an employee or relative receives any benefit, including but not limited to, a kick-back, bribe, substantial gift, or special consideration, as a result of any transaction or business transactions involving Golden Rule.

An employee with reason to believe that an actual or potential conflict of interest exists must bring that concern to the attention of that employee's immediate supervisor or to Human Resources.

Nothing in this policy is meant to interfere with Golden Rule's desire to encourage staff members to take part in civic, church, and other public services where opportunities to exhibit good citizenship are present.

Outside Employment and Tutoring

Employees should not be engaged in outside employment that provides a conflict of interest or directly interferes with the employee's performance. For purposes of this prohibition, "employment" includes employment with another organization, consulting, or self-employment, whether on a voluntary basis or for pay.

Full-time and part-time employees who wish to engage in any form of outside employment are required to notify their immediate supervisor and, if a potential or actual conflict of interest is present, have written permission from their immediate supervisor to engage in the outside employment. At all times, employees are expected to maintain a satisfactory level of performance in their job at Golden Rule. Golden Rule prohibits the performance of non-school work while on the job or with Golden Rule equipment and/or supplies.

Employment of Relatives and Fraternization

Golden Rule is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with Golden Rule's ability to provide equal employment opportunities for its employees, and in some instances, may constitute sexual harassment or other unlawful discrimination. To minimize potential conflicts of interest, Golden Rule strongly discourages its employees from entering into intimate relationships with other employees for which they have professional supervisory responsibility.

While relatives of employees or the Board of Directors may be employed by Golden Rule in accordance with applicable law, a familial relationship among employees can also create an actual, or at least a potential conflict of interest in the employment setting, especially where one relative has professional supervisory responsibility over another relative. Additionally, Golden Rule may not employ relatives of the superintendent if the superintendent has final hiring authority over the position sought, unless the relative of the superintendent was hired prior to September 1, 2013.

Golden Rule may refuse to hire or assign a relative in a position where the appearance of or potential for favoritism or conflict exists or where otherwise prohibited by law. Employees shall also refrain from making hiring, firing or other decisions impacting the terms or conditions of employment of relatives. Where hardship exists, employees may appeal to the superintendent in accordance with Golden Rule's formal complaint procedures set forth in this Handbook.

Unless otherwise approved by the superintendent, if two employees marry, become relatives of each other or enter into an intimate relationship, they should not remain in a professional supervisory relationship. Golden Rule will, at its discretion, attempt to identify other available positions, and allow one or both of such employees to apply for reassignment, or Golden Rule may reassign the employees at its discretion. If no alternate position is available, Golden Rule may terminate either of the employees at its discretion.

In other cases where a conflict of interest or the potential for conflict of interest arises between an employee and another employee, even if there is no professional supervisory responsibility involved, the parties may be separated by reassignment to another position or terminated from employment, at the discretion of Golden Rule.

For the purposes of this section, a "relative" is any person who is related by blood or marriage within the third degree, as described below, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

First Degree	Parent	Child		
Second Degree	Grandparent	Grandchild	Sibling	
Third Degree	Great-Grandparent	Great-Grandchild	Aunt/Uncle	Niece/Nephew

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Golden Rule. Such confidential information includes, but is not limited to, the following:

- Curriculum systems
- Instructional programs
- Curriculum solutions
- Student course work
- Compensation data
- Computer processes
- Computer programs and codes
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Technological data
- Technological prototypes

An employee who improperly uses or discloses trade secrets or confidential business information belonging to Golden Rule will be subject to disciplinary action, up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information. This does not include any disclosure of otherwise confidential business information or trade secrets in accordance with the Texas Public Information Act, Chapter 552 of the Texas Government Code, or other applicable federal or state law.

Associations and Political Activities

Golden Rule will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

Textbook and Materials Acquisition

Any Golden Rule director, administrator, or teacher who receives any commission or rebate on any textbooks, electronic textbooks, instructional materials, or technological equipment used by Golden Rule may commit a Class B misdemeanor offense.

Any Golden Rule officer, administrator, or teacher who accepts a gift, favor, or service given to the person, or to Golden Rule, that could not be lawfully purchased with funds from the state textbook fund, and that might reasonably tend to influence the person in the selection of a textbook, electronic textbook, instructional material, or technological equipment may commit a Class B misdemeanor offense.

Copyrighted Materials

All Golden Rule employees are required to abide by and comply with all state and federal laws governing copyright, trademarks and other intellectual property. Federal copyright law protects

“original works of authorship fixed in any tangible medium of expression.” Protected works include, but are not limited to:

- Literary works
- Musical works, including any lyrics
- Dramatic works, including any musical accompaniment
- Sound recording
- Pictorial, graphic and sculptural works

If employees use a protected work in an inappropriate manner, the action may constitute an “infringement” of federal copyright law. Infringement is similar to theft, and there are both civil and criminal penalties for such action. The use of copyrighted material may require the permission of the copyright owner. The absence of a copyright notice or symbol on a work does not mean it is not copyrighted. Under what is called the Fair Use Doctrine, school employees may use portions of copyrighted works without the owner’s permission if the use “serves a public purpose.”

Employees acknowledge and understand that the entire right, title and interest of any and all writings, works and other creations that they may prepare, create, write, initiate or otherwise develop as part of their efforts while employed by Golden Rule shall be considered the property of Golden Rule. This includes, but is not limited to, the development of a curriculum. These works will be “works for hire” and shall be the sole and exclusive property of Golden Rule, including any copyright, patent or trademark or application thereof. Employees hereby assign and transfer to Golden Rule all right, title and interest in such works and creations, including without limitation, all patent, trademark and copyright rights that now exist or may exist in the future. Employees further agree that at any reasonable time upon request, and without further compensation or limitation, they will execute and deliver any and all papers, applications or instruments that in Golden Rule’s opinion may be necessary or desirable to secure the school’s full enjoyment of all right, title interest, and properties herein assigned. Employees agree to not charge the school for use of their copyrighted, trademarked, and patented material.

Proprietary Information

Proprietary information includes all information relating in any manner to the business of Golden Rule and its schools, students, parents, consultants, customers, clients, and business associates obtained by Golden Rule employees during the course of their work. Occasionally, in the service of Golden Rule’s mission, Golden Rule may choose to share otherwise proprietary information (e.g., best practices) with outside parties. Such documents will be prepared specifically for publication and dissemination. If an individual employee receives a request from an outside party for either paper or electronic copies of Golden Rule documents, that employee should direct the request to the superintendent or seek approval from Golden Rule’s Technology Director before disseminating documents.

Employee Involvement

At both the campus and district levels, Golden Rule offers opportunities for input in matters that affect employees. As part of Golden Rule’s planning and decision-making process, employees are elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Central Office.

Performance Evaluation

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties. All employees will participate in the evaluation process with their assigned supervisor at least annually. Evaluations will be completed on forms approved by Golden Rule. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their evaluation, have a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Termination or Resignation

Employees are employed at-will and may be dismissed without notice or warning.

Employees may resign their positions at any time. A written notice of resignation should be submitted to the campus administrator and/or Human Resources at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation, but are not required to do so.

Return of District Property

All school-owned property in the employee's possession must be returned to his or her supervisor upon separation from employment or upon request from Golden Rule. Failure to return school-owned property constitutes theft of public property and will be reported to law enforcement. Where permitted by applicable laws, the Golden Rule will enforce said laws to recover all lost items or reimbursement of lost items that are not returned when required.

In the event an employee has been terminated or resigns, it is the employee's responsibility to provide a forwarding address and telephone number. This information must be provided to Human Resources no later than December 31 of that year for W-2 purposes, and no later than the last day of work in the event of termination or resignation. In the event the W-2 or final paycheck is returned to Golden Rule, Golden Rule will hold the W-2 or the final check until claimed by the former employee or by an individual authorized in writing by the former employee to collect the check and/or the W-2.

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving employment with Golden Rule. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

Reports Concerning Court-Ordered Withholding

Golden Rule is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address

- Name and address of new employer, if known

Complaint and Grievance Process

Purpose

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. Golden Rule intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

Informal Process

Golden Rule encourages employees to discuss their concerns and complaints through informal conferences with their immediate supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Formal Process

An employee may initiate a formal process by timely filing a written complaint form. Complaint forms can be obtained from Human Resources. Even after initiating a formal complaint, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Freedom from Retaliation

Neither Golden Rule nor any Golden Rule employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Process for Filing General Employee Complaints and Grievances

The purpose of this grievance procedure is to entertain employee views and to resolve employee complaints and workplace conflicts in an efficient and expeditious manner at the lowest possible administrative level. In using and applying the policy, all participants are expected to remain courteous and to adhere to the Code of Ethics and Standard Practices for Texas Educators.

Definitions

For purposes of understanding the General Employee Complaints and Grievances Process, terms are defined as follows:

The terms “complaint” and “grievance” shall have the same meaning and may pertain to the following situations:

1. Grievances concerning an employee’s wages, hours, or conditions of work;
2. Specific allegations of unlawful discrimination in employment based on the employee’s sex (including allegations of sexual harassment and/or wage discrimination on the basis of sex), race, religion, national origin, age, veteran status, or disability, following completion of an investigation by the designated compliance coordinator or designee set by policy;
3. Specific allegations of unlawful discrimination or retaliation based on the employee’s exercise of constitutional rights; or
4. Specific allegations of adverse personnel action in retaliation for reporting to an appropriate law enforcement authority of a violation of a law by a Golden Rule

employee, director, or officer. Employees making such complaints must initiate a grievance under the “General Employee Complaints and Grievances” procedures discussed below and within the time specified by law. Timelines for the employee and Golden Rule set out in those guidelines may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint, as required by law.

The term “day” shall be defined as a school business day. In calculating timelines under these procedures, the day a document is filed is “day zero,” and all deadlines shall be determined by counting the following school business day as “day one.”

Complaint Rules

1. Neither the Board nor any Golden Rule employee shall unlawfully retaliate against an employee for bringing a concern or complaint informally or formally.
2. Employees filing a formal grievance must utilize Golden Rule’s Grievance Forms for the corresponding grievance level. The forms are available from Human Resources.
3. A grievant must specify the harm alleged by each individual named, as well as the remedy for that harm the grievant seeks. For purposes of efficiency and expediency, Golden Rule’s grievance forms must be completed in all parts. Any grievance form that is incomplete in a material way may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint.
4. An employee may not bring separate or serial grievances regarding the same event or action. Employee grievances addressing similar matters may be consolidated at Golden Rule’s discretion.
5. A grieving employee may be represented by an attorney or advocate at any level of the grievance process.
6. The complaining employee must comply with all time limits applicable to the grievance process, unless such time limits are modified by mutual consent.
7. If the administrator addressing the complaint determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the complainant in writing of the necessity to extend the response time and a specific date by when the response will be issued.
8. School grievance officials who fail to meet a time requirement, without providing written notice of an extended deadline, shall be considered to have denied the grievance as effective the date of the missed deadline.
9. The complaining employee shall present all reasonably available documents supporting their grievance at Level One.
10. Grievance officials shall have the discretion to hold conferences, conduct interviews, conduct fact investigations, review relevant records and employ other means that will aid in their decision.
11. Costs of a grievance shall be borne by the party incurring them.

Employee Complaint Process

Informal Process: An employee may request an informal conference through his or her supervisor or Principal. If the employee is not satisfied with the results of the informal conference, the employee may (1) request a second informal conference with the Principal, or (2) submit a written grievance form. Employees should make their concerns known as soon as

possible, and attempt to reach an informal resolution prior to the expiration of five days from the time the employee knew of or should have known of the event(s) giving rise to a complaint.

Formal Process: The formal complaint process provides all employees with an opportunity to be heard up to the highest level of management. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board, as outlined below.

Level One

Formal complaints must be filed within the later of (1) five days of the date the employee first knew, or with reasonable diligence should have known, of the decisions or action-giving rise to the complaint or grievance, or (2) within five days after the date a letter is mailed or e-mailed to the employee after completion of the informal grievance process and notifying the employee of the formal grievance process. Complaints must be submitted to the employee's immediate supervisor. The complaint must be specific, referencing any law or policy alleged to have been violated, and/or the dissatisfaction raised by the employee. The complaint must also specify a remedy or remedies requested. Golden Rule may, upon review of the grievance, require the employee to begin the grievance process at Level Two. A decision by Golden Rule to require the employee to file at Level Two suspends the timelines under this procedure, so that the number of days between the filing of the Level One Grievance and the decision of Golden Rule to require the employee to start at Level Two shall not be considered in determining the timeliness of a grievance.

The employee's immediate supervisor or designee shall serve as the Level One Grievance Officer. Within ten days of receipt of the written complaint, the Level One Grievance Officer will investigate the complaint and meet with the complaining employee and/or representative to consider the complaint. The Level One Grievance Officer will thereafter decide the grievance and, within ten days following the conference, provide a written Level One Grievance Decision to the employee.

Note: Employees alleging adverse employment action in retaliation for reporting a violation of law by a Golden Rule employee, director, or officer may appeal directly from Level One to Level Three, bypassing Level Two.

Level Two

If the complaint is not resolved to the employee's satisfaction at Level One, or if no written decision is received from the Level One Grievance Officer within the time allotted, or if the employee is directed to do so by Golden Rule, the employee may submit a written appeal to the superintendent or designee by completing and submitting the Golden Rule Level Two Grievance Form. Unless otherwise provided by applicable policy or procedure, the Level Two Grievance shall explain the employee's objection to the Level One Decision, if any, and shall be filed within five days after receipt of a Level One Decision or, if no response was received, within five days of the response deadline at Level One. The Level Two record shall consist of the Level One Form and the Level One Decision, if available.

The superintendent or designee shall serve as the Level Two Grievance Officer. The Level Two Grievance Officer will hold a conference with the grievant within ten days after the appeal notice is filed. At the conference, the Level Two Grievance Officer shall consider only the issues and documents presented at Level One and identified in the Level Two appeal

notice. The Level Two Grievance Officer shall issue a written decision on or before ten days following the conference.

Level Three

A grieving employee who is dissatisfied with the Level Two Decision, or is otherwise authorized to appeal to Level Three, may submit a written appeal to the Board using the Golden Rule Level Three Grievance Form. The Level Three Grievance shall explain the employee's objections to the decision from the level below, and shall be filed within five days of the employee's written response of the prior Grievance Officer, or if no response was received, within five days of the deadline for receipt of a Grievance Decision. The Level Three grievance record shall consist of all previously submitted Grievance Forms and, if available, the Level One and Two Decisions.

The Board shall then consider the grievance and may, at its discretion, require the appearance of the employee and administration. The Board may subsequently take action or no action. No action by the Board supports the Decision at the level below. If the Board takes action, it may make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

Grievances involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, may be heard by the Board in closed meeting. Grievances involving a complaint or charge against another Golden Rule employee, director, or officer shall be heard in closed meeting unless an open meeting is requested in writing by the employee, director, or officer against whom the complaint or charge is brought.

The Board's decision, if any, is final and may not be appealed.

Process for Employee Complaints and Grievances Regarding Harassment and Discrimination

Golden Rule takes allegations of harassment and discrimination very seriously and intends to investigate all official complaints. Golden Rule will take appropriate actions for all substantiated allegations. Employees who believe they are being harassed or discriminated against are requested to take the following actions:

- In the event you feel you are a victim of harassment, you should contact your immediate supervisor and/or the designated Compliance Coordinator immediately. In the event your immediate supervisor is the alleged harasser, you should contact the next level of management immediately. Complaints against the designated compliance coordinator may be submitted to superintendent.
- Any employees who are uncomfortable with face-to-face interaction may write down their complaints in a memo, and submit the memo to their immediate supervisor and/or the designated Compliance Coordinator.
- Any Golden Rule employee who receives a report of suspected harassment or discrimination is expected to immediately contact the designated Compliance Coordinator.
- All complaints will be handled in a timely manner. Due to the need to investigate, absolute confidentiality may not always be possible. However, the complaint will be

handled in as confidential a manner as possible. Except as required by law, under no circumstances will information concerning any employee's complaint be released by Golden Rule to any third person or to anyone within Golden Rule who is not involved in the investigation.

The purpose of this provision is to maintain impartiality and confidentiality to the extent possible. Both the reporting individual, victim, and the accused have equal privacy rights under the law and Golden Rule must respond accordingly.

Retaliation against any person who in good faith reports or complains about harassment or discrimination is unlawful and will not be tolerated. Employees who take part in any retaliatory action will be subject to disciplinary action up to and including immediate termination from employment. Unlawful retaliation may include, but is not limited to, any of the following actions as a result of an employee's complaint or involvement in an investigation of harassment or discrimination such as:

- Demotion
- Poor performance appraisals
- Transfers
- Assignment of demeaning tasks; or
- Taking any kind of adverse action against a person who complains or is involved in an investigation of sexual harassment or discrimination

In addition to using Golden Rule's complaint process, an employee may file a formal complaint with the Equal Employment Opportunity Commission ("EEOC") or Texas Workforce Commission ("TWC"). Additional information may be found by visiting the following website: <https://www.eeoc.gov/employees/charge.cfm>.

After receiving a complaint of prohibited discrimination or harassment, the compliance coordinator may, but need not, require the complaining employee to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the compliance coordinator or designee shall promptly undertake an investigation. Following completion of the investigation, the compliance coordinator or designee shall prepare a written decision regarding the complaint.

An employee who is dissatisfied with the outcome of the investigation may appeal through the "Process for General Employee Complaints and Grievances" process described in this Handbook.

Part 4: Compensation and Pay Schedules

Payroll

Golden Rule follows all Texas Payday Laws. All exempt employees are paid monthly on the last working Friday of each month. Non-exempt employees will be paid bi-weekly, in accordance with the Texas Payday Laws. Pay dates are posted in the main office.

The method of pay may be changed at any time, with or without advance notice. Employee pay will either be directly deposited into the employee's financial institution of choice, or delivered through other legal means. Pay will not be released to any person other than the employee to whom pay is due, without the employee's prior written authorization.

Pay due will include earnings per time clock submissions for non-exempt employees for all work performed through the end of the previous payroll period and per the exempt work agreement period for exempt employees.

In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will be paid on the last day of work prior to the regularly scheduled payday.

Golden Rule pays all exempt salaried employees an annualized salary over 12 months, regardless of the number of months worked during the school year. Exempt employees will be paid in equal monthly payments beginning with the first pay period of the school year. Pay earned during the first 15-day pay period is held in arrears. All salaries are paid-out in accordance with the Texas Payday Act.

Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. Salaries and wages are reviewed periodically and adjusted according to the budgeted amounts approved by the Board.

Employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary, based on approved funding.

Employees should contact the director of human resources for more information about Golden Rule's pay schedules or their own pay.

Payroll Deductions

Golden Rule will deduct from an employee's paycheck only that which is allowable under state and federal law. Generally, optional deductions, if any, may only be made from pay as long as the resulting wage does not fall below the FLSA minimum wage.

All optional deductions from an employee's paycheck must be authorized by the employee in writing. See the Wage Deduction Authorization Agreement attached to this Handbook.

Deductions Required by Law

The following deductions are required by law and are withheld from every paycheck; no written authorization is required:

- Social Security/Medicare: The amounts withheld are based upon a tax rate set by law and are applied up to a certain specified amount of annual earnings. Golden Rule is liable for an amount equal to the amount of tax paid by the employee at the time the wages are paid.
- Federal Withholding Income Tax: Federal income tax will be withheld from each employee's paycheck. The amount is shown on the paycheck stub under the heading "Federal Withholding." The Internal Revenue Service (IRS) requires that deductions be

made based on an employee's gross earnings in accordance with established withholding tax tables in effect at the time of withholding. The classification used to determine the amount of tax withheld is taken from the Employee's Withholding Allowance Certificate (Form W-4). The withheld tax is forwarded to the IRS, and the employee is given credit toward payment of their individual income tax.

- **Involuntary Assignment of Wages:** An involuntary assignment of wages – also called a garnishment – requires that Golden Rule deduct certain amounts from an employee's wages in order to repay the employee's debts, such as child support and court ordered wage garnishments. Golden Rule will make such deduction from an employee's paycheck only upon receipt of official notice and/or paperwork from a court or governing body.

If you have questions why deductions were made from your paycheck or how they were calculated, notify the director of human resources.

Administrative Pay Corrections

In the event of an error in payment, the employee should contact the director of human resources as soon as possible. Any questions concerning how or when corrections will be made should be directed to the director of human resources.

Overpayments

Employees must inform the director of human resources of known overpayments on any paychecks received. Golden Rule will pursue all legal means necessary to recover overpayments.

Direct Deposit

Golden Rule Schools has direct deposit available to all employees. It is the responsibility of the employee to provide Payroll with a Direct Deposit Authorization form along with a voided check or savings deposit slip. Terminated employees with direct deposit will receive a paper check for their final paycheck within six calendar days of termination, in accordance with the Texas Payday Act.

Lost/Stolen Paychecks

Lost or stolen paychecks should be reported to the director of human resources immediately. Golden Rule will issue a stop payment on the lost or stolen check. Only after the financial institution has notified Golden Rule that payment of the check has been stopped can a new check be issued.

Unclaimed Paychecks

In the event an employee does not collect their pay within 90 days, Golden Rule will secure such pay and the wages will still be recorded. The employee will be required to present proper identification to Golden Rule before pay will be reissued. In the event that the unclaimed pay is not claimed for a period of one year from its date of issuance, the pay amount "escheats" to the State of Texas pursuant to the Texas Property Code. After such time, the employee will need to contact the Unclaimed Property Division of the Texas State Comptroller's Office for instructions on retrieving deposited wages.

Authorized Check Pickup

Golden Rule will release a paycheck to a third party, including a spouse, who is authorized in writing by the employee to receive the paycheck. Written authorization must be provided to the director of human resources prior to any paycheck being released.

Travel Expense Reimbursement

Before any travel expenses are incurred by an employee, the superintendent, assistant superintendent, principal, or business manager must give approval. For approved travel outside of the metroplex, employees will be reimbursed for mileage and travel expenditures according to the current rate schedule authorized by the Board. Employees will not be reimbursed for travel to and from the workplace.

Incentive Pay

Golden Rule is proud to recognize and reward teachers that work with our STAAR-tested students and teachers who make it a habit of being on time and present every day for work. Golden Rule has prepared the following incentive pay for our hard working and dedicated faculty:

- At the end of the school year, certified teachers, paraprofessionals, and other employee staff members can be compensated for unused vacation time, as approved by Board policy.
- Exempt employees will be compensated \$180.00 per day for each day of unused vacation time.
- Non-Exempt and other employees will be compensated \$90.00 per day for each day of unused vacation time.

Faculty Perfect attendance incentive: This will be \$350 per semester awarded to certified teachers, excepting administrators, with a potential incentive payable once in the fall and once in the spring at the end of each semester. Non-certified staff and office personnel will be awarded an additional day off throughout the school year with adequate notice provided to human resources and the campus administration.

Fair Labor Standards Act

Employment Categories

It is the intent of Golden Rule to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and Golden Rule.

Each employee is designated as either EXEMPT or NON-EXEMPT under federal and state wage and hour laws in accordance with applicable federal law. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal law. EXEMPT employees are excluded from specific provisions of federal, state wage, and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Golden Rule, and in accordance with applicable federal law.

Exempt status applies to the position and not the employee. Exempt simply means the position the employee fills is exempt from the Fair Labor Standards Act (“FLSA”), and is not entitled to overtime compensation. Exempt employees are paid on a salaried basis, and their salary is not reduced for absences of less than one half day. However, any full days of absence taken in excess of the employee’s allotment/service record accumulation of sick or personal leave will result in an employee payroll deduction calculated on a prorated daily rate.

Non-exempt positions are those positions that are not exempt from the FLSA. Non-exempt positions require the school to pay the employee overtime (time and a half) for all hours worked in excess of 40 during a workweek. The key phrase here is “hours worked.” An employee may work 32 hours in a week and have 16 hours of vacation time. This would reflect as 48 hours on a paycheck, but for overtime calculation, the employee actually worked 32 hours – so overtime would not be paid. All employees in positions that are classified as non-exempt will be required to maintain a time card or record and will be eligible for overtime pay in accordance with the appropriate Wage and Hour laws.

Golden Rule’s positions are reviewed and assigned an FLSA (exempt or non-exempt) status that is maintained on a master record by the department of human resources. Employees may obtain this information from the department of human resources upon request.

Timekeeping

Federal and state laws require Golden Rule to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees are not to estimate future hours and include them on their time card.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. This work log should be recorded as it takes place – not several hours or days later. Overtime work must always be approved before it is performed.

Exempt employees should use a timecard to document days worked. Sick or personal leave must be clearly marked, as should days off without pay.

Employees sign their time cards to certify the accuracy of all time recorded. Supervisors generally will review and then sign the timecard before submitting it for payroll.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Minimum Wage and Overtime

Employees not exempt under the Fair Labor Standards Act shall be paid minimum wage and receive compensation for overtime under the conditions specified in the Act. Under no circumstances should an employee work “off the clock” or outside of the employee’s approved work schedule.

Depending on Golden Rule's work needs, employees may be requested to work overtime. The principal and/or the employee's immediate supervisor must approve all overtime in advance of overtime being worked. An employee who works overtime without prior written approval may be subject to disciplinary action, up to and including termination.

Part 5: Employee Benefits

The benefits information in this Handbook is only a summary of benefit plans offered by Golden Rule. This general explanation is not intended to and does not provide employees with all the details of these benefits. This Handbook does not change or otherwise interpret the terms of the official plan documents. If there is any conflict or difference between the information in this Handbook and the plan documents, the plan documents will govern. Golden Rule reserves the right to change or end these benefits at any time and for any reason, consistent with all laws. Additionally, benefit eligibility is dependent upon a variety of factors, including employee classification. If employees would like additional information related to any benefits offered by Golden Rule, please contact the director of human resources.

Substitute teachers and temporary employees may be eligible for the benefits described in this section in accordance with the Patient Protection and Affordable Care Act and other applicable rules and regulations governing Golden Rule's benefit plans.

Health and Insurance Plans

Golden Rule offers a comprehensive health and insurance program to all eligible employees who have completed 30 days of continuous active employment and are regularly scheduled to work at least 30 hours a week, as well as their eligible dependents. Employees must elect coverage and make changes to their health, dental, and vision plans once a year, during the annual enrollment period, unless the employee has a qualifying life event.

Eligible employees must elect coverage or make changes within 31 days from the date of eligibility or the event date. Golden Rule shares the cost in some programs. However, Golden Rule covers 100% of the cost for both dental and vision coverage. Employee contributions are paid via convenient monthly payroll deductions.

Detailed information and descriptions of coverage, premiums, and eligibility are available through the director of human resources.

Teacher Retirement

As required by Texas state law, all school employees participate in the Teacher Retirement System of Texas (TRS). TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits are available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web at www.trs.state.tx.us for information on restrictions of employment of retirees in Texas public schools.

Benefits Continuation (COBRA)

Golden Rule will notify employees of their potential rights under COBRA upon separation from employment with the school.

Other Benefits

From time to time, Golden Rule may offer its employees the option to additionally purchase and/or participate in various other benefits and insurance programs, subject to the terms and conditions of the various programs.

Part 6: Employee Attendance and Leave

Golden Rule offers eligible employees paid and unpaid leaves of absences based upon qualifying events. This Handbook describes the basic types of leave available and related restrictions. Employees who expect to be absent for an extended period of more than five days should notify human resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the organization.

Attendance

Employees shall be available full-time during their regular work hours, as defined by their individual employment agreement. Any scheduling changes must be discussed with and approved by the employee's immediate supervisor and/or the principal.

Absence

Employees are responsible for notifying their immediate supervisor and/or the principal of late arrivals, early departures, and absences. When the need for being absent from or late to work is known in advance, the employee must give notice as far in advance as possible.

Excessive Absenteeism or Tardiness

Excessive absenteeism, tardiness, failure to provide medical documentation for absences and leaving work prior to the designated time constitute grounds for any of the following disciplinary actions:

- Disciplinary probation.
- Denial of pending or future promotion.
- Any other appropriate disciplinary measure, including suspension or termination of employment.

Notice of Unexpected Absence

When employees who have not given advance notice, find that they cannot report for work, they are required to notify their supervisor and/or the principal within the first working hour each day of the absence. Notification to an employee other than the appropriate supervisor and/or principal is insufficient.

Failure to Give Notice

Failure to provide notification of an absence to a supervisor for two consecutive workdays (unless prevented by circumstances beyond the employee's control) may be considered to be a voluntary resignation on the last day worked, in accordance with applicable federal and state law.

Voluntary Resignation and Job Abandonment

An employee who voluntarily resigns their employment without notice, fails to report to work without notice, or without approval from their supervisor, may be considered to have voluntarily terminated employment with Golden Rule. Failure to give notice may be considered job abandonment. An employee who has not reported to work and not given notice of absence for two days will be considered to have resigned.

In the event of a voluntary resignation, all school-owned property (e.g., keys, t-shirts, materials, resources, technology, etc.) must be returned immediately upon termination of employment.

Reporting Time

All employees must report to their assigned duties at 7:30 a.m. for elementary campuses and 8:00 a.m. for middle and high school campuses. If, for whatever reason, an employee is going to be late to their duty it is their responsibility to notify to their immediate supervisor.

Morning Duty

Some professional staff will be assigned morning duty that begins at 7:15a.m. for elementary campuses and 7:45a.m. for middle and high school campuses. Elementary teachers must pick up their students by 7:45a.m. from their designated holding area. Middle school teachers must pick up students by 8:15a.m. from their designated holding area. It is the responsibility of the teacher on duty to maintain noise levels and monitor the frequency of using the restroom.

Holiday Leave

Each year, the Board will establish a school calendar indicating school holidays and closures. This calendar is distributed to each Golden Rule employee.

Personal Leave

Golden Rule provides personal leave days to all full-time employees, which provides them with the flexibility to attend to their personal and medical needs. Please contact the director of human resources for information regarding your eligible paid time off balances.

As an open-enrollment charter school, Golden Rule does not offer traditional "state leave" earned under Chapter 22 of the Texas Education Code. This leave is generally transferrable among school districts, and may be rolled over from year to year. Golden Rule employees **will not** earn state leave days that are transferrable among Texas public schools, as the state leave program does not apply to charter schools. For this reason, any local leave earned during employment with Golden Rule will not transfer to another charter school or school district if an employee has leave days with Golden Rule.

Personal leave is equivalent to an assigned workday. Personal leave is accrued on a monthly basis. Employees accrue four hours of personal leave each month from the first day of employment until May of that same school year. Golden Rule recognizes two types of personal

leave: nondiscretionary and discretionary.

Nondiscretionary leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Discretionary Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request to the principal and/or the employee's immediate supervisor three days in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Exempt (salaried) employees must take personal leave in full or half-day increments. Non-exempt (hourly) employees must take personal leave in hourly increments in agreement with the number of hours of the absence.

Except in extenuating circumstances as determined by the superintendent or designee, discretionary leave shall not be allowed on:

- school day before a school holiday;
- school day after a school holiday;
- school day before or after a bad weather make-up day;
- bad weather make-up days while classes are held;
- days scheduled for end-of-semester or end-of-year exams;
- days scheduled for state-mandated testing; or
- professional or staff development days.

Excessive absences for non-approved discretionary leave may result in disciplinary action, up to and including immediate termination of employment and nonrenewal of their contract.

No personal leave will be approved before or after a school holiday, during testing, or during staff development time.

Forfeiture of Accrued Leave

Any unused paid accrued leave, regardless of what the leave is called (e.g., sick leave, local leave, personal leave, vacation, discretionary leave, etc.), is forfeited upon separation from employment.

Limitations on Leaves of Absence

If an employee does not return to work within three consecutive calendar days after exhausting all available paid and unpaid leave, Golden Rule shall provide the employee written notice that he or she no longer has leave available for use. Golden Rule has the option to pursue termination of an employee who has exhausted all available leave. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act ("ADA"), shall be considered prior to termination.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides employees who meet certain eligibility criteria with unpaid leave for certain family and medical reasons during a 12-month period. During this leave, eligible employees are entitled to continue group health plan coverage as if they had continued to work. At the conclusion of the leave, subject to some exceptions, eligible employees generally have the right to return to the same or an equivalent position and equivalent pay, benefits, and working conditions.

NOTE: The following FMLA provisions and all references to FMLA in this Handbook and in School policy are applicable only to employees eligible for FMLA.

Eligibility Requirements

To be eligible for FMLA leave, an employee must have been employed with Golden Rule:

- For at least 12 months (which need not be consecutive) and for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
- At a worksite with 50 or more employees located within 75 miles of the employee's worksite.

Please note that for purposes of an employee's entitlement to leave under the FMLA, the 12-month period within which employees shall be eligible for 12 weeks of FMLA shall be defined as the 12-month period beginning on August 1st of each year and ending on July 31st of the following year.

Events that May Entitle Employees to FMLA Leave

An eligible employee shall be entitled to a total of up to 12 weeks of unpaid, job-protected leave to eligible employees for one or more of the following reasons:

- Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of his or her position.
- Because of any Qualified Exigency (defined below) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

The maximum amount of leave available to spouses who are both employed by Golden Rule is limited to a 12-week period total between the spouses when leave is taken for the birth, adoption, or foster placement of a child with the employee. Military caregiver leave for spouses is extended to a combined total of 26 weeks.

Upon eligibility for family and medical leave, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability. The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.

Service Member Family Leave

An employee may be eligible for up to 26 weeks of "Service Member Family Leave" if the employee's spouse, child, parent (not parents-in-law), or next of kin, is a current member of the active duty Armed Forces (including National Guard or Reserves), or a member of the Armed Forces (including National Guard or Reserves) on the Temporary Disability Retired List, who is recovering from a serious injury or illness incurred in the line of duty, while on active duty for which he or she is undergoing medical treatment, recuperation, therapy, in outpatient status, or otherwise on the Temporary Disability Retired List. (This does not include former members of the Armed Forces, former members of the National Guard and Reserves and members on the Permanent Disability Retirement List).

With respect to both Qualified Exigency and Service Member Family leave, employees may take the leave intermittently or on a reduced leave schedule. However, if an employee has accrued paid leave (vacation, sick, or personal leave), he or she must substitute any qualifying paid leave for unpaid leave first. "Qualifying paid leave" is leave that would otherwise be available to eligible employees for the purpose for which FMLA leave is taken. The remainder of the 26 workweeks of leave, if any, will be unpaid leave. Any paid leave used for an FMLA-qualifying reason will be charged against an employee's entitlement to FMLA leave that includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 26-work week leave period.

Qualifying Exigency FMLA Leave

An employee may be entitled to Qualifying Exigency FMLA leave if the employee's spouse, child, or parent is in the National Guard, is a Reservist, is retired military and is called to active duty, or has been notified of an impending call or order to active duty in support of a contingency operation as defined by federal law. The time spent in several specific activities, defined by law as "Qualifying Exigencies," may also be considered FMLA time. (This does not include those on the Permanent Disabled Retired List or Active Duty Military).

Certification of Leave

The first time an employee requests Qualifying Exigency leave, Golden Rule will require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty, or called to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

In addition, each time an employee first requests leave for one of the Qualifying Exigencies, Golden Rule may require certification of the exigency necessitating leave. Certification supporting leave for a Qualifying Exigency includes: appropriate facts supporting the need for leave, including any available written documentation supporting the request; the date on which the Qualifying Exigency commenced or will commence, and the end date; where leave will be

needed on an intermittent basis, the frequency and duration of the Qualifying Exigency; and appropriate contact information if the exigency involves meeting with a third-party.

Post-Deployment Activities

An employee may be entitled to take Qualifying Exigency leave for certain qualifying post-deployment exigencies, including reintegration activities, for a period of 90 days following the termination of the covered military member's active duty status.

State calls to active duty are not covered unless under order of the President of the United States.

The Maximum Amount of FMLA Leave Within a 12-Month Period

Except as provided above, an employee is entitled up to 12 workweeks of unpaid leave during a 12-month period for any FMLA qualifying reason(s). The 12-month period begins on August 1st of each year and ends on July 31st of the following year. An eligible employee who is eligible for Service Member Family Leave may take a maximum of only 26 weeks during a 12-month period, even if the employee also qualifies for FMLA leave for a reason other than Service Member Family leave.

Limitations on FMLA Leave

Leave to care for a newborn, or for a newly placed adopted or foster child, must conclude within 12 months after the birth or placement of the child. When both spouses are employed by Golden Rule, they are entitled to a combined total of twelve 12 workweeks of FMLA leave within the designated 12-month period for the birth, adoption, or foster care placement of a child, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for other FMLA-qualifying reasons, but not more than a total of twelve 12 workweeks per person. For example, if each spouse took six weeks of leave to care for a newborn child, each could later use an additional six weeks due to his or her own serious health condition or to care for a parent or child with a serious health condition.

Intermittent or Reduced Work Schedule Leave

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. "Intermittent leave" is FMLA leave taken in separate blocks of time due to a single qualifying reason. A "reduced leave schedule" is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday.

For leave taken because of the employee's own serious health condition, to care for a parent, son, or daughter with a serious health condition, or military caregiver leave, there must be a medical need for leave, and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. Leave due to a Qualifying Exigency may also be taken on an intermittent or reduced schedule basis.

When leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, an eligible employee may take leave intermittently, or on a reduced leave schedule, only if Golden Rule agrees.

Transfer to an Alternative Position

If an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, Golden Rule may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, and which better accommodates recurring periods of leave than does the employee's regular position.

Calculating Leave Use

When an employee takes leave on an intermittent or reduced schedule, only the amount of leave actually taken may be counted toward the employee's leave entitlement. Golden Rule must account for intermittent or reduced schedule leave using an increment no greater than the shortest period of time that it uses to account for use of other forms of leave, provided the increment is not greater than one hour.

Request for FMLA Leave

Any absence of five days or more for an illness or medical condition may be designated FMLA leave and will require appropriate documentation. Employees should request FMLA leave by notifying the director of human resources, completing an Employee Change Notice (ECN) and submitting the ECN form to the director of human resources.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When such notice is not possible, the employee must provide notice as soon as possible and generally must comply with the school's call-in procedures.

Employees must provide sufficient information to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. Employees also must inform human resources if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Required Documentation for Birth, Adoption, or Health-Related FMLA Leave

When leave is taken to care for a family member, Golden Rule will require employees to provide documentation or a statement of a family relationship (birth certificate or court document). The employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for his or her or a family member's serious health condition. Medical certification forms are available from the main office.

If Golden Rule deems the medical certification to be incomplete or insufficient, the school will specify, in writing, what information is lacking, and the employee will have seven calendar days to cure the deficiency. It is the employee's responsibility to provide a complete and sufficient certification. Such failure to provide complete and sufficient certification, despite the opportunity to cure any deficiency, may lead to denial of FMLA leave. Golden Rule may (a) have a designated health care provider or the director of human resources (but in no case the employee's direct supervisor) contact the employee's health care provider in an effort to clarify or authenticate the initial certification if the school has reason to doubt an employee's initial certification; and/or (b) require the employee to obtain a second opinion by an independent provider at Golden Rule's designation and expense. If the initial and second certifications differ,

Golden Rule may, at its expense, require the employee to obtain a third, final, and binding certification from a jointly selected health care provider.

During FMLA leave, Golden Rule may request that the employee provide recertification of a serious health condition, at intervals, in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the school with periodic reports regarding his or her status and intent to return to work. If the employee's anticipated return to work date changes, and it becomes necessary for the employee to take more or less leave than originally anticipated, he or she must provide the school with reasonable notice (within two business days) of such changed circumstances and new return to work date. If the employee gives notice of such intent not to return to work, he or she will be considered to have voluntarily resigned.

Before an employee returns to work from FMLA leave for his or her own serious health condition, the employee will be required to submit a fitness-for-duty certification from his or her healthcare provider with respect to the condition for which the leave was taken, stating that the employee is able to perform the essential functions of his or her job. Where a reasonable job safety concern exists, Golden Rule may require a fitness-for-duty certification before an employee's return to work from intermittent leave.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

Use of Paid and Unpaid Leave

FMLA provides eligible employees with up to 12 workweeks of unpaid leave, except as described above. However, if an employee has accrued paid leave (vacation, sick, or personal leave), he or she must substitute any qualifying paid leave for unpaid FMLA leave first. Substituted paid leave will run concurrently with the unpaid FMLA leave. "Qualifying paid leave" is leave that would otherwise be available to an employee for the purpose for which FMLA leave is taken. The remainder of the 12 workweeks of leave, if any, will be unpaid leave. Any paid leave used for an FMLA-qualifying reason will be charged against the employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12 workweek period. During the period that an employee takes a leave of absence, including FMLA, he or she is not eligible to accrue paid time off benefits. Accruals will resume upon the employee's return to work.

Designation of Leave

The Director of Human Resources will notify an employee that his or her leave has been designated as FMLA leave within five business days, absent extenuating circumstances, of Golden Rule's determination that leave is for an FMLA qualifying reason. If an employee has not notified the school of the reason for the leave, and desires that leave be counted as FMLA leave, he or she must notify the Director of Human Resources within two business days of returning to work that the leave was for an FMLA reason.

Special Rules for Instructional Employees

Special rules may apply to certain employees of charter schools. These special rules affect leave taken intermittently, on a reduced schedule, or taken near the end of an academic term (semester) by instructional employees.

“Instructional employees” are those whose primary duty is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their primary job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Failure to Provide Notice of Foreseeable Leave

If an instructional employee does not give required notice of foreseeable leave to be taken intermittently or on a reduced schedule, Golden Rule may require the employee to take leave of a particular duration or to transfer temporarily to an alternative position. Alternatively, Golden Rule may require the employee to delay the taking of leave until the notice provision is met.

Twenty Percent (20%) Rule

If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee’s own serious health condition; the leave is foreseeable based on planned medical treatment; and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, Golden Rule may require the employee to choose:

- To take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- To transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee’s regular position.

“Periods of a particular duration” means a block or blocks of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave. If an employee chooses to take leave for “periods of a particular duration” in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

Leave at the End of a Semester

As a rule, Golden Rule may not require an employee to take more FMLA leave than the employee needs. The FMLA recognizes exceptions where instructional employees begin leave near the end of a semester. As set forth below, Golden Rule may, in certain cases, require the employee to take leave until the end of the semester.

The school semester, or “academic term,” typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of the FMLA.

If Golden Rule requires the employee to take leave until the end of the semester, only the period of leave until the employee is ready and able to return to work shall be charged against his or her FMLA leave entitlement. Any additional leave required by the school to the end of the semester is not counted as FMLA leave; however, Golden Rule shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the end of the leave.

More Than Five Weeks Before the End of the Semester

Golden Rule may require an instructional employee to continue taking leave until the end of the semester if:

- The employee begins leave more than five weeks before the end of the semester;
- The leave will last at least three weeks; and
- The employee would return to work during the three-week period before the end of the semester.

During Last Five Weeks of the Semester

Golden Rule may require an instructional employee to continue taking leave until the end of the semester if:

- The employee begins leave during the last five weeks of the semester for any reason other than the employee's own serious health condition or a Qualifying Exigency;
- The leave will last more than two weeks; and
- The employee would return to work during the two-week period before the end of the semester.

During Last Three Weeks of the Semester

Golden Rule may require an instructional employee to continue taking leave until the end of the semester if the employee begins leave during the three-week period before the end of the semester for any reason other than the employee's own serious health condition or a Qualifying Exigency.

Maintenance of Health Benefits

During FMLA leave, employees are entitled to continue group health plan coverage under the same conditions as if they had continued to work. To the extent that FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from their salary. For the portion of FMLA leave that is unpaid, an employee's portion of health insurance premiums must be paid in accordance with Golden Rule's rules for leave without pay. If payment of health insurance premiums is more than 30 days late, Golden Rule may discontinue health insurance coverage upon notice to the employee.

Salary Action

The length of the leave will delay any planned, but not implemented, salary increase for a period equal to an employee's leave of absence, including FMLA.

Performance Evaluation

The length of the leave will extend an employee's normal performance evaluation date by the length of the leave of absence, including FMLA.

Return from FMLA Leave

Upon return from FMLA leave, the employee will be placed in the same position he or she held before the leave, or an equivalent position with equivalent pay, benefits, and other employment terms.

Limitations of Reinstatement

An employee is entitled to reinstatement only if he or she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, he or she would not be employed at the time job restoration is sought.

Golden Rule reserves the right to deny reinstatement to salaried and FMLA eligible employees who are among the highest paid 10% of school employees employed within 75 miles of the school's main office, if such denial or reinstatement is necessary to prevent substantial and grievous economic injury to the school's operations.

Failure to Return to Work Following FMLA Leave

If an employee does not return to work following the conclusion of FMLA leave, he or she will be considered to have voluntarily resigned. Golden Rule may recover from the employee such portion of health insurance premiums that were paid on the employee's behalf during any unpaid FMLA leave. Recovery may be made through deductions from any outstanding sums due to the employee, except where prohibited by federal or state law, or through legal action against the employee.

For further information or clarification about FMLA leave, please contact the Director of Human Resources.

For information or to file a complaint with the U. S. Department of Labor (DOL) by contacting them at 1-866-487-9243 or by visiting www.wagehour.dol.gov.

Military Leave of Absence

Golden Rule is committed to protecting the rights of absent employees on military leave. In accordance with federal and state law, it is Golden Rule's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in, or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights hereunder. If any employee believes that he or she has been subjected to discrimination in violation of this provision, the employee should immediately contact the Director of Human Resources.

Temporary (Two-Week) Military Leave

In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this Handbook), eligible employees who must be absent from their job for a period of not more than ten working days each year in order to participate in temporary military duty are entitled to as many as ten days unpaid military leave. All benefits will continue during an employee's temporary military leave.

All Other (Extended) Military Leave

Employees directed to participate in extended military duties in the U. S. Armed Forces that exceed ten working days will be placed on an unpaid military leave of absence status for a period of as long as five years, except as otherwise required by USERRA, and the employee will be entitled to the rights and benefits described in this handbook and in accordance with Golden Rule's policies and procedures.

To request a temporary or extended military leave of absence the employee should, unless prevented from doing so by military necessity, notify Human Resources, complete and submit the appropriate form. An employee on temporary or extended military leave may elect, at his or her option, to use paid leave (vacation, sick or personal) available; the remainder of military leave will be unpaid.

Bereavement (Funeral) Leave

Employees can take up to three days off for death in the immediate family **without pay**, or vacation time can be used if the employee has accrued vacation time (based on ½ day per month of employment from August to May), subject to the approval of their immediate supervisor.

For purposes of this policy, an "immediate family member" includes the following:

- Parent/step-parent
- Grandparent/step-grandparent
- Sibling/step-sibling
- Spouse's parent
- Spouse's grandparent
- Daughter-in-law/son-in-law
- Any other family member residing in the employee's home

If an employee experiences a death in the family, he or she should inform the principal as soon as possible. Supporting documentation may be required.

Jury Duty

Golden Rule may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against an employee because of the employee's compliance with a summons to appear as a juror. A leave of absence for jury duty will be granted to any employee who has been summoned to serve, and the employee will be compensated at his or her regular daily or hourly rate for each day of absence due to jury duty. The employee must inform the principal immediately upon notification of jury duty, and send court documentation confirming attendance to Human Resources. An employee on jury duty is expected to report to work any day he or she is excused from jury duty.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Voting Leave

Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of the employee's absence can be pre-arranged.

Part 7: Employee Conduct

General

The successful operation and reputation of Golden Rule is built upon the principles of ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

Golden Rule will comply with all applicable laws and regulations, including its charter agreement with the State of Texas, and expects all employees to conduct their work in accordance with relevant law and to refrain from any illegal, dishonest, or unethical conduct. Neither the Board nor any Golden Rule employee shall retaliate against a person who, in good faith, reports perceived illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, discuss the matter with your immediate supervisor and, if necessary, the Director of Human Resources.

Every employee is responsible for complying with Golden Rule's policy of proper business ethics and personal conduct. Disregarding or failing to comply with these standards may lead to disciplinary action, up to and including termination of employment.

Standards of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers, as required by applicable law.
- Report to work according to the assigned schedule.

- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use Golden Rule time, funds, and property for authorized district business and activities only.

All Golden Rule employees should perform their duties in accordance with state and federal law, school policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. A Human Resources representative must be present at all disciplinary actions including reprimands and suspension.

Code of Ethics

All certified educators employed with Golden Rule shall comply with the Code of Ethics and Standard Practices for Texas Educators, adopted by the State Board for Educator Certification.

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, 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:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Fraud and Financial Impropriety

All employees should act with integrity and diligence in duties involving Golden Rule's financial resources. Golden Rule prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to Golden Rule.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other Golden Rule assets, including employee time.
- Impropriety in the handling of money or reporting of Golden Rule's financial transactions.
- Profiteering as a result of insider knowledge of Golden Rule information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by Golden Rule.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to Golden Rule.
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment.
- Failing to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by policy.
- Any other dishonest act regarding the finances of Golden Rule.

Any person who suspects fraud or financial impropriety shall report the suspicions immediately to any supervisor, the superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any Golden Rule employee shall unlawfully retaliate against a person who, in good faith, reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the superintendent, designee, or the Board shall take or recommend appropriate disciplinary action, which may include termination of employment and, when circumstances warrant, referral to appropriate law enforcement or regulatory authorities.

Dress and Grooming

The dress and grooming of employees shall be clean, neat, and professional in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent.

School employees shall act as role models, exemplifying the highest standards of professional appearance to teach community values and proper grooming and hygiene.

Waiver

The superintendent may waive the dress code for school employees when school is not in session. Employees shall be notified by the superintendent when such a waiver is in effect, defining the parameters of the dress code waiver based on seasonal weather conditions, special events, and the like.

Appropriate Attire

All employees shall be expected to dress in a manner that projects a professional image from the first day students arrive at school to the last day students depart from school. Summer school staff shall be expected to wear appropriate professional clothing, from the first day students arrive at summer school to the last day students depart from summer school.

Male professionals and paraprofessionals shall wear a dress shirt or polo shirt (tucked in at all times), dress slacks, and comfortable dress shoes.

Female professionals and paraprofessionals shall wear professional dresses and skirts that are no shorter than two inches above the bend of the knee in length, dressy slacks and/or other appropriate professional clothing. Shoes with an open/peep toe or heel (less than 2 inches) may be worn. Shoes with open heel such as a sling-back or shoes with open sides such as thongs or sandal type shoes will not be permitted.

Office, clerical, and teacher assistant support personnel shall wear professional attire according to the definition above.

Other support personnel shall wear attire in accordance with workplace standards.

Basic Guidelines

- All employees are expected to dress according to the Dress Code Policy during the normal workday, special events, and staff development.
- Principals have the authority to direct dress code on campus workdays and under other extenuating circumstances.
- Clothes should be proper fitting and in good condition. Clothes should be clean and neat. Clothing that reveals cleavage, back, chest, stomach, or undergarments are not appropriate. Appropriate undergarments must be worn at all times.
- Fridays are declared school spirit days. **For these days only**, jeans, campus-logo shirts and tennis shoes may be worn.
- On college spirit days, employees are required to wear slacks (no jeans).
- Jeans (any color) are not allowed to be worn when attending staff development. Exceptions may apply.
- Regulations regarding footwear may be waived depending on medical conditions if supported by a physician's recommendation.
- School nurses may wear scrubs and tennis shoes.
- Physical Education Staff may wear knee-length shorts and tennis shoes.

The following clothing shall not be considered professional attire pursuant to this policy: jeans, denim (see below), shorts, revealing/provocative shirts and tops, t-shirts, short skirts, spandex, jeggings/leggings, skinny jeans, or similar tight outfits. "Denim" is defined as fabric with "rivets", regardless of color. Slippers, flip-flops, house shoes, sneaker-style, and other similar foot apparel shall not be considered professional attire. Employees who fail to follow these guidelines may be subject to disciplinary action by administrative personnel.

Grooming

All employees are expected to exemplify proper grooming standards in a manner that projects an appropriate image for the employee and school.

Male employees shall keep their hair groomed neatly. Beards and mustaches shall be neatly groomed. Male employees shall not wear earrings or other similar facial jewelry. Any tattoos and/or body art must be covered. Piercings must be removed during regular school hours.

Female employees shall keep their hair groomed neatly. Any tattoos and/or body art must be covered. Piercings other than earrings must be removed during regular school hours, with the exception of earrings.

Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment.

Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for teachers in certain grades/subjects (i.e. vocational courses, physical education) or for medical necessities/religions.

The above standards are meant to promote community values and enhance an orderly educational environment, and shall not infringe on any individual's religious beliefs or protected free speech.

Unacceptable Employee Conduct

Employees are expected to follow all laws, policies, regulations, terms and conditions of employment and directives of Golden Rule. Golden Rule expects its employees to act in a mature, professional, and responsible manner. Employees who engage in any conduct listed below are subject to disciplinary action up to and including termination. The following is a non-exclusive list of prohibited employee conduct. This is not intended to be a complete list and it does not alter the contractual or at-will employment relationship between employees and Golden Rule.

- Dishonesty, falsification or misrepresentation on an application for employment or other work records; falsifying reasons for leave of absence or other data requested by Golden Rule and/or alteration of Golden Rule's records or documents.
- Engaging in an act of sabotage; willful or with negligence causing the destruction or damage of Golden Rule property, or the property of fellow employees, volunteers, contractors, or visitors, in any manner.
- Engaging in malicious gossip, spreading rumors, or otherwise engaging in behavior designed to create discord and lack of harmony or otherwise interfere with the job performance of fellow employees or service providers.
- Engaging in rudeness, disrespectful, or unprofessional behavior toward parents and school contractors or vendors.
- Fighting or threatening violence toward anyone on Golden Rule property or when representing Golden Rule, including "horseplay" or provoking a fight between others.
- Giving to other schools, organizations, or persons information made confidential by law and/or proprietary Golden Rule information that is obtained from Golden Rule's files or records in the course of employment.
- Information relating to Golden Rule employees and/or students that is obtained from Golden Rule's files or records in the course of employment.
- Insubordination or other disrespectful conduct (including refusal to follow the lawful directives of a supervisor or the superintendent).
- Intoxication or being under the influence of controlled substances while at work or representing Golden Rule.
- Negligence or any careless action that endangers the life or safety of another person, or damages or destroys property of Golden Rule.
- Possession of firearms, weapons or explosives on Golden Rule property, while on duty or while representing Golden Rule.
- Smoking in prohibited areas.
- The use, possession or sale of a controlled substance.
- Theft of Golden Rule-owned property or the property of fellow employees, students, contractors or visitors.
- Threatening, intimidating or coercing fellow employees on or off Golden Rule property, at any time, for any reason.
- Unauthorized possession or removal of any Golden Rule property, including documents, from the premises without prior permission from a supervisor;
- Unauthorized use of Golden Rule equipment or property, including using such equipment for personal use or profit.
- Unsatisfactory performance or conduct.
- Violation of the rules affecting the health and safety of students and the efforts of Golden Rule to operate efficiently and effectively.

Prohibition of Discrimination, Harassment, and Retaliation

Golden Rule prohibits discrimination, including harassment, of a co-worker or student based upon race, color, national origin, religion, sex, disability, veteran status, age, genetic information, or any other basis prohibited by law.

Prohibited harassment of an employee is defined as physical, verbal, or non-verbal conduct based on an individual's protected characteristic(s), or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the individual's work;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the individual's performance, environment, or employment opportunities.

Employees shall not tolerate discrimination or harassment of others and are encouraged to report claims as soon as possible.

Retaliation against anyone involved in the complaint process is a violation of Golden Rule policy and acts of retaliation may result in disciplinary action up to and including termination.

Upon notice of alleged harassment, discrimination, or retaliation, Golden Rule will immediately undertake or direct an effective, thorough, and objective investigation. The investigation will be completed and a written determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser(s).

If Golden Rule determines that prohibited harassment or other conduct that violates a Golden Rule policy has occurred, the school will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited conduct is substantiated, appropriate disciplinary action, up to and including immediate termination, will be taken.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment.

Employees shall not engage in conduct constituting sexual harassment. Golden Rule officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against employees found to engage in conduct constituting sexual harassment.

An employee who believes that he or she has been or is being subjected to any form of sexual harassment is encouraged to make a report as soon as possible.

Retaliation

Golden Rule strictly prohibits retaliation against a student, parent, or an employee who, in good faith, reports or complains about discrimination, harassment, or other prohibited conduct, or who serves as a witness or otherwise participates in an investigation. Employees who take part in any retaliatory action will be subject to discipline, up to and including termination. Retaliation may include but is not limited to: demotion, poor performance appraisals, transfer, and assignment of demeaning tasks or taking any kind of adverse actions against a person who complains about discrimination or harassment.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Golden Rule investigation regarding harassment or discrimination is subject to appropriate discipline, up to and including termination.

Reporting Procedures

An employee who believes that he or she has experienced prohibited discrimination, harassment, retaliation, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to their supervisor or Principal.

The employee may also report the alleged acts to one of the Golden Rule officials below.

Reports of discrimination based on race, color, national origin, religion, gender, or sexual harassment may be directed to the Title VII/Title IX Coordinator:

Martha Delgado
Human Resource Director
135 W. Wintergreen Rd. DeSoto, TX 75115
469-248-4463

Reports of discrimination based on disability may be directed to the ADA Coordinator:

Martha Delgado
Human Resource Director
135 W. Wintergreen Rd. DeSoto, TX 75115
469-248-4463

Reports of discrimination based on age may be directed to the ADEA Coordinator:

Martha Delgado
Human Resource Director
135 W. Wintergreen Rd. DeSoto, TX 75115
469-248-4463

All other complaints regarding prohibited discrimination, harassment, or retaliation may be directed to Martha Delgado, Human Resource Director, 135 W. Wintergreen Rd. DeSoto, TX 75115, and 469-248-4463

Reports of prohibited discrimination or harassment shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair Golden Rule's ability to investigate and address the prohibited conduct.

Any Golden Rule supervisor who receives a report of prohibited discrimination or harassment shall immediately notify the appropriate Compliance Coordinator listed above and take any other steps required by Golden Rule policy.

Conducting the Investigation

Golden Rule recognizes all official complaints as a serious matter and will follow through with an appropriate and timely investigation of the allegations. All complaints will be investigated. At no time will employees who file a complaint be required or allowed to handle the problem themselves.

All investigations into discrimination and harassment will follow these guidelines:

- The complainant will be asked for specifics about what happened: where it happened, when it happened, and why.
- Co-workers may be questioned to determine if there are other victims or witnesses to the alleged conduct.
- The accused harasser will be questioned and will be informed of who is complaining and be asked for their statement/explanation. The accused harasser will be warned not to retaliate or to discuss the matter with the complainant or any other Golden Rule employees or affiliated persons without permission from the investigator/school administration. Failure of the accused harasser to abide by this will be grounds for disciplinary action, up to and including, termination.

Both the complainant and the alleged harasser have equal privacy rights under the law. Due to the nature of the investigative requirements and process, it may not be possible to ensure absolute confidentiality, but Golden Rule will protect the privacy and confidentiality of both the accuser and accused to the maximum extent possible.

Corrective Action

Golden Rule will take prompt, effective action to end any harassment and to deter future harassment. After all the circumstances of the complaint, including responses of the alleged perpetrator and witnesses, have been documented; a determination will be made as to whether or not discrimination or harassment has occurred. Prompt corrective action, if warranted, will follow. This may include discipline or termination of the perpetrator or the complainant in the case that a falsified and malicious complaint was discovered and substantiated. The complainant and other persons directly involved will be provided notice of Golden Rule's disposition in the matter.

Either the complainant or the alleged harasser has the right to appeal the determination of the investigation to the Board if he or she indicates so in writing, and delivers the appeal to the superintendent within ten calendar days of the determination.

Golden Rule accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any other way harasses another employee is personally liable for such actions and their consequences. Golden Rule will not provide legal, financial, or other assistance to an individual accused of harassment if a legal complaint is filed.

Dishonesty and False Statements

No employee or applicant should ever falsify any application, medical history record, student paperwork, employee paperwork, time sheet, investigative questionnaires or any other document. Any employee found to have engaged in résumé fraud, or who made material misrepresentations or omissions on their employment application, will be subject to immediate termination of employment. Violations of this policy should be immediately reported to the appropriate supervisor.

Insubordination

All employees have duties to perform. It is against Golden Rule policy for an employee to refuse to follow the directions of a supervisor or other school official. Employees must cooperate fully with investigations into potential misconduct. Refusal to disclose information during the course of an investigation constitutes insubordination and is subject to possible disciplinary action, up to and including termination.

In the event a supervisor directs an employee to perform an illegal or immoral act/task, the employee should immediately notify the principal, human resource director, or superintendent.

Growth Plan/Disciplinary Action

Employment with Golden Rule is based on mutual consent and both the employee and Golden Rule have the right to terminate employment at-will, with or without cause or advance notice. Golden Rule may use progressive discipline at its discretion.

Disciplinary action may include, but is not limited to, any of the following:

1. Verbal warning.
2. Conference with a supervisor and/or the Principal.
3. Written warning.
4. Suspension with or without pay.
5. Termination of employment.

The progression of these steps depend upon the severity of the problem and the number of occurrences. There may also be circumstances when one or more steps are bypassed.

Purchasing Procedures

All requests for purchases must follow established school guidelines. No purchases, charges, or commitments to buy goods or services for Golden Rule can be made without an approved requisition. Golden Rule will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through Golden Rule's business office.

Cellular Phones

The following shall apply to the use of cellular phones in school buildings:

1. Personal calls may not be made or received during class periods. Cellular phones shall remain off.
2. Employee cell phones should not be visible during instructional hours.
3. “Blue-tooth” or wireless headset devices are not permitted.

Personal Use of Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs, (blogs), electronic forums (chat rooms), video sharing Web sites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, Instagram, Snapchat, Twitter, LinkedIn). Electronic media also includes all forms of telecommunications such as landlines, cell phones, and Web-based applications. The use of any form electronic media is not allowed within the campus facility, unless the devices are used for instructional purposes. If an employee is witnessed violating this policy, he or she is subject to disciplinary action, up to and including termination of employment.

Social Media

Employees have a right to participate in social networking sites, blogs, forums, etc. as individuals in the community. However, employees should not post anything that would violate student confidentiality or the professionalism and ethical conduct of Golden Rule employees. Employees are encouraged to adhere to the following guidelines when engaging in activity on social media:

1. Do not create a link from your blog, website, or other social networking site to a Golden Rule website without identifying yourself as a Golden Rule employee.
2. Maintain the confidentiality of Golden Rule trade secrets and private or confidential information concerning Golden Rule employees, students, and/or agents that is obtained from Golden Rule’s files or records in the course of employment. Do not post internal reports or other business-related confidential communications.
3. Respect all copyright and other intellectual property laws. For Golden Rule’s protection, as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including Golden Rule’s own copyrights, trademarks, and brands.
4. Do not infringe on Golden Rule’s logos, taglines, slogans, trademarks, or other symbols.
5. Be respectful of the privacy and dignity of your co-workers.
6. Do not post student photographs without appropriate authority.
7. Harassing, obscene, defamatory, threatening, or other offensive content must be avoided.
8. If an employee’s use of social media violates state or federal law or Golden Rule policy, or interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
9. Do not “friend” students on your personal social media page unless you have an appropriate out-of-school relationship with the student such as relatives, church, scouts, or other activity that would be appropriate for such informal communication.

Public Relations/Media

The Board has designated the superintendent as the official spokesperson for media questions and public relations. Any official statements from Golden Rule to the media are to be handled through the superintendent or designee only.

Part 8: Employee Health and Safety

Workplace Safety and OSHA Compliance

To assist in providing a safe and healthy work environment for employees, students, parents, and visitors, Golden Rule has established a workplace safety program. This program is a top priority of Golden Rule, and its success depends on the alertness and personal commitment of all.

Golden Rule provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Martha Delgado, Human Resource Director, 135 W. Wintergreen Rd. DeSoto, TX 75115, and 469-248-4463. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, fail to remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify Martha Delgado, Human Resource Director, 135 W. Wintergreen Rd. DeSoto, TX 75115, and 469-248-4463. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Hazard Communication Act

Golden Rule is concerned about the safety of all employees, and therefore will perform the following duties in compliance with the Texas Hazard Communication Act:

- Post and maintain the notice promulgated by the Texas Department of State Health Services ("TDSHS") in the workplace.
- Provide an education and training program for employees using or handling hazardous chemicals under normal operating conditions or foreseeable emergencies.
- Maintain the written hazard communication program and a record of each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors. Records will be maintained for at least five years.
- Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds, or as determined by the TDSHS for certain highly toxic or dangerous hazardous chemicals. The list will be readily available to employees and their representatives.

- Update the list as necessary, but at least by December 31 each year, and maintain the list as required by law. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information.
- As required by law, label new or existing stocks of hazardous chemicals with the identity of the chemical and appropriate hazard warnings, if such stocks are not already appropriately labeled.
- Maintain a legible copy of the most current manufacturer's material safety data sheets ("MSDS") for each hazardous chemical; request such sheets from the manufacturer if not already provided or otherwise obtain a current MSDS; make such sheets readily available to employees or their representatives on request.
- Provide employees with appropriate personal protective equipment.

The superintendent shall notify employees of any planned pest control treatment by both of the following methods:

- Posting the sign provided by the certified applicator or technician in an area of common access the employees are likely to check on a regular basis at least 48 hours before each planned treatment.
- Providing the official Structural Pest Control Service Consumer Information Sheet to any individual working in the building, on request.

Occupational Safety and Health Administration (OSHA) Statement

Golden Rule strives to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognized hazards that might cause serious physical injury. In accordance with the Occupational Safety and Health Act ("OSHA"), Golden Rule maintains a log of all occupational injuries and illnesses, and asks that employees report such injuries and illnesses within 48 hours so that Golden Rule may report these occurrences within a lawful period of time to the nearest OSHA office.

As employees of Golden Rule:

- You have the right to notify Golden Rule or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by Golden Rule for making safety and health complaints, or for exercising your rights under the OSHA Act.
- You have a right to see OSHA citations issued to Golden Rule. Golden Rule must post the citations at or near the place of the alleged violation.
- Golden Rule must correct workplace hazards by the date indicated on the citation, and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Golden Rule must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSHA Act that apply to your own actions and conduct on the job.

As your employer:

- Golden Rule must furnish all employees a place of employment free from recognized hazards.
- Golden Rule must comply with the occupational safety and health standards issued under OSHA.

If you would like more information regarding your OSHA rights or additional information, visit www.osha.gov or call 1-800-321-OSHA.

Asbestos Management Plan

Golden Rule is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of Golden Rule property. A copy of Golden Rule's asbestos management plan is kept in the Administration office and is available for inspection during normal business hours.

Communicable Diseases

The following information will provide simple and effective precautions against the transmission of a communicable disease for all students and school personnel who are potentially exposed to the bodily fluids of any person. No distinction is made between bodily fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The term "bodily fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions and saliva. Contact with bodily fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Transmission of communicable disease is more likely to occur from contact with infected bodily fluids of unrecognized carriers than from contact with fluids from diagnosed individuals, because simple precautions are not always carried out.

To avoid contact with bodily fluids, the following precautions should be observed:

- Avoid direct skin contact with bodily fluids. This also includes the mucous membranes (e.g. eyes, nose, and mouth);
- Wear disposable gloves when contact with bodily fluids is anticipated (e.g. when treating bloody noses; open cuts, abrasions and other lesions; handling contaminated clothing; and cleaning up body fluid spills);
- Always practice good personal hygiene through proper hand washing techniques;
- Request assistance from a custodian for proper cleaning of all bodily fluid spills.

Accident Reporting

Employees shall report any on-the-job injury or accident immediately to their supervisor. Supervisors must notify the Martha Delgado, Human Resource Director, 135 W. Wintergreen Rd. DeSoto, TX 75115, and 469-248-4463 within 24 hours of notification of an occurrence. If an employee fails to report the accident within 30 days of the incident, the claim may be denied by

the Texas Department of Insurance – Division of Workers’ Compensation. The employee’s supervisor and/or the appropriate management personnel shall conduct a thorough investigation, involving the employee and any witnesses that observed the injury or accident. The employee’s supervisor and/or appropriate management personnel will ensure corrective action is taken to avoid a recurrence of the accident.

Reporting Serious Injuries

Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related accident, Golden Rule will orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration (“OSHA”), Department of Labor, that is nearest to the site of the incident. If the Area Office is not reachable, the school may use the OSHA toll-free central telephone number, 1-800-321-6742.

Reporting Procedures

Golden Rule will utilize the required OSHA forms to document and log each recordable injury or illness. This information will be kept current, maintained accurately, and retained for a period of five years.

Searches

Golden Rule reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs and alcohol, and possession of other prohibited items. “Prohibited items” include illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. “Control” means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to the school’s premises, Golden Rule may search employees, their work areas, lockers, personal vehicles (if driven or parked on school property), and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, Golden Rule is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in the school workplace, either on school or elsewhere while on duty. In general, employees should assume that what they do while on duty or on school premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, Golden Rule will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give the school a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to school officials and/or law enforcement authorities.

All Golden Rule employees are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be

done on a random basis or based upon reasonable suspicion. “Reasonable suspicion” means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible. Golden Rule will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request by the school will face disciplinary action, up to and possibly including immediate termination of employment.

Workplace Violence Prevention

Golden Rule is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Golden Rule has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on school property.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are at all times prohibited without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, student, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, students, vendors, solicitors, or other members of the public. When reporting a threat of violence, please be specific and as detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor. Do not attempt to interfere in a disturbance unless it is reasonably safe to do so.

Golden Rule will promptly and thoroughly investigate all reports or threats of violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety, and the integrity of its investigation, Golden Rule may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Drug-Free Workplace Requirements

Golden Rule intends to provide a safe and drug-free work environment for our students and employees. With this goal in mind, we have established the following policy for existing and future Golden Rule employees.

Golden Rule explicitly prohibits:

- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Golden Rule premises or while attending a school]-sponsored or school-related activity.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from school property, if such impairment or influence adversely affects the employee’s work performance, the safety of the employee or of others, or puts at risk Golden Rule’s reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from Golden Rule property, if such activity or involvement adversely affects the employee’s work performance, the safety of the employee or of others, or puts at risk Golden Rule’s reputation.
- The presence of any detectable amount of prohibited substances in the employee’s system while at work, on Golden Rule property, or while attending a school-sponsored or school-related activity. “Prohibited substances” include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Employees who violate this policy may be referred to drug counseling programs, drug rehabilitation programs, employee assistance programs, or may be terminated from employment.

As a condition of employment with Golden Rule, each employee shall abide by the terms of the requirements and prohibitions set out in this statement and shall notify Golden Rule of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 30 days of receiving such notice, Golden Rule shall either (1) take appropriate personnel action against the employee, up to and including termination; or (2) require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

In addition, Golden Rule will conduct drug and/or alcohol testing under any of the following circumstances:

- For-Cause Testing: Golden Rule may ask an employee to submit to a drug and/or alcohol test at any time it has reason to suspect that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee’s person or in the employee’s vicinity; unusual conduct on the employee’s part that suggests impairment or influence of drugs or alcohol; negative performance patterns; or excessive and unexplained absenteeism or tardiness.
- Post-Accident Testing: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. This includes not only the employee who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.
- Pre-Employment Testing: Golden Rule may perform pre-employment drug or alcohol testing after an offer of employment is made and accepted.

All reports by Golden Rule regarding drug or alcohol testing results shall be kept strictly confidential but may be used as the basis for disciplinary action or other action regarding employment status.

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

Employees with Commercial Driver's License: Any employee whose duties require a commercial driver's license ("CDL") is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted at random when reasonable suspicion exists, and as a follow-up measure. Testing will be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Human Resources.

Alcohol and Tobacco Use and Possession

Golden Rule maintains an alcohol-free work environment. It is a violation of state law to ingest or possess alcohol on Golden Rule property, in school vehicles, or during school-related or school-sanctioned activities, on or off campus. Any violation of this policy may result in immediate termination.

Tobacco Use

Smoking or using tobacco products is prohibited on all school-owned property and at school-related or school-sanctioned activities, on or off campus during school hours, except during duty-free periods off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of school-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

The Board also prohibits the smoking, using, or possessing e-cigarettes at a school-related or school-sanctioned activity on or off Golden Rule property.

"E-cigarette" includes the definition of that term under Health and Safety Code 161.081, and means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Possession of Firearms and Weapons

Texas Penal Code section 46.03, prohibits firearms, illegal knives, clubs or any prohibited weapon on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle. Any violation of this policy by a Golden Rule employee may result in immediate termination. To ensure the safety of all persons, employees who observe or suspect a violation of this prohibition should report it immediately to their supervisor.

Part 9: Miscellaneous Provisions

Emergencies

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees are responsible for being familiar with the location of the extinguishers nearest their place of work and how to operate the equipment.

Bad Weather Closing

Golden Rule may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of school facilities. When it becomes necessary to open late or to release students early, the following media will be notified by school officials:

Television
KDFW Fox 4 News
WFAA-TV Channel 8
Golden Rule Schools School Website

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) established rules for protecting individual Personal Health Information (“PHI”). HIPAA provides individuals certain rights regarding their PHI, and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of federal law.

HIV-AIDS and Other Life-Threatening Illnesses

Individuals infected with HIV and individuals with life-threatening illnesses have the same rights and opportunities as other individuals.

Employees are not required to reveal their HIV status to employers. All medical information that an HIV-infected employee provides to medical or management personnel is confidential and private. Golden Rule may not reveal this information without the employee’s knowledge and written consent, except as provided by law. Those with access to confidential information must maintain strict confidentiality and privacy, separating this information from employees’

personnel records. Individuals who fail to protect these rights commit a serious offense, which may be cause for litigation resulting in both civil and criminal penalties and may result in disciplinary action, up to and including termination.

Employees who have concerns of a co-worker or student infected with HIV or a life-threatening illness should contact the Director of Human Resources for appropriate information and reference materials. Employees do not have the right to refuse to work with someone who has HIV or AIDS or any disability. An employee who refuses to work with co-workers or students who have a disability shall be subject to disciplinary or corrective action, up to and including termination.

Employees who desire assistance concerning a disability or a life-threatening illness should contact the Director of Human Resources.

External Inquiries

Employees should contact the Director of Human Resources regarding all employee related legal matters and external inquiries. This includes all inquiries, notices or other communication from attorneys, prospective employers or others regarding employees or former employees, whether verbal or written. It also includes, but is not limited to:

- Any Charges of Discrimination that may come from the Equal Employment Opportunity Commission, Texas Human Rights Commission, or other agencies;
- Any notice or indication of an audit by the U.S. Department of Labor or notification from the Texas Workforce Commission;
- Any OSHA complaints or site visits by OSHA staff members.

No response should be given to external inquiries or notifications except how to contact the Director of Human Resources. The Director of Human Resources should be notified as soon as possible. No employee other than the superintendent may be served with legal papers. Employees who become aware of the attempt to serve legal papers should advise the server of the appropriate agent of record for service of process and notify his or her supervisor and/or the superintendent as soon as possible.

Personal Property

Golden Rule recognizes that employees may desire to display mementos pertaining to their families or bring other personal items to work. Golden Rule takes no responsibility for the safekeeping of these items. However, should any such personal property be stolen, employees should report the incident to the Principal. The following guidelines should be observed:

- Safety comes first. No object can interfere with job safety as determined by the principal.
- Nothing can be displayed that is derogatory (in the opinion of the principal) to any person or system of beliefs, or that is considered sexually offensive under the reasonable person standard.
- Objects that are inappropriate (in the opinion of the principal) or that hinder work efforts will not be allowed and must be removed upon request.

School Property

All employees are responsible for taking proper care of Golden Rule-owned property, including vehicles, buildings, furnishings, equipment, tools and supplies. School property must remain on the premises at all times unless approved in advance by the principal or other appropriate administrator. Proper care and maintenance of school-owned vehicles is also required.

The following applies to the usage of any Golden Rule-owned vehicle: (1) all doors must be locked when the vehicle is unattended, (2) no unauthorized passengers or merchandise are allowed to be transported, (3) no unauthorized merchandise, and (4) no unauthorized stops may be made.

Employees must return all school-owned property that is in their possession or control in the event of termination of employment, resignation or layoff immediately upon request.

School employees shall not use school public property for any purpose not described in the Golden Rule policy, except that employees may use local telephone service, school-issued cellular phones, electronic mail, internet connections, and similar property for incidental personal use, as determined by school administration such does not:

- Result in any direct cost paid with state funds, or the charter holder is reimbursed by the employee within five business days for any direct cost incurred;
- Impede charter school functions as determined by the school administration.

Only incidental amounts of employee time, comparable to a five to seven minute coffee break during each day, may be used for personal matters. This does not authorize incidental personal use of public property for private commercial purposes. Any such incidental use of public property is a privilege not a right, and the Golden Rule administration may remove or rescind such privilege from time to time on a case-by-case basis for any employee, or all employees.

Visitors in the Workplace

Golden Rule requires all persons who enter upon its premises to display his or her driver's license or another form of identification containing a photograph of the person issued by a governmental entity. This applies to family members of employees, friends, parents, social service workers, volunteers, Board members, guest speakers and other guests, maintenance and repair persons not employed by Golden Rule, vendors, and representatives of news media, former students, and any other visitors.

Golden Rule may establish an electronic database for the purpose of storing information concerning school visitors. Such database may only be used for purposes of school security, and may not be sold or otherwise disseminated to a third party for any purpose. Golden Rule may also verify whether any visitor to a campus is a sex offender registered with the computerized central database maintained by the Department of Public Safety, or any other database accessible by Golden Rule.

Student Issues

Non-Discrimination Statement

Golden Rule does not discriminate on the basis of race, religion, color, national origin, sex, disability academic, artistic, or athletic ability, sexual orientation, pregnancy, marital status or the district the child would otherwise attend under state law or in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Student Records

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records according to the Family Educational Rights and Privacy Act (“FERPA”).

The Student Handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the Principal for assistance.

Administering Medication to Students

Only designated employees can administer prescription medication to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the Principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Golden Rule employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her employment duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication such as antidepressant and anxiety drugs. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior altering substance.

Golden Rule employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug;
- Suggesting a particular diagnosis; or
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

Parent and Student Complaints

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus administration office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the principal. The formal complaint process provides parents and students with an opportunity to be heard up to the Board if they are dissatisfied with a principal's response.

Student Discipline

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student's Code of Conduct. Golden Rule teachers and administrators will follow the district-wide research-based student management plan for disciplinary actions. Staff members that may have concerns about a particular student's conduct must address concerns by following established procedures, followed by informing the teacher of record, and submission of all documentation to the appropriate campus administrators.

Student Discrimination/Harassment

Golden Rule prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, sexual orientation, military service or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the previous bases that adversely affects the student.

Golden Rule employees shall not engage in discrimination or harassment of students, nor shall they tolerate student-to-student discrimination or harassment. Suspected discrimination or harassment of students shall be reported in a timely manner.

Golden Rule shall investigate all allegations of discrimination or harassment against students, and shall take appropriate disciplinary action against employees or students who have engaged in such acts, up to and including termination of employment.

Retaliation against anyone involved in the complaint process is a violation of Golden Rule policy and acts of retaliation may result in disciplinary action, up to and including termination.

Sexual Harassment of Students

Sexual harassment of students includes any unwelcome verbal or physical sexual advances, including but not limited to engaging in sexually oriented conversations, telephoning or texting students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature, threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit, request for sexual favors, sexually motivated physical, verbal, or nonverbal conduct when the conduct affects the student's ability to participate in or benefit from a program or activity, or creates an intimidating, threatening, hostile or offensive educational environment.

Sexual harassment of students by employees is always a violation of law and will result in appropriate disciplinary action up to and including termination from employment and referral to appropriate law enforcement authorities.

Golden Rule employees are generally encouraged to report an action or suspected action that is illegal or in violation of any adopted Board policy. Good faith reports may be made without fear of reprisal.

Relationships with Students

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

Reporting Suspected Child Abuse

Any Golden Rule officer, employee, agent or volunteer who has cause to believe that a child's physical, mental health, or welfare has been adversely affected by abuse, neglect, or other maltreatment by any person shall immediately make a report as required by law.

If a professional (i.e., teachers, nurses, doctors, day-care employees, or other mandatory reporters) has cause to believe that a child has been or may be abused, maltreated or neglected, that person shall make a report within 48 hours after the person first suspects the abuse or neglect. The person may not delegate to or rely on another individual to make the report.

If the suspected abuse or neglect involves a person responsible for the custody, care or welfare of the child, the report must generally be made to the Texas Department of Family and Protective Services ("DFPS"). All other reports should be made to any local or state law enforcement agency, the DFPS, the Texas Education Agency (if the abuse or neglect occurred at school), another state agency near where the abuse occurred, or any agency designated by a court as responsible for the protection of children.

A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The reporter shall identify the following information, if known:

- The name and address of the child;
- The name and address of the person responsible for the care, custody, or welfare of the child;
- Any other pertinent information concerning the alleged or suspected abuse or neglect.

All reports of abuse shall be reported to the principal or designee contemporaneous to the report mandated by law.

Any person who makes such a report, or assists in the investigation of a report of child abuse or neglect in good faith, is immune from any criminal or civil liability that might otherwise be incurred or imposed. Authorized officials from the above agencies shall be permitted to conduct the required interview with the child at the school with or without the consent of the parent or guardian. Golden Rule will fully cooperate with all official investigations of abuse or neglect.

Golden Rule or its agents may not suspend or terminate the employment of, or otherwise discriminate against, a professional employee who, in good faith:

- Reports child abuse or neglect to:
- The employee's supervisor,
- An administrator of the facility where the employee works,
- A state regulatory agency, or
- A law enforcement agency; or
- Initiates or cooperates with a governmental investigation or proceeding relating to an allegation of child abuse or neglect.

A person who reports his or her own abuse or neglect of a child or who acts in bad faith or with malicious purpose in reporting alleged child abuse or neglect may be subject to criminal prosecution.

The toll free number for the Texas Child Abuse Hotline is 1-800-252-5400.

In addition to the duty to report described above, a person or professional shall make a report if he or she has cause to believe that an adult was a victim of abuse or neglect as a child and the person or professional determines in good faith that disclosure of the information is necessary to protect the health and safety of another child. Such a report must be made within 48 hours, and the duty to make a report cannot be delegated.

Employee Training

Golden Rule shall provide training for all new and existing employees on awareness of issues regarding sexual abuse and other maltreatment of children, including prevention techniques for and recognition of sexual abuse and all other maltreatment of children.

Bullying

All employees are required to report student complaints of bullying to the principal or other appropriate administrator. Employees, who engage students engaged in bullying, or who suspect that a student has engaged in bullying, must report the fact or suspicion to the principal or other appropriate administrator.

Student Attendance

Teachers and staff should be familiar with Golden Rule's policies and procedures for attendance accounting. Contact the Principal for additional information.

Student Transportation

Except in limited emergency situations, Golden Rule employees are not authorized to transport students in the employee's personal automobile.

Student Dismissal

Teachers are required to remain with designated students until their parent/guardian retrieves the child following dismissal. If students are not picked up on time (by 15 minutes after dismissal), the teacher is responsible for contacting the parent/guardian in order to address the issue. Students will be escorted to the designated area for late pickup on each campus. Parents of

students with repeated late pickups (maximum of three) will be contacted by an administrator regarding the issue following notification by the teacher.

Children of Employees

Children of employees must be supervised by their parents within close proximity at all times following dismissal. In the interest of safety, students must be supervised. On early release days or professional development days, employees must make alternative arrangements for their children (i.e. daycare).

In the interest of safety, children of employees are not allowed to be present during staff meetings or professional development days when employees are considered to be on duty. Employees who have children at the elementary level are not allowed to supervise their own children while teaching students at the middle school level. Alternative arrangements must be made in order for supervision.

Non instructional employees may not supervise their children in their work area. (i.e. office/workspace)

Student Attendance

Teachers and staff should be familiar with the school policies and procedures for attendance accounting.

For academic progress, students shall not be dismissed early except on “early-release” days. A child who is required to attend school shall attend each school day for the entire period the program of instruction is provided. Once a child is enrolled as a student, the child must attend school and meet all compulsory attendance requirements. Students who leave early and bring back an official original signed doctor’s documentation or parent’s note are considered to have an excused absence (per principal’s approval).

For elementary campuses, teachers will enter attendance by 9:40 a.m. For middle school campuses, teachers are required to take attendance in every class period (including specials: such as P.E., art, and music).

These procedures require students to have parental consent before they are allowed to leave campus. Students will be released only at the time the parents sign the proper dismissal documentation and upon administrator approval.

Proper documentation will only determine if absence is excused or unexcused for truancy proposes, and it will not dismiss days absent.

Hazing

Any teacher, administrator, or employee who observes a student engaged in any form of hazing, and has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Computer Technician Reports of Child Pornography

Any computer technician employed by Golden Rule who, in the course and scope of employment or business with Golden Rule, views an image on a computer that is or appears to

be child pornography must immediately report the discovery to a local or state law enforcement agency or the Cyber Tip line at the National Center for Missing and Exploited Children. The report must include the name and address of the owner or person claiming a right to possession of the computer, if known, and as permitted by federal law.

Except in a case of willful or wanton misconduct, a computer technician may not be civilly liable for reporting or failing to report the discovery of an image. A computer technician who intentionally fails to report an image may be subject to criminal prosecution.

Part 10: Employee Acceptable Use Policy

Technology Mission Statement

Golden Rule is committed to utilizing the maximum potential of technology to enhance student learning and increase employee effectiveness by providing technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, Golden Rule is dedicated to providing an integrated technological curriculum for all students and staff members. Students will have access to the technology necessary to produce, manage, communicate and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, Golden Rule will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Instructional Resource

Golden Rule is proud to bring network and Internet access to school employees and students, and believes the Internet offers many diverse and unique resources to both students and staff. Golden Rule's goal, in providing this service to staff and students, is to promote educational excellence in schools by facilitating resource sharing, innovative teaching, and communication skills.

Students and staff have access to numerous research-oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. On-campus computers have the technology necessary to support student research and to promote academic achievement.

Student Safety

Golden Rule is aware that resources that are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, Golden Rule's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for the school to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and school employees who obtain their Internet access through the school are expected to use these services appropriately.

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. Golden Rule is providing Internet resources for educational purposes only. Employee use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of Golden Rule's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by the school administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

Policy – Terms and Conditions

Acceptable Use

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the School's mission statement. Employees are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the school's authorized technology designee may read, delete, copy or modify the electronic mail of other system users.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the Golden Rule network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of Golden Rule policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of Golden Rule policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. Golden Rule will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette

Each network user is expected to:

- Be polite (i.e., an all-caps message implies shouting);
- Use appropriate language;
- Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
- Maintain confidentiality of the user, colleagues, and students;
- Respect copyright laws; and
- Be respectful in all aspects of network use.

Use of Electronic Media and Electronic Communications with Students

A certified or licensed educator or any other employee designated in writing by the principal may communicate through digital electronic media with students who are currently enrolled in Golden Rule for academic purposes only. All other employees are prohibited from communicating with students who are enrolled in Golden Rule through electronic media unless express authorization is provided by the superintendent. An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student.

Educators shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, 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, and amount of the communication;
- The subject matter of the communication;
- Whether the communication was made openly or the educator 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 educator or the student.

Consequences

The guidelines for appropriate use are applicable to all use of school computers and refer to all information resources, whether individually controlled, shared, stand alone, or networked. Disciplinary action for students, staff, and other users shall be consistent with Golden Rule policy and administrative regulation. Violations may result in:

- Suspension of access to school computers and network resources;
- Revocation of access privileges or user accounts; or

- Other school disciplinary or legal action, up to and including termination, in accordance with school policies and applicable laws.

Specific disciplinary measures will be determined on a case-by-case basis.

Appendix – Forms

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Authorization for Background Check

Texas Education Code section 22.083 authorizes an open-enrollment charter school to obtain the criminal history record of every applicant for employment or volunteer services with the school. Therefore, as part of your application process, please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.

I, _____, hereby authorize Golden Rule to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Golden Rule will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of its choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

I understand that Golden Rule is authorized to use any source including, but not limited to, consumer reporting agencies, private investigators, and law enforcement agencies. Furthermore, I authorize any of these agencies to release information to me or to Golden Rule or Golden Rule’s agent(s).

I also hereby acknowledge that I have received a notice that a report may be obtained for employment purposes if applicable. I understand that the information I am providing about age, sex, and ethnicity will not be used to determine my eligibility for employment or volunteer services, but will be used solely for the purpose of obtaining consumer information, including criminal history information. I further understand that information from my consumer report will not be used in violation of applicable Federal or State equal employment opportunity laws.

Signature of Employee

Date

Employee’s Name – Printed

Complete Background Check Form on Next Page

Golden Rule 2018–2019 Criminal History Background Check Form

Last Name:	
Maiden and/or Other Name:	
First Name:	
Middle Name:	
Driver's License Number:	
State Issuing Driver's License:	
Date of Birth (example 01/23/45):	
Social Security Number:	
Sex:	
Race:	
Current Street Address:	
City:	
State:	
Zip:	

List Where You Have Lived or Worked in the Last Five Years

City/Town	County	State	From	To

Disclosure and Authorization for Consumer Reporting Agency Reports

Golden Rule may request background information about an employee from a consumer-reporting agency in connection with his/her employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization.

The reports may contain information bearing on an employee’s character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to the following:

- Social Security Number
- Criminal Records Checks
- Public Court Records Checks
- Driving Records Checks
- Licensing and Certification Records Checks
- Sex Offender Registration

A summary of an employee’s rights under the Fair Credit Reporting Act has been provided to all employees. Employees may request more information about the nature and scope of any investigative consumer reports by contacting the Director of Human Resources.

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports. I understand this information will be used to determine my eligibility for employment with Golden Rule.

Signature of Employee

Date

Employee’s Name – Printed

Summary of Your Rights under the Fair Credit Reporting Act on Next Page

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Below is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
 - In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Access to your file is limited.** A consumer-reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists

these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA, Washington, DC 20580 Tel: 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 Tel: 1-800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P. O. Box 1200 Minneapolis, MN 55480 Tel: 1-888-851-1920 Website Address: www.federalreserveconsumerhelp.gov E-mail Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 Tel: 1-800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 Tel: 1-703-519-4600

<p>State-chartered banks that are not members of the Federal Reserve System</p>	<p>Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 Tel: 1-877-275-3342</p>
<p>Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission</p>	<p>Department of Transportation, Office of Financial Management Washington, DC 20590 Tel: 1-202-366-1306</p>
<p>Activities subject to the Packers and Stockyards Act, 1921</p>	<p>Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 Tel: 1-202-720-7051</p>

Authorization for Prior Employer to Release Information

(Please read the following statements, sign below and return to Human Resources)

I, _____, hereby authorize my prior employer, _____, to release any and all information relating to my employment with them to Golden Rule Charter School (“Golden Rule”). I further release and hold harmless both Golden Rule and my prior employer, _____ from any and all liability that may potentially result from the release and/or use of such information. I understand that any information released by my prior employer will be held in strictest confidence, that it will be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

Signature of Employee

Date

Employee’s Name – Printed

Drug and/or Alcohol Testing Consent Form and Policy Acknowledgment Form

I hereby agree, upon a request made under the drug/alcohol testing policy of Golden Rule, to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under any Golden Rule policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have Golden Rule and/or its physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to Golden Rule and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize Golden Rule to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized Golden Rule officers, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless Golden Rule, its physician, and any testing laboratory that it might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a Golden Rule or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless Golden Rule, its company physician, and any testing laboratory that it might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

I have had an opportunity to read the Drug-Free Workplace Policy included in the Golden Rule Employee Handbook, and I understand that I may ask my supervisor or Human Resource Department any questions I might have concerning the policy. I accept the terms of the Drug-Free Workplace Policy. I also understand that it is my responsibility to comply with the Drug-Free Workplace Policy, and any revisions made to it. I further agree that if I remain with Golden Rule following any modifications to the policy, I thereby accept and agree to such changes.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT GOLDEN RULE WILL REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL.

Signature of Employee

Date

Employee's Name – Printed

Searches

Golden Rule reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs and alcohol, and possession of other prohibited items. "Prohibited items" include illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "Control" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to Golden Rule's premises, Golden Rule may search employees, their work areas, lockers, and personal vehicles if driven or parked on company property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, Golden Rule is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in Golden Rule's workplace, either on school premises, or while on duty. In general, employees should assume that what they do while on duty or on school premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, Golden Rule will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give Golden Rule a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he/she would not be prepared to show and possibly turn over to Golden Rule officials and/or law enforcement authorities.

All employees of Golden Rule are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. "Reasonable suspicion" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible. Golden Rule will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request by Golden Rule will face disciplinary action, up to and possibly including immediate termination of employment.

IN ACCORDANCE WITH GOLDEN RULE POLICY REGARDING SEARCHES, I UNDERSTAND THAT ALL DESKS, STORAGE AREAS, LOCKERS, AND ALL VEHICLES OWNED, FINANCED, OR LEASED BY GOLDEN RULE, OR USED BY IT TO TRANSPORT EMPLOYEES, GOODS, AND/OR PRODUCTS ARE SUBJECT TO SEARCH AT ANY TIME WITHOUT MY KNOWLEDGE, PRESENCE, OR PERMISSION. WITH THE EXCEPTION OF MY PERSONAL VEHICLE, I UNDERSTAND I AM PROHIBITED FROM LOCKING OR OTHERWISE SECURING ANY SUCH DESK, STORAGE AREA, LOCKER, OR VEHICLE WITH ANY LOCK OR LOCKING DEVICE NOT SUPPLIED OR APPROVED BY GOLDEN RULE. IF I USE MY OWN LOCK ON ANY SUCH ITEM, I AGREE TO GIVE MY SUPERVISOR A COPY OF THE KEY OR COMBINATION TO THE LOCK SO THAT GOLDEN RULE MAY OPEN THE LOCK AT ANY TIME THAT IT MAY DEEM SUCH ACTION NECESSARY. IN THE EVENT THAT A SEARCH OF MY PERSONAL VEHICLE BECOMES NECESSARY, I AGREE TO ALLOW PERSONNEL DESIGNATED BY GOLDEN RULE TO CONDUCT SUCH A SEARCH AT ANY TIME GOLDEN RULE MAY DIRECT DURING MY DUTY SHIFT.

I FURTHER UNDERSTAND THAT IN ORDER TO PROMOTE THE SAFETY OF EMPLOYEES AND VISITORS OF GOLDEN RULE, AS WELL AS THE SECURITY OF THE FACILITIES AND RESIDENTS OF THE FACILITIES WHERE GOLDEN RULE IS LOCATED, GOLDEN RULE MAY CONDUCT VIDEO SURVEILLANCE OF ANY PORTION OF ITS PREMISES AND OPERATIONS AT ANY TIME, THE ONLY EXCEPTION BEING PRIVATE AREAS OF RESTROOMS, SHOWERS, AND DRESSING ROOMS, AND THAT VIDEO CAMERAS WILL BE POSITIONED IN APPROPRIATE PLACES WITHIN AND AROUND THE FACILITIES AND USED IN ORDER TO HELP PROMOTE THE SAFETY AND SECURITY OF PEOPLE AND PROPERTY. I HEREBY GIVE MY CONSENT TO SUCH VIDEO SURVEILLANCE AT ANY TIME GOLDEN RULE MAY CHOOSE.

I HEREBY RELEASE GOLDEN RULE FROM ALL LIABILITY, INCLUDING LIABILITY FOR NEGLIGENCE, ASSOCIATED WITH THE ENFORCEMENT OF THESE POLICIES AND/OR ANY SEARCHES OR SURVEILLANCE UNDERTAKEN PURSUANT TO THESE POLICIES.

Signature of Employee

Date

Employee's Name – Printed

Golden Rule Representative

Date

Wage Deduction Authorization Agreement

I understand and agree that my employer, Golden Rule, may deduct money from my pay from time to time for reasons that fall into the following categories:

1. My share of the premiums for Golden Rule's group medical/dental plan;
2. Any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by Golden Rule;
3. Installment payments on loans or wage advances given to me by Golden Rule, and if there is a balance remaining when I leave Golden Rule, the balance of such loans or advances;
4. Installment payments on loans based upon store credit that I use for my own personal purchases, including the value of merchandise or services that I purchase or have purchased for personal, non-business reasons using my employee charge account or credit card, an account or credit card assigned to another employee, or a general company account or credit card, regardless of whether such purchase was authorized, and if there is a balance remaining when I leave Golden Rule, the balance of such store credit or charges;
5. If I receive an overpayment of wages for any reason, repayment to Golden Rule of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless Golden Rule and I agree in writing to a series of smaller deductions in specified amounts);
6. The cost of personal long-distance calls I may make on Golden Rule-owned phones or on its accounts, of personal faxes sent by me using Golden Rule-owned equipment or its accounts, or of non-work related access to the Internet or other computer networks by me using Golden Rule-owned equipment or its accounts;
7. The cost of repairing or replacing any of Golden Rule's supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from Golden Rule during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or if I am a salaried exempt employee, reduce my salary below the federal FLSA minimum salary-basis amount);
8. The cost of any uniforms required in my employment with Golden Rule, and of cleaning such uniforms;
9. The reasonable cost or fair value, whichever is less, of meals, lodging, and other facilities furnished to me by Golden Rule in connection with my employment;
10. Administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
11. If I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from Golden Rule before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;
12. The value of any time off for absences to which paid leave is not applied (non-exempt salaried employees will have all such unpaid leave deducted from their salary, while exempt salaried employees will experience salary reductions only in units of a full day or week at a time, depending upon the exact nature of the absence, unless partial-day deductions are specifically allowed under federal law); and
13. If Golden Rule pays any insurance premiums or retirement system contributions ("payments") on my behalf that I would normally make under any applicable benefit plan offered by Golden Rule during my employment, the amount of such payments made by Golden Rule, such payments being an advance of future wages payable to me.

I agree that Golden Rule may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that Golden Rule has stated its intention to abide by all applicable federal and Texas wage and hour laws, and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

Signature of Employee

Date

Employee's Name – Printed

Golden Rule Representative

Date

Wage Overpayment/Underpayment Policy

Golden Rule takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Human Resources so that corrections can be made as quickly as possible. If the employee has been underpaid, Golden Rule will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he/she has earned, the employee will need to return the overpayment to Golden Rule as soon as possible. No employee is entitled to retain any pay in excess of the amount he/she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction.

I understand this policy and agree to its terms.

Signature of Employee

Date

Employee's Name – Printed

Public Access to Employee Information

Employee Opt-Out

In accordance with the provisions of the Texas Public Information Act (Section 552.024 of the Texas Government Code) employees of Golden Rule have the option of withholding the following information from public disclosure:

1. The employee’s home address.
2. The employee’s home telephone number.
3. The employee’s personal cellular phone number.
4. The employee’s emergency contact information.
5. Information relating to whether the employee has family members.

Other information maintained by Golden Rule regarding employees (including but not limited to employee names and work locations) is subject to public disclosure regardless of the election made below.

_____ PUBLIC ACCESS PERMITTED: I hereby elect to permit public access to my home address, home telephone number, personal cellular phone number, emergency contact information, and information relating to whether I have family members in my home.

_____ PUBLIC ACCESS DENIED: I hereby elect to deny public access to my home address, home telephone number, personal cellular phone number, emergency contact information, and information relating to whether I have family members in my home.

Signature of Employee

Date

Employee’s Name – Printed

Acknowledgement of Receipt of Handbook

Name: _____

Campus/Department: _____

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year at Golden Rule. Not all school or Board policies and procedures are included, Golden Rule information, policies, and benefits described herein are subject to change at any time. Such changes will generally be communicated through official notices, and that revised information may supersede, modify, or eliminate existing policies. I understand that I may request a copy of this Handbook by email from my principal or office manager and that a paper copy of the Handbook is located in the main office. Only the Board of Directors has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I understand that this Handbook is neither a contract of employment nor a legally binding agreement. I accept the terms of the Handbook, understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to it. I further agree that if I remain with Golden Rule following any modifications to the Handbook, I hereby accept and agree to such changes. Finally, in the event of any inconsistency between the information, policies, and benefits described herein and in my employment agreement, the information, policies, and benefits described in the employment agreement shall control.

I have received my copy of the Golden Rule Employee Handbook on the date listed below. In signing the Acknowledgment of Receipt below, I also acknowledge my understanding that I am responsible for reading the entire Handbook.

Employee Signature

Date

NOTE: You must sign and date this form within three days of receipt, and return to the Human Resources Department.