



2026-27

EMPLOYEE HANDBOOK

PART A: EMPLOYEE POLICIES & PRACTICES

PART B: STUDENT SAFETY PROCEDURES



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EMPLOYEE HANDBOOK PART A: EMPLOYMENT POLICIES AND PRACTICES

ACKNOWLEDGEMENTS

EMPLOYMENT AT-WILL

Employment at Geneva School of Boerne is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Head of School (HOS).

This means that either the employee or the school may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or biweekly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain or prevent concerted activity as protected by applicable Federal and State law. Such activity includes employee communications regarding wages, hours or other terms or conditions of employment. Geneva School of Boerne employees have the right to engage in or refrain from such activities.

PURPOSE AND USE OF HANDBOOK

This employee handbook is comprised of two parts: *2025-26 GSB Employee Handbook Part A – Employment Policies and Practices* and *2025-26 GSB Employee Handbook Part B – Student Safety Policies and Practices*. Together these documents are designed to acquaint you with Geneva School of Boerne (the “School”) and provide information about working conditions, employee benefits and policies affecting employment and student safety. It contains general statements of School policy, which the school reserves the right to apply at its sole discretion based on the facts of individual situations (or in consideration of other factors it deems pertinent) and in preservation of the best interests of the School. All employees should be aware that violation of School policies and procedures may subject the employee to corrective action, up to and including termination of employment.

No employee handbook can anticipate every circumstance or question about policy. The School reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time, as it deems appropriate and at its discretion.

This edition of the handbook replaces and supersedes all prior versions. Please understand, however, that there may be times when policy will change (at the sole discretion of the HOS) before the written document can be revised and distributed to all employees.

ACKNOWLEDGEMENT OF RECEIPT

All employees must read the handbook, sign, date and return the "Acknowledgment of Receipt" form that accompanies both parts of this handbook using the Paycom portal. There is one for the *2025-26 GSB Employee Handbook Part A – Employment Policies and Practices* and another for the *2025-26 GSB Employee Handbook Part B – Student Safety Policies and Practices* document. The signed and dated "Acknowledgment of Receipt" will become part of the employee's personnel file.

STATEMENT OF FAITH

All employees of Geneva School must sign the “Statement of Faith,” a commitment to the Christian faith, which is central to the core values of the school. The statement is signed upon initial employment with the school.

- We believe in one God eternally existing in three persons, of one substance, power and authority, Father, Son and Holy Spirit. The whole universe was created by God from nothing for His own pleasure. He is rightfully sovereign and rules over all creation. He is entirely good and gracious, all-powerful, all knowing and all loving. Matthew 28:19; II Corinthians 13:14; Genesis 1:31; John 1:3.
- We believe that man was originally created in the image of God to enjoy fellowship with God and to have responsibility for the earth. God created male and female and He established marriage as a holy union between a man and a woman for the purposes of love, companionship, blessing, procreation and family. As such, it is a reflection and expression of His life-giving, self-giving and moral nature. Genesis 1:26-28; Genesis 2:18, 21-25; Mark 10:6-9, Psalm 139:13-16.
- We believe that humanity was alienated from God by Adam’s sin and it is now man’s nature to be disobedient to God. However, man still bears God’s image and thus has dignity and worth. Nevertheless, man’s sin causes him to be separated from a life-giving relationship with God and utterly lost. Genesis 2:15-17; Romans 3:11; Romans 5:12; Genesis 3.
- We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary and that He is both undiminished deity and genuine humanity in one person forever. John 1:1; Matthew 1:20-21; Philippians 2:7.
- We believe that entrance into a state of fellowship with God is secured entirely by God’s grace through a person’s belief that Jesus Christ bore our sins in His sacrificial death, was bodily resurrected from the dead and was glorified as Lord and Ruler of all creation. This faith and the outworking of it are evidence of God’s salvation unto eternal life. John 1:12; I Timothy 2:6; Romans 10:9; Ephesians 2:8-10.
- We believe Jesus Christ is the head of “one holy catholic* and apostolic Church,” the universal body of Christians. His authority is typically and practically expressed through local churches and through families. Parents are responsible to raise their children in the “discipline and instruction of the Lord.” 1 Peter 2:4-6; Ephesians 4:11-16; Ephesians 5:21-6:4; Deuteronomy 6:4-7.
- We believe the Holy Spirit witnesses to Jesus Christ, convicts men of sin, regenerates them from spiritual death to spiritual life and is responsible for continuing the work of Christ in believers. Christians are thus enabled by His indwelling presence to enjoy God and to grow in Christ-likeness. The chief means and fruit of growth are: intimacy with God through the study and observance of His Word, prayer, worship and the sacraments, active love of fellow Christians and being salt and light to the world. John 16:13-14; John 16:8; Titus 3:5-6; II Peter 1:5-8; John 17:17; Colossians 3:14-17; Matthew 5:13-16.
- We believe the 66 books of Holy Scripture as originally given are the complete Word of God, without error, divinely inspired, recorded by men and are the supreme and final authority in faith and life. II Timothy 3:16; II Peter 1:21; Hebrews 4:12-13.

**the word “catholic” as used in the Nicene Creed (from which this phrase is taken) means “universal”*

STATEMENT OF IDENTITY, SEXUALITY AND GENDER

We believe in the Lordship of Christ over all of life. We believe we are called to be faithful disciples of Christ, pursuing our callings in love and obedience until He comes again to consummate His kingdom. We believe that God’s commandments are relevant and necessary to our present culture and that our faith should be visible in concrete models of personal and social behavior. We recognize that sins of a sexual nature often receive great attention, while other sins such as greed, slander, gossip, neglect of the poor, oppressed and marginalized do not. While rapidly changing cultural trends warrant an expanded statement on identity, sexuality and gender, we are concerned with the impact of all parts of our fallen nature.

Therefore, we submit to the following truths:

1. IDENTITY

- God creates all people as divine image-bearers who have inestimable value and dignity from conception to death.
- All forms of mistreatment, oppression, cruelty, dehumanization, abuse and slander are an offense against God’s sacred image which has been stamped on all people.
- A Christian’s identity is in Jesus Christ alone and is not found in a self-ascribed or cultural identity.

2. SEXUALITY

- God decreed marriage to be a covenantal relationship between one man and one woman that reflects Christ's relationship with the Church.
- God's will for all people is chastity outside of marriage and fidelity within marriage. No affections, desires, or commitments ever justify sexual acts outside of marriage.
- Geneva students, faculty and staff should resist any and all same-sex sexual attractions and refrain from any and all same sexual acts or expressions.

3. **GENDER**

- God created male and female with the distinct and biological sex of each person immutably determined and manifested at conception by God.

EMPLOYEES AS MINISTERS

Each School employee by signing the Statement of Faith, agrees to respect the School's Christian mission and values and to aid students and fellow employees in Christian formation by exemplifying Christian living. The school employee is employed in a Christian school and shall perform his/her duties while acting as role model, a minister and steward of the Christian faith.

INTRODUCING GENEVA

STATEMENT OF PURPOSE AND IDENTITY

The founders and Board members of the Geneva School of Boerne explicitly recognize that Geneva exists and will continue solely by the grace and mercy of Our Lord, Jesus Christ. We are grateful to God for establishing and richly blessing our School. We also recognize, however, the words of Christ in Luke 12:48, “For everyone to whom much is given, from him much will be required; and to whom much has been committed, of him they will ask the more.” Desiring to be faithful in our stewardship of the school and to ensure, to the best of our ability, its continuance in the direction in which it was established, we have endeavored herein to articulate the fundamental principles of our school. It is our hope and prayer that God will continue to bless this School and that those who follow us in leadership will remain committed to these principles. This statement, therefore, is meant to guide future boards and administrators when shaping policy for Geneva School.

Founding Purposes of Geneva School of Boerne

In 1999, Geneva School of Boerne was established to provide a classical and Christian education which adheres to a Protestant, biblical worldview as articulated in our Statement of Faith. The goals of this education are to use the great works and events of Western Civilization as fodder for developing in students an appreciation of that which is true, good, beautiful and noble; life-long habits of learning and critical thinking; and the desire and ability to respectfully, creatively and winsomely communicate.

The fundamental purpose of Geneva, as a school, is to educate with excellence. We believe that truly outstanding education can never be accomplished apart from a central recognition of God as Truth and the source of all wisdom. “The wisdom of this world is foolishness with God.” I Corinthians 3:19. For this reason, all subject matter at Geneva must be taught from a Biblical worldview, explicitly recognizing the centrality of God in all learning and discourse. “Happy is the man who finds wisdom, and the man who gains understanding; for her proceeds are better than the profits of silver, and her gain than fine gold. She is more precious than rubies, and all the things you may desire cannot compare with her.” Proverbs 2:13-15. In the pursuit of knowledge and wisdom, it is our desire to equip students not only with an excellent understanding of academic subjects but also with a mature understanding of the nature of God, our relationship and responsibility to God and others, our moral responsibility for the choices we make, and an appreciation of God’s creation.

Excellent education also requires that students be trained in diligence and perseverance. “But also, for this very reason, giving all diligence, add to your faith virtue, to virtue knowledge, to knowledge self-control, to self-control perseverance, to perseverance godliness, to godliness brotherly kindness and to brotherly kindness love. For if these things are yours and abound, you will be neither barren nor unfruitful in the knowledge of our Lord Jesus Christ. For he who lacks these things is short-sighted, even to blindness, and has forgotten that he was cleansed from his old sins.” II Peter 1:5-9. We therefore purpose to give our students an appreciation of the value of hard work and self-discipline; a true self-esteem based upon effort and accomplishment; and a willingness to sacrifice the seeming pleasures of the moment for the rewards of the future. We seek to obey the Biblical mandate to be good stewards of all that God has given us. As a school, we teach our students to pursue diligence and good stewardship primarily through academic pursuits. However, we also recognize the value of activities such as athletics and fine arts when pursued with these goals in mind.

We perceive a dedication to God’s truth and a rich, vibrant atmosphere of outstanding academic achievement to be inextricably bonded. Neither the spiritual nor academic aspect of this school can be diminished without damaging the whole and departing from the original vision. We desire our graduates to be equipped intellectually, to have developed the habit of discipline, to have acquired a mind that loves learning and intellectual pursuits, and to dedicate this equipped, disciplined and sharpened mind to God’s purposes.

Classical Structure

Geneva School of Boerne was founded as a “classical school,” and as such, we desire to preserve and perpetuate the substance and means by which great education has been imparted for hundreds of years. We seek to equip our students with an understanding of the body of work and the thread of history that has formed the basis for Western Civilization. We acknowledge the importance of classical subjects such as Latin, logic and rhetoric and we seek to provide our graduates with timeless skills of analysis, understanding and communication that transcend popular education trends. In furtherance of these goals, we adhere to the methodology of the *trivium*

which emphasizes the accumulation of fact and basic skills in the Grammar School, the development of logical and analytical reasoning in the Logic School, and the acquisition of excellent written and oral communication skills in the Rhetoric School. The emphasis of each phase of the *trivium* is simply an emphasis and is not exclusive. We desire that students at Geneva be challenged to develop knowledge, thinking skills and communication skills during all three stages of the *trivium*.

The classroom at Geneva should be a place of controlled and orderly learning. Under the teacher's authority, students are to be treated with and required to treat others with civility and respect. The quality of the teacher is of paramount importance in accomplishing the educational goals of the School. We desire Geneva to be characterized by faculty that is well equipped for their respective tasks and who exhibit the love of learning we hope to pass on to our students. Teachers at Geneva must have a clear passion for both their academic subject matter and their students. They must demand and foster excellence in their students and spur them on to extraordinary accomplishments.

A classical education requires that students be exposed to all areas of classical study regardless of their personal strengths or weaknesses in any particular area. Students at Geneva should therefore be required to participate in a broad range of academic and artistic pursuits, and balance is to be encouraged. It is in the uncomfortable places of academic study, athletic contest or fine arts performance that character is built, as students learn to overcome fear of failure and persevere to accomplishment.

Qualification for Leadership

The ability of Geneva to educate its students classically, with excellence from a Christ-centered perspective is dependent upon the quality and commitment of its leadership at all levels. Accordingly, positions of significant leadership, such as board membership or administration, should be reserved for those who have a demonstrated understanding of and whole-hearted commitment to classical education, the principles of this document and Geneva's Statement of Faith. When considering candidates for other positions of leadership in our school, their level of personal commitment to these foundational principles should factor heavily. To preserve the unity of purpose and fellowship within our school, Geneva should not admit any child whose parents do not agree to support Geneva in educating their child classically and in accordance with our Statement of Faith.

Conclusion

We pray that God and future generations will preserve our school as an institution dedicated both to Him and to outstanding classical education. It is our desire that Geneva will open doors to excellence and brilliance; that it will sharpen our students' minds and push them to their greatest potential. Ultimately, it is our prayer and sincere desire that Geneva will produce dedicated and diligent men and women that are captured by the Holy Spirit and used by God for extraordinary purposes.

PHILOSOPHY OF EDUCATION

A classical and Christian education is essentially a liberal arts education that strives to meet the ancient Roman ideal of equipping men and women to function as free men and women in the service of God. The Bible commands all Christians to worship God with our minds and to be good stewards of the talents and abilities with which He has created us. Accordingly, we focus on providing an education that is varied, rich and challenging to the advanced student while still accessible to the average student.

Grammar School (K-Prep through fifth grade)

During these early years, students study the fundamental elements of each subject area to build a framework for future knowledge. Phonics, basic math facts, chronological historical study, fundamental writing skills, increasing reading mastery and hands-on science exploration are emphasized, and instruction capitalizes on the natural curiosity of the elementary student. Latin, the foundational language for the grammar and vocabulary of all Romance languages, is taught beginning in third grade.

Logic School (sixth through eighth grade)

In these middle school years, students begin to question, challenge and test what they are learning. Accordingly, classes are discussion based with a focus on cause and effect. Students continue to study the great works and events of Western Civilization. Instruction is deliberately structured to encourage the development of critical and abstract thinking skills.

Rhetoric School (ninth through twelfth grade)

Geneva's high school curriculum builds upon the Grammar School foundation of fundamental skills and facts and the Logic School development of critical thinking skills. With these basic knowledge-building skills, students are taught to communicate their thoughts clearly, eloquently, respectfully and persuasively both orally and in writing. Students study a modern Romance language or continue with Latin; mathematics through calculus; all the foundational sciences including biology, chemistry and physics; history, government and fine arts; and the Western Canon engaged from a biblical worldview.

In all three schools, students study works that have withstood the test of time. Subjects are integrated across disciplines, and students study complete literary works instead of textbooks comprised of literary excerpts. Geneva's goal is to develop in students a life-long love of learning and the mental habits necessary to develop mature, logical and biblical thinking.

PHILOSOPHY OF DISCIPLESHIP

See Geneva's Philosophy of Discipleship [Microsoft Word - Foundational Beliefs.docx \(genevaschooltx.org\)](#)

PORTRAIT OF A GENEVA TEACHER

The School's Portrait of a Geneva Teacher serves as the vision of what the school seeks in each faculty member. The portrait, created in 2010-2011, serves as the basis for faculty evaluations.

A Geneva teacher:

- **FOLLOWS CHRIST**

A Geneva teacher is a disciple of Jesus Christ, one who models a love for God through obedience to His Word.

- **EMBRACES THE MISSION**

A Geneva teacher wholeheartedly embraces the mission, vision, purpose and policies of Geneva while embodying the values of integrity and professionalism.

- **CONTINUALLY STUDIES**

A Geneva teacher has been properly trained in and has knowledge of the subject(s) being taught and knows and understands the meaning and the magnitude of a classical education. The teacher is a cultivator of knowledge, being a committed, lifelong learner through daily study and regular participation in courses and conferences.

- **MAINTAINS HIGH STANDARDS**

A Geneva teacher upholds the highest attainable academic standards in the classroom and communicates expectations clearly and effectively, evaluating students according to the philosophy of the Geneva School of Boerne.

- **ENCOURAGES DEEP THINKING**

A Geneva teacher encourages students to think about ideas before accepting them, measuring all knowledge against the standard of God's revealed truth in Scripture.

- **PREPARES DILIGENTLY**

A Geneva teacher prepares excellent lessons that are age-appropriate and reflect each subject's Philosophy Statement while organizing the curriculum, classroom and materials in a way that offers the most opportunities for students to succeed.

- **VALUES PROFESSIONALISM**

A Geneva teacher exhibits a high level of respect for self and others through professional demeanor and dress.

- **CULTIVATES GRATITUDE AND GROWTH**

A Geneva teacher communicates in a clear, positive and God-honoring way to colleagues at all times and will accept constructive feedback to affect personal and professional growth.

- **DISCIPLINES CONSISTENTLY**

A Geneva teacher interacts with students with wisdom and discretion, upholding discipline standards with patience, fairness and consistency and encouraging their personal responsibility, both in and out of the classroom.

- **COMMUNICATES WELL**

A Geneva teacher communicates well and supports the students and parents by being available and approachable.

ACCREDITATION

Geneva School of Boerne is a member the Society for Classical Learning (SCL) and the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools.

SCHOOL ADMINISTRATION

The staff of Geneva School exists to serve the faculty, students and families of the school. The staff's mission is as follows:

The staff of the Geneva School of Boerne seeks to further the mission of the school by providing outstanding service to the school community in a humble, Christ-like manner.

The school staff and administrative structure are detailed in the Organizational Chart at the end of this handbook.

SCHOOL GOVERNANCE

Geneva is governed by an independent Board of Trustees made up of at least seven members. Typically, the membership varies from 12-15 members. The Board of a private school is very different from a public school board. A public school board is required to be representative because public schools are funded by compulsory taxes. Private schools have a contractual, not governmental, relationship with their families and are not representative bodies. Board members serve one term of four years with the option of extending for an additional two-year term.

The Geneva Board is charged with ensuring the long-term, mission-based, sustainable success and viability of the school. As such, it is concerned with the needs of the school over several generations; therefore, its focus is setting the strategic direction of the School. Toward that end, the Board establishes a strategic plan and accompanying strategic financial plan every 3-5 years. The Board does not manage the day-to-day or tactical operations of the school. The Board hires the HOS for that purpose. Specifically, the Board delegates day-to-day managerial responsibility for the entire enterprise to the Head, within the general parameters and principles established through its strategies and policies. The Board meets regularly to set policy when needed, to monitor the progress of the school's strategic plan, and to consult with its one employee, the HOS.

The Board delegates execution of the school's mission to the HOS. The HOS oversees all other staff (teachers and administrators) and volunteers, either indirectly or directly, to achieve the Board's established ends. As an employee of the Board, the HOS is provided with yearly goals reflected in the current strategic plan and is evaluated annually by the Board's Head Support and Evaluation Committee.

EQUAL EMPLOYMENT COMPLIANCE

NON-DISCRIMINATION, HARASSMENT AND RETALIATION STATEMENT

Geneva School of Boerne prohibits discrimination and harassment based on race, gender, color, nationality, disability, age or ethnic origin in the administration of its educational, admission, tuition assistance, employment policies, or any other programs administered by the school. Additionally, the School does not discriminate or retaliate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience and abilities.

The school reserves the right to use religion as a hiring and admissions criterion for all positions, due to the mission and nature of the School as a Christian faith-based institution, as permitted by law.

If an employee believes he/she or someone else has been subjected to any form of unlawful discrimination or retaliation, promptly submit a complaint to Human Resources. If the object of the complaint is the HOS, the employee should submit the complaint to the President of the Board of Trustees. To ensure a thorough investigation, each complaint should be specific and should include facts, the names of individuals involved, and the names of any witnesses, if applicable, and as indicated in this handbook.

Filing a Discrimination and Retaliation Claim and Investigation

The School will, as soon as practical, review the complaint and as deemed necessary undertake a thorough investigation and attempt to resolve the issue. Those investigating for the school will preserve the confidentiality of facts and identities as much as practical. Those making complaints or participating in investigations, to the extent allowed by law and with the exception of an employee's legal counsel or representative, are expected to maintain appropriate confidentiality as well, and to always act professionally and discreetly. The School will not retaliate against any employee for filing a complaint or for participating in an investigation in good faith.

Bad Faith Claims

An employee who intentionally makes a "bad faith" or false claim, offers false statements, or refuses to cooperate with a school investigation regarding harassment or discrimination is subject to discipline. A "bad faith" claim is meant to include individuals who submit claims that they know to be false or erroneous, for the purpose of hurting someone or damaging his/her reputation, or other similar negative purposes (such as for their own personal gain).

ADA/DISABILITY ACCOMMODATION

In compliance with the Americans with Disabilities Act (ADA) (1990) and the Americans with Disabilities Act Amendments Act (ADAAA) (2008) and applicable State law, Geneva prohibits unlawful discrimination against qualified applicants or employees with disabilities who can perform the essential functions of their jobs with or without reasonable accommodations. The school will not discriminate based on disability or perceived disability in hiring, promotion, discharge, compensation, job training, benefits, classification, referral, or any other aspects, terms, or conditions of employment.

In accordance with the law, it is the school's policy to provide such qualified applicants and employees with reasonable accommodations, except where such accommodations would impose an undue hardship on the School. Any employee who requires an accommodation to perform the essential functions of the job should contact Human Resources and request such an accommodation. The School will engage in an interactive process with the individual regarding the need for reasonable accommodation.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request medical information from the employee and/or the employee's medical provider. In general, the school may request medical information to confirm the employee's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work. The school will not request health-related information from a medical provider without the employee's knowledge. The school expects and appreciates the employee's cooperation if medical information is sought. The school may require medical certification before any employee is allowed to return to work.

UNLAWFUL HARASSMENT (INCLUDING SEXUAL HARASSMENT)

Overview

Geneva is committed to providing a work and student environment free of unlawful harassment. The school's policy prohibits sexual harassment and harassment based on race, sex, color, ethnicity, religion*, national origin, disability, genetic information, age, military status, or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful.

The School's Policy Against Unlawful Harassment applies to all persons involved in the operation of the school and prohibits unlawful harassment by or toward any student or employee of the school. The school will also take all reasonable steps to prevent or eliminate harassment by or toward employees and non-employees—including students, guests, visitors, vendors, suppliers, donors, volunteers and anyone else who may have job-related contact with school employees.

* The School reserves the right to use religion as a hiring criterion for all positions, due to the mission and nature of our School as a faith-based institution, as permitted by law.

Prohibitions

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion*, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent or pervasive that the conduct:

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

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:

- Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance, or creates an intimidating, threatening, hostile or offensive work environment.

All unlawful sexual harassment is prohibited and includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment

This policy applies to all phases of employment (whether on or off campus, and whether it occurs during or after regular business hours), including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits and selection for training.

Filing a Harassment Complaint with the School

If an employee believes that he/she or another employee has been subjected to or has observed any form of unlawful harassment, provide a complaint, preferably written, to the employee's supervisor or to Human Resources.

If an employee has knowledge that a student has complained or been subjected to unlawful harassment or discrimination, the employee has a duty to immediately report this information to his/her supervisor or to Human Resources. Failure to timely report knowledge of sexual harassment, discrimination or harassment under this policy may be grounds for disciplinary action.

If these individuals are not available, or if the employee believes that one of these individuals has engaged in inappropriate behavior in violation of this policy, or if he/she is uncomfortable reporting the conduct to these individuals for any reason, provide the complaint to the HOS. If the HOS is the object of the complaint, please direct the complaint to the President of the Board of Trustees.

Employees should report complaints of harassment as soon as possible. The complaint should be specific and should include the names of individuals involved and the names of any witnesses.

In addition, when supervisors are made aware of conduct that violates or may violate this policy, they must report all instances to Human Resources or to the HOS.

Investigations

The school will, as soon as practical, review the complaint and as deemed necessary undertake a thorough investigation and will attempt to resolve the issue. Those investigating for the school will preserve the confidentiality of facts and identities as much as practical. Those making complaints or participating in investigations are expected to maintain appropriate confidentiality as well, to the extent allowed by law, and to always act professionally and discreetly. The School will not retaliate against any employee for filing a complaint or for participating in an investigation in good faith.

Consequences

If the School determines that unlawful harassment or discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to disciplinary action, up to and including termination. Appropriate action will also be taken to deter future harassment.

Non-Retaliation

There will be no retaliation against any employee who brings a complaint in good faith under the Unlawful Harassment Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven.

WHISTLEBLOWER POLICY

Retaliation is prohibited against employees who in good faith act as whistleblowers in reporting illegal activities of the school. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate School or law enforcement officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed; and other fraudulent financial reporting.

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee is to contact the HOS. If the HOS is the object or concern of the complaint, it should be directed instead to the President of the Board of Trustees.

Due to the serious and sensitive nature of such complaints, the employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally or knowingly files a false report of wrongdoing will be subject to corrective action up to and including discharge.

Whistleblower protections are provided in two important areas—ensuring confidentiality and preventing retaliation.

Confidentiality

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

Retaliation Protection

The School will not retaliate against a whistleblower or any employee who in good faith reports or participates in the investigation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as discharge, compensation decreases and threats of physical harm. Any employee who believes he or she is being retaliated against under this policy must contact the HOS (or the President of the Board of Trustees, as appropriate) immediately.

The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the HOS, who is responsible for investigating and coordinating corrective action.

EMPLOYMENT PRACTICES

This Employment Handbook does not create a contractual relationship with any employee.

CONTRACTS AND EMPLOYMENT RENEWAL

For all employees who have been offered and have signed an employment agreement, the terms of employment are governed by the employment agreement and supplemented by the policies and procedures of this handbook, as specified by the employment agreement. In any conflict between the terms of the employment agreement and the policies of this handbook, the terms of the employment agreement will prevail.

Employees who are offered and sign employment agreements with the school should be aware that these agreements are ordinarily for a one-year term and expire at the end of the agreement period unless a new agreement is offered. Geneva does not confer tenure and there should be no expectation of continued employment for any future term. There is no requirement on the part of the school to offer an agreement to the employee in the following years, and both parties are free to negotiate and pursue future employment on an annual basis. The School reserves the right to make individual decisions about employment offers on an annual basis.

In general terms and for both the employee and School, the Administration strives to make decisions regarding renewal of agreements around or about the start of the third quarter. The School reserves the right to defer a decision for renewal of an agreement to a later date pending successful performance or other appropriate action or conditions based on the circumstances. There is no time limit for when the school can review an agreement and make a decision regarding an offer of a new agreement. Should an employee not be offered a new agreement prior to the current agreement's expiration, employment with the School will end on the agreement's expiration date.

A variety of other circumstances—such as increasing, decreasing, or shifting enrollment demand, changing of curriculum or programs, etc.—may impact the timing and renewal or non-renewal of agreements. Individual employees may be notified of these circumstances if relevant to the timing, deferral, or declination of a renewal offer.

All employees must pass an annual criminal background check to be considered for or to maintain employment with the school.

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - 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 or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Add text here.

EMPLOYMENT CLASSIFICATIONS

All employees will be designated as either full-time or part-time, faculty, coach or staff, and their positions will be designated as either exempt or non-exempt.

Faculty and Staff

Staff members are those School employees for whom their primary responsibility is administrative or support but not classroom instruction. All Staff members are employed by the school on an at-will basis. Faculty members are those School employees who hold

agreements and for whom their primary responsibility is classroom instruction. The term *faculty* includes those who instruct in the arts but not for coaching positions. *Coaches* are those school employees for whom their primary responsibility is working with student athletes through P.E. or school athletic programs. All employees are offered employment agreements by the HOS.

Non-Exempt and Exempt

Based on the Federal Fair Labor Standards Act (FLSA) and corresponding State regulations, all positions will be designated either “exempt” or “non-exempt.”

Non-exempt positions are eligible for overtime pay, and all employees in these positions must record their hours worked daily using the timesheet (or similar record-keeping process) provided by the school.

Exempt positions are not eligible for overtime pay. Exempt positions are paid on a salaried basis, and the amount of pay generally does not vary based on the number of hours worked during the week.

All part-time employees, whether holding a non-exempt or an exempt position must record their hours worked daily using the timesheet (or similar record-keeping process) provided by the school.

For these purposes, the employee’s work hours will not be limited to time in the classroom or on the court or field but should also include any time spent related to the role and position as defined in his/her agreement and job description. This might include lesson preparation, grading, research, leading pre-season camps, meeting with colleagues, coaching staff and/or students and parents, etc.

Please see Human Resources with any questions regarding the classification of a position.

IMMIGRATION LAW COMPLIANCE

Geneva School is committed to employing only individuals who are authorized to work in the United States. Geneva School does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act (IRCA) of 1986, within three (3) business days of beginning employment, each new employee must complete the Employment Eligibility Verification Form I-9 and present the proper documentation establishing identity and employment eligibility. Presented documents must be original and valid; expired documents or photocopies will not be accepted. Employees who do not comply with these regulations within three (3) business days of the date of employment will not be allowed to continue employment, in accordance with Federal law.

Employees with questions regarding this policy should contact Human Resources.

WORK WEEK AND OVERTIME

Non-exempt positions are eligible for overtime pay at a rate of 1.5 times regular pay for all hours worked in excess of 40 hours in one work week.

The school’s work week (for purposes of calculating overtime) runs from 12:00am on Sunday to 11:59pm on Saturday. Overtime must be approved in advance, in writing by the employee’s supervisor and HOS or designee. Failure to do so may result in disciplinary action up to and including termination of employment.

PAY PERIODS

All employees are paid on a bi-weekly basis. Pay is distributed every other Friday.

Direct Deposit

Paychecks are directly deposited into the bank account(s) designated by the employee. Payroll is handled through services provided by Paycom. Payroll is “Direct Deposit” only. Employees do not receive a paper check stub. Employees may view an electronic copy of paycheck stubs on Paycom.

Pay Advances

The school does not provide pay advances to employees.

PAYROLL DEDUCTIONS

The stub of an employee's payroll check lists all payroll deductions. Certain deductions are required by law and others are determined by the employee's participation in benefit plans and similar programs. Payroll deductions are made in equal installments from each payroll check. Salary deductions are automatically made for unauthorized or unpaid leave.

Required Withholdings

- *Federal Income Tax*: This deduction is computed from Internal Revenue Service tax tables, based on the Employee's Withholding Certificate (W-4 form). If the employee wishes to change his/her current filing status or request additional withholdings, he/she should do so by logging into Paycom.
- *Federal Social Security and Medicare Tax*: This deduction consists of taxes under the Federal Insurance Contributions Act (FICA) and is computed by a percentage of the gross pay. A portion of this amount is for Social Security and the remainder is for Medicare.

Voluntary Withholdings

The following payroll deductions are based on the employee's participation in these plans or programs and may include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Health Savings Account (HSA)
- Voluntary Life Insurance
- Identity Protection Insurance
- Retirement Savings Program – 401(k)
- Capital Campaign
- Tuition payments for dependents attending the School

All questions pertaining to pay and tax withholdings should be referred to the Payroll and Benefits Administrator.

Annual W-2/1095-C Statements

A statement of deductions and earnings (IRS Form W-2) and a medical benefits summary required by the Affordable Care Act (IRS Form 1095-C) for the preceding calendar year are issued each January, no later than the last business day of the month, or as amended by law. If employment with the School terminates prior to January, an employee's W-2 and 1095-C forms will be mailed to the last address on record at the School.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment for employees and academic environment for the students, Geneva expects all employees to be reliable and punctual in reporting for work.

Work hours

All employees except coaches are expected to be at morning devotions at 7:30am (part time employees are expected to be at devotions on the days that they work) and remain on campus until 4:00 pm or until afternoon commitments are completed.

Office hours

Geneva's offices are open from 8:00am-4:00pm during the school year and 9:00am-1:00pm during the summer. These hours do not necessarily reflect summer *work* hours. Employees should consult his/her supervisor for summer work hours.

Late arrival/early departure

While exempt employees may not be required to request PTO for an occasional late arrival/early departure (e.g. an hour for an appointment), this should be rare and with the permission of your supervisor.

Leaving campus during the day

If employees need to leave campus during the workday, he/she must alert his/her supervisor. Faculty who leave campus during the workday must sign out in the relevant school/office.

After school activities

Employees may be required to attend various after-school, evening and weekend School events as part of their regular job functions. The employee should consult with his/her supervisor to determine which functions the employee is expected to attend.

- **Faculty Training Meetings:** Times and locations will be announced by the division heads.
- **Office Hours:** Every teacher is required to select an afternoon, other than the announced faculty training meeting, to be available to students from 3:30 to 4:15pm. Teachers are to announce their office hours to parents. This time is intended for conferences with parents and occasional tutoring or assistance, not for long-term tutoring or childcare.

Consequences

Poor attendance and excessive tardiness are disruptive to the effective operation of the school and create a hardship for students and co-workers. Both circumstances are considered a serious violation of School policy and may lead to corrective action, up to and including termination of employment.

All non-exempt full-time employees are reminded that all hours worked (including work at after-hours events) must be reported and will be compensated according to the school's policies and as required by law.

Calendar of Events

The calendar for the school is determined annually by the HOS and is distributed to all employees. The school calendar includes the days the school is open for teaching children, as well as in-service days, workdays before and after the start of school, and conferences. The school calendar is subject to change at the HOS's sole discretion.

EMPLOYEE DRESS CODE

All faculty and staff members serve as models of adult Christians to students. It is important for employees to dress in a professional manner that reflects positively upon the image of Geneva School of Boerne. Therefore, the appearance and dress of faculty and staff members is to be given serious attention. Maturity, professionalism and modesty in dress, appearance and overall behavior is required.

On normal school days, faculty members will observe the following dress code:

- All faculty members will dress professionally, including wearing neat, modest attire and appropriate shoes. Male faculty members are to wear dress shirts and with tie optional, chinos or dress slacks and appropriately dressy shoes. In addition, Rhetoric male faculty members are strongly encouraged to wear a house tie with a suit or sport coat on dress assembly days. Male Grammar and Logic faculty members are strongly encouraged to wear a tie with a suit or sport coat on assembly days.
- Skirts should not rest higher than two inches above the knee, unless worn with opaque tights or leggings. In addition, Female Rhetoric faculty members are strongly encouraged to wear a house scarf with a dress or skirt on dress assembly days. Female Grammar and Logic faculty members are strongly encouraged to wear a dress or skirt on assembly days.

Employees must always present a neat, clean, well-pressed, well-tailored and professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, fading or other signs of wear.

Except as provided below, no faculty member may wear sloppy or revealing clothing, denim/colored denim clothing, jeans, shorts, polo shirts, T-shirts, tennis shoes, flip-flops, beach-type sandals, (Birkenstocks, etc., unless medically necessary) and similar unprofessional casual attire.

Casual Dress Days and Field Trips

On those days when the dress code is relaxed by the administration, including Wednesday Spirit Dress Days, employees are expected to dress in good taste. Jeans, tennis shoes and similar casual apparel may be worn for these casual dress days, or if required for a field trip or service project during the school day. In addition, as appropriate, employees may wear jeans of any color or style, including jeans, jean jackets, dresses, skirts, etc. on Wednesday Spirit Dress Days only.

Facilities Personnel

Facilities personnel are allowed to wear job-appropriate clothing.

Athletic Department

Athletics personnel are expected to wear school-logo athletic wear (golf shirts, shorts, etc.) appropriate to their daily responsibilities. Faculty and staff who also serve as coaches are permitted to wear coaching attire after class hours and when traveling to and from school athletic contests.

Summer Attire

During the summer months, when school is not in session, professionally appropriate casual attire may be worn, maintaining a relaxed yet business-like environment.

- Examples of acceptable summer attire include walking shorts, capri pants, sun dresses (not excessively short or revealing), dress sandals, golf shirts, khaki slacks, “corporate casual” skirts, blouses, shirts and slacks.
- Examples of unacceptable summer attire include short-shorts, cut-offs, denim shorts, flip-flops, T-shirts with logos or advertising, halter tops, crop tops, low-cut tops, tube tops or tank tops, or non-work-related athletic clothing.

COMMUNICATING WITH MEDIA

There may be times when an employee is contacted by the press or other media with questions relating to Geneva. While maintaining a friendly and gracious tone, the employee should refuse to comment on matters pertaining to employment and the School procedures and policies and refer any such calls to the HOS or Advancement Director. To protect the privacy of our students, comments to or on media regarding students are prohibited. This is necessary so that the school may present itself to the public with one voice, especially at times of crisis or controversy. Commenting to the media, press or internet solicitation for information regarding School-related matters while in the course and scope of duties as an employee for Geneva, is discouraged and without the express written permission of the HOS, could be regarded as a violation of employee practices and grounds for discipline, up to and including termination of employment.

CONFIDENTIALITY

As a private institution charged with the development and supervision of minors, it is of the utmost importance to Geneva that all employees maintain student confidentiality. This includes not removing student records without administrative approval and not discussing individual students outside of the school setting, unless there is an educational or legal necessity to disclose confidential information. Employees need to be sensitive to the surroundings they find themselves in when speaking about students. An example includes discussing a student with parents while other people are within hearing distance. All employees must be constantly vigilant about the circumstances and situations under which an individual student is discussed to preserve the rights and dignity of the student and his/her family.

Employees may also be privy to information of a confidential and sensitive nature involving the personnel and operations of the school. Except as allowed by law, such information is not to be disclosed to any person either within or outside the Geneva School organization without strict business-related, need-to-know circumstances, and the express permission of the HOS or his designee.

INTELLECTUAL PROPERTY AND COPYRIGHT OWNERSHIP

This policy applies to all material produced by employees of the Geneva in the course of their duties at the school, as well as any material produced as the result of special commissioning by the School. Commissioned material is that which is produced by an employee as a result of a special arrangement with the HOS. No commissioning exists without a signed agreement.

Individual employees have full ownership rights to non-commissioned textbooks/workbooks or teacher guides they have written during their teaching duties at the school.

The School has full ownership rights to curriculum guide outlines/objectives, scope and sequence, and materials.

The School retains the right to use all worksheets, lesson plans, and lecture notes. This use does not include the right to market outside the confines of the school without prior written agreement with the staff involved.

The ownership of commissioned material will be specified by the commissioning agreement.

Employees are prohibited from using materials for personal use that have been copyrighted such as logos or trademarks without written authorization. Employees are expected to respect all copyright and other intellectual property laws. For the Employees and Schools protection it is critical that employees show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the School's own copyrights, trademarks and brands.

EMPLOYEE SEARCH POLICY

Geneva reserves the right to conduct searches when the school has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. The School may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on School premises or worksites or used in School business. Searches that reveal a violation of the school's standards of conduct may result in disciplinary action. Additionally, failure to comply with a directive to allow a search of the employee's personal property will be considered insubordination and will be immediate grounds for termination.

The School has the right to monitor or examine any electronic device at the school or at any school-sanctioned activity. The school may monitor or examine any postings on the internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, such as Facebook or Instagram or other private or public domains. Such monitoring includes, but is not limited to, all verbiage, pictures, depictions, graphics and videos. Employees are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the employee.

The School maintains the right to search any employee at any time, or to search an employee's technology/electronic devices, book bag, backpack, purse, desk, locker, filing cabinet, car, etc. or any personal belonging brought on School premises. There is no expectation of privacy for any School-owned property, including but not limited to electronic devices, desks and filing cabinets. Employees may not lock school-owned property with personal locks. Instructional rooms and areas of employee use are school property and remain at all times under the control of the school; however, employees are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the school may be conducted by school authorities for any reason, at any time, without notice, without employee consent, and without a search warrant.

Employees are permitted to park on School premises as a matter of privilege, not of right. The School retains authority to conduct routine patrols of School parking lots and inspections of the exteriors of employee automobiles on School property. Vehicles parked on School property belonging to employees may be searched, if there is reasonable suspicion to believe that they contain illegal or unauthorized articles or materials inside the vehicle. Employees shall be responsible for any prohibited items found in their classrooms or in vehicles parked on School property. If a vehicle subject to search is locked, the employee shall be asked to unlock the vehicle. If the employee refuses to permit a search of the vehicle, the school may turn the matter over to local law enforcement officials.

An employee's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action up to and including termination. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition.

Unless specifically authorized by the HOS or Assistant HOS, or unless student safety is at risk employees are not/ authorized to conduct searches of student's or another employee's personal belongings, including electronic devices, or of the physical person of students or another employee. If an employee believes that a search is needed, they should immediately consult with the HOS or Assistant Head of School. **Strip and intrusive searches of a student or an employee are not authorized or allowed.** Only Administration appointed individuals are authorized to conduct a search of an employee's or student's person or personal belongings, including electronic devices.

PERSONNEL RECORDS AND CHANGE OF STATUS

Geneva maintains an employee file for each active or former employee, which contains an administrative record of employment with the school. These records are confidential and are held in controlled file cabinets and/or a secure online database.

Active employees may review their employee file in the HR Office with a Human Resources representative present. In no case may an employee alter, remove, or copy information from the file, without specific permission from Human Resources, nor may the file be removed from the immediate area in which it is being viewed.

Confidentiality of Employee Records

Personnel files are the property of Geneva and access to the information contained within is restricted. Generally, only members of the administration who have an appropriate business-related reason to review information in a file are allowed to do so. The School will not share confidential information about an employee, current or former, with a third party except when:

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

Change of Status

It is required to keep Human Resources informed of any changes to personal information. If an employee changes his/her name, address, phone number, email address, marital status, number of dependents, or other pertinent personal data, please notify Human Resources or update the school's on-line payroll/HR system immediately.

JOB POSTINGS

In the event a faculty, coach or staff position becomes available at Geneva, the School will post an announcement of the vacancy on the School's website (unless doing so would be inappropriate, given the nature or timing of the opening). Current employees interested in applying for a position should notify his/her supervisor and Human Resources.

Should the current employee not be chosen for the position, this in no way shall affect his/her current position with the school. If an employee applies for a position and is not chosen, he/she is encouraged to use this as an opportunity to have a conversation with his/her supervisor regarding professional development opportunities which might be undertaken to enhance skills and qualifications.

REGISTRATION/TERMINATION OF EMPLOYMENT

If an employee decides to resign, the school requires a written letter of resignation addressed to the immediate supervisor stating the reason(s) for leaving and indicating the last day of employment. Please see Human Resources with any questions regarding the terms and conditions of employment contracts.

Notice Period

All employees under contract with the school are expected to fulfill the terms of the contract by providing a 30-day written notice, absent extraordinary extenuating circumstances. A minimum of two weeks' prior notice is requested for non-contracted employees. It is expected that the employee will be present at the school and not request leave during this period, to assist in the orderly transition of duties.

Exit Interview

Upon termination or resignation, the employee is required to return to the school all school property and materials and, to the extent allowed by law, abide by the terms of the confidentiality clause in the annual employment contract. Prior to the termination date, Human Resources will contact the employee to conduct an exit interview, during which all matters regarding final paychecks, continuation of benefits options, and similar issues will be discussed.

OUTSIDE WORK

Full-time employees of the Geneva may not engage in any employment or paid activity outside the school which in any way interferes with their contractual obligations to the school, may create a potential conflict of interest with the School, or which might otherwise be incompatible with the school's witness as a Christian institution.

Any full-time employee who desires to work outside of School must submit a written request to his/her supervisor for approval in advance of any outside employment. For purposes of this section, regarding outside work, *full-time* is defined as 30 or more hours per week. See also Conflict of Interest, Section V. B.

CHILD ABUSE PREVENTION

Geneva policies and procedures require that faculty and staff members avoid abusive behavior of any kind. As such, Geneva has adopted policies expressly designed to address the prevention of child abuse. These policies and procedures are included in *Part B – Student Safety Policies and Practices* of the employee handbook. The School Administration diligently enforces these behavior standards. Any breach of these policies and/or procedures is grounds for dismissal.

Required Child Abuse Awareness Training

All employees are required to complete child abuse awareness training through Ministry Safe upon employment and every three years thereafter.

TRAVEL REIMBURSEMENTS AND PER DIEM

Employees will be reimbursed by the school for expenses incurred while traveling on the School's behalf, e.g., professional conferences, field trips, debate tournaments, etc., when the request is accompanied by receipts and/or mileage documentation. Reimbursement will be as follows:

- Meal reimbursement: up to \$68.00 per day accompanied by detailed/itemized receipts. (**Note:** The School will not reimburse for alcohol.)
- Mileage (only applicable when using personal vehicle): \$0.67 per mile

OR

- Gasoline or EV charging station fees reimbursement with detailed/itemized receipts

EMPLOYEE GIFTS OR AWARDS

At times employees may be authorized to purchase gifts for other employees or staff members. Upon approval and authorization by HOS or designee as to the eligibility/qualification of the gift to be purchased and purchase amount, employees will be reimbursed by the school for the purchase of a *de minimis* gift on behalf of the School for an employee or staff member. This approval must be in writing and *in advance* of any purchase. Examples of reimbursable gifts include one of the following: a book, a bookmark, flowers, theater tickets, a decorative desk item, etc. To be considered *de minimus*, the *total* gift must be minimal in value.

The School will not reimburse gift cards purchased to be given as gifts or awards. The IRS considers gift cards the same as cash wages and taxes the employee and the School accordingly.

NON-REIMBURSABLE EXPENSES

The School will not reimburse the cost of food, drinks or snacks for students, unless the purchase is for a specific pre-approved event. School policy does not allow for the purchase of student meals, refreshments, snacks, drinks, etc.

CASH RECEIPTS

There may be instances where an employee serves as the point of contact to receive payment of fees, club dues or other charges on behalf of the school. When this occurs, the monies collected should never be comingled with personal funds.

Employees are prohibited from:

- Depositing School funds into a personal account
- Receiving payments on behalf of the school using a personal third-party payment app, or
- Establishing a separate third-party payment app for receiving payments on behalf of the School. Third-party payment apps include, but are not limited to Venmo, Zelle, CashApp or PayPal.

All payments should be received via methods approved and established by the Administration and the Business Office. Employees handling cash receipts must adhere to this policy for all transactions.

REIMBURSEMENT

If an employee pays for items or services used for school purposes with personal funds, the employee must obtain approval from the appropriate headmaster or department director prior to making the purchase. Failure to do so may result in denial of a reimbursement.

Reimbursement requests are made by submitting a completed Check Request Form, available in the Business Office and all administration offices, along with receipts or other documentation showing proof of payment and the items or services being purchased. Reimbursement requests should be submitted to the Business Office no later than 30 days after the transaction date.

SCHOOL CREDIT CARD USE

School credit cards are issued to employees upon approval of the HOS. Credit cards are to be used for School purposes only. If a personal purchase is inadvertently made on a school credit card, the employee is to reimburse the school the total amount of the charge.

Documentation of all credit card transactions must be submitted to the Business Office no later than 7 days after the date of the transaction along with a completed Credit Card Transaction form, available in the Business Office and all administration offices.

SALES TAX EXEMPTION

The School is exempt from Texas sales and use tax and the state portion of hotel occupancy tax as determined by the Texas Comptroller of Public Accounts. As such, employees are required to make use of the exemption where applicable. The Texas Sales and Use Tax Exemption Certificates, Texas Hotel Occupancy Tax Exemption Certificate and exemption documentation for specific vendors are available in the Business Office. Tax exempt purchases are to be made for School purposes only. Abuse of the exemption could result in the School losing its exemption status.

The School will not reimburse employees for sales tax on purchases where the tax exemption should have been applied.

If sales tax is included on purchases made with a school credit card where the tax exemption should have been applied, the School may request that the employee reimburse the School for the amount of the sales tax.

PRINCIPLES OF CONDUCT

PERSONAL CONDUCT

Geneva has an organizational interest in promoting appropriate behavior by employees when conducting business for the school, whether on or off campus, or before, during or after regular school hours. Employees are expected to conduct themselves in a fair, honest and professional manner and with the greatest integrity at all times. Such conduct is vital to the success and reputation of the school, and Geneva tolerates nothing other than the highest standards of ethical and lawful behavior. Geneva expects all its employees to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an employee of the School, all must agree to live by Christian moral standards.

Employees should be aware that the school considers certain behaviors to be such serious violations of the School's code of conduct that they may result in prompt disciplinary action, up to and including termination of employment. The School retains full discretion to impose whatever form of discipline it deems appropriate under the circumstances, and such discipline may occur outside of the bounds of the School's Corrective Action Process. Serious violations include, but are not limited to, the following:

- Using, being under the influence, possession or use of alcohol while at work, on school property or at a school-sponsored activity where students are present
- Being under the influence, using or possessing illegal drugs while at work, on school property or at a school sponsored event
- The illegal possession, use, manufacture or distribution of a controlled substance, a drug, hallucinogens or other substances regulated by State statutes
- Profanity in the workplace or in public
- Actual or threatened violence toward another person
- Falsification of forms, records or reports
- Unauthorized possession, theft or removal of school property or records
- Willfully destroying or damaging school property
- Conduct that is injurious to the business or reputation of Geneva
- Romantic or other intimate relations with a student
- Heterosexual activity outside of marriage
- Homosexual activity
- Excessive absence or tardiness
- Misuse of confidential information
- Inappropriate use of Internet and/or Email (see the Internet and Email Acceptable Use Policy for further details)
- Rudeness or lack of cooperation
- Failure to follow instructions or School procedures
- Harassing, discriminatory or retaliatory behavior, including sexually harassing employees, students or others
- Gambling on school premises or while conducting school business
- Possessing a firearm or other dangerous weapon on school property or while conducting school business
- Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony or crime involving moral turpitude, or misdemeanor that raises a threat to the safety or well-being of the school, its students, employees or property. Reports must be made within 3 business days.
- Being convicted, pleading no contest or guilty or other adjudication of a felony, any crime involving moral turpitude or misdemeanor that indicates unfitness for the job or raises a threat to the safety or well-being of the school, its students, employees or property

CONFLICTS OF INTEREST

All employees are expected to always promote the best interests of the school and not place themselves or the school in a position of compromise or obligation. Each employee has a responsibility to avoid any activity, agreement, business investment or interest, or other situation that could be construed as a conflict with the school's best interests.

In order to avoid the appearance as well as the practice of preferential treatment, faculty members may not tutor current students for pay. Free tutoring for a limited duration is permissible and encouraged. Faculty members may tutor Geneva students (not current students) for pay upon disclosing in writing the terms of the tutoring to his or her immediate supervisor. Faculty should refrain from tutoring students who may be in their class in the next year or two. All paid tutoring of Geneva students by faculty must be approved in writing by the immediate supervisor.

Should an employee have any question as to whether a particular situation represents a conflict, please contact the supervisor or the HOS immediately so that appropriate guidance may be given.

Open communication is a central element of Geneva's culture and values. Supervisors and employees should mutually strive to develop and maintain good working relationships. The school encourages open and honest dialogue about School procedures, work standards and performance—both formally (during the performance evaluation process) and informally (during the regular course of daily operations).

Geneva believes that most issues are best resolved directly between the individuals involved. If an issue arises, employees should attempt to first discuss the issue with the person involved. Please note: a specific exception to this process pertains to issues of harassment or discrimination.

If direct dialogue is not successful, the employee may consult directly with his/her immediate supervisor. The supervisor's responsibility is to meet with the employee in a timely and professional manner to discuss the situation. Supervisors should consider reasonable solutions that would remedy the situation consistent with School policy.

If this does not provide full resolution, the employee may direct the concern to the HOS. Depending on the circumstances and issues involved, the HOS will speak with the parties involved, investigate as appropriate, and determine a resolution of the matter.

If the employee's concern involves the HOS directly, the employee may direct his/her concern to President of the Board of Trustees.

At any point in this process, the employee may speak to Human Resources, as needed, for guidance.

Employees who use this process will not be subject to any retaliatory action by management. Employees addressing issues through this process are expected to do so in good faith. Submission of a complaint in bad faith may subject an employee to corrective action. These procedures in no way limit an Employee's ability to consult with legal counsel or other legal representatives.

Sexual harassment and discrimination-related complaints are particularly serious and sensitive issues and will be handled with appropriate urgency. Anyone who has been subjected to, has observed, or who becomes aware of such objectionable conduct should immediately inform Human Resources, the HOS, or President of the Board of Trustees (if the issue involves the HOS), so that confidential investigation and appropriate corrective action can be promptly taken. See Section III, pages 9-12.

General Policy Questions

If an employee has questions about any school policies and how they are applied, he/she is encouraged to contact the HOS or Human Resources.

EMPLOYMENT OF FAMILY MEMBERS

The School's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, and terminating employees are based on qualifications for the position, ability and performance. The school attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions, and reserves the right to take action when relationships or associations of employees impact its mission.

For purposes of this policy, "relative" means a connection between persons by blood, marriage, adoption or other close personal relationship including cohabitation.

Due to the strong interaction of duties, employment of relatives in the *same department* or under the same supervisor is not ordinarily permitted and may occur only after formal review and approval by the HOS.

Employment of relatives in reporting relationships (e.g., employee and direct supervisor) is *prohibited in all cases*.

ACCEPTANCE OF GIFTS FROM STUDENTS AND PARENTS

From time to time, faculty and staff may be offered gifts by grateful students, parents or other family members of students. The school does not want to discourage the kindness of the students (such as in offering handmade items of appreciation that they have created for their teachers). However, due to the potential for conflicts of interest (such as grading, student promotions, awards, etc.), as well as the potential for inappropriate “competition” among parent gift-givers, faculty and staff members must exercise caution in accepting gifts from parents. All gifts from students or parents (other than GCL organized gifts) that appear to exceed a \$25 limit must be reported in writing to the immediate supervisor.

CYBERSECURITY

CYBERSECURITY OVERVIEW

The School makes Email and internet access available to employees, as appropriate for their position. Email and internet usage are important communications and learning tools and should be used *primarily for School business and instructional purposes*. However, *limited personal use* of these resources is authorized so long as such use is occasional, of reasonable duration, does not adversely affect employee or system performance, and does not violate state or federal laws or compromise intellectual property rights (e.g., briefly checking a weather, travel, or sports website at lunch to get updated reports, scores, etc.).

PURPOSE

Email and internet usage, like all computer resources at the school, are tools for educating students and facilitating the operation of the School. This policy outlines several key principles about personal usage and expectations of privacy when using School-provided Email accounts and internet resources. Its key purpose is to maintain the safety and security of the school and all its employees, students and community members. Everything sent using a school Email account is a reflection of the employee's role as a professional and as a representative of the school. Consider this carefully when reviewing the content of messages and of the internet sites accessed using the school's equipment.

PROHIBITED ACTIVITIES

The following are examples of activities that are prohibited while using the School's networks, internet and email, and which may result in disciplinary action, up to and including termination. These activities include, but are not limited to:

- Stealing, using or disclosing someone else's username or password
- Accessing the files or communications of others without appropriate authorization
- Attempting to break into the computer system of another organization or person
- Installation or attachment of external devices such as personal hardware, software, peripheral or portable media devices, routers, access points, etc. on any School system or device without written permission from the IT Systems Support Analyst or Assistant HOS
- Copying, pirating, or downloading software or attachments (which have the potential to spread viruses throughout the entire School network) and electronic files without permission from the IT Systems Support Analyst or Assistant HOS
- Unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material
- Use of online chat rooms or instant messenger programs
- Communications that are addressed to another user in any manner that could reasonably cause him or her distress, embarrassment or unwarranted attention, as this may constitute harassment
- Personal attacks, including but not limited to attacks based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, veteran status or any other categories protected by law
- Browsing, retrieval, display or distribution of vulgar, offensive or inflammatory language, material or images, including pornography, sexually explicit materials, language or pictures
- Sending messages that adversely affect the reputation of the school or its students, parents or community members
- Displaying or, except as allowed by law, disclosing private, personal, protected or confidential information regarding School employees or students
- Conducting or engaging in a "freelance" background check using social media or the internet of any employee, student or employment candidate
- Using school networks or resources to engage in any illegal activity or for personal gain

Please note: Pre-approval by the IT Systems Support Analyst or Assistant HOS is required to use the guest Wi-Fi via a personal device, e.g., Board of Trustees meetings, debate workshops/classes, senior thesis, etc. The activities expressly prohibited above also apply to the use of the School's Wi-Fi via a personal device.

VIRUSES AND ATTACHMENTS

There are many dangerous viruses that circulate on the internet and through unsafe computing practices. To avoid getting a virus spread via email, never open an email attachment unless it is expected, and the sender is known—even if it comes from a trusted source. Please direct concerns about attachments and potential viruses to the IT Systems Support Analyst.

PRIVACY AND MONITORING

The School retains the right to monitor network usage, as well as usage of individual computers and email accounts, and employees should not have an expectation of privacy when utilizing School networks, systems or electronic communication resources. This includes, but is not limited to, the monitoring/viewing/searching/accessing of: internet activities; email activities and accounts; network activities and accounts; all data and/or software stored on desktops, laptops, disk and other electronic and school-owned equipment.

All internet usage is logged, including activity on the guest Wi-Fi. Unauthorized use on personal devices can result in the device being blocked from the network.

All employees explicitly agree to this condition in consideration of the ability to utilize the School's computer networks and resources.

SCHOOL ISSUED EQUIPMENT AND SOFTWARE

The School may issue employees various hardware devices that are to be maintained in the employee's possession outside of the workplace. This may include, but is not limited to laptop computers, desktop computers, tablets, monitors, etc. All such hardware devices issued to employees shall remain School property and will be surrendered upon request. Employees are expected to treat all school hardware with care and respect and should adhere to the same standards of use as when they are on campus. Employees may be financially responsible for any loss or damages that occur to School-owned hardware.

School issued software, e.g., Microsoft Office 365, should never be installed on personal devices as this will violate the School's subscription and licensing agreements.

CELLPHONES AND TEXT MESSAGING

While the School does not generally provide cell phones for employees, nor does it monitor personal cell phone communications, employees must abide by all pertinent privacy, confidentiality and discretion standards of the school when using cell phones, text messaging or any other services or devices when communicating about school-related matters. Cell phones should not be used for personal use during class periods by faculty members. See *Employee Handbook – Part B* related to communications with students.

DATA SECURITY

Email should never be considered a secure or confidential medium. Any network administrator between here and its destination may view email that is sent over the internet. Personal information, like personal addresses, credit card numbers, driver's license numbers, etc., should not be transmitted through email or non-secure websites. The IT Systems Support Analyst should be notified immediately if, by accident, an employee encounters material that violates rules of appropriate use, or if any inadvertent lapse in data security is suspected.

MESSAGE CONTENT

Email can be forwarded to hundreds of people, in and out of the school—and text messages can be revealed in court. Be especially careful about material that would violate a student's, parent's or other employee's privacy. Please be aware that even messages or documents which may be considered "informal," "casual" or "personal" may need to be retained by the school and shared in any litigation matters, as required by Federal regulations. As such, when communicating via email concerning any school-related business to fellow employees, students or families, all employees must use the email account provided by the school, e.g., @genevaschooltx.org.

All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Use appropriate language. Do not swear, use vulgarities or any other unacceptable language.
- Be careful with humor and sarcasm.
- Do not type in ALL CAPS as it appears that the author is shouting.
- When responding to an upset parent, it is often wise to have a colleague read the response before sending it. Also, a face-to-face meeting is often a better way to resolve a difficult situation.

POLICY VIOLATIONS

Access to the computers/laptops owned by the school is a privilege, not a right. This privilege may be restricted and/or revoked at any time for use not consistent with the educational goals of the School. (This includes employees remotely logging onto the school network or using their school email account from home or when traveling.)

Consequences for violations of this policy, include but are not limited to:

- Loss of network access privileges, including Internet and/or Email access
- Loss of computer access privileges
- Disciplinary action by administration including, but not limited to, immediate termination from employment
- Legal action and prosecution by the authorities, if appropriate

EMPLOYEE SOCIAL MEDIA USE

EMPLOYEE SOCIAL MEDIA USE OVERVIEW

As social media can bridge both the work life and personal life of employees, some conflict of responsibilities may occur. The School's interest in establishing this policy is to define the educational and work-related contexts of social media and blogging, for the protection of employees, students and the Geneva community as a whole.

This policy applies to the school's adult community—faculty, staff, coaches, volunteers and administrators and other adults acting on the Geneva's behalf.

KEY PRINCIPLES

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or Geneva 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. Interacting online with colleagues, students, alumni and other community members is no different than interacting with these individuals or groups face-to-face—i.e., it requires us to maintain the respect, dignity, prudence and professionalism as reflected in all job descriptions, and concern for the safety of children in all interactions.

With specific regard to social media, a Geneva employee, must:

- Understand that he/she is accountable for postings and other electronic communications that are job-related, particularly online activities conducted with a school email address, or with school property, networks or resources.

Recognize that:

- Social media activities may be visible to current, past and prospective students; parents; colleagues; and community members;
- Serving as a role model is a critical aspect of an employee's work at the school; and
- Accordingly, each employee must exercise appropriate discretion when using social media (even for personal communications) when those communications can impact his/her role at the school.
- Keep in mind that the uneven power dynamics of a school—in which adults have implied authority over former students—continues to shape those relationships after the end of the school day and year, and even after graduation. Employees must act in a manner that always respects and never exploits the power inherent in these relationships.
- Employees and students should refrain from creating any social media accounts on behalf of the School unless otherwise approved by the Advancement Director.

Please be aware that the school considers discretion in social media activities to be a serious matter in protecting the School. As allowed by law, violations of this policy may lead to corrective action, up to and including termination of employment.

CLASSROOM/PROFESSIONAL USE OF ONLINE SERVICES AND SOCIAL MEDIA

Faculty members are expected to limit class activities to *school-sanctioned online services* (including social media and blogs). New social media tools and features that may or may not be appropriate for course use are being continually introduced. Any online services or social media tool that will be used in the classroom or that will be recommended to, assigned to, or otherwise used as part of the instruction to students must be approved in writing by the HOS, the headmaster or division director. This approval must be obtained prior to using the tool with students.

USE OF SOCIAL MEDIA FOR DEVELOPMENT/ALUMNI RELATIONS PURPOSES

The School may choose to establish a social media presence (e.g., Facebook, X, Instagram, etc.) for development, alumni relations, internal marketing or other School-related purposes. All postings to this site will be initiated under the direction of the Advancement Director or the Communications Assistant.

RELATIONSHIP-BUILDING WITH STUDENTS, ALUMNI AND PARENTS

Except for the employee's children, nieces and nephews, or the children of close friends, do not initiate or accept social media "friend" requests from current students (of any age) or former students under the age of 18. If you believe you need to "friend" current or former students under the age of 18, you must get written permission from your supervisor or the HOS.

Use professional discretion when "friending" alumni 18 years of age and older. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends), and that information shared between recent alumni is likely to be seen by current students as well. Employees are *discouraged* from "friending" parents of current or prospective students due to the inherent conflicts of interest that may arise.

Note: Terminology describing the building of relationships online varies from site to site. "Friending" is meant to include the following: subscribing, adding as a contact, or any other term meaning establishing an online relationship between two people.

- **School-Related Adult Friends (co-workers, supervisors and subordinates):** Employees are asked to use good judgment when making or accepting "friend" requests to or from School colleagues. Employees in supervisor/subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel pressured to accept the request, potentially impacting the work relationship (as well as raising conflict-of-interest, unequal treatment, discrimination or similar concerns.)
- **Non-School-Related Friends:** Employees should remind all other members of personal social networks of his/her position as an educator whose profile may be accessed by students and other members of the school community. Ask these individuals to monitor what they post to the employee's network accordingly. This includes (but is not limited to) being "tagged" in photos on the sites of friends or others, especially where the photos may imply activities not appropriate for viewing by students and other community members.
- **Groups in Employee's Social Network:** All employees are asked to use good judgment in visibly and publicly associating only with social media groups consistent with the mission of the School. At the same time, this provision is not intended to limit free speech, valid intellectual discourse on a wide variety of subjects or viewpoints. (See "Online Identity and Posting to Blogs" below.)

POSTED CONTENT

Exercise care with personal profile data and posted content to ensure that this information does not reflect poorly on the ability to serve as a role model or otherwise create a conflict of interest. Content should be placed thoughtfully and reviewed periodically. Social media sites are increasingly interconnected— i.e., linked to one another—in ways that may be largely outside the direct control of the users on any given site. Exercise caution regarding posting of inappropriate content to any social media.

PRIVACY SETTINGS

On most sites, privacy settings can be changed at any time to limit search-ability and access to profiles. Employees must be prudent in allowing access to their online content, consistent with other requirements of this policy. Changes should be made whenever necessary.

TIME ON SOCIAL SITES

Employees should refrain from using social media or blogging sites for personal use during work hours. In no case may the use of social media resources interfere or impede the employee's completion of his/her job duties and responsibilities to the school and the students.

ONLINE IDENTITY AND POSTING TO BLOGS/VLOGS

As a vibrant academic community, the School encourages active engagement in a range of activities, intellectual pursuits, causes and the like, including social, political, religious and civic-oriented groups, blogs/vlogs, etc. At the same time, an individual's right to participate in these groups must be balanced with the School's right to manage public communications issues in its name or on its behalf.

When posting messages to blogs/vlogs (i.e., meant to broadly include a variety of online discussion forums), employees may not state or imply their connection to the School in any way without prior written consent of the HOS. Doing so will subject the employee to disciplinary action that may result in termination.

Example: If an employee chooses to post a personal message on a blog/vlog, he/she must not sign the post, "Jane Smith, faculty member, Geneva School of Boerne," but rather "Jane Smith."

Similarly, when making personal, non-work-related posts to blogs/vlogs, employees may not use their school email address or other tags related to the School in the message or for reply purposes, to avoid implying approval of the message's content by Geneva.

PROTECTING CONFIDENTIAL INFORMATION

All confidential School information must be protected and may be disclosed only pursuant to School policy or as otherwise required or allowed by law. No social media or blog/vlog posts may communicate any confidential information related to the School, its students, trustees or employees.

USE OF LOGOS, TRADEMARKS AND INTELLECTUAL PROPERTY

Employees are not permitted to use the school's logo, trademarks, photographs or any other intellectual property or proprietary materials in any postings without the written consent of the Advancement Director or HOS. This includes photos taken of students in an employee's classroom, on field trips, or doing any other School activity. If an employee has photos of current or former students who are under the age of 18 on his/her page, these images must be removed immediately. The only exception to this policy is when the images are of the employee's children, nieces and nephews or the children of close friends.

PERFORMANCE EVALUATION AND PROFESSIONAL DEVELOPMENT

PERFORMANCE EVALUATION

It is the school's goal to evaluate each employee in writing at least once each year. These evaluations are discussed in conferences between the HOS or supervisor and the employee. The employee will be asked to sign the evaluation—indicating it has been discussed—and can make a summary statement on each evaluation form regarding any disagreement or other pertinent comments. These evaluations and statements are filed in the employee's personnel record and are kept confidential. Evaluations assist the HOS and supervisors as one form of information when determining professional development and growth plans, continued employment, staff changes, salary changes, dismissal, or similar personnel actions.

Supplemental evaluations of an employee may also be conducted any time that the HOS or supervisor becomes aware of a weakness or problem in the employee's performance, at the HOS's discretion. Depending on the seriousness of the issues involved, the corrective action process may be initiated (see Corrective Action Policy for details) or other appropriate action may occur to resolve the issue.

PROFESSIONAL DEVELOPMENT

In support of the school's philosophy of continuous improvement for all employees, Geneva offers opportunities for School employees to attend approved professional development workshops, conferences and on-line learning, as well as to pursue graduate level coursework.

Conferences, Workshop and On-Line Opportunities

- Employees interested in taking outside courses, workshops, webinars, or cohorts/professional organizations, including, but not limited to, appropriate professional association conferences or annual meetings, must first discuss their intentions with their supervisor, who will consult with the HOS for final written approval if reimbursement by the school will be requested.
- With 30 days advance notice, the registration fee may be paid by check or purchase order issued by the Business Office. Alternatively, the employee may be required to pay for the course using his/her own credit card and then receive reimbursement from the School. In either case, prior written approval by the supervisor and HOS is necessary.
- Please see the Business Office with questions regarding reimbursement of other expenses associated with attending the workshop (including travel, lodging and meals).

Graduate Level Coursework or its Equivalent

- Employees interested in pursuing additional education or professional certification must also gain approval from their supervisor, who will then seek final approval from the HOS. It is the school's sole option to determine whether approval will be granted. Degree programs outside of the faculty member's discipline and not within the possible future plans of the school will not be reimbursed/compensated.
- If applied for and approved, the school will loan the employee up to 50 percent (50%) of tuition and related fees, not to exceed \$5,250 per calendar year, provided the employee remains in good academic standing with the college/university graduate program and maintains a passing final grade in the class/course. The employee will be required to sign a Tuition Loan Agreement. This loan will be interest free and forgiven at the rate of 25% per year on the anniversary of the loan. If the employee leaves or is terminated, any loan balance will be due on his or her final day of work. The school will not reimburse for additional expenses incurred while participating in the graduate program, including but not limited to the cost of books, transportation, lodging and meals.
- The employee must present an official grade report from the educational institution to his/her supervisor, as well as to Human Resources at the completion of each course to qualify for the tuition loan. Failure to do so will disqualify the employee for the loan and require immediate repayment of any money already loaned.
- The school reserves the right not to extend a loan for courses previously agreed to if the employee leaves the school, announces his/her leave of the school, or is terminated for cause.

CORRECTIVE ACTION

Geneva always encourages its employees to develop and perform to their fullest potential. When an employee's performance or conduct does not meet established standards, measures will be taken as deemed appropriate to support the employee in correcting the behavior or improving his/her performance. The School has developed the following general procedure for addressing most behavior or performance issues that may be used on a case-by-case basis.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the School and its employees.

Note: The School does not restrict itself from altering its approach to corrective action as circumstances warrant, in the HOS's sole discretion or as determined by the Geneva Board of Trustees. These are samples of two common exceptions to the corrective action process, of which employees should be aware.

- Misconduct or other serious behavioral issues, including but not limited to circumstances involving risk to students or other employees, will ordinarily be addressed promptly and firmly outside of the process described in this section.
- In the case of employees who are new to the school, the School and the employee may quickly determine that there is a misalignment between the employee's skills and interests and the school's needs in the position. In these cases, plans to resolve this misalignment ordinarily may be handled promptly and separately from the process shown in this policy.

Step One—Oral and Written Warning(s)

When a performance or conduct issue arises, a conversation between the supervisor and the employee will address the conduct at issue and allow the employee the opportunity to correct and address the deficiency. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his/her performance to resolve the performance problem.

The supervisor and Human Resources may prepare and present written documentation of the oral warning to the employee. Additional written warning(s) may be issued at the discretion of Administration.

Step Two—Final Warning

If the employee's performance does not improve with one or more oral or written warnings, the supervisor and Human Resources may provide a formal final warning to the employee with a documented performance improvement plan. The plan will outline the specific steps of corrective action the employee is required to take and the consequences of continued failure to meet performance expectations, which may include suspension and/or termination of employment.

The performance improvement plan will require the employee's immediate and sustained corrective action. The employee will be allowed to review the plan and will be asked to sign an acknowledgement of receipt. A final warning is optional and may not be feasible as referenced above, such as in cases of serious misconduct or repeated failure to abide by prior warnings.

Step Three—Separation of Employment

If the employee's conduct and/or performance does not improve as required, the School may choose to terminate the individual's at-will employment; terminate the employee's contract or not renew the employee's contract for the following school year as provided in the employee's contract. If no action is taken to renew an employee's contract, it terminates at the end of the current contract period.

Appeals Process

Employees can present information to dispute the discipline or corrective action as referenced above that the School Administration has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he/she will have five (5) business days after each of those meetings to present such information to the supervisor and Human Resources. New information will be reviewed by the appropriate supervisor, the HOS and Human Resources to determine whether revisions to the discipline or corrective action are justified or should be revised. The decision of the supervisor, Human Resources, and the HOS is final and is not appealable.

Suspension of Employment

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the school. When immediate action is necessary, such as to ensure the safety of others or to conduct an investigation, the HOS may suspend the employee at any time in the best interest of the School.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with Federal, State and local wage and hour employment laws. Employees may not substitute or use paid time off (PTO) in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of employees is typically reserved for serious misconduct such as workplace safety or conduct issues.

Documentation

The employee will be provided with copies of all progressive discipline documentation, including all performance improvement plans. The employee will be given the opportunity to sign copies of this documentation attesting to his/her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

COMPENSATION AND BENEFITS

SALARY

Salary offers must be approved by the HOS or designee and will be based on the skills and responsibilities required in the performance of each job, as well as education and experience in the specific area for which the employee is being employed at Geneva. The HOS, division heads and Human Resources will annually review compensation arrangements. Initiative, performance and attendance will be evaluated and may represent some of the factors in determining whether an employee is eligible for a pay adjustment and, if so, the amount of the change. Other factors may include time of service at Geneva, additional relevant education or professional development accomplishments, and any changes to job duties or hours worked per week. This section and this handbook create no right to the entitlement to any particular salary or a pay raise.

BENEFITS DISCLAIMER

Geneva is proud to make a program of health, welfare and retirement benefits available to eligible employees. Brief descriptions of each benefits program are provided below. These descriptions are overviews only. The plans themselves (including eligibility requirements) are governed by the plan descriptions and related plan documents maintained in the HR/Payroll and Benefits office. In the event of any conflict between the descriptions below and the plan documents, the plan documents will govern.

EMPLOYEE BENEFITS PROGRAM

Geneva offers participation to eligible employees, their family members and dependent(s) as indicated below to the following benefit plans:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Basic and Voluntary Life Insurance
- Accidental Death and Dismemberment Insurance (AD&D)
- Short-term Disability Insurance (STD)
- Long-term Disability Insurance (LTD)
- Identity Protection Insurance
- Workers' Compensation Insurance (WC)
- Retirement Savings Program – 401(k)
- Health Savings Account (medical plan specific) (HSA)
- Tuition Discount
- Credit Union Membership
- School Uniform Discount

Employees are eligible for benefits based on the average number of hours worked per week. There is no waiting period for eligibility; however, as per policy requirements, life and health benefits will become effective on the first of the month following 30-days of employment. Employees who are classified as temporary and/or seasonal are ineligible for benefits.

Employee Benefits

Hours/week	Life & Health Benefits	401(k)	Tuition Discount
<10	None	None	None
10+ (10 – 19)	Dental, Vision & Identity Theft	2% match	None
20 – 29	Dental, Vision & Identity Theft	2% match	25%

Hours/week	Life & Health Benefits	401(k)	Tuition Discount
30+	Full	2% match	30% - 50%

Medical Insurance

Employees who work an average of 30 or more hours per week are eligible to participate in the school’s medical program. The program is a pre-tax plan (Section 125), allowing for the employee’s portion of the health benefit premium to be paid on a pre-tax basis. As financially feasible, the school pays a portion of the medical program premium for eligible employees. The employee is responsible for the remaining amount along with the payment for eligible family members. Benefits are effective on the first of the month following 30-days of eligible employment.

Dental Insurance and Vision Insurance

These programs are available at their own expense, to all employees who work an average of 10 or more hours a week. The employee pays 100 percent (100%) of the premium. Benefits are effective on the first of the month following 30 days of eligible employment.

Basic Life, AD&D and Voluntary Life Insurance

Basic life insurance and AD&D coverage are provided by the school to all employees who work an average of 30 or more hours per week. The life benefit amount is \$50,000 for all employees under 65 (life benefits are reduced after 65 years of age). AD&D benefits are dependent upon the type of claim.

Employees can purchase additional life insurance coverage for themselves and purchase life insurance for a spouse or child with the convenience of payroll deduction. Additional coverage above the guaranteed issue amount will require “Evidence of Insurability.” The application for life insurance must be completed within the first 30 days of eligible employment. The policy will then become effective on the first of the month following 30 days of eligible employment.

Short-Term and Long-Term Disability Insurance

The school pays 100 percent (100%) of the premium for short-term and long-term disability insurance for all employees who work 30 or more hours per week. Short-term disability coverage begins on the 15th day of an eligible claim. The maximum duration of short-term claim proceeds is 11 weeks. The long-term disability coverage for eligible claims begins on the 91st day, for a maximum period of two years for those under the age of 65. In both instances, the plan pays 60 percent (60%) of the pre-disability earnings. Benefits are effective on the first of the month following 30 days of eligible employment.

Identity Protection Insurance

The school pays 100 percent (100%) of the premium for employee-only coverage for all employees who work an average of 10 or more hours a week. Eligible employees have the option to purchase family coverage.

Worker's Compensation Insurance

The school pays 100 percent (100%) of the premium for workers' compensation insurance for all School employees. Benefits are effective on the first day of employment. The State of Texas allows employees to opt out of workers’ compensation insurance and retain their common law right to file a lawsuit. Contact Human Resources for more information. See section XI. F. for more information concerning worker’s compensation.

Retirement Savings Program 401(k) – Pre-tax and Roth

Participation in the School's retirement program is available to employees who work 1,000 hours or more for the previous 12 months in compliance with ERISA guidelines.

Eligible employees are automatically enrolled into a pre-tax 401(k) plan invested in the age-appropriate target date fund on the date of hire unless the employee submits a written waiver to the Payroll and Benefits Administrator. Participants may defer up to 100 percent

(100%) of total compensation on a pre-tax [traditional 401(k)] or post-tax [Roth 401(k)] basis up to the IRS maximum. The school will match up to two percent (2%) of total compensation for which there is no vesting period. Eligible employees may enroll in the 401(k) plans at any time during their employment. Likewise, changes to the employee contribution or participation in the plans may be made at any time.

See Human Resources/Payroll and Benefits for more details.

Tuition Discount

As indicated below, the tuition discount for employees applies to all children KPrep–12 who attend Geneva depending on position and length of service. For employees working at least 30 hours per week, the tuition discount is a vested benefit starting at 30 percent (30%) in the first year of eligible employment and increasing to 40 percent (40%) in the second year of eligible employment. In years three and beyond of eligible employment, the tuition discount is 50 percent (50%).

Employees who average 20 or more hours a week (but less than 30 hours per week) receive a 25 percent (25%) tuition discount for all children who attend Geneva. Faculty and staff members who qualify for this benefit are immediately vested.

Part-time faculty and staff who qualify for the 25 percent (25%) tuition discount and later begin working an average of 30 hours per week will have their time of service counted toward vesting to the greater benefit.

Employees who work less than 20 hours per week and those who are classified as seasonal and/or temporary do not qualify for a tuition discount.

Employees who are hired during the middle of a school year or who voluntarily or involuntarily separate from employment prior to the end of the school year for which their student is enrolled, will be responsible for the pro-rata share of the full amount of tuition remaining for that school year.

Health Savings Account (HSA)

Those employees who are enrolled in a qualifying School-sponsored high deductible health plan are eligible to establish and contribute to a Health Savings Account (HSA). The HSA is funded solely through tax-deductible employee payroll deductions and the account is owned and managed by the employee.

Eligible employees may enroll in the HSA option at any time during their enrollment in a qualified health plan. Likewise, changes to the employee contribution or participation in the plan may be changed at any time.

Credit Union

All employees who work an average of 10 or more hours a week during the school year are eligible to join a local credit union.

Student Uniforms

All School employees with children enrolled in the school may be eligible to receive a discount from school uniform providers.

FACULTY AND STAFF TUITION ASSISTANCE

In order to qualify for tuition assistance:

- The employee parent must apply for tuition assistance through normal channels during the tuition assistance period (the deadline is usually mid-December of each year).
- The employee making application by the mid-December deadline ordinarily will be notified of the annual tuition assistance decision by the Enrollment Coordinator in late January of each year.

CONTINUATION OF BENEFITS (COBRA)

As a sponsor of employee benefits plans, Geneva School is covered by the regulations of the Consolidated Omnibus Budget Reconciliation Act (COBRA), the Federal law pertaining to continuing benefits coverage after individuals are no longer eligible employees.

Under the provisions of COBRA, employees and their dependents up to age 26 who enroll in the School's medical, dental or vision plans may be eligible to continue coverage at their own expense—usually for up to 18 months, and in certain circumstances up to 29 or 36 months—upon terminating employment with the School or experiencing other qualifying events (e.g., such as a dependent student losing coverage due to reaching the age limit).

The decision to continue health insurance is voluntary. The cost to continue coverage under COBRA is the full monthly premium for coverage plus up to a three percent (3%) administrative surcharge. The employee and/or eligible dependent(s) must pay the required premium in a timely manner on a monthly basis. Failure to pay the premium will result in the coverage being cancelled, as permitted by law.

The employee or eligible dependent(s) will be notified of COBRA rights upon enrolling in medical coverage, as well as at the time of termination of employment or when a qualifying event occurs. It is vitally important that employees inform Human Resources when a potential qualifying event occurs that may affect coverage—such as getting married, divorced or separated, or having or adopting a child, or when a child reaches the maximum coverage age.

Please see Human Resources for further details.

MEDICAL INFORMATION PRIVACY (HIPAA)

The purpose of this policy is to inform employees regarding compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All employees should be aware that HIPAA severely restricts the sharing and transmission of private health information (PHI) to non-qualified parties.

Employees should never share private health information of their own or that of others. In certain circumstances—such as with regard to colleagues who are ill or in the hospital—the School realizes this may seem contrary to the spirit and culture of caring for colleagues that we have established over the years at the School. While all employees should seek to maintain a caring culture, all need to also recognize the personal protections provided under HIPAA and remain in compliance, for the benefit of all concerned.

Please consult Human Resources with any questions regarding the School's responsibilities and individual employee responsibilities with respect to HIPAA and private health information.

TIME OFF

PAID TIME OFF

Geneva offers paid leave to eligible employees. Paid leave does not accrue over the course of the School's fiscal year but is conferred upon employment and at the beginning of the academic year on **August 1** of each year thereafter for active employees.

Geneva does not "bank" paid leave or roll over remaining balances to the next year. Paid leave is to be used during the year in which it is awarded. **No employee will be compensated for unused leave, and unused leave does not accumulate from year to year.**

Paid leave is granted, as follows:

- Academic year employees, including but not limited to all teaching faculty, specialists, school nurse and librarian, are granted eight (8) workdays of paid time off (PTO) for the academic year (August 1 through May 31).
- Staff who work 12 months a year:
 - With less than five years employment with the School are granted three (3) weeks of paid time off (PTO) for the year (August 1 through July 31).
 - With five or more years employment with the School are granted four (4) weeks of paid time off (PTO) for the year (August 1 through July 31).
- Seasonal/stipend employees are allowed up to three (3) excused absences without a reduction in pay during the contracted term. He/she must inform his/her supervisor or designee as soon as possible prior to the absence so alternate arrangements can be made. Additional absences may lead to a reduction in pay as well as corrective action, up to and including termination of employment.
- Substitute teachers are not eligible for paid leave.

Paid time off (PTO) is adjusted for part-time employees and for 12-month staff working a reduced schedule during the summer months. The calculation to determine the number of PTO days granted is based upon the percentage of the employee's scheduled workdays to total workdays for the full-time equivalent position.

Requests for PTO leave must be made through the Time Off Request system in Paycom and will be approved by the supervisor in the same manner. Exempt salary employees submit PTO in full-day or half-day increments. Non-exempt employees submit PTO in half-hour increments.

Any absence beyond the days granted, as outlined above, generally results in a loss of pay. If an employee's situation requires a prolonged absence from work, consult with Human Resources for applicable leave benefits, requirements for medical certification, communicating with the school, salary and substitute issues.

Planned Absences (Discretionary)

If an employee knows in advance that time off work is needed, he/she should notify his/her supervisor as soon as possible. Minimum required notice for a planned absence (discretionary) is three days, or 72 hours. The timing of a planned absence should take into consideration the school calendar, coordination of department needs, position requirements and individual work obligations.

Faculty members must complete the required departmental paperwork for securing classroom coverage and approval for the absence (see *Faculty Absences* for more detailed information). Staff members must have approval from his/her supervisor for the absence.

All employees are required to enter a Time Off Request into the Paycom system *in advance of the absence for a planned absence.*

Absences for School-sanctioned activities performed in the line of duty and related specifically to the position, including approved Professional Development or conferences, are considered work-related activities. Although School-sanctioned activities require supervisor approval, they do not need to be entered into the Paycom Time Off system.

Unplanned Absences

If for any reason an employee is unable to come to work or will be late, he/she must inform his/her supervisor or designee as soon as possible prior to the absence. For faculty members, this is particularly crucial, so that a substitute teacher may be brought in to cover classes. Failure to follow procedures for reporting an absence or tardy may be cause for disciplinary action. If required, a Time Off Request must be entered into the Paycom system as soon as practicable.

Faculty Absences

In the event of a teacher needing a substitute teacher for any portion of the day, the following procedures apply:

- The teacher must complete a **Substitute Request Form** or contact his/her School Office as soon as an absence is determined. All Grammar School substitute teachers must be scheduled through the Grammar School office. All Logic and Rhetoric School substitute teachers must be approved by the Logic Headmaster and/or the Rhetoric Headmaster and scheduled through the LS/RS Administrative Assistant.
- The teacher must enter a **Time Off Request** into the Paycom system, if required. PTO should be entered in full-day or half-day increments and should be determined based on the teacher's schedule for that day, taking into consideration all classes, preparation periods and other required duties or meetings.
- The teacher must make lesson plans, the daily schedule, and any necessary materials available for the substitute teacher. Such materials must be put in a folder labeled "Substitute" and placed in a prominent position on the teacher's desk.
- It is the teacher's responsibility to keep the school informed as to how long a substitute will be needed. The teacher must contact his/her school office prior to the end of the business day (before 4:00pm) if the substitute is needed the next day.

Blackout Days

Blackout days are those in which employees must be on duty and planned absences (discretionary) are not allowed. Blackout days vary by division and may include, but are not limited to, the following:

- All-School Employee Inservice days
- First day of school
- Last day of school
- Parent conference days
- Division specific events, as per the division calendar, e.g., special in-service or teacher training days, standardized testing, annual Benefit, Logic Tolkien Day, Grammar teacher retreat, etc. (see Supervisor for details)

Absences on Blackout Days will be unpaid unless the Supervisor has approved the absence in advance and in writing, or if the absence is unplanned due to illness and a doctor's excuse is provided. If absences on Blackout Days will be recurring, approval by HOS is required.

NEUTRAL ABSENCE CONTROL POLICY

Uniform enforcement of a reasonable absence-control rule is not retaliatory discharge. For example, an employer that terminates an employee for violating a reasonable absence-control provision cannot be liable for retaliatory discharge as long as the rule is uniformly enforced. Geneva will enforce a neutral absence control policy.

HOLIDAYS

Geneva's school calendar includes a list of holidays. The calendar is made available to all employees in advance of the school year.

Typical holidays include:

- Labor Day
- Columbus Day
- Thanksgiving Break
- Christmas Break

Time Off

- Martin Luther King Day
- Presidents' Day
- Spring Break
- Easter Break
- Memorial Day
- Independence Day

Reduced school hours during the summer months do not constitute holidays. All 12-month full time employees are expected to work a full day, five days per week unless a day is a designated holiday (July 4th) or the employee takes PTO.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Overview

The school will grant Family and Medical Leave (FMLA) to eligible employees in accordance with federal and state law. This policy is intended to provide an overview of the school's and the employee's obligations, but in no way is intended to increase or diminish the obligations set forth under federal and state law.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request medical information from the employee and/or the employee's medical provider. In general, the school may request medical information to confirm the employee's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work. The school will not request health-related information from a medical provider without the employee's knowledge and approval. As always, the School expects and appreciates the employee's cooperation if medical information is sought.

Eligibility

All employees who have completed 12 months of service and who have worked 1,250 hours or more in the preceding 12 months are eligible to apply for a job-protected, unpaid Family and Medical Leave Act (FMLA) leave of absence.

Purpose of Leave

The leave provides time-off from work for the following reasons.

- An employee's own serious health condition that makes the employee unable to perform the essential functions of his/her job.
- To care for an employee's child, parent or spouse with a serious health condition.
- The birth or adoption of a child, or the placement of a child in foster care and to care for the new child within one year of birth or placement.
- To care for a spouse, child, parent or next of kin of a member of the Armed Forces, including a member of the National Guard or Reserves who has a serious injury or illness and, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list.
- For any qualifying exigency 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 Federal FMLA leave of absence will be coordinated with federal and state leave laws, where applicable.

Maximum Period of Leave

Eligible employees may take job-protected family medical leave of up to a total of 12 weeks during the contract period (except for qualifying leave to care for a member of the Armed Services who has a serious illness or injury, when the employee may take up to a total of 26 work weeks of leave during a single 12-month period).

Mothers and Father Both Working for the School

In the case where the mother and father of a newborn or adopted child are both employed by the School and are both eligible for FMLA leave, they are eligible for a *combined* total of 12 weeks of FMLA leave (which may be divided among the mother and father in any combination that they choose—e.g., eight weeks for the mother and four weeks for the father, or six weeks for each, etc.).

Special Provisions for End-of-Semester Leaves for Faculty

Due to the need to provide continuity of instruction in the classroom, the school may regulate the faculty member's return to the classroom in certain circumstances, as allowable under Federal FMLA law. These circumstances and provisions include the following.

- An instructional employee begins leave more than five weeks before the end of a term. The School may require the employee to continue taking leave until the end of the term if 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 term.
- The employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of a term. The school may require the employee to continue taking leave until the end of the term if:
 - 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 term.
 - The employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a term, and the leave will last more than five working days. The School may require the employee to continue taking leave until the end of the term.

Notice of Leave

If the need for the leave is foreseeable, the employee must provide the School with at least 30 days' advance notice before the family and medical leave is to begin. If under the circumstances 30 days' notice is not practicable, notice of the need for the leave must be given as soon as is reasonable and possible. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee is in compliance with the notice policy.

Pay During Leave Period

Family medical leave time will be unpaid. However, the employee has the option to substitute PTO for unpaid FMLA leave, except in the case of leave due to personal illness when the employee is required to utilize any unused accrued PTO.

Procedure

- Employees should contact Human Resources as soon as they are aware they may need to apply for a leave of absence. They will be provided with the required application forms and notices.
- Leave requests should be submitted to Human Resources in writing, using the Family and Medical Leave Act Request Form, with the Physician Certification attached.
- Requests should be submitted at least 30 days prior to the leave, if possible.
- The employee will then be notified of the approval or denial of the leave in writing.

Job Reinstatement

Leave requests must include the anticipated starting date and duration of the leave. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the approved leave (or approved extension) expires will be considered to have resigned from employment. Employees requesting an extension must do so *prior* to the expiration of the current approved leave.

Employees granted leave are guaranteed reinstatement to the same or an equivalent job position at the end of the leave, unless the job ceases to exist for legitimate business reasons, subject to any other considerations allowed under the law. If a reduction in force or other reorganization has taken place while the employee was on leave, and the employee's position has been eliminated and a comparable position for which the employee is qualified is unavailable, the employee will be terminated upon the end of the approved leave period.

Health Insurance Coverage During Leave

During an FMLA leave, the employee will continue to be eligible for health coverage as if he/she had remained employed, provided the employee pays the required employee contribution, if any. The School will continue to pay for the School's portion of any applicable insurance premiums.

Intermittent Leave

FMLA leave for the serious health condition of the employee, to care for an immediate family member or as required by law may be taken intermittently or on a reduced schedule, if medically appropriate and certified by the physician. If a leave is due to the birth or placement

for adoption or foster care of a child, the leave may be taken intermittently or on a reduced schedule, subject to school approval. Employees must make reasonable efforts to schedule leaves for planned medical treatment so as not to unduly disrupt the school's operations.

The school will require an employee on an FMLA leave to periodically submit written certifications from a doctor and reports regarding his/her status and intent to return to work. An employee returning from an FMLA leave due to his/her own serious illness must provide a medical certification verifying his/her ability to resume work prior to returning to work.

Exceptions

There are certain exceptions to eligibility for family care and medical leave and the obligations in providing such leave. When legally permitted to do so, the school may deny requests for leave.

Notice: U.S. Department of Labor

A notice regarding FMLA Rights provided by the U.S. Department of Labor is posted in several campus locations.

Additional Information

Please see Human Resources with any questions regarding FMLA leave, including required forms, certifications and other specific provisions of this policy.

BIRTH OF A CHILD/ADOPTION LEAVE

As a caring, family fostering community, Geneva strives to support employees who are experiencing new parenthood situations through the birth of a child or legal adoption. To this end, the school has established this policy, to provide certain benefits to eligible employees in addition to those that may be available to them under Family and Medical Leave Act (FMLA) and other State or School-based policies.

Eligibility for this leave by the employed mother or father of the newborn/adopted child begins after one year of service with the School and is expressly for recuperation from childbirth and/or initial care/bonding with the newborn child or adoptee.

Eligible employees will receive ten (10) days of paid leave to run concurrently with FMLA leave, beginning with the employee's first day of FMLA leave.

MILITARY LEAVE

If an employee is a member of a military reserve unit or enlists in military service for the United States, he/she will be granted leave without pay when required to be absent from work in order to fulfill military commitments. The employee should submit a written request, along with orders, which will be placed in his/her personnel file. Returning military leave personnel will be re-employed according to the guidelines of the Federal Uniformed Services Employment and Re-Employment Rights Act (USERRA) and any other applicable state or federal law.

If an employee is a voluntary member of a military reserve unit, he/she should give written notice to the supervisor with a copy of orders, at least thirty days prior to required attendance at a two-week summer reserve training camp.

JURY DUTY LEAVE

Eligibility

All employees are eligible for jury duty leave.

Pay During Leave

The school will pay for up to three days of jury service. If more time is needed, for example under the service of a grand jury summons, the school will work with the employee and may grant additional jury duty leave with the approval of the HOS.

Benefits During Leave

All employee benefits will continue on an uninterrupted basis during jury duty leave.

Special Situations

There are special situations and exceptions to this policy.

- An employee who is subpoenaed in a legal matter as a result of the performance of his/her duties at Geneva and must, therefore, appear in court or attend related proceedings will be considered to be on school business and jury duty leave will not apply.
- An employee required to appear in court as a plaintiff or defendant in any personal action not related to School business is expected to use PTO or leave without pay to cover the period of absence.
- An employee who agrees to testify as an expert witness in a court proceeding, as authorized by Administration, is expected to use PTO or leave without pay to cover the period of absence, unless the matter pertains to school business and occurs at the school's request.

Procedure

Employees who are called to jury duty should inform their supervisor to provide coverage for the days missed. A Substitute Request Form must be completed for all days associated with jury duty and a copy of the jury notification must be provided to Human Resources at the completion of the jury service.

BEREAVEMENT LEAVE

As a caring community, we strive to bring comfort to employees who suffer the loss of a loved one during their time of need. For this reason, the school provides time-off with pay to employees to attend to personal and family arrangements surrounding the death of a family member.

Three paid days will be granted for bereavement of immediate family (i.e., spouse, children, parents, siblings, parent-in-laws or grandparents). One paid day shall be granted to attend a funeral service for other family members. If more time is needed, the school will work with the employee and may grant additional bereavement leave for the death of a spouse or child, with the approval of the HOS.

INJURY REPORTING AND WORKERS' COMPENSATION LEAVE

Employees are covered by Workers' Compensation insurance which provides payment of medical expenses and partial salary continuation in the event of a work-related accident or illness. The amount of benefits payable and the duration of payment depend on the nature of the injury or illness. In general, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the eighth consecutive day of the employee's absence from work.

It is important that all workplace injuries and illnesses are reported as soon as reasonably possible after they occur. Prompt reporting allows for quick identification and correction of hazards and rapid medical attention for injuries.

Initial Injury Reporting Requirements

If an employee is still on campus, the employee must:

- Report the injury or illness as soon as reasonably possible, but no later than the end of the workday or eight (8) hours after becoming aware of the injury or illness, whichever is earlier.
- Report the incident to the employee's supervisor, who will then make a report to Human Resources, or the HOS.
- Notify the school nurse if medical intervention is necessary.

If the employee is *not* at work when the injury or illness becomes apparent, the employee must:

- Report the condition as soon as reasonably possible, but in no event later than eight (8) hours after becoming aware of the condition.
- Call his/her supervisor or Human Resources to report a work-related injury or illness.

Other Injury Reporting Requirements

In addition to these reporting requirements, the employee must also do the following:

- If medical attention beyond basic first aid is required, for instance, from an urgent care facility or hospital emergency room, the employee, his/her supervisor or authorized representative must notify Human Resources immediately. This is necessary to ensure the employee's treatment will be covered by the School's Workers' Compensation Insurance policy, and to comply with policies set forth by the Occupational Safety and Health Administration (OSHA).
- After receiving medical attention by a physician or hospital, the employee must notify the School of his/her expected recovery time. The Workers' Compensation Insurance company will follow-up with the healthcare provider to determine the anticipated course of treatment and take other appropriate action, such as assigning a nurse advocate to the employee to answer questions about the insurance coverage and to help the employee coordinate care.
- Complete the Employee Injury Report available through Human Resources.
- Follow fully and completely the instructions, advice and course of medical treatment prescribed by the doctor and keep all scheduled appointments to fulfill the prescribed medical treatment plan.

Incident Without Injury Reporting Requirement

A *Workplace Incident Without Injury* is defined as "an unexpected and undesirable workplace event that results in damage to equipment or facilities or which could have resulted in injury, illness or death."

Employees must report all Workplace Incidents Without Injury in which he/she was involved, made aware of or observed. The report must be made as soon as reasonably possible, but in no event later than leaving the school for the day. The report must be made to the employee's supervisor, or, if immediate emergency response is required, to Human Resources.

Leave While on Workers' Compensation

If an employee needs to be absent from work due to a workplace injury and has filed a work-related injury report, the employee will be placed on the appropriate leave as provided for in this Handbook.

During the leave period, the employee should remain in close contact with Human Resources and provide a current telephone number and address. The employee should also promptly notify the school of all changes in medical condition.

The school will not terminate an employee who is on an unpaid leave of absence and receiving workers' compensation benefits, except when the termination is for a legitimate reason independent from the employee's workers' compensation claim. The school may terminate an employee for violation of its absence-control policy that is uniformly enforced.

Returning to Work

The school wants to help employees who are on Workers' Compensation leave return to work as soon as possible. Toward this end, the school will work closely with the employee, the Workers' Compensation insurance company and the employee's physician.

Note: This policy is not intended to supersede or modify the rights of employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to Human Resources.

HEALTH, SAFETY AND SECURITY

INFECTIOUS DISEASE CONTROL POLICY

Geneva will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the school during any such time to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The school is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Questions related to this policy should be referred to Human Resources.

Preventing the Spread of Infection in the Workplace

Geneva will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A task force will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Alcohol-based hand sanitizers are installed throughout the school and in common areas.

Unless otherwise notified, normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or an alternative work schedule.

Travel Considerations

Due to instability of national and global health conditions, all employees should review the conditions of areas where a trip is planned. Employees traveling should respect and follow the local health guidelines. As always, reimbursed employee professional development trips and trips with students must be approved in advance by the supervisor.

Telecommuting

Telework requests will be handled on a case-by-case basis based on the needs and limitations of job duties. All requests for temporary telecommuting must be submitted to an employee's supervisor for consideration and determination by Human Resources and the HOS. Due to the nature of the relational, in-person, classical education Geneva provides, telecommuting generally will not be possible for teaching and coaching positions.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid time off and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms which are *unusual* for them dependent on the disease at issue. Symptoms are subject to change pursuant to the Centers for Disease Control and Prevention and state and federal guidelines. During an infectious disease outbreak, the School Nurse and Human Resources will issue guidance regarding symptoms and conduct to be taken by employees.

Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If an employee is out sick or shows symptoms of being ill, it may become necessary to request medical information from the employee and/or the employee's medical provider. In general, the school may request medical information to confirm the employee's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work. The school will not request health-related information from a medical provider without the employee's knowledge and approval. As always, the School expects and appreciates the employee's cooperation if medical information is sought.

Confidentiality of Medical Information

The school's policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, School Nurse, Human Resources and government officials, as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Geneva may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

- use the telephone, online conferencing or Email to conduct business as much as possible, even when participants are in the same building unless following disease mitigation protocols which may be in place for acute outbreaks.
- Minimize face-to-face meeting times, choose a large meeting room or other well-ventilated space and sit at least six feet from each other, if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Refrain from congregating in work rooms, break rooms, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

Outside activities

Employees are encouraged to the extent possible to:

- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

BLOOD BORNE PATHOGEN EXPOSURE

Geneva is concerned about employees who may be exposed to blood and other bodily fluids when rendering first aid. The School has a written *Universal Precautions* guideline in place. It gives information and procedures designed to prevent contact with blood and bodily fluids. This plan is reviewed with all employees who are in positions that have been identified at risk of exposure to blood-borne pathogens. The plan is available with the school nurse.

The following is a *summary of procedures* to follow when first aid or clean-up of fluids becomes necessary.

- Always use the latex gloves that are provided by the school.
- In the event CPR becomes necessary, a CPR Micro-Shield should be used. These are provided by the school. Only those employees who are certified to perform CPR should perform CPR.
- Any materials, including latex gloves and CPR Micro-Shields, used in administering first aid should be placed in a plastic bag and discarded by the school nurse.
- Hands should be thoroughly washed following any first aid procedure.

EMERGENCY PROCEDURES

All faculty and staff must be familiar with the procedures indicated in the School's *Emergency Procedures Guide*. This includes procedures for evacuation of classrooms as well as the campus and verification of student safety. Maps are posted in every classroom and office in which students may be present indicating a primary and secondary exit route. Faculty must have the Teacher Emergency Procedures binder with them in the event of a drill or actual emergency to verify the number of students in the class.

In accordance with state regulations and safety precautions, the school conducts emergency drills on a regular basis during the school year. Those in school buildings when the emergency alarm sounds, including visitors and parents, must exit the buildings and follow the evacuation routes indicated in each classroom.

CONTRABAND MATERIALS

POSSESSION OF SEXUALLY-ORIENTED MATERIALS

Geneva School of Boerne faculty and staff members are prohibited from possessing any sexually oriented materials (magazines, cards, videos, photographs, electronic images, etc.) on school property or in the presence of students. If any such materials are purportedly necessary for classroom instruction, they must be approved in advance by the division head or supervisor.

DRUGS AND ALCOHOL

The school is committed to providing a work environment for each employee and a learning environment for each student where safety, clear thinking and productivity are promoted and protected. Substance abuse—whether manifested as the abuse or misuse of prescription or illegal drugs or alcohol—is not consistent with the maintenance of this environment. It also is contrary to the need for faculty and staff to serve as role models for the students, and thus will not be tolerated.

Faculty and staff are prohibited from providing alcohol or illegal drugs to students.

An employee found to possess, use, manufacture, sell, purchase or distribute any illegal drug or any prescription drug (other than in accordance with a proper prescription) or found to be under the influence of any such substance while on school property, during his/her work hours, or while he/she is on school-sanctioned business, will be subject to corrective action, including termination of employment. No employee may possess, use, sell or be under the influence of alcohol on school property during his/her work hours or when he/she is on school sanctioned business or at a school event off campus where students are present. If an employee violates any of these provisions, they will be subject to corrective action, including termination of employment.

TOBACCO PRODUCTS

Geneva School of Boerne is a tobacco-free facility. Smoking and vaping of any substance, including tobacco are prohibited in all areas on the school's premises. The School prohibits employees from the use or possession of any tobacco product on school grounds, and while in the presence of children and students or their parents. Staff members and faculty are prohibited from providing tobacco products to students.

WEAPONS

Weapons, including handguns are prohibited from being used or kept on School grounds or at School activities. State law makes it illegal for *anyone* to bring onto School grounds or to any School activity any firearm, dangerous weapon, or dangerous instrumentality. The School may authorize a highly trained individual or armed security officer to carry with Board of Trustee and HOS approval. The School reserves the right to keep the identities of these appointed people purposefully private.

ACADEMIC AND SCHOOL-RELATED POLICIES

ASSESSING STUDENT ACADEMIC READINESS

It is critical for every teacher to have as accurate a picture as possible of each student's academic readiness upon entering a new grade/class. This is especially true of students transferring into Geneva from other schools.

There are several obvious benefits that are gained by knowing a student's academic level:

- The teacher can see his/her students as individuals and learn their strengths and weaknesses.
- The teacher can build on the student's previous specific growth and can relate that progress more informatively to the parents.

Teachers are to become familiar with all their student's school files, especially standardized test scores, report cards, any special testing and programs given, any health problems (especially hearing, vision, allergies and asthma), and family composition.

COMMUNICATIONS WITH PARENTS

Faculty members represent Christ and Geneva every time they communicate with parents, prospective parents or extended family members of students. Accordingly, faculty members need to:

- Take great care to always speak truthfully, respectfully and lovingly;
- Take great care to use correct grammar and spelling;
- Endeavor to communicate positive information along with any difficulties; and
- Communicate in a clear and consistent manner any difficulties a student may have early in the school year.

Faculty must never discuss one family's or student's situation with another family or with other staff members unless the staff member has an educational or guardianship/parental responsibility for that student.

CONTROVERSIAL SUBJECTS

Controversial subjects are those subjects which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. Some examples of controversial subjects: environmentalism, old earth/young earth, partisan politics, human sexual relations, Halloween, Santa, holiday or religious traditions, etc.

This policy is designed to respect the convictions of parents and teachers in various sensitive subject areas, while at the same time maintaining the school's goal of teaching all subjects in the light of a comprehensive Christian worldview.

To the extent allowed by law, this policy applies to all teaching staff in the course of their teaching duties. The guidelines for dealing with controversial subjects are as follows:

- In the course of teaching a class, a teacher sees that a subject has arisen which he or she has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him or her achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.
- If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
 - As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
 - Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
 - As appropriate (i.e., pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the topic.

- Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
- Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts.
- The teacher is to remember that according to scripture he/she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with student(s) on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he or she is to encourage a gracious and scholarly attitude in the students.

Secondary doctrines are those doctrines that are not addressed in Geneva's *Statement of Faith*. The School acknowledges that there exists a wide range of differing opinions on doctrinal issues among Christian denominations and churches. While there is no flexibility on the primary doctrines as defined in Geneva's *Statement of Faith*, secondary doctrinal differences are to be expected. Therefore, the following guidelines are designed to help teachers deal with secondary doctrine issue when they arise:

- Classroom discussion and other times of discussion during school hours (including extracurricular activities) of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the students or the parents.
- Presentation of all sides of an issue is encouraged.
- The teacher should encourage the students to follow up any questions they have with their parents and pastor.
- The teacher is to remember that according to Scripture he or she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with student(s) on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he/she is to encourage a gracious and scholarly attitude in the students.

CURRICULUM

Most of the necessary curricular materials needed to teach a class are supplied by the School. The School recognizes, though, that from time to time, teachers may need to supplement the school-supplied curriculum with additional materials. All such supplementary curriculum must be provided to and approved in advance of use by the appropriate supervisor.

STUDENT ELECTRONIC COMMUNICATIONS DEVICE AND LAPTOP USE

See the *Rhetoric School Handbook* for the complete policy.

We are not against technology and electronics, per se, at Geneva. However, their use on campus is often more of a distraction than a useful endeavor. For these reasons and more, the following policies are in place.

As is well documented by copious research, smart phones and the constant access they provide to social media, games, and other more pernicious distractions are the greatest threat to our student culture and to our students' academic readiness. We urge parents not to give their students smartphones. If however a student in ninth through twelfth grades has a cellular telephone or other electronic communication devices (ECD—any devices not normally included under the title of "cell phone" that is designed to receive and/or send an electronic signal) in school, on School property, at after school activities and at school-related functions, the cellular telephone or other ECD must remain off (not merely placed in vibrate or silent mode) and stored out of sight in the student's locker or backpack. Students in lower grades may not have phones on campus or at any school-related function.

The use of cellular telephones and other ECDs that contain built-in cameras is always prohibited in locker rooms, bathrooms, and/or locations (including classrooms) in which inappropriate or privacy violating images may be obtained.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. See below for confiscation protocols. The division head may also refer the matter to law enforcement if the violation involves a possible illegal activity (e.g., viewing illegal material).

Should a Geneva faculty member discover a student using a cellular phone or other ECD in violation of the above policies:

- He or she will ask the student to turn in the ECD.
- The faculty member will not look at the screen or view the contents of the ECD and will conduct no search of the electronic device unless directed to do so by the headmaster.
- If the division head suspects the ECD has been used in a way that violates state or federal laws they should contact local law enforcement. All searches will follow proper legal protocol.

For information on student use of personal laptops, see “Money and Electronics” in each School’s handbook. The confiscation of laptop computers from students who are in violation of the above policies follows the same guidelines as outlined regarding the confiscation of cellular phones and ECDs.

CLASSROOMS

Classrooms are public, educational spaces, not private, personal offices. The environments in which our students spend their days shapes them. For this reason, it is an important, educational priority to provide consistent, orderly, calm and beautiful spaces. Classrooms should only be decorated with items provided by the school. Exceptions to this policy must be approved by the appropriate supervisor or HOS.

Classrooms must be kept neat and well organized. Teachers are encouraged to enlist the help of the students in maintaining an orderly environment. Students should be required to keep their books and materials in a neat and orderly fashion while in class. Finally, students should not be dismissed until their chairs are pushed in and the area around their desks is clear.

BREAK ROOMS

School employees owe a duty of consideration to each other in the use and care of common spaces such as the teacher workroom or the break room. In addition to maintaining a neat and orderly classroom or office, school employees will take care to keep joint work and break areas clean by:

- Removing all perishable items from faculty refrigerator every Friday.
- Cleaning microwave and sink after every use.
- Dispensing with all materials after using break room or workroom
- Taking serving dishes and other containers home immediately after use
- Storing all items neatly immediately after use

FIELD TRIPS

Field trips are provided to expand and enrich the student’s learning experience. We seek to take advantage of the many cultural opportunities available in Boerne, San Antonio and surrounding areas. Most field trips are interwoven with a unit of study whether it is history, literature, science, etc.

Drivers for field trips must be on the approved drivers list (see your division’s executive assistant) and are scheduled through the classroom teacher of each class. We require that each child, adult and teacher have his/her own seat belt and they are worn at all times while in transit. Children under twelve are not permitted in seats with air bags. Geneva students may not drive on field trips.

A Student Information/Release Form must be on file in the School Office for students in all grades to participate on field trips.

Basic Guidelines

- All drivers must be at least 25 years of age, have a valid license and current auto liability coverage.
- Other than a child authorized to be on the field trip, children of supervisory personnel are not permitted on School-sponsored trips.
- Admission and other costs for drivers and chaperones are not covered by the school (exceptions must be approved by the division head).

- A minimum of two adults in every vehicle carrying students is required.
- In order to determine the suitability for volunteering and/or mentoring in a school setting, Geneva School screens all employees and volunteers who qualify for any criminal history record information, pursuant to Texas Education Code Section 22.083. This may include a search of local, State and/or Federal law enforcement agency records. All chaperones must also have a current certificate of passing for Ministry Safe on file with the school.

GRADING

For policies and guidelines on grading, refer to the student handbook.

IN-CLASS ENTERTAINMENT GUIDELINES

Grammar School faculty should refer to the section in the *Grammar School Handbook* titled “Geneva Students’ Day at School” for information on class parties.

Video Use

- All videos in the classroom must conform to the principles of propriety in Philippians 4:8.
- All videos must receive prior approval from a division head.
- Videos are generally used for educational purposes only, rarely for entertainment purposes.

PARENT-TEACHER CONFERENCES GUIDELINES

These guidelines can be applied to almost any scheduled conference with a family but are especially intended for use during planned conference days. Conference days are indicated on the school calendar.

- Schedule each conference for a set amount of time (usually 15-30 minutes). Let the parent(s) know this at the beginning of the conference so that they are mindful of the time. If it looks like more time will be needed, schedule another conference.
- Request both parents to attend the conference.
- Be cordial, polite and thank the parents for coming. Open the conference in prayer.
- Be prepared for the conference: know what is necessary to cover and allow time for questions and discussion. Have a folder of the student’s work to use to illustrate the points.
- Be positive, especially in the case of a challenging student. Enlist the parent’s help and ideas on ways to improve the situation. Seek more ways for the home and School to complement each other.
- Be direct—state concerns or questions plainly. Too much time is wasted on vague references and many times the point is lost or misunderstood. The best way to accomplish this is to have the student’s applicable work, or similar examples, to show the parents. The more concrete the reference, the better. Keep records/work on file.
- Sit with the parents. It helps to open communication if there is an atmosphere of sharing. Talk to both parents.
- Stay to the point, don’t go off on tangents or reveal personal private information. If there is not much to discuss related to the school, say so, thank them, and prepare for the next conference.
- Listen carefully to the parents. They may say much without saying so directly. It may provide insight into the child. Ask open-ended questions, when appropriate.
- Write down any action or objectives for the coming quarter. At the end of the conference, remind the parents of any specifics.
- Be sure to write down and follow up on any concerns or questions that will take some research.
- Never discuss another student during a conference, even if it is positive. If the discussion relates to interactions between students, advise that no specifics about the other student can be discussed due to their right of privacy. Steps taken to protect the student being discussed can be addressed. If another student is the subject of the discussion, confer with the headmaster or division head on how to speak to the matter without revealing confidential information. In a bullying or harassment scenario, discussion related to another student may be unavoidable. In this situation, the headmaster or division head should be present at the meeting with the parents. Parents talk to each other, and it is easy to cause unintentional offense through second-hand conversations.

PROBATIONARY PERIODS FOR STUDENTS

See each School's handbooks for information on "Academic Probation" and "Behavioral Probation."

RECORD KEEPING

Teachers are required to keep a record of the following:

- **Attendance and Tardies:** All classes must keep attendance and tardies through *FACTS*. In the event of an emergency drill, teachers must have the Teacher Emergency Procedures binder with them and be prepared to identify a missing student as either in attendance or absent for the day.
- **Lesson Plans and Course Syllabi:** Teachers are expected to plan each week, quarter and semester for the subjects that they teach. The Administration will examine these weekly throughout the school year. On occasion, the HOS may examine these as well. Faculty must submit their lesson plans and assignments by the designated day and time for their department. Syllabi for Logic and Rhetoric School classes must be distributed to students at the beginning of each term.
- **Grades:** Teachers are to keep a record of the student grades. These are to be posted on *FACTS* for second grade and above.
- **Disciplinary Actions:** Teachers are to keep a record of any consequences that they give to a student. This record is to be kept confidential. However, it may be very useful in parent conferences to review any disciplinary action taken during the reporting period. Teachers in Grammar School must enter a daily behavior grade in *FACTS* for all students.
- **Copies of At-Risk Reports and Report Cards.**
- **At-Risk Reports:** Teachers must prepare at-risk reports for students struggling academically and/or behaviorally. These should be completed professionally and legibly, with a copy maintained of all unsatisfactory/failing reports or emails sent home during the year. These reports are sent home by each school administration office on the date designated on the school calendar.

SCHEDULE

A daily schedule is provided to each teacher at the beginning of the school year. Class times must be noted and followed carefully.

All Grammar School teachers must provide a copy of the finalized schedule to the Grammar School Head. Any changes to a Grammar School class schedule must be approved in advance by the Grammar School Headmaster.

TELEPHONE USE

The primary purpose for the telephones in the classrooms is student safety. The phones are to be used to contact the School office in case of an emergency. Short personal calls may only take place during non-teaching hours.

Students may not use classroom phones. If students need to make a phone call, they should be directed to one of the administration buildings. Also, students should not use teacher's personal phones to call their parent.

Faculty should not use their personal cell phones for calls, texts, or other purposes in the presence of students.

The volume on all classroom phones must be kept on high at all times. The phones are used for emergency purposes as well as for afternoon dismissal.

USE OF OFFICE MACHINES

Visits to the School office by students for non-emergency or discipline should be kept to a minimum and phone calls by the students are strongly discouraged. Students may use the School Office phone only if they have obtained a teacher or staff member's permission.

Students may not use the School copiers. Students are not permitted to use the office computers (except for student computers in RS office), fax machines or laminator.

Employees may not use the School copiers for personal use.

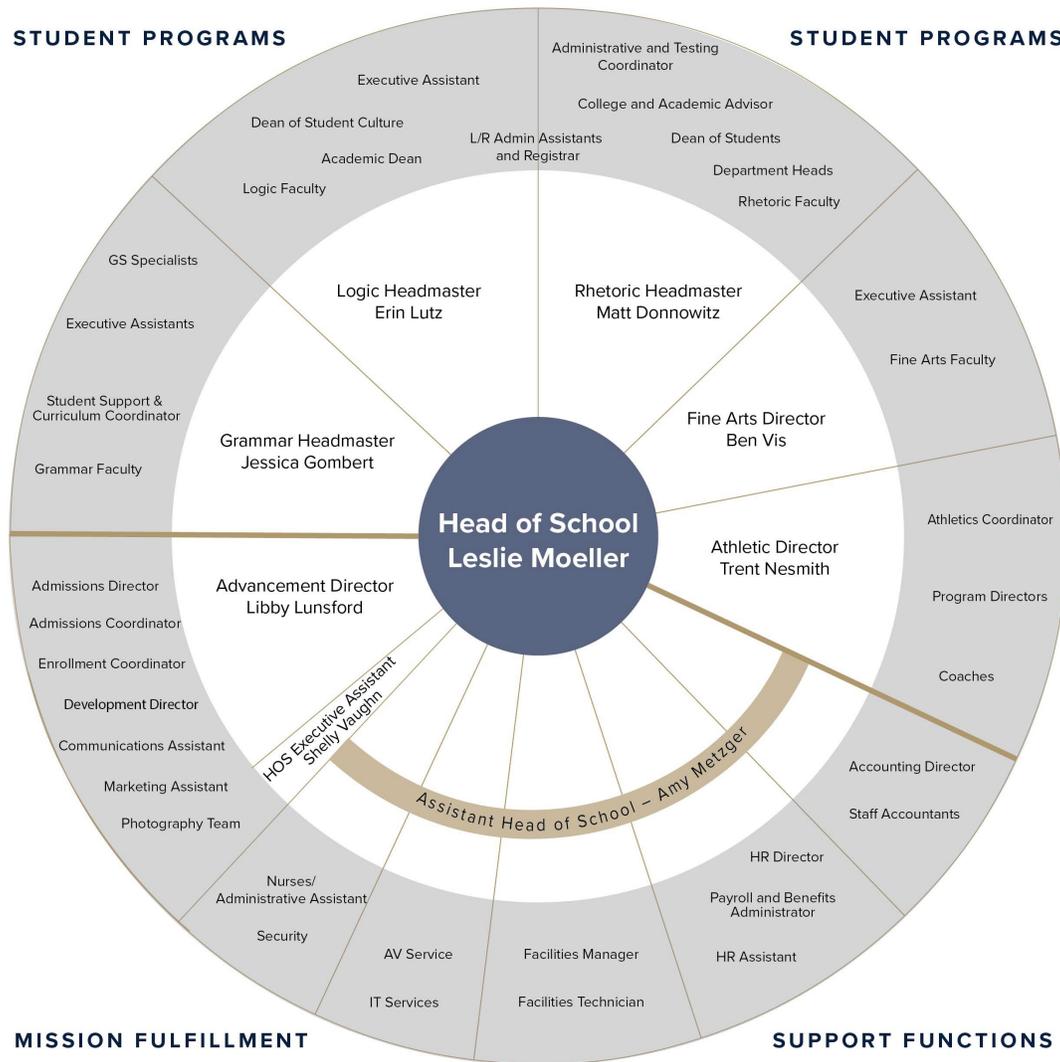
Employees and students may not use the School dumpsters for personal use.

APPENDIX

2025-2026 ORGANIZATIONAL DIAGRAM

GENEVA SCHOOL of BOERNE

2025-2026 ORGANIZATIONAL DIAGRAM



2025-2026 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

I hereby acknowledge receipt of the Geneva School of Boerne 2025-26 *Employee Handbook Part A Employment Policies*. I understand and agree that it is my responsibility to read and comply with the policies, standards and procedures in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, School practices, nor other communications create an employment contract or term. I understand that the policies and

benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by the HOS or Board of Trustees at any time without notice. I understand that changes in the handbook may supersede, modify, or render obsolete the information summarized in this handbook. I accept responsibility for reading and abiding by the changes.

Unless I currently have a written employment contract with the School, I further agree that neither this document nor any other communication shall bind the School to employ me now or hereafter and that my employment may be terminated by me or the School without reason at any time. I understand that no representative of the School has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing, without express written permission by the Head of School.

I also understand and agree that this agreement may not be modified orally and that only the Head of School may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Head of School. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. I also accept my responsibility for contacting my supervisor or Human Resources of any changes to my personal information such as phone number and address or if I have questions or need further explanation.

Signature of Employee

Date

Employee's Name (Please Print)

EMPLOYEE HANDBOOK PART B: STUDENT SAFETY POLICIES AND PROCEDURES

STUDENT SAFETY SYSTEM

GSB STUDENT SAFETY SYSTEM

Because we care for children and desire to protect them, Geneva School of Boerne (“School”) requires all faculty and staff members to complete **four safety steps** as a condition of employment and before working with students:

STEP ONE: Screening Process

Perspective faculty and staff members are required to complete a screening process, which requires applicants to:

- Complete an employment application
- Complete a face-to-face interview
- Provide professional and personal references who are contacted by the School

STEP TWO: Criminal Background Check

The School requires that all faculty and staff undergo an annual criminal background check. Depending upon position, differing levels or intensity of background check may be required.

STEP THREE: Employee Handbook and Student Safety Policies & Procedures

All employees are required to review the *Employee Handbook* and its addendum, *Student Safety Policies and Procedures*. Each employee must attest to having read and understood the material and agree to comply with policy requirements. This includes the requirement that all employees must report any policy violations to Human Resources or to the Head of School (HOS).

STEP FOUR: Sexual Abuse Awareness Training

To equip faculty and staff members with information necessary to protect a child from sexual abuse, the School requires all employees to complete sexual abuse awareness training provided online through MinistrySafe (www.MinistrySafe.com). This training provides a basic understanding of the characteristics of sexual abusers and their behaviors in *grooming* a child for sexual abuse.

This training is a condition of employment and is renewed every three (3) years.

CHILD ABUSE POLICY

REPORTING AND CHILD ABUSE POLICY

Abuse Tolerance

Geneva School of Boerne has a zero tolerance for abuse and neglect(physical, emotional or sexual), as well as discrimination, harassment and retaliation in School programs and activities.

Suspicious or Inappropriate Behaviors

The School supports and encourages a culture of communication related to abuse or suspected abuse of children. Staff members and volunteers are required to report any policy violations or suspicious behaviors to a supervisor or the HOS within a 24-hour period. This includes partial or inconclusive information concerning behavior, which may or may not be blameless.

Prohibited behaviors include:

- Inappropriate interaction between children
- *Grooming* behavior (Because sexual abusers *groom* children for abuse, it is possible a staff member
- Any inappropriate or suspicious behavior of a volunteer, parent, colleague or co-worker, including unsuitable behavior modeling

It is not the responsibility of the School or its employees to investigate the nature of abuse or of reasonable suspicions of abuse. This is the responsibility of trained personnel in the Texas Department of Family and Protective Services, and/or law enforcement.

Procedures for Reporting Abuse or Suspicions of Abuse

As the School is committed to providing a safe, secure environment for children and their families, any report of inappropriate behaviors, or when there is reasonable cause to believe abuse or neglect has occurred, will be taken seriously and reported, in accordance with Federal and State law, to the Texas Department of Family and Protective Services, and your headmaster, director or HOS within a 48-hour period (24-hour period for athletic activities).

The following steps will be followed for reporting suspicions of abuse:

- If an employee observes or has a reasonable cause to believe that a child has been abused (physical, emotional or sexual) or neglected, he or she must immediately report the suspected abuse to the headmaster, division head or the HOS.
- The employee must make a report to the Texas Department of Family and Protective Services (https://www.dfps.state.tx.us/Contact_Us/report_abuse.asp) within 48 hours (24 hours for athletic activities). The employee may not delegate to or rely on another person to make the report.

In no way does any provision in this policy discourage any employee from reporting a suspicion of abuse or neglect to the appropriate State or law enforcement authorities.

Failure to report a prohibited act to supervisory personnel as designated in this policy is a violation of this policy and grounds for termination of employment.

Reports of Student Bullying, Discrimination or Harassment

The School supports and requires a culture free of discrimination or harassment. Staff members and volunteers are required to report any knowledge or suspicious behaviors to a supervisor or the HOS within a 24-hour period that relates to discrimination, harassing or bullying behavior by or against a student. This includes partial or inconclusive information concerning behavior, which may or may not be blameless.

Prohibited harassment of a student is defined as physical, verbal or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person's equal access to the School's educational programs or activities. Prohibited conduct includes dating violence and sexual assault.

Sexual harassment of a student by any person is prohibited and must be immediately reported to the division director, headmaster or the HOS.

Enforcement of Policies

Violations of these policies are grounds for reassignment, disciplinary action or immediate dismissal. Final employment decisions related to policy violations will be the responsibility of the HOS, and in the case of violations by the HOS, the President of the Board of Trustees.

Consequences of Prohibited/Harmful Act

Any person accused of committing a prohibited act or any act considered by the School to be harmful to a child will be immediately suspended from all child interaction and school-related activities. This suspension will continue during any investigation by law enforcement or the Texas Department of Family and Protective Services.

Any person found to have committed a prohibited act will be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at the School. Such conduct may also result in termination of employment.

In accordance with State of Texas SB1230, the HOS will notify the State Board for Educator Certification (SBEC) about an employee's criminal history or if the employee resigned or was terminated, and if the staff or faculty member either abused or committed any unlawful act with a student or minor or was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor. The HOS must make this report within seven (7) business days from knowing about the misconduct. In addition, anyone who knows that a private school employee has engaged or is engaging in such conduct is authorized to file the report with the SBEC.

EMPLOYEE-STUDENT RELATIONSHIP POLICIES

EMPLOYEE-STUDENT RELATIONSHIP POLICIES OVERVIEW

In joining the Geneva community, the employee accepts a responsibility for all Geneva students. While not all jobs involve direct contact with students in the classroom, all employees serve as Christian models for them. School employees must pray for students, maintain open lines of communication, establish rapport, and build *esprit de corps* by attending assemblies, athletic events, plays and concerts; eating with students; and engaging in friendly conversations.

FACULTY AND STAFF RESPONSIBILITIES

Most rooms on campus are the direct responsibility of an individual teacher or staff member. Spaces shared by all (such as boardwalks, restrooms, common areas and outdoor gathering places) are the responsibility of *everyone*. Creating and maintaining a supportive, safe and attractive environment for learning and growth is a *common responsibility* and a vital commitment.

Negative behavior by students—including verbal or physical bullying or attack, dishonesty, rudeness or destruction of personal or community property—cannot be tolerated. Each of these diminishes trust within the community and must be dealt with promptly and clearly whenever and wherever it is observed by faculty and staff. Sound self-discipline is the School’s hope and aim for each student, and so most often it is the School employee’s role to create student awareness of common sense, safety and appropriate behaviors.

Sometimes this means the employee will need to intervene in a situation on campus. Employees will always be supported when doing so. Do not let concerns with “stepping on toes” or “crossing the line” into others’ responsibilities stop or slow a corrective response to negative behavior. The School’s first responsibility—to a safe and appropriate learning environment—must be honored, regardless of “turf” or other concerns.

If an employee must take action in a campus location, division, department, facility, etc. that is not within his/her area of control, please inform the appropriate administrator immediately after this occurs. Supervisors or the HOS can answer any questions about these expectations.

INAPPROPRIATE EMPLOYEE-STUDENT RELATIONSHIPS

Due to the many new and often confusing emotions they experience during their maturation, students may develop strong emotional attachments to faculty and staff. The School’s role in guiding students toward growth as happy, healthy adults and lifelong learners is one of the most rewarding aspects of the work at Geneva. However, this relationship must always be understood and carried out in its proper context.

It is never appropriate for a faculty or staff member to solicit or enter into a romantic relationship of any kind with a student, regardless of whether the student may seek to initiate the relationship or may consider it consensual. This includes deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by an emotional or sexual attachment and/or patterns of exclusivity; but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance.

Sexual conduct and romantic relationships with students at any KP-12 educational facility is strictly prohibited by Federal and State law. Failure to abide by these guidelines may result in corrective action, up to and including termination of employment for reported infractions.

Violating the trust of students—and their parents—in this way is one of the most serious offenses that one can commit against a student and against the School community as a whole. Accordingly, violation of this policy will result in serious corrective action, up to and including termination of employment.

- Employees are to remember that they serve as professional, adult role models before students (Titus 2:7-8). Relationships between employees and between employees and students are to be friendly and courteous, not familial and intimate.
- Employees are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (I Peter 2:12).
- Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
- Employees are prohibited from using their own personal vehicles for the transportation of students. (limited exceptions may be made by the HOS in writing under certain circumstances).
- On any school-sponsored trips lasting overnight and involving students of both sexes, great care shall be taken to ensure that no impropriety takes place or could be construed to have taken place.

VERBAL INTERACTIONS

Verbal interactions between staff members, faculty and students should be appropriate, positive and uplifting. Faculty and staff members should strive to keep verbal interactions encouraging, constructive, and be ever mindful of their mission of aiding parents in educating their children. Staff members and faculty are expected to refrain from inappropriate communications, including but not limited to swearing or using other inappropriate or obscene language, abusive or harassing comments, discriminatory remarks, discussions that pertain to illegal substances or alcohol, sexual innuendoes, gossip, or sharing confidential information.

ONLINE POSTINGS, COMMUNICATION AND CONTENT

Geneva faculty and staff represent the school, parents and the broader community on campus and off, including online, during work hours and outside of them. Geneva faculty and staff should be supporters of and advocates for the school in all forums and model the mature Christian behavior and communication that we desire our students to emulate.

ONE-ON-ONE INTERACTIONS WITH STUDENTS

The School recognizes that meeting the educational needs of students may occasionally require that staff members and faculty interact with them on an individual basis. Employees should observe the following guidelines when interacting with students:

- If a one-on-one meeting between an employee and a student is necessary, then they must occur at a time and place when others are present or where interactions can be easily observed (e.g. an open door, windowed room, etc.). Employees should refrain from being isolated with a single student.
- Teachers and staff members should not detain students after school unless it is to complete an assignment or to discuss a matter that cannot be postponed. In any case, prior parental approval and transportation arrangements must be confirmed.
- Employees should not travel alone in a car with one student.
- Employees must maintain appropriate educator-student boundaries.

SEXUALLY-ORIENTED CONVERSATIONS

Staff members and faculty are prohibited from engaging in any sexually-oriented conversations with students. While it is expected that teachers may be called upon as part of approved curriculum to address human sexuality and purity, employees are not permitted to discuss any inappropriate or explicit information about their own or others personal relationships, dating or sexual activities with any student in the School.

PHYSICAL CONTACT

Acceptable physical affection between adults and students is important for a student's development and is generally suitable in the school setting. However, this physical contact must be age-appropriate and should not give even the appearance of wrongdoing. The

personal behavior of School faculty and staff must foster trust at all times—personal conduct in student interactions and relationships must be above reproach. Toward this end, the School has implemented a physical contact policy that will promote a positive, nurturing environment while protecting our students and employees.

The following guidelines are to be carefully followed by anyone working in School programs:

- Physical contact and affection should only be given when in the presence of other children or adults. It is MUCH LESS LIKELY THAT TOUCHES WILL BE INAPPROPRIATE OR MISINTERPRETED AS SUCH WHEN MORE THAN TWO INDIVIDUALS ARE PRESENT and the touch is open to observation.
- Examples of acceptable contact include handshakes, high-fives, side hugs and pats on the back.
- Inappropriate touching or displays of affection are forbidden. Any inappropriate touching or inappropriate display of affection should be immediately reported to the headmaster, division head or the HOS.
- Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.

It is important that employees be self-aware of how students may interpret their behavior. Innocent behaviors like intruding into a student's personal space or a platonic or accidental touch may be highly uncomfortable and easily misinterpreted especially by adolescents. Faculty are responsible for insuring that their behavior does not make students uncomfortable.

NUDITY

Staff members and faculty at Geneva should never be nude or semi-nude in the presence of students in their care. In addition, employees and volunteers should avoid areas where students may be changing clothes, e.g., locker rooms, restrooms, etc.

GIFT GIVING

Staff members and faculty are prohibited from providing special gifts to any individual student. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., give mention during announcements; have the entire class sing Happy Birthday, etc.) Any requests for variance from this policy must be addressed to the division head or supervisor.

EMPLOYEE-STUDENT ELECTRONIC COMMUNICATION POLICY

Geneva School recognizes that on certain occasions, employees have a need, even a duty, to communicate effectively with students under their care. Such occasions include times away from campus for sporting events, arts competitions or debate tournaments. On these occasions, School employees may need to let students know of meeting times, changes of plans or other such important information. Any communication should be limited to school-related topics.

Employees must refrain from *inappropriate* communications with students. Inappropriate communication with students includes, but is not limited to any electronic communication, regardless of content that is made outside of the approved School messaging app, including but not limited to cell phone call, text messaging, email, instant messaging, blogging, or other social network communication of a personal or sexual nature.

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

- The subject matter, nature, purpose, timing and amount of the communication
- Whether the communication was made openly
- If an attempt to conceal the communication was made

In order to accommodate School employees under these limited circumstances, the School allows teachers or coaches to communicate pertinent information via the GroupMe messaging app. As the name implies, this app may only be used when the entire group is included (as well as parents if they so desire). All communication via the GroupMe app must conform to the policies stated here.

- One-On-One Exchanges: School employees should not engage in private, one-on-one communications with students who are not their own children. If a School employee finds it necessary to communicate electronically with a student, without exception they must add their supervisor to the communication. Parents should also be included in the communication. On such occasions, the exchange should be in the form of an email and never a text message or phone call to provide a paper trail using the School-provided email account (@genevaschooltx.org). Under no circumstances should school employees text students.
- Communicate vs. Converse: All electronic communications between School employees and students are to be limited to communicating and not conversing. All communications should be brief and to the point. Communications are limited to educational matters. Examples of appropriate communications include stating practice times, travel schedules, meeting locations, etc.
- Professionalism: School employees should not participate in any electronic communications that might appear unprofessional or otherwise undermine their authority in the lives of the students. School employees should not communicate with students as though they are on the student's level or as their peer.

While we encourage School employees to be active in the lives of their students, it is essential they closely follow these policies. Failure to do so may result in loss of employment.

STUDENT HEALTH AND SECURITY POLICIES

STUDENT SEARCH POLICY

To maintain order and discipline at Geneva and to protect the safety and welfare of students and School personnel, School authorities may search a student, student belongings, student use areas, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Administrators, teachers and other professional personnel are permitted to question a student regarding the student's own conduct or the conduct of other students. In the context of School discipline, students have no claim to the right not to incriminate themselves. No search of a student's personal belongings should occur without written approval or without the presence of campus Administration or the HOS. Strip searches of students and searches under a student's clothing to conduct a search are strictly prohibited.

Geneva has the right to monitor or examine any electronic device at the School or at any School-sanctioned activity. Only the HOS or the HOS's designee will be allowed to search a student's private electronic device. The School may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to: text messages and postings on personal web sites; social networking sites, for example Facebook or Instagram; or other private or public domains. Such monitoring includes but is not limited to, all verbiage, pictures, depictions, graphics and videos. Students are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the student.

Geneva maintains the right to search any student at any time, or to search a student's technology/electronic devices, book bag, backpack, purse, desk, locker, car, etc. or any personal belonging brought on School premises. There is no expectation of privacy for any School-owned property, including but not limited to desks and lockers. Students may not lock School-owned property (with the exception of their assigned locker) with personal locks. Instructional rooms and areas of student use are School property and remain at all times under the control of the School; however, students are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the School may be conducted by School authorities for any reason at any time without notice, without student consent, and without a search warrant.

Students are permitted to park on School premises as a matter of privilege, not of right. The School retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on School property. Vehicles parked on School property belonging to students may be searched, if there is reasonable suspicion to believe that they contain illegal or unauthorized articles or materials inside the vehicle. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on School property. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the School shall contact one of the student's parents or local law enforcement officials. If the parent also refuses to permit a search of the vehicle, the School may turn the matter over to local law enforcement officials.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition.

SICK STUDENTS

Students who report being ill or who evidence signs of illness must be directed to the school nurse in the Grammar administration building. Students with fever or other signs of illness may not remain in the classroom. The teacher or volunteer directing the student to the nurse must call ahead or speak with the nurse before releasing the student. The nurse will determine if and when the student is well enough to return to the classroom.

No ill or injured students may be sent home without first having seen the school nurse. The school nurse must keep and administer all student medication.

A "Plan of Action" will be formed by the school nurse in coordination with the faculty for students with known chronic health conditions.

FOOD ALLERGY PRECAUTIONS

School employees should recognize that food allergies can be a serious issue. School employees who are advised by a parent that a student has a food allergy should immediately share this information with the school nurse. In order for the School to take the necessary precautions with students subject to food allergies, regular communication must take place between the School and the home. Parents are asked to alert the school nurse, headmaster and teachers regarding any food allergies as well as provide medical written documentation. As needed, the School will provide a separate table in the lunchroom for those students with food allergies. To ensure safety and avoid the risk of cross-contamination, parents of students with life-threatening food allergies are asked to provide a supply of safe snacks to be stored in the classroom to be served during on-campus activities permitting snacks. Furthermore, students may not share their lunches or snacks with one another. Additional information and guidelines are available from the school nurse.

OVERNIGHT TRIPS

It is anticipated that certain Geneva activities may occasionally require that overnight sleeping arrangements be made for students and staff members, faculty or volunteers. In the event that an activity requires sleeping arrangements, staff members and faculty will strictly observe the following rules. Any exceptions to the below policies must be approved in advance by the HOS:

- Employee chaperones will conduct a nightly check by going to each room, prior to retiring for the night to ensure students are accounted for in their designated rooms.
- Only students of the same sex will be permitted to sleep in the same room.
- At times, an employee may sleep in an adjoining room with students of the same sex. However, staff members and faculty are prohibited from sleeping in a 1:1 setting with students for any reason, unless the student is an immediate family member of the employee. Prior written approval needs to be given from the employee's supervisor in either case.
- In the event that overnight arrangements do not include standard beds, each staff member, faculty, and/or student will use single sleeping bags or blankets. In these instances, a "one-person-to-one-bag or blanket" rule will be observed.
- Chaperones and students will be required to wear both top and bottom clothing while sleeping.

INJURY PROCEDURE FOR OFF-CAMPUS EVENTS

In the event that an emergency, serious injury or incident arises while at a school-sponsored activity occurring off School premises, that involves School personnel or students, the following protocol shall be followed with regard to notification to officials, administration and parents.

In the event of an incident that involves the need for notification of law enforcement or an ambulance, the supervising employee should immediately notify law enforcement by calling 9-1-1. Anytime a student's life is at risk or a student is in danger, 9-1-1 should be notified immediately. After making the call to law enforcement and provided no students need immediate medical attention, the supervising employee should immediately notify administration. After notifying administration or if administration is not available, the employee should notify the parent(s) of the concerned student.

If an emergency, serious injury or incident takes place while on a field trip or School sanctioned activity that is of concern to multiple parents, a carefully drafted electronic communication should be provided to the parents as soon as possible advising them of the situation without revealing confidential information. The communication should set forth basic facts along with a statement that additional information will be forthcoming as the situation allows. It is imperative that parents learn of the emergency situation in a timely and calming manner. The students' safety and wellbeing must be a priority for all employees.

AREAS OFF LIMITS TO STUDENTS

All teachers and staff must monitor their own classrooms and office space for matters of student safety. **In addition, these common use spaces are off limits to unsupervised students: MPB, concession/kitchen, teacher workrooms, teacher break rooms, P.E. office, staff offices, gymnasium and weight room.**

EMPLOYEE LEADERSHIP POLICIES

CAMPUS SAFETY

Geneva is committed to providing a safe environment, and one that is free of physical hazards for all employees and students. Each staff and faculty member are an important participants in helping us achieve this objective.

All employees are expected to:

- Exhibit safe work behaviors at all times (serving as a role model to students and fellow employees in doing so).
- Exercise active concern in the course of their work to prevent injuries to themselves, colleagues and students.
- Take immediate steps to the extent prudent to report and/or remedy any unsafe condition (while not placing themselves or others in harm's way in doing so).
- Adhere to all safety and security policies, protocols, procedures and practices as outlined in your Classroom Emergency Binder. Failure to do so may be grounds for discipline up to and including termination of employment.

All potentially hazardous or unsafe circumstances should be reported immediately to the Assistant HOS or the Facilities Manager. All workplace injuries should be reported immediately to the supervisor and Human Resources. All student injuries should be reported immediately to the supervisor and school nurse.

Classroom doors must remain locked and closed during the school day. Rather than propping doors during heavy traffic times including drop-off and pick-up, faculty are encouraged to greet students and visitors at the locked door and monitor admittance.

SUPERVISION

Geneva faculty and staff members are expected to provide adequate supervision for children in their care while working at the School. Some group activities away from the School may permit youth to function in small, unsupervised groups for brief time periods. When group activities allow for this type of unsupervised functioning, staff members and faculty should set clear expectations for students concerning times to meet and "check-in" with staff members or workers in charge of the activity.

LEAVING THE CLASSROOM

Students must not be allowed to leave the classroom without permission. Grammar School students must have a partner whenever leaving the classroom or moving about the campus. Students, particularly older ones, should be encouraged to use the restroom during the breaks that are given throughout the day.

BATHROOM SUPERVISION AND ASSISTANCE

Staff members and faculty should avoid taking children into the restroom. Grammar School students may be accompanied to the restroom for supervision and assistance when needed. However, the student should receive the minimum amount of assistance needed based upon their individual capabilities. If a staff member or faculty must go into the restroom to check on a child, they should:

- Seek out another person to accompany them.
- If another person is not available to accompany them, they should go to the exterior bathroom door, knock, and ask if the child needs assistance.
- If the child requires assistance, the faculty or staff member should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities while the child remains behind the door of the bathroom stall.
- Any assistance with the straightening or fastening of garments should only be done in the presence of another staff or faculty member.

LUNCH

Lunch is an important part of the day, and we seek to establish routines that allow the students to enjoy this time together and away from the classroom. The guidelines for lunch are as follows:

- Grammar School students are given 20 minutes to eat and 20 minutes to play. Logic and Rhetoric School students are given 30-60 minutes for lunch and/or recess.
- Grammar School faculty must be on time to drop off and pick up their classes from lunch. Each teacher must refer to his or her class schedule to determine the exact times for drop off and pick up.
- Where applicable, teachers are to follow a schedule for lunch and recess monitoring and follow the guidelines in each School's handbook for playground monitoring under the section "Geneva Students' Conduct at School."
- Microwaves are not available for Grammar School students to heat-up lunch items.
- Students may not share their lunches or snacks with one another. If a student is without a lunch, then he or she must be sent to the School office to contact a parent.

RECESS AND LUNCHTIME MONITORING

When it is a teacher's turn to monitor recess or lunch, he or she needs to be prompt. Teachers monitoring the recess/lunch spaces need to be standing and facing the students. All the students under the teacher's care should be within sight. This requires that teachers move around. Teachers may not use this time to hold in-depth conversations with one another. Teachers must stay at their assigned duty.

Children are not to leave the playground without permission. Those Grammar School students needing to use the restroom must go with a partner to and from the restroom.

Teachers not on recess duty also need to be prompt in picking-up their classes so that the teacher on duty can take his or her class.

Playground and Field Guidelines

Grammar School students have recess two to three times each day depending upon grade level. Recess is necessary to allow students to enjoy fresh air and have a little "down time" between lessons. Research and experience support the belief that students who have regular breaks as well as physical activity throughout the day do better with such important skills as attention, concentration and use of time.

For all students, recess or down time is by definition not as structured as the classroom. It is often during such times that conflicts arise between students. For this reason, guidelines for recess are important and are conveyed to students repeatedly throughout the year. The guidelines for the playground are as follows:

- Love and respect others as God commands.
- Keep all mulch in the bordered play areas. Do not pick-up, throw or discard mulch.
- Start at one end of the obstacle course structure and keep moving in one direction. No stopping or sitting on the structure or jumping off.
- No more than four students on the Loopy Whoop at a time. Do not push the structure to make it go around. The purpose of this piece of equipment is to learn to use momentum. Take one turn on the Loopy Whoop then give another group an opportunity.
- **Seesaw:** Two students at a time on each seesaw. No bouncing. Both students should get off at the same time. (Students in line should stay outside the boundaries while waiting to use the seesaws.)
- Do not participate in any fighting-type activities, verbally or physically.
- **Swings:** Swing forward or backward while sitting. Do not grab on to the poles, stand on the swings, or crash the swings into each other.
- Display good sportsmanship at all times while playing any organized sport such as basketball, football, kickball, etc.
- When on the field (behind the MPB) stay on the grass: No playing in the street, parking lot, or against the fence. No climbing trees. Play in the parking lot only when the street is barricaded and an adult is present.
- When recess is over, walk quietly and line up immediately following teacher instruction.

Supervision

Recess and lunchtime are supervised by employees and volunteers. Volunteers are needed to allow teachers to have some time to eat, plan and fellowship with one another. Volunteers and teachers on duty must attend to the safety and needs of the students during this time. Therefore, they are asked to walk around and monitor student activity while refraining from conversations (either on cell phones or with other parent supervisors or teachers) that may distract them from attending to the students' needs.

RELEASE OF CHILDREN

Teachers must not release a student to anyone other than the parent or officially designated person(s) without prior, written notice from the parent or notification from the appropriate School Office. The teachers and School have temporary custody and responsibility of all students while they are at school. Unauthorized release subjects the School to serious potential liability and therefore this trust must be professionally executed.

The School Office must be contacted when a student is removed during normal school hours. It is incumbent upon the teacher to ascertain that the student has been properly signed out through the School Office.

A student is never to be released to a person who is not known to the teacher until the teacher has verified that this release is authorized by the appropriate School Office.

VISITORS

All visitors on the campus from 8:15am to 3:50pm must have a visitor tag obtained from the guard station or main office. There is an expectation that all faculty and staff will approach any visitors they do not recognize (and/or do not have a visitor tag on) and ask them how they can help them. Visitors on the campus without a visitor tag must be directed to either the Grammar Office or the Logic Office, or Rhetoric Office building. Exceptions to the nametag requirement are allowed during heavy traffic events, such as pick-up and drop-off and during school-sanctioned events open to the public.

Contact campus security if a suspicious person is sighted on the campus.

SEATBELTS IN VEHICLES

If you are a driver or a passenger for any school-related function, and the vehicle you are in has working seatbelts, you must ensure all passengers are secured in their seatbelts.

APPENDIX

2025-2026 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

I hereby acknowledge receipt of the Geneva School of Boerne *2025-26 Employee Handbook Part B Student Safety Policies and Practices*. I understand and agree that it is my responsibility to read and comply with the policies, standards and procedures in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, School practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review and change by the Head of School or Board of Trustees at any time without notice. I understand that changes in the handbook may supersede, modify or render obsolete the information summarized in this handbook. I accept responsibility for reading and abiding by the changes.

I further agree that neither this document nor any other communication shall bind the School to employ me now or hereafter and that my employment may be terminated by me or the School without reason at any time. I understand that no representative of the School has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing, without express written permission by the Head of School.

I also understand and agree that this agreement may not be modified orally and that only the Head of School may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Head of School. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. I also accept my responsibility for contacting my supervisor or Human Resources of any changes to my personal information such as phone number and address or if I have questions or need further explanation.

Signature of Employee

Date

Employee's Name (Please Print)