



EMPLOYEE HANDBOOK

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WELCOME

Welcome to the High School High Scholar [HS]² program at Colorado Rocky Mountain School! We believe that every employee contributes directly to the growth and success of the [HS]² program, and we hope that you will take pride in being a member of our community.

The [HS]² Employee Handbook is an abbreviated version of the CRMS Employee Handbook, and describes some of the expectations of our employees and outlines basic policies and procedures -- it does not attempt to cover all areas of policy or procedure. Please read the handbook before you arrive to campus, and let me know if you have any questions.

We hope that your experience with [HS]² will be challenging, rewarding and enjoyable.

ABOUT THE SCHOOL

History of Colorado Rocky Mountain School

In the summer of 1953, two remarkably courageous educators from the Putney School in Vermont loaded a green International Harvester flatbed truck and a station wagon with their four children and all their belongings and headed west to Colorado's Western Slope. John and Anne Holden settled on the Bar Fork Ranch in the Roaring Fork Valley with the dream of building a school out of a cattle ranch. Colorado Rocky Mountain School (CRMS) opened that summer and graduated its first class in June 1954.

Early philosophical influences on this unique school included Kurt Hahn, director of Salem and Gordonstoun Schools in Britain and founder of Outward Bound, and John Dewey, a renowned educator and intellectual. Key to the underpinning of Colorado Rocky Mountain School's progressive and experiential program were close faculty-student relationships and a classical, skill-based academic curriculum balanced with vigorous outdoor activities that challenged young people to develop skills, judgment, responsibility, and a service ethic. Also important to a student's education were tasks that related to the daily life and well-being of the community, the genesis for the School's current work program.

John and Anne Holden believed passionately that if CRMS nurtured civic courage, critical thought, an international scope of interest, and a responsibility to serve others, its education would produce citizens who could serve as protectors of democracy and peace.

History of [HS]²

[HS]² was founded in 2007 by Fort Worth philanthropists and education advocates Mollie and Garland Lasater, in collaboration with the Aspen Science Center and Colorado Rocky Mountain School (CRMS), and is modeled on the successful Math and Science for Minority Students (MS)² program at Phillips Academy in Andover, Massachusetts. (MS)² is a rigorous college preparatory program for first generation, low income minority students that has been successful for the past 38 years in delivering the training, experience, and intellectual path that prefigures success in college and beyond. In the first few years of the program, [HS]² worked closely with (MS)², receiving detailed academic curriculum, how-to manuals, and expert advice from Andover's summer program director and board president. From the beginning, [HS]² summer sessions have been held on the CRMS campus; however, for the first four years, [HS]² was managed by the Aspen Science Center. In Fall 2010, program founders approached CRMS with the opportunity to manage all aspects of [HS]², and since that time, the program has operated under the 501(c)3 status of the school as a program of CRMS.

Mission

[HS]² prepares a group of first-generation and/or low-income students of color to succeed in college by empowering them with STEM-based skills, a family of driven peers, and a space to see the light and power in their own voices.

As colleagues, we must be inspired by this mission above all, we must model the behavior and values we wish to instill in our scholars.

Values

Care - [HS]² students show tremendous empathy towards each other and are rewarded with a community of vulnerability and trust

Curiosity - [HS]² students explore and expand the outer bounds of their thinking and their comfort zones

Persistence - [HS]² students rebound from challenges and stand firm in their desire to create incredible opportunities for themselves and for their communities

Academic Excellence - [HS]² students hold themselves to a high intellectual standard and shine in the classroom

Program Goals

- To provide scholars with a strong background in science, technology, engineering and mathematics (STEM), allowing them to pursue and be successful in advanced courses in high school and college.
- To build scholars' confidence in their academic and leadership abilities so that they have the intellectual courage, grit, and resilience to manage challenges in high school, college and life.
- To cultivate a strong sense of community that offers students support and encourages them to make positive contributions in their own communities.
- To prepare scholars to attain access to, and financial support for, the colleges of their choice.

WHAT YOU CAN EXPECT FROM US

Purpose of this Handbook

This Handbook has been prepared to acquaint you with the [HS]² program and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this Handbook to offer two-way communication: what you can expect from us, and what we expect from you. However, the contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This Handbook supersedes all previous handbooks, policies, and practices which are in any way inconsistent with the contents of this Handbook. The [HS]² program reserves the right to interpret the content of this Handbook. Finally, this Handbook should not be construed as creating any kind of "employment contract," since the [HS]² program reserves the right to add, change, or delete policies, benefits, wages, and all other working conditions as it deems appropriate.

Equal Employment Opportunity

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, creed, color, sex, sexual orientation, national origin, citizenship status, religion, disability, ancestry, military or veteran status, pregnancy, genetic profile, or any other protected status in accordance with the requirements of all federal, state, and local laws. If you believe you have been treated inconsistently with this policy, please immediately report your concern to the Director of [HS]² or the CRMS Head of School. You will not be retaliated against for bringing forth a complaint in good faith.

Disability Accommodations

[HS]² is committed to complying with the laws protecting qualified individuals with disabilities. [HS]² will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship for the [HS]² program and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job, you must notify the Director of [HS]². Once the Director is aware of the need for an accommodation, the Director will engage in an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job.

No Harassment Policy

We do not and will not tolerate unlawful harassment of our employees or students. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability. "Harassment" also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy will subject an employee to disciplinary action up to, and including, immediate discharge.

If you feel that you are being harassed in any way by a coworker, parent, student, or by an employee of a vendor, you should immediately notify one of the individuals designated below. In addition, if you believe that a student is being harassed in any way by an employee, parent, student, or by an employee of a customer or vendor, you should immediately notify the Director of [HS]². Any such matter will be thoroughly investigated and, where appropriate, disciplinary action will be taken.

You should also be aware that the Director of [HS]² is authorized to make any employment decision based in any way on an employee's submission to or rejection of sexual conduct or advances. The Director of [HS]² doesn't have the authority to suggest to any employee that the employee's continued employment or future advancement will be affected in any way because the employee enters into or refuses to enter into any form of sexual or other personal relationship with the Director of [HS]². The Director of [HS]² cannot coerce an employee into a sexual relationship and then reward the employee. The Director of [HS]² may not take disciplinary action against an employee or deny a promotion, transfer, award, etc. to an employee because he or she has rejected sexual advances.

In addition, no faculty member or other employee is authorized to make any academic or disciplinary decision based in any way on a student's submission to or rejection of sexual conduct or advances. No faculty member or other employee has the authority to suggest to any student that the student's continued

attendance or future advancement will be affected in any way because the student enters into or refuses to enter into a form of sexual or other personal relationship with the faculty member or other employee. If you believe that the Director of [HS]², Residential Assistant (RA), Administrator, other employee, parent, customer, or vendor has acted inconsistently with this policy, please immediately contact either the Director of [HS]², an [HS]² Administrator, or the CRMS Head of School.

You will not be penalized in any way for making a good faith report of improper conduct. If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact one of the above individuals. Please do not assume that the [HS]² program is aware of your problem. Please bring your complaints and concerns to our attention so that we can resolve them.

BENEFITS

Your Pay

We distribute paychecks semi-monthly on the 15th and last business day of each month, covering the hours worked during the previous pay period. Each paycheck shall have deducted from it withholding taxes, Social Security taxes, and all other sums required by law, or agreed upon between you and the [HS]² program. If, at the end of the session, an employee has not fulfilled all requirements, his or her paycheck will be held until all responsibilities have been fulfilled. Requirements include, but are not limited to: scholar reports, evaluation forms, cleaning of residences and classrooms, textbooks, calculators and any outstanding financial obligations. Any questions or concerns about your pay amount or deductions should be brought to the attention of the [HS]² Director immediately.

Direct Deposit

You may choose to have your paycheck deposited directly to the financial institution of your choice. In that regard, you can elect to have a portion of your paycheck deposited directly to your savings account, in a tax-sheltered annuity, or other types of accounts. You may obtain forms and additional information about the direct-deposit options from the Business Office.

Holiday/Vacation/Sick Leave

Due to the temporary nature of summer employment, [HS]² employees are not eligible for insurance benefits, holiday/vacation/sick pay, bereavement leave, etc.

Workers' Compensation Insurance

We carry Workers' Compensation insurance for the protection of employees who are injured while at work. This coverage provides for medical expenses and lost income from these injuries. Individuals who are hurt on the job, no matter how small or apparently insignificant their injury, should report the situation to Human Resources immediately, as there is a time limit within which claims for workers' compensation must be filed. Incidents occurring outside of Business Office hours must be reported to the Administrator on Duty or other senior administrator immediately.

Meals

All employees living on campus are offered breakfast, lunch, and dinner throughout the five-week program, unless otherwise indicated due to special events / field trips off-campus where the kitchen staff is not needed to cook for the students. If anyone other than immediate family (partner, child) would like to eat meals in the Barfork, please see the [HS]² Director.

Breastfeeding in the Workplace

The [HS]² program will not discriminate against employees who seek to express breast milk for their nursing children for up to two years after the children's birth. [HS]² employees have reasonable unpaid break time, meal time each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth. The [HS]² program will make reasonable efforts to provide a room or other location in close proximity to the working area where an employee can express breast milk in privacy.

[HS]2 PROGRAM POLICIES

Course Syllabi

Teachers are required to submit a syllabus of the topics you will cover in your course prior to the start of the program. A syllabus should provide an outline of the objectives and topics covered along with the materials and expectations for the course. At the end of the summer, a detailed final syllabus AND copies of your tests, major assignments, final exam and/or final program will be required before receipt of your final paycheck.

Pre/Post Assessment

Teachers are required to create and administer a pre/post assessment to students that will cover the coursework taught during the five-week session. The pre-assessment should be given to students during the first two days of class, and the post-assessment during the last two days of class. Please submit all pre/post assessments to program director along with your course syllabus prior to the second week of classes. Also, submit completed and scored student assessments to program director before the last day of the program.

Examination, Tests, & Quizzes

Accurate grading and consistent learning depend upon frequent assessment. Examinations may be more appropriately called evaluations and may take some form other than the customary written test; but, whatever the course and whatever the form of testing, all teachers should examine frequently, and all teachers must submit graded and typed comments on designated forms at the end of the session.

Homework

All scholars must be assigned daily homework (the exception is when students are assigned to SAT/ACT prep or an evening seminar course on a regularly scheduled night of study hall). The majority of the homework assignments should be assessed in some way. This provides the needed initiative to do work outside of class on a daily basis. Evening study hours are mandatory for scholars and scholars without sufficient evening work distract others. Communicate your expectations clearly to your scholars on the first day of classes. [HS]² expects scholars to have at least 30 minutes of homework per night per class.

Missing Assignments & Assignments/Test Scores graded below 70 Percent

All courses are taken for grades, using the traditional performance letter grade range. Any missing assignments should be reported to the Admin on Duty via email by 3pm the same day so that the scholar can receive the appropriate assistance to complete the assignment during study hall that evening. Same goes for test and assignments scored at less than 70 percent.

Classroom Management

[HS]² does not tolerate classes that show disrespect toward the learning process. Teachers should clearly articulate classroom expectations. Scholars should expect to be taught by a prepared and enthusiastic teacher.

While [HS]² recognizes the differences in effective classroom methodologies, we ask scholars not to eat in class; however, having a Nalgene bottle or the like is allowed and encouraged. The general guiding principle should be the creation of a productive learning environment.

Teachers are required to comply with all provisions of the Policy Against Harassment (see policies section of this handbook), and any incident of harassment (including sexual harassment) must be reported immediately to the appropriate administrator.

Scholar Behavior

Please report any of the following behaviors *as soon as possible, within the same day*, to the program leaders or director:

- Arriving unprepared
- Falling asleep in class
- Lack of participation
- Academic dishonesty
- Distracting other scholars
- Disrespectful words or actions toward teachers or scholars

Attendance / Tardies

Teachers must take daily attendance and record ALL absences and tardies in RenWeb. If a scholar is more than five minutes late to class, text the Administrator-on-duty immediately – no exceptions.

Student Records

If you would like to know more about your students, and would like to review students' files, please make an appointment to do so with the program director. Student files contain essays on why student wants to participate in [HS]², school transcripts, teacher evaluations, parent and student questionnaires, and more.

Academic Reports

Academic reports are written at the end of the summer session and represent a primary presentation of the school to the parents, scholars and the scholar's home high school counselors. The quality of the reports suggests the quality of our faculty and program. Our concerns for growth and for excellence are all reflected by thoughtful and well-composed reports. Attention to English usage and spelling is critical. Writing reports is a major task for all faculty members--a task that by necessity falls at a hectic time of year. Faculty are advised to begin writing their reports early. Reports are due the last week of the program.

Course Content Summary and Specific Data

Reports begin with a brief summary of work undertaken during the quarter or semester, but this summary may in no way replace the discussion of individual work. Notes in his/her grade book during the quarter

provide the teacher with specific examples so that the report can include an evaluation of the strengths and weaknesses of the scholar's work. Praise combined with a D can only bewilder the reader. Again, teachers are urged to take as many grades in as many different ways as possible during the quarter so that ample data is available. Objective descriptions of scholars' work are the most useful; vague allusions to "poor" work are unprofessional. Specifics linked with knowledgeable assessment and analysis of difficulties provides the scholar with a clear statement about performance and suggests a prescriptive means for improvement. The Academic report must show congruence with the grade, effort, attitude, strengths, weaknesses, and attendance/participation.

Example of a Good Report:

ACADEMIC REPORT — AMERICAN HISTORY

During the first semester we focused upon the early-seventeenth and mid-nineteenth-century periods, with brief forays back to the Protestant Reformation and the initial European encounter with the Americans. We studied early settlement in Virginia and Massachusetts, the English Revolution, the era of the American Revolution, political theory culminating with the U.S. Constitution, and finally, the expansion of political and economic democracy during the Jacksonian period. A few of these readings were from a standard text; however, the bulk of the material came from a variety of essays and chapters by significant historians. These readings were challenging because of their sophisticated vocabularies, assumption of knowledge, and most significantly for high school scholars, their emphasis that history is an interpretive discipline, not the chronicle of "facts" and dates emphasized in earlier years of schooling.

Joe, you are always prepared for class, you are attentive, and you participate freely in class discussions. Nevertheless, I know that you are frustrated by not receiving "B"s on your various tests and quizzes (high "C"s and high "D"s were most common). I am not sure why you are not able to recall as much information as you would like. Do you feel that you have a problem recalling information that you do, in fact, know; or do the questions ask for information which seems completely new? Each possibility has different solutions which we can investigate. If it is the latter problem, perhaps your reading notes are too cursory. They may be adequate to aid class discussion, but there may be too little flesh on the bones to give you a complete picture when studying for quizzes and tests. I had hoped that you would have rewritten your take-home essay for a better grade. You showed a generalized knowledge of the revolutionary period, but you didn't really develop a line of argument. You also avoided discussing a major part of the question — the role ideology played in the building tensions between England and the colonies. A number of grammatical and syntactical problems also existed which we will need to address next semester. I hope that if you keep up your consistent work effort, and flesh out your notes, you'll find satisfactory success.

Entering Student Dorms and Dorm Rooms

Faculty and staff have the right to enter rooms directly after knocking and identifying themselves, but should not burst in unannounced, absent an emergency.

Visitors

Under no circumstances are non-staff adults permitted to be visiting in a classroom, a dorm, or on campus without prior permission from the Director of [HS]². All visitors should report to the administrative office, be checked in, and receive a label indicating that he or she is a "Visitor." If you notice any visitors who are not wearing this label, please direct them to the Welcome Center and notify the Director of [HS]². If you see suspicious activity, please notify an administrator or dial 911. All faculty and staff are expected to be vigilant about others on CRMS property (especially during evenings and weekends).

Additionally, if you have received information reflecting that any person who may regularly or periodically visit the School's campus (student, employee, parent, spouse of an employee, family member, volunteer, or contractor) has engaged in behavior that could constitute abuse, or has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the Director of [HS]².

Discipline Procedures

We are all responsible for maintaining discipline, not only in our classrooms, during activities, and while "on duty," but also about the campus generally. Faculty and Staff Members are expected to enforce the student rules set forth in our [HS]² Family Handbook. Enforcing those rules consistently, professionally, constructively, and positively is vital to the [HS]² program's success. You are expected to learn and understand the reasons for the rules and explain these reasons to students whenever necessary. If you observe a student breaking a rule, stop the student, talk to him or her, and report the activity to the Director of [HS]². If the student sees you "looking the other way," he or she may feel that you have in effect given permission. If you come across a situation not covered in the rules but where common sense tells you the behavior is discourteous, otherwise inappropriate, or dangerous, intervene. If that doesn't work, tell the Director of [HS]². Student infractions must be reported to the Director of [HS]².

Corporal punishment is prohibited.

Off Campus Excursions:

All field trips and academic-related outings must be pre-approved by the Director of [HS]² well in advance of the activity. Any teacher who plans to drive scholars must take a driver's test, please contact program director for more information.

Volunteers:

Any volunteers working with the [HS]² scholars are required to submit to background checks and sign a *Colorado Rocky Mountain School, Inc.: Acknowledgment and Assumption of Risks & Release and Indemnity Agreement for Adult Volunteers* (available from Director of [HS]²). Faculty or Active Instructors must manage volunteer and be primary contact for any of the volunteers needs.

RESIDENTIAL MATTERS

The Handbook

Please read the [HS]² *Family* and the [HS]² *Residential Handbooks* so you know what the scholars know and are prepared to discuss issues of house counseling during faculty orientation. All scholars have

received the Handbook, and a copy will be available in each dorm. Please pay special attention to major rules, statements on sexuality, and our responsibility to report abuse.

It is the responsibility of every Residential Assistant to check that each scholar has read the handbook and to go over the rules and regulations of the summer session in detail at the first dormitory meeting. We will have weekly dorm meetings.

Residential Coverage

The primary focus for RAs in dormitories is the safety and welfare of the scholars in our care. An attentive adult is required in every dormitory every night. We are all “on” all the time and will go into action in an emergency. Residential responsibilities will be discussed during the faculty orientation.

Residential On Campus

[HS]² will provide campus housing and certain utility services at CRMS’s expense to Faculty to include heat, electricity, sewer, water and major maintenance. Faculty are responsible for providing their own telephone and cable TV services (if desired), household furnishings, and are responsible for repairing all minor repairs and cleaning (normal wear and tear), including a thorough cleaning on vacating CRMS housing. In the event Faculty fails to make payment for telephone/cable services and/or cleaning and such are charged to CRMS or if CRMS performs cleaning and/or repairs, CRMS reserves the right and Faculty hereby agrees to have payment for such expenses deducted from Faculty’s final paycheck.

[HS]² will provide meals, in the same manner provided to students, for Faculty, spouses (or significant other), and their children less than 18 years of age or still in high school during periods when the kitchen is in operation. Faculty guests are welcome to one meal free. Any additional meals will be charged at the school’s normal rates for outside groups, Breakfast - \$8, Lunch - \$10, and Dinner - \$12. Please see [HS]² Director ahead of time if your guest will be dining in the Barfork so that the appropriate kitchen staff can be notified.

Turnover Procedure

Prior to vacating a CRMS residence, your dorm must be thoroughly cleaned. Clean means the condition a reasonable person would expect when moving in. CRMS has the right to charge you (or deduct from payroll) the full cost of cleaning and/or repairs for damage beyond normal wear and tear in the sole discretion of CRMS. CRMS may hold final payroll checks from terminating employees until an assessment has been made as to the condition of your dorm.

Employees must vacate CRMS campus housing on or within two days of the last day of the [HS]² program, leaving their campus housing in good condition and returning all keys to the Director of [HS]².

Pets

[HS]² employees residing in a campus dorm or faculty apartment may not have any pets of any kind.

Residential Visitor Policies

Paramount to the health and well-being of our community is safety; with this in mind when in session (students in residence), there will be no unsupervised visitors allowed to occupy housing without prior approval of the [HS]² Director. When guests are in residence, they must abide by the guidelines and

expectations outlined in this handbook and the student/parent handbook and are the responsibility of their hosts. Significant others (boyfriend, girlfriend, partner, spouse) are welcome to eat in the Barfork at no cost for the duration of the program. Immediate family (parents and siblings) who visit are welcome to eat six meals total in the Barfork at no cost. The cost for meals in the Barfork (which applies to visiting friends, and family after six meals) is Breakfast \$9, Lunch \$10, Dinner \$12. Meal tickets can be purchased from the Director of [HS]² prior to the Barfork visit, and handed to kitchen staff at time of use.

Children in CRMS Housing

Resident parents should make sure their children understand as clearly as possible the need to respect the privacy, property, and rules of the CRMS community. Parents are expected to supervise the behavior of their children in the Bar Fork and other buildings, particularly during mealtimes, and keep children under control during school events, performances, or meetings when audience attention is the expectation.

PERSONNEL POLICIES

Rules to Protect Us All

This section of your Handbook discusses your responsibilities to the [HS]² program as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work. The result of your effort will be a more efficient, productive, and pleasant atmosphere for you, your co-workers, and students.

The [HS]² program expects its faculty and staff members to honor the core values described at the beginning of the handbook. Employees are expected to pursue growth, to maintain high levels of responsibility, to demonstrate and encourage excellence, and to practice the acceptance that is at the heart of a close community. Faculty and staff members are also expected to model compassion and maintain professionalism. Above all, we must show in work and action that we care for our students.

Members of the [HS]² faculty and staff are expected to take a proprietary interest in all conditions and situations around the School and its operations. Ignoring something amiss, whether a stranger on campus or a spill in the dining room, is unacceptable. The first priority should be to rectify the immediate situation: approach or report a stranger, clean the mess, mediate a student disagreement, and unclog the ditch. The next step may be to report the problem to the Director of [HS]².

We have certain reasonable policies and rules for the conduct of our employees with [HS]². Our most important rule is the “rule of reason.” Violation of any of the rules or policies set forth in this Handbook may lead to discipline, up to and including immediate discharge. Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about the [HS]² rules or policies, or what we expect of you as an employee, please discuss them with the Director of [HS]².

Absenteeism and Tardiness

Each employee plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her workstation on time each day for all commitments, including without limitation, classes, dorm duty, weekend duty, Active Program duties, work program, special events and meetings. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our students' needs. Lead the students by example. Excessive absenteeism or tardiness can result in discipline up to and including discharge.

If you are going to be late or absent from your duties for any reason, you must personally notify the Director of [HS]² as far in advance as possible so proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases we expect you to notify the Director of [HS]² as soon as possible. Leaving a message does not qualify as notifying your Supervisor – you must personally contact your Supervisor.

When absence is due to illness, the [HS]² program reserves the right to require appropriate medical documentation.

Although an employee may be terminated any time for failing to report to work without contacting the [HS]² program, if any employee fails to report for work or call in for two consecutive shifts they will be considered to have abandoned their job and will be terminated.

Conflict of Interest

A “conflict of interest” occurs when an individual’s private interest interferes with, or appears to interfere with, the interests of the [HS]² program, such as when an employee takes actions or has interests that may make it difficult to perform his or her work for the [HS]² program objectively and effectively. For example, a conflict of interest would arise if an employee, or a member of his or her family, receives improper personal benefits as a result of his or her position with the [HS]² program. Any transaction or relationship that could reasonably be expected to give rise to a conflict of interest should be discussed with the Director of [HS]². Such situations may include:

- influencing or attempting to influence anyone who is involved in making or administering a contract or financial arrangement with the [HS]² program
- soliciting or receiving any gift, reward, or promise for recommending, influencing, or attempting to influence the award of a contract or arrangement with the [HS]² program
- drafting, negotiating, evaluating, administering, accepting, or approving any contract or subcontract or procurement or arrangement of any type on behalf of the [HS]² program if employee has, directly or indirectly, any financial interest in such a contract or subcontract or arrangement
- non-school employment which adversely affects the employee’s availability or effectiveness in fulfilling job responsibilities
- any type of private business, except for Director of [HS]² approved student services, during school time or on school property
- the receipt of excessive entertainment or gifts of more than nominal value of \$50 from any person, entity, or organization with whom or with which the [HS]² program has current or prospective dealings
- being in the position of supervising, reviewing, or having any influence on the job evaluation, pay, or benefit of any immediate family member employed by or otherwise associated with the [HS]² program
- selling anything to the [HS]² program or buying anything from the [HS]² program on terms and conditions that are not pre-approved by the Director of [HS]²

This is not an exhaustive list of all possible situations which would constitute conflicts of interest. Further, any relationship or action which creates an expectation of benefit or profit beyond an employee’s normal employment relationship with the [HS]² program can impair an employee's ability to exercise good judgment on behalf of the [HS]² program, and therefore creates an actual or potential conflict of interest. It is the [HS]² program’s policy that all [HS]² employees must scrupulously avoid all such situations.

Any such transaction or relationship that would present an actual or potential conflict of interest for an employee also would likely present a conflict if it is related to a member of such person's family, including without limitation, spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister.

In connection with any actual or potential conflict of interest, an employee must disclose the existence of the conflict and all facts material to the conflict to the Director of [HS]². Issues that involve allegations against or involving the Director of [HS]² may be reported directly to the Head of School. Any employee who becomes aware of any existing or potential violation of this policy is required to promptly notify the Director of [HS]² or the Program Leaders in the manner provided by the School's Employee Whistleblower Policy as in effect from time to time.

Confidentiality

Confidentiality needs to be preserved as it relates to individual students and their families. Discretion should be used at all times. All written and oral reports about children are confidential. Communication and sharing of student progress and concerns among [HS]² colleagues for the benefit of the student is permissible. Gossip of any kind is destructive and should not take place at our School. All discussion should take place in a private setting.

Employees must maintain the confidentiality of all trade secrets and other confidential information of the [HS]² program, its students, parents and other family members, customers, suppliers, or joint venture parties that is entrusted to them, except when disclosure is legally mandated or expressly authorized by the [HS]² program. "Confidential information," for this purpose, includes any proprietary or other non-public information of the School, or of other entities or organizations, or of any of the students, parents, and other family members that, if disclosed to persons not authorized to receive it, would be harmful to the relevant individual, entity or organization or detrimental to the School's interests. Any employee who believes that any other confidential information must be disclosed because of legal requirements must consult with the Director of [HS]² and receive written confirmation that his or her understanding of the law is correct, before any such information is disclosed.

Courtesy

Courtesy is the responsibility of every employee. Everyone is expected to be courteous, polite, and friendly to our students, parents, and fellow employees. No one should be disrespectful to a student, parent, or employee; use profanity; or engage in any activity that injures the image or reputation of our [HS]² program.

Criminal Background Checks

All employees are subject to the criminal background process. The School will perform criminal background checks on all new employees at the time of hire and may include fingerprinting. For existing employees, the School will periodically update the criminal background check. The School will determine, in its discretion, whether the employee's background makes him/her fit for employment or continued employment. All employees must report any arrests or changes to their criminal background to Human Resources within 24 hours of the occurrence so that the School can determine whether the employee's status should change. Failure to do so may result in termination of employment.

Damage to Property

The School has made a tremendous investment in its facilities and equipment in order to better serve our needs and to make your job easier. Role modeling of appropriate care and use of equipment is expected of all faculty and staff members. CRMS adheres to and teaches the principles of Leave-No-Trace ethics and skills both in the back country and the front country. These ethics must also be applied to the care, cleaning, and return of all gear and equipment. Any equipment damage or loss to vehicles, equipment, or other CRMS property that is in excess of normal wear and tear will be charged to the faculty/staff member(s). Employees must report damage caused by students to the Director of [HS]² in a timely manner. Reimbursement to CRMS for damage caused by faculty/staff members may be deducted from payroll. Deliberate or careless damage to [HS]² property will not be tolerated.

Driving: Motor Vehicle Safety Policy

All faculty who will be driving students are required to complete an online driving course and participate in a driver's training program through the CRMS Maintenance Department. You must pass the CRMS bus driving test. Only employees who are authorized to use CRMS vehicles for job-related duties may use those vehicles. CRMS reserves the right to investigate the driving records and insurability of all employees who drive CRMS vehicles. Each employee who is eligible to operate a CRMS vehicle must sign a *Permission for Release of Individual Records*. CRMS further reserves the right, and may be required by law, to have employees who operate CRMS vehicles submit to drug and alcohol testing.

Employees must always wear seat belts, obey all laws and be safe and courteous drivers whenever they drive, including during any job-related driving. Taking a meal or using cell phones, smart phones, or other handheld devices while driving is prohibited. Employees should not carry any passengers or hazardous materials in CRMS vehicles, or permit any non-employees to operate the vehicles. CRMS will not pay any tickets or fines and, to the extent permitted by law, CRMS may require an employee to pay for any vehicle damage, insurance deductible or other liability resulting from the use of CRMS vehicles, including job-related driving.

All drivers will be held accountable for deviations from safe practices. All accidents and driving violations must be reported to the Program Director within 24 hours of such incidents. Annual motor vehicle reports will be performed for all faculty and staff that drive on school business. Dependent on the results of the motor vehicle report, the employee's driving privileges could be suspended.

The majority of [HS]² employees must be able to provide vehicular transportation to students and/or run errands for School purposes.

All employees who drive for School purposes must have a valid driver license, receive training, and pass a driving test administered by the Maintenance Department. Furthermore, all employees who drive for School purposes must be accepted to drive by the School's insurance company. Participation in periodic driver trainings may also be required. Only [HS]² employees may operate CRMS vehicles, whether owned, leased, or rented.

All employees with driving responsibilities must submit to a regular review of their Motor Vehicle Records. In addition, CRMS reserves the right to investigate insurability of all employees with driving responsibilities at any time. Driving privileges may be suspended or revoked at any time at the School's discretion. In some instances, the loss of driving privileges may result in salary reductions, reassignment of duties, and/or termination of employment.

Driving students in your personal vehicle is not allowed.

School vehicles will be assigned by the Director of [HS]² for special events/activities. Except in response to an emergency, faculty and staff members may not drive vehicles to which they were not assigned.

Employees will be held accountable for deviations from safe practices. All accidents and driving violations must be reported to the Director of [HS]² within 24 hours of such incidents.

Drug and Alcohol Policy

We will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. “Mind-altering” substances include any type of substance ingested, snorted, smoked, or inserted into one’s body that may impact the individual in some way. Such substances may be alcohol, legal or illegal substances, over-the-counter salts, spices, incense, or other similar items. This prohibition specifically includes marijuana, whether it is recommended for a medical purpose or possessed legally under State law.

Our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances:

- when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system
- when an employee suffers an on-the-job injury or is involved in an accident while at work
- in connection with a routine fitness-for-duty examination
- on a random basis.

The presence of 0.05 percent alcohol or the presence of any other intoxicants or mind-altering substances in the body (including marijuana recommended for medical purposes or possessed legally under state law) is a violation of this policy, regardless of when consumption or ingestion occurred. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including marijuana recommended for medical purposes or possessed legally under state law) in School vehicles or on School property. Off-premises possession, use, sale, or purchase of illegal mind-altering substances and off-premise abuse of mind-altering substances is also prohibited.

This policy does not prohibit the proper use of medication prescribed by your physician. However, the misuse or abuse of prescription drugs is prohibited. Employees who are taking prescription or nonprescription drugs, which could affect their ability to perform their job in a safe and efficient manner, must notify the Director of [HS]² of this fact when they report to work.

This policy does not prohibit adults from light drinking at [HS]²-related functions when students are not present, as long as the employee uses good judgment. Further, employees residing on campus may possess and consume alcoholic beverages discreetly (out of view) at their CRMS residence if that residence is outside of the student dormitories. During the school year, all alcoholic beverage containers must be disposed of off campus. Permitted alcohol may not be transported in School vehicles.

Violation of any aspect of the School's Drug and Alcohol Policy will result in discipline up to and including immediate termination. In order to determine whether this policy has been violated, the [HS]² program may examine all evidence available to it, including, without limitation, the employee being arrested for alcohol- or drug-related offenses. In addition, the [HS]² program may report use, sale, or possession concerns to the civil authorities.

Equipment

Equipment is maintained by a number of different departments (i.e., maintenance, active programs, etc.). Employees overseeing these departments are responsible for the care and maintenance of equipment assigned to their department. Employees who wish to use the equipment from another department are required to seek permission prior to using such equipment. Borrowing without permission is unacceptable.

Fighting, Threats, and Weapons

The School has a zero-tolerance policy regarding fighting or using threatening words or conduct. We also do not allow the possession of weapons of any kind on CRMS premises, including, without limitation, CRMS housing.

Fraud, Dishonesty and False Statements

Falsification of any application, medical history record, invoice, paperwork, time record, or any other document is strictly prohibited. If you observe any such violations, please report them to the Director of [HS]² immediately.

Gifts and Gratuities

Employees should never request any personal gift or gratuity from anyone associated with CRMS or [HS]², and should never accept one valued at over \$100 without the express authorization from the Director of [HS]².

Hazing/Bullying/Harassment Among Students

The [HS]² program prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. If you are not sure whether something constitutes hazing, then you need to ask the administration.

Similarly, we also prohibit any type of bullying or harassment-type activity among our students. The [HS]² program is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable environment.

All [HS]² employees are required to immediately report to the Director of [HS]² any actual or suspected hazing, bullying, or harassment activity among the students. The failure to make such a report could result

in disciplinary action in accordance with the [HS]²'s disciplinary procedures. When the Director of [HS]² becomes aware of any actual or planned hazing, bullying, or harassment activity, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good-faith report of hazing or suspected hazing activity.

Honesty

The mission of the School can only be carried out with the expectation of trust and honesty. All employees are expected to perform their duties, and conduct themselves at all times when working for or representing the School in any setting, with complete honesty and trustworthiness. Without limiting the generality of the foregoing, employees are responsible for honestly completing all School records, reports, time cards, and other School documents. Employees must also be honest and trustworthy in all verbal and written communications and general relationships with others, including, without limitation, the School, co-workers, students, and parents. Any falsification, lying, or untrue oral, written, or other communication will be considered dishonest behavior. Any employee violating any aspect of this policy is subject to disciplinary action, up to and including immediate termination.

Intellectual Property

Every employee is expected to work hard to continually improve the educational experience and the programming offered at [HS]². The [HS]² program takes steps to protect this investment by requiring that all Intellectual Property be the exclusive property of [HS]². Intellectual Property includes all inventions, prototypes, discoveries, developments, formulas, techniques, derivatives, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression and know-how related thereto, whether or not copyrightable, patentable, or otherwise protectable, which are conceived, designed, created, or developed by any of the [HS]²'s employees, solely or in conjunction with others, during the period of employment and related to or used in connection with the business of the School, and all Confidential Information relating thereto. As examples only, Intellectual Property would include lesson plans, curriculum, projects, music, performances, methods of instruction, website materials and/or creation, inventions created in any science or other class, results of science research and/or experiments, and other similar work done while employed with [HS]² and as a part of the employee's employment with CRMS.

The Intellectual Property shall be done as "work made for hire" as defined and used in the Copyright Act of 1976, 17 U.S.C. § 101, *et seq.* As a condition of employment, each employee assigns and agrees to assign to the School any and all interest that he/she may have in any Intellectual Property. Employees shall promptly notify the School upon the design, creation, or development of any and all Intellectual Property. At the School's request, employees shall execute and deliver to the School all documents or instruments that may be necessary to secure or perfect the School's title to or interest in the Intellectual Property, including but not limited to United States and foreign applications for letters of patents and extensions, continuations or reissues thereof, applications for copyrights and documents or instruments of assignments or transfer. Such obligations shall continue beyond the termination of employment with respect to Intellectual Property designed, created or developed by an employee during employment and shall be binding upon the employee's heirs, assigns, executors, administrators, and other legal representatives. Employees shall render all assistance that the School may require in any Patent Office proceeding or litigation involving such Inventions or Works without charge to the School, other than a reasonable payment for time involved in the event Employee is no longer employed by the School.

Of course, it should be clear that any Intellectual Property developed during an employee's employment should not be placed on the Internet (including any social media site, YouTube, or other similar site), shared with other schools, or used for any private purposes. If you have any questions about what types of work you may be engaged in that could constitute Intellectual Property, please talk to the Director of [HS]².

Inspection Policy

Please use good judgment in what you bring onto the School premises. The School, [HS]² program, is not responsible for the theft of one's personal property. Therefore, you should take care to ensure that it is properly stored at all times.

In order to protect the safety and property of employees, students, and parents, the [HS]² program reserves the right to inspect all areas on campus, CRMS employee residential housing, dorms, School vehicles/buses, and employees' personal property, including lockers, tool boxes, desks, purses, briefcases, packages, computers, electronic devices, cabinets, and vehicles brought onto School property, School vehicles/buses, or to School sponsored-events. Inspection of electronic devices includes inspection of all types of devices (computers, laptops, iPhones, iPads, Blackberries, cameras, etc.) and the contents, such as emails, texts, photos, images, documents, and any other information contained therein, including all communications on the School's systems from/to an employee's private email account such as Yahoo, AOL, etc. Failure to cooperate with such inspections is a violation of this policy.

Insubordination:

We expect every employee to follow the reasonable and lawful instructions of supervisors and other management officials. Failure to do so constitutes insubordination and may result in immediate dismissal.

Interactions and Communications with Students

As employees of an educational institution, you are held to a higher standard by parents, students, colleagues, and members of the public. We support and endorse a strict policy of respect toward students and expect employees to act at all times as adult role models. In addition, students typically respond better to faculty and administrators and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship. Therefore, you should ensure that you do not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in your presence. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences.

The following are examples of inappropriate interactions and communications with students. This list is not all inclusive and other, similar activities should also be avoided:

- Encouraging or allowing students to call you by an inappropriate nickname
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression, in frustration, or when you are highly emotional
- Giving your phone number or asking for other students' phone numbers for use in situations other than for legitimate school reasons
- Making too-personal comments to students (about their clothing, hair, nail polish, personal habits, etc.)
- Being alone with a student in a room
- Sending e-mails, texts, or writing notes to students of a personal nature

- “Friending” a current student on a social networking site
- Suggesting or permitting students to sit on your lap at any time
- Engaging students to complete personal errands for you
- Speaking with innuendo to suggest a relationship or sexual subjects
- Flirting
- Visiting students to “hang out” in their hotel rooms or tents when on field trips or sporting events
- Swearing, making inappropriate sexual, racial/or ethnic comments
- Creating a social networking site and then inviting students to view or participate in the site;
- Telling off-color jokes
- Dating or engaging in consensual relationships with students

In addition, employees should never physically move, grab, or touch a student, or grab something from a student, with aggression or because of frustration. You should never treat a student with anything less than respect and dignity. If a student does not follow directions as expected, you should communicate clearly your instructions and, if the student does not listen or respond appropriately, you should take appropriate action, which could include any number of responses, such as separating the student from the group; walking up to the student and ensuring that the student clearly sees you communicate with him/her; removing the student from the activity; communicating with the parent after the event; writing a counseling report; etc.

Moreover, if you are an employee who is also a parent of a student at [HS]², you are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other parents are to address such actions. Report the problem to the Director of [HS]². Do not take personal action to address the situation.

We certainly encourage close relationships between faculty and students. However, *all* contact with students occurring when school is not in session (including transporting students in a staff member’s vehicle, babysitting, going to dinner, etc.) must first be cleared with the Director of [HS]² in each specific instance.

All employees are responsible for the safety and welfare of our students. If you observe any employee engaging in any type of inappropriate or questionable behavior with a student, or violating any aspect of this policy, please report the information immediately to the Director of [HS]². In addition, as a part of every employee’s obligation to keep children and our campus safe, if you have received information reflecting that any person who may regularly or periodically visit the school’s campus (student, employee, parent, spouse of an employee, family member, volunteer, or contractor) has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the Director of [HS]².

Any employee who engages in behavior that violates this policy or who fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment.

Investigation of Misconduct

To protect our employees and our students, the [HS]² program must be able to investigate suspected or alleged misconduct. Employees are required to cooperate and to assist the administration to the fullest extent possible in investigating misconduct, whether their own or another’s. Such cooperation and assistance includes, without limitation, being completely honest (including providing all facts, documents,

and information in the employee's possession or control or which the employee has knowledge of) and submitting to searches and/or drug and alcohol tests, if requested to do so. An employee's failure or refusal to cooperate and assist in any investigation, including, without limitation, dishonesty, or a refusal to submit to a search or drug and alcohol test, if requested to do so, is grounds for discipline, up to and including immediate termination.

If an employee fails or refuses to cooperate or assist at any stage of an investigation into the employee's own suspected or alleged misconduct, the [HS]² program also reserves the right to proceed, including proceeding without the employee's statement or cooperation, and make a decision based on all reasonable inferences from the employee's failure or refusal to cooperate (including drawing an adverse inference) and information from other sources. The employee's failure or refusal to cooperate remains a separate grounds for discipline, up to and including immediate termination.

Legal Compliance

At all times, it shall be the policy of [HS]² to comply with all applicable laws, rules, and regulations. It is the personal responsibility of each employee to adhere to the standards and restrictions imposed by such laws, rules, and regulations. It is against the policy of the [HS]² program and in many circumstances may be unlawful for an employee to profit from undisclosed information relating to the [HS]² program or any other entity or organization with which [HS]² has a business relationship.

In connection with any actual or potential violation of applicable laws, rules or regulations, an employee must disclose all the facts material to the violation to the Director of [HS]². Issues that involve allegations against or involving the Director of [HS]² may be reported directly to the CRMS Head of School. Any employee who becomes aware of any existing or potential violation of this policy is required to promptly notify the Director of [HS]² or the Program Leaders in the manner provided by the [HS]² program's Employee Whistleblower Policy as in effect from time to time.

Misuse of Property

Our policy prohibits the misuse or use without authorization of the equipment, vehicles or other property of the School/[HS]² program, parents, students, vendors, and other employees of the School/[HS]² program. All employees owe a duty to the School/[HS]² program to act solely in the School's interests when faced with business or financial opportunity associated with the [HS]² program. Employees are prohibited from taking advantage of (or directing to a third party) any business or other financial opportunity that is discovered through the use of any of the School's property, or with the use of information obtained from the School/[HS]² program, or by virtue of such person's position with the School. Employees are further prohibited from using any such property, information or position for personal gain or in any way detrimental to the interests of the School/[HS]² program. Any employee who intends to make use of any of the School's/[HS]² program's property, information, or services in a manner that is not solely for the benefit of the [HS]² program must first consult the Director of [HS]² and obtain the written approval of the Director of [HS]² before proceeding with any such use.

Outside Employment

It is important that other employment and outside interests do not interfere in any way with your job at the [HS]² program. We expect that you will be careful that extra hours of work do not affect your performance here. All full-time employees must seek prior approval from the Director of [HS]² prior to accepting other employment.

If a second job could create a potential conflict of interest – for example, working for a competitor – you are expected to discuss the matter with the Director of [HS]².

Parking

Employees may not park in spaces marked for visitors at the Welcome Center. Employee parking is available only in the following areas: along Holden Way, bus parking lot, gym parking lot, and maintenance parking area. Parking near the loading dock is available to kitchen staff. If you have any questions as to where you should park your vehicle, please ask the Director of [HS]².

Personal Appearance

Since this is an educational environment, it seems appropriate for us to consider what we want to communicate about ourselves, and more important, about the [HS]² program.

Good taste in dress is the mark of the professional. The silent language of personal appearance not only projects an image of oneself, but also is part of the total impression that the [HS]² program gives to students and parents. Appropriate dress, neatness, professionalism, and good grooming are considered essential for all times when you are on School property or at [HS]²-related events. Tattered, poorly fitted, or unclean clothing is never appropriate. At formal meals, faculty and staff members should dress in exemplary fashion and help maintain high standards among the students. Kitchen, maintenance, and housekeeping staff must dress professionally as well as in a manner suited for assigned duties.

Personal Telephone Calls and Visits

We ask our employees to refrain from making or receiving unnecessary personal calls during the school day or other work-related obligations. When necessary, employees are strongly encouraged to take personal calls during their free time.

Visits by friends, relatives, or children can be disturbing to our operations. Therefore, we discourage such visits during work hours.

Excessive use of [HS]² program time for personal reasons may lead to discipline, up to and including termination.

Personnel Records

Upon the commencement of employment, employees are required to provide certain information and complete certain documents necessary to deduct taxes from their pay.

To keep personnel records up to date, to ensure that the [HS]² program has the ability to contact each employee, we ask that each employee notify us as promptly as possible of any change of name, address, phone number, marital status, number of dependents, or other applicable information. In addition, faculty members are responsible for ensuring that the Director of [HS]² and the Business Office have up-to-date certifications.

Finally, personnel files belong to the [HS]² program and are locked in the School's Business Office to ensure maximum confidentiality.

Political and Religious Beliefs

Although [HS]² faculty and staff members are expected to hold opinions and speak out on all great issues, taking advantage of an impressionable and captive audience to indoctrinate students with our personal political and religious beliefs is unacceptable; fairness and respect to opposing or alternative views is required as are fine lines of judgment. Above all, we wish our students to learn to think responsibly and develop their own views and beliefs. [HS]² employees are required to be respectful of the views, opinions, and beliefs of colleagues as well.

Poor Performance

Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level. Any employee who fails to maintain a satisfactory level of performance is subject to termination.

Public Relations

It is of paramount importance that a positive atmosphere is present at all times in dealing with the parents and the public. We must constantly project the image of a school in which parents would be eager and proud to have their child enrolled. It is extremely important, also, that employees discuss school matters positively with parents and other staff members. It is imperative that telephone calls/e-mails from parents, students and colleagues be returned within 24 hours. If at any time during the school year you feel that you have a legitimate complaint, or would like to discuss policy with the administration, we hope that you will not hesitate to do so. The administration will make every effort to ensure that all reasonable needs and desires of employees are met. You must avoid negative conversations with your colleagues or parents. Talk to the Director of [HS]² instead.

Responsibilities to Students

As teachers, scholars, counselors, mentors, and friends, all [HS]² employees can profoundly influence students' attitudes concerning professional competence and responsibility. Employees should assist students to recognize their responsibility to advance knowledge, practice, and justice. Because of their inevitable function as role models, employees should be guided by the most sensitive ethical and professional standards.

Employees should aspire to excellence in their work and to mastery of their subjects and responsibilities. Employees working directly with students should prepare conscientiously for all program areas. Student objectives and requirements of program areas, including applicable attendance and grading rules, should be clearly stated. Classes and Active Programs should meet as scheduled; when this is impracticable, classes should be rescheduled at a time reasonably convenient for students, or alternative means of instruction should be provided.

All employees have an obligation to treat students with civility and respect and to foster a stimulating and productive learning environment in which the pros and cons of debatable issues are fairly acknowledged. Faculty and administrators should nurture and protect intellectual freedom for their students and colleagues.

Evaluation of students is one of the fundamental obligations of all employees working directly with students. Examinations and assignments should be conscientiously designed, and all student work should be evaluated with impartiality. Grading and comment writing should be done in a timely fashion. A student, who so requests, should be given an explanation of the grade and/or recognition scores assigned.

Faculty and administrators should be reasonably available to counsel students about academic matters, career choices, and professional interests. In performing this function, faculty and administrators should make every reasonable effort to ensure that the information they transmit is timely and accurate. When in the course of counseling or advising a student, a faculty member or administrator receives information that the student may reasonably expect to be confidential, the faculty or administrator should not disclose that information, unless not doing so would be harmful to the student, another person, or the School or disclosure is required by a School rule or applicable law. Faculty and administrators should inform students concerning the possibility of such disclosure. Make sure your students know what you are willing to hear and not willing to hear “in confidence” and make it clear that even when you have agreed the information is “confidential,” you may have to break that confidence. Absent these exceptions to confidentiality, we should ask the student to trust our judgment about what has been shared. If we feel that circumstances compel passing information along, we should explain this to the student and if possible get specific permission to speak with a third party, whether it be an administrator, parent, or student. We must remember that we may often be entrusted with information with which we do not know — especially on the spur of the moment — how to deal. We may always express uncertainty if we feel it, and ask permission to seek advice. Ultimately, only experience can teach us effective responses.

Discriminatory conduct based on such factors as race, color, religion, national origin, sex, sexual orientation, disability, age, or political beliefs is unacceptable. Faculty and administrators should seek to make the School a hospitable community for all students and should be sensitive to the harmful consequences of professional or student conduct or comments in classroom discussions or elsewhere that perpetuate stereotypes or prejudices involving such factors.

Shared Spaces on Campus

Classrooms and meeting rooms are often shared. Employees are expected to show consideration for each other by leaving rooms in good order, asking students to dispose properly of trash, erasing the board, etc. Decor is encouraged but should be agreeable to all users of the room.

Please do not change classrooms without the approval of the Director of [HS]².

Sleeping and Inattention

We expect every employee to be fully alert while on the job to ensure the safety of all employees and to properly fulfill our responsibilities. Therefore, we cannot tolerate sleeping or inattention on the job.

Smoking

The School is a smoke-free campus. Smoking is not permitted anywhere on the campus or on school buses (including, without limitation, in CRMS residences).

Solicitation and Distribution

Solicitation by an employee of another employee during the working time of either employee for any reason is strictly prohibited. Distribution of advertising materials, handbills, or other literature is prohibited in all working areas at all times. Solicitation and distribution by non-employees is prohibited on CRMS premises at all times. This prohibition does not include school-related fund-raising projects.

Theft

We do not tolerate theft in any form. “Borrowing” without permission is theft. In order to protect you, your co-workers, faculty, our students, and the [HS]² program, we reserve the right to inspect personal property as outlined in the Inspection Policy.

Unlawful Activity

No employee may engage in any unlawful activity (whether prosecuted or not) either on or off the job.

Whistleblower Policy

Policies in this handbook including, but not limited to, Honesty, Conflict of Interest, Legal Compliance, Misuse of Property, and Theft require all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The [HS]² program expects all employees to practice honesty and integrity in fulfilling their responsibilities and to comply with the [HS]² policies and with all applicable laws and regulations.

This Whistleblower Policy is intended to facilitate the reporting of violations or suspected violations of applicable laws or regulations or of any of [HS]²'s policies. It is the responsibility of all employees to report any such violations or suspected violations in accordance with this Whistleblower Policy.

1. What types of violations or suspected violations are covered by this Whistleblower Policy?
We strongly encourage the prompt reporting of any of the following violations or suspected violations: questionable accounting, internal accounting controls, or auditing matters; violations of local, state, or federal laws or regulations; violations of the School's harassment, discrimination, drug and alcohol, interactions with students, conflict of interest, legal compliance, misuse of property, and theft policies.

2. How do I report a Violation?

Employees are strongly encouraged to raise their concerns about violations or suspected violations by submitting them in the form of a complaint to the Director of [HS]². However, if for any reason an employee is not comfortable speaking to the Director of [HS]² or does not believe the issue is being properly addressed, the employee may contact the CRMS Head of School. All complaints should be in writing and should include a full statement of the acts or omissions, along with relevant dates, forming the basis of the complaint. In addition, the complaint should state that it is being made pursuant to this Whistleblower Policy.

To facilitate the investigation of the complaint, the complaint should include contact information for the person making the complaint. Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, complete confidentiality cannot be guaranteed. An employee submitting a complaint on a confidential, anonymous basis is not required to include contact information but should be aware that the nature of the concerns may lead to the identification of that person as the source of the complaint.

3. How will reported Violations be investigated?

The [HS]² program will assess every complaint submitted under this Whistleblower Policy and determine the appropriate next steps, including investigation and resulting corrective and/or disciplinary actions, if appropriate.

4. Will my employment be terminated if I report a Violation under this Whistleblower Policy? This Whistleblower policy is intended to encourage all employees to raise serious concerns within the [HS]² program for investigation and appropriate action. With this goal in mind, the [HS]² program DOES NOT permit retaliation (for example, disciplinary action, demotion, or job termination) or discrimination of any kind against any individual who submits, in good faith, a complaint under this Whistleblower Policy. Moreover, an individual who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment. At the same time, employees are expected to act in good faith. Good faith means that the employee has reasonable grounds for believing the matter raised is a Violation. Reports made not in good faith will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may give rise to other actions, including civil or criminal lawsuits.

HEALTH AND SAFETY POLICIES

RN/EMT On Call

[HS]² employs an on-call RN or EMT 24/7 during the summer program. If you have a concern about a scholar's health, or a scholar is injured while in your care, please contact the on-call administrator immediately. Additional services are available through the Roaring Fork Family Physicians in Carbondale. Valley View Hospital in Glenwood Springs is used whenever diagnostic or treatment procedures are indicated. Of course, in an emergency situation, call 911.

Incident Reports

If you witness or report a student injury, you must fill out an incident report online, which you will find online under the [HS]² Faculty Resource Page.

Child Abuse Reporting Obligations

Colorado Statutes require that all school personnel immediately report situations involving potential child abuse or neglect. The statute contains these definitions:

- Child abuse is defined as non-accidental physical/sexual or emotional injury caused by the acts or omissions of an adult or other child.
- Physical abuse is defined as non-accidental physical injury to a child.
- Physical neglect is defined as failure on the part of the child's caretaker to provide adequate food, clothing, shelter, or supervision.
- Emotional maltreatment is defined as belittling and rejecting the child or not providing a positive emotional atmosphere.
- Sexual abuse is defined as sexual exploitation of a child done for the sexual gratification of the offender or another person.

If you believe that you have witnessed, heard, or heard about a situation possibly involving abuse, neglect, or abandonment, we request that you report your concern as follows:

- Contact the Director of [HS]².
- If you cannot contact the Director of [HS]², contact the other administrators.

Reporting your concern to the administration as set forth above will allow the administration to be knowledgeable about the situation should the authorities come to campus or should questions arise inside or outside the school community. In addition, the administration can discuss the situation with you to ensure that the appropriate reports, if any, are completed.

In addition, you are required to:

- Immediately report family cases, such as those which involve parents or other relatives, to the county's Child Protective Services.
- Immediately report cases which involve a 3rd party, such as a staff member or other students, to the local law enforcement agency.

NOTE: You, the individual who suspects possible abuse, are legally responsible for ensuring that your suspicions are reported to the designated agencies immediately. This legal responsibility is not satisfied by merely reporting your suspicion to other School personnel.

Both a verbal and a written report are required. Please see the standard form for a written report in "preventing and Reporting Child Abuse and Neglect" available on:
<http://www.cde.state.co.us/cdeprevention/pichildabuse.htm>.

Cooperation with Law Enforcement Agencies

The School shall cooperate fully with local, state, and federal law enforcement agencies, keeping in mind the rights of students and parents/guardians. If you are contacted by a governmental or law enforcement agency, you should immediately contact the Director of [HS]².

Crisis Management

The School has a Crisis Management Handbook with the purpose of providing a framework of action in the event that a crisis should occur within the CRMS community. That Handbook outlines policies and procedures designed to manage the safety of students and staff and protect School facilities. The goal of that Handbook is to return Colorado Rocky Mountain School to its original environment as quickly as possible while maintaining effective communication with all necessary internal and external constituents. The CRMS Crisis Management Handbook was written with the goal to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury and/or damage to facilities. All faculty and staff should become familiar with this document.

Copies are included in your Welcome Packet and also on the Faculty Resources webpage:
<https://hs2.crms.org/about/faculty-resources/>

The Crisis Management Team consists of a core group of individuals to act in an emergency and currently includes the [HS]² Director, Program Leaders, Director of Finance, Communications Director, and Director of Buildings and Grounds.

Fire

Please remember that most campus buildings are wood frame construction and therefore present a risk for fire. The water supply on campus has limited access points for many buildings. Sprinkler systems are in each dormitory; and when they are activated, an alarm will alert the fire department dispatcher. The Carbondale Volunteer Fire Department average response time is nine minutes, so prompt activation is vital.

Please become familiar with the location of fire alarms and fire extinguishers in buildings where you work. With your supervisor, determine appropriate evacuation routes, including alternate exits other than the primary. Each department should have an established meeting area for a fire alarm that is a safe distance from all structures. Every reasonable effort should be made to account for each member of the department at the meeting area. If someone cannot be accounted for, please notify the situation manager, or the fire department. Remember that your personal safety is most important, and that personal items can be replaced. As you leave a structure during a fire alarm, do so quickly, closing any doors behind you. Before opening any door on your way out, check for heat on the door before you open it. If it is hot do not open it, and find another way out. Your calm and quick response will save lives. Safety is the first issue. Buildings can be replaced, but lives cannot.

If a fire breaks out:

1. Yell, "FIRE!" continuously and LOUDLY while pulling the alarm switch.
2. Make sure the building is cleared of occupants immediately.
3. Extinguish the fire if it is within reason to try.
4. Double-check that the building has been evacuated, but **DO NOT RE-ENTER A BURNING BUILDING.**

If the fire alarm goes off:

1. When the fire alarm sounds, all students should exit the building as quickly as possible. It is extremely important for this exit to be orderly and quiet. The following exit procedures are to be used:
 - a. All classes and dorms should exit from their rooms and proceed to the area directed. Hallways should be checked to ensure that all students have left their rooms.
 - b. Each class and dorm should gather at the area directed.
 - c. Administrative designee will check all classrooms and dorms and report to fire drill supervisor.
2. Classroom and dorm faculty must account for all members of their class or dorm when they reach the designated area (class and/or dorm lists should be taken outside). Faculty

members are to stay with their class or dorm and take them back after the “all clear” is given.

3. When leaving a room, please be sure that all doors are closed. Faculty members who teach adjacent to lavatories and those on dorm duty are responsible for checking lavatories to make sure no student is left behind. Before opening any door on your way out, check for heat on the door before you open it. If it is hot, do not open it and find another way out.
4. Faculty should make sure that students are aware of these rules, especially the need to move quickly but in a quiet and orderly manner.
5. At the conclusion of the drill, students will be dismissed and should return to their classrooms or dorm rooms in an orderly fashion.
6. If you discover a fire near your classroom or dorm, the nearest fire alarm station should be activated. Faculty should familiarize themselves with the location of the nearest pull box. Never reenter a burning building. If you determine that you can effectively douse a fire, pull the fire alarm and have someone call 911 before attempting to extinguish it. Once the fire department has been notified, please contact the Program Director or Program Leaders. They will then act as situation manager, as well as handling any media contact that may arise. The local fire department should respond to any fires, including ones that appear to be put out. The experts will determine if there are any unseen risks that have not been discovered.

Notice of Asbestos Management Plan

As required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA), Colorado Rocky Mountain School maintains an approved Asbestos Management Plan. The plan includes information gathered through required inspections of the facilities, the training of our staff, and the required notifications distributed by the school. Currently, there are no asbestos-containing building materials that present a hazard on campus. The plan is available for review by contacting the Business Office.

Hazardous and Toxic Materials

If your job requires that you use hazardous or toxic materials, you are expected to comply with all federal, state, and local laws and regulations concerning their safe handling and disposal. Please be sure to familiarize yourself with proper handling and safety procedures. If you have any questions, please discuss with the Director of [HS]².

Medical Emergency

When an employee becomes ill or is the victim of an accident, the Director of [HS]² should contact the Business Office and the employee’s designated family member or contact person immediately. If no one can be reached or if the situation appears to require immediate medical attention, the program director should call the police or rescue unit and seek their assistance.

The [HS]² program should have information on file and a quickly available listing of emergency contact persons (maintained in the Business Office), their addresses, and telephone numbers.

Other Emergency Situations

It is impossible to predict the possibility and nature of other “emergency” scenarios. Please try to employ common sense, remain as calm as possible, and get help first.

Communicable Diseases

The Board of Health shall be notified when a student or employee is sent home because of a communicable disease. In case of absence due to the reportable communicable disease, a release card from the Colorado Department of Public Health and Environment or a letter from the family physician indicating that the Colorado Department of Public Health and Environment regulations have been fulfilled must be presented when the student or employee returns to school.

Bloodborne Pathogen Exposure Control Policy and Plan

General: Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

This policy is designed to eliminate or minimize employee exposure to bloodborne pathogens in the workplace.

Universal precautions as described below shall be observed to prevent contact with blood or other potentially infectious materials, including body fluids.

All employees are subject to OSHA Standards.

Exposure Determination: All faculty and staff are responsible for the safety and well-being of our students. As such, all faculty and staff are responsible for providing first-aid and assisting students with injuries and illness when necessary.

In providing first-aid and other assistance it is possible that faculty and staff may be exposed to bloodborne pathogens.

Infection Control Procedures: When the following “universal blood and other body fluid” precautions are used properly, the risk of infection in a school situation becomes extremely low.

These precautions must be used with every individual and all body fluids. All bodily fluids shall be considered potentially infectious materials.

Proper hand washing, barrier protection (gloves, gown, etc.), appropriate disposal of waste and needles and decontamination of spills are the essential techniques of an infection control program.

NEVER treat an open or bleeding wound without wearing single-use disposable gloves. In dealing with any body fluids, gloves must always be worn. Thorough hand washing must always follow.

Barriers: Disposable latex/vinyl gloves should be worn any time there is a possibility of coming into contact with blood or other potentially infectious materials.

Disposable latex/vinyl gloves provide barrier protection during the performance of tasks when contact with blood or body fluids occurs. Each teacher will be given an ample supply of gloves to keep in their pocket or classroom so that prior to giving assistance gloves may be put on. These gloves must never be washed or cleaned with the intent of reuse. Always discard gloves after each use. Hands should always be washed after gloves are removed.

Gloves should be worn:

- When providing any first-aid involving broken skin or bodily fluids
- When changing a diaper or catheterizing a student
- When changing dressings or sanitary napkins
- When providing mouth, nose, or tracheal care
- If the caregiver has broken skin on the hands (even around the nails)
- When cleaning up spills of blood (e.g. nosebleeds) or body fluids and wastes, and soiled supplies

In the event CPR is needed, a disposable mask with a one-way valve should be used.

The [HS]² Program will routinely audit first-aid kits and glove supply to ensure that all staff has an adequate supply of protective equipment. Should staff notice that supplies are low at any point, you must notify the Director of [HS]² immediately.

Staff who have known allergies to latex/vinyl should alert the School and an alternative type of glove will be provided.

Hand Washing: Hands should be washed immediately after or as soon as feasible following contact of body areas with blood or other potentially infectious materials.

Proper hand washing is one of the best practices known to reduce the spread of infection and disease. Hand-washing facilities are located throughout CRMS. A packaged antiseptic alcohol hand rinse that does not require the use of towels or water can also be used to disinfect hands when running water is not immediately available. When antiseptic hand cleaners or towelettes are used, hands should be washed with soap and running water as soon as possible, since hand washing is the best method of prevention. Hands should be washed:

- Before eating, drinking, or serving food
- Before handling food, utensils, or kitchen equipment
- Before and after using the toilet
- Before and after providing procedures such as catheterization, suctioning, etc.
- After contact with body fluids (such as blood, urine, feces, mucus, saliva, and drainage from wounds)
- After removing soiled clothing or contaminated equipment, diapers, or menstrual pads
- Frequently between student contacts
- After removal of gloves

Medical Supplies Box: First-aid kits are maintained throughout the campus. Know where they are located in the buildings in which you work and use them!

Clean-up: Spills of blood or other body fluids should be cleaned up immediately after the source of the spill has been cared for. While still wearing gloves, clean up the spill with paper towels or other absorbent material. Disinfect the area with either a liquid bleach solution (one part bleach to 10 parts water) or phenolic germicidal detergent (detergent used by custodians). Wash the area well. A new bleach solution should be prepared daily to be effective. Keep out of the reach of children. Wipe the surface clean and allow to air dry.

Disposal of Waste: All waste baskets should be lined with a disposable waste basket liner that must be removed and replaced frequently (and immediately after blood/body fluid clean-up). All used contaminated supplies, including gloves, should be placed in a plastic bag which is then sealed. Place this sealed bag into the lined wastebasket. Wash hands immediately. Do not place sharp objects such as needles or syringes in wastebasket. Syringes, needles, and other sharp objects should be placed in a metal or other puncture-proof container that is OSHA compliant immediately after use. Do this prior to removing gloves.

Accidental Exposure: Accidental exposure to blood or other body fluids places the exposed individual at risk of infection. If you think you have been exposed to infection, report the incident immediately or as soon as possible to your supervisor. The exposed individual or supervisor must notify the Director of [HS]² promptly to initiate the Workers' Compensation Notice of Injury form. Human Resources/Director of [HS]² will follow up under the requirements of OSHA's bloodborne pathogen standard.

The most important thing to remember in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Each individual should be prepared to take appropriate precautions prior to providing care. Using common sense will enhance protection of both the caregiver and the student.

Records: The School will confidentially maintain accurate records for each employee with occupational exposure in accordance with the bloodborne pathogen standard. The records will not be disclosed or reported without the employee's written consent to anyone outside the workplace except as required by the standard or in accordance with the law.

TECHNOLOGY POLICIES

Cellular Phones, PDAs, and Other Handheld Electronic Devices

Employees are expected to comply with all [HS]² policies when using cellular/smart phones, PDAs, and other handheld electronic devices while at [HS]² or on [HS]²-related business. In the remainder of this policy, these devices are collectively referred to as "handheld devices." Excessive use of handheld devices during the workday can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time. Employees should use these handheld devices on non-work time and ensure that friends and family members are aware of the [HS]² program's policy. In the event of an emergency or special circumstances (communicated to the Director of [HS]²), the [HS]² program may be more flexible. The [HS]² program will not be liable for the loss of handheld devices brought into the workplace.

Recording Devices

To maintain the security of our premises and systems, the School prohibits unauthorized photography, audio, or video recording of its employees, confidential documents, students, or parents.

Safety Issues for Handheld Devices

No person, including employees, may use handheld devices while driving on campus. In addition, employees are to refrain from using their handheld devices while driving off campus in connection with their job duties. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull over to the side of the road and safely stop the vehicle before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Expectations of Teachers and Persons Supervising Students

Teachers and any person supervising students at any time are prohibited from using handheld devices during any period of supervision, classroom activity, field trip, or other event in which the employee is responsible for the student's welfare, unless use of such device is for emergency or other specially authorized purposes.

Special Responsibilities for Managerial Staff

As with any policy, administrators, managers, and supervisors are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Communication and Computer Systems

All electronic communications to, from, about, or on CRMS [HS]² premises or at [HS]²-related events shall reflect the principles upon which the School is founded, in support of its educational goals. This Communication and Computer Systems Security and Usage Policy contains guidelines for the use, access, and disclosure of communications using any type of electronic device (including, among other things, telephone, mail, e-mail, voice mail, desktop and laptop computers, pagers, mobile phones, camera phones, video cameras, electronic game devices, smart phones, faxes or facsimiles, Internet, and intranet) sent, received, viewed, used, or shared by employees using any School-provided Communication or Computer Systems or other personal electronic devices on CRMS [HS]² property or at [HS]²-related events ("Systems").

Note that in some cases, use of personal electronic devices at home or away from campus are covered by this policy where such communications impact the School, are to/from employees and students, parents, or third parties, such as communications on the Internet or on social networking sites.

Confidentiality and Acceptable Systems Usage

The [HS]²'s Systems are intended for [HS]² business only. Use of [HS]² Systems for accessing or acquiring information and materials inappropriate to a school environment is against [HS]² policy and is prohibited. All information transmitted or stored in [HS]² Systems (e.g., employee lists, student lists, documents relating to policies and procedures) is the sole and exclusive property of the [HS]² program and should be treated as confidential. Such information may not be disclosed to any person outside the

[HS]² program nor may any such information be removed from our premises without the express permission of the Director of [HS]². Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior authorization.

Note that all systems messages are School records. The contents of our systems may be disclosed to the School without your permission. Therefore, you should not assume that messages and communications are confidential.

Management's Right to Access Information

Our Computer, Telephone, and Communication hardware and software Systems have been installed and are used to facilitate school communications. Although each employee has an individual password to access these Systems, they belong to the School and the contents of all communications are accessible by management for any business purpose. The School reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any School system for the purpose of preventing such monitoring.

Employees should not consider any materials transmitted or stored in School systems to be private.

Personal Use of the School's Communication and Computer Systems

General Usage. Because personal communications can be accessed without prior notice, employees should not use School Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy.

Telephone Usage. The Telephone Systems (including voice mail) at the School are the property of the School and are provided for business or school purposes. The School may periodically monitor the usage of the Telephone Systems to ensure compliance with this Policy. **Therefore, employees should not consider their conversations on the School's telephone systems to be private.**

Personal Mail. Mail sent to you at the School may be opened by the office personnel and routed to your department or personal mailbox.

Forbidden Use and Content of Communications

You may not use our Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the School's Systems:

- To convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, or sexually-explicit messages, cartoons, jokes, or other potentially offensive material
- To send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our Policy against harassment
- To attempt to break into any computer, whether internal or external to the School, to copy or steal electronic files without permission, or to knowingly cause or aid the spread of computer viruses
- To write resumes, junk mail, mass-mailings, or other documents unrelated to School business or to create and/or forward "chain letters"

- For the unauthorized advertisement of services
- To run computer games or other personal software during working hours
- As a forum for gossip or for personal gain

Email

E-mail, short for electronic mail, is any of the various systems that transmit some form of electronic representation of a page or message from one location to another. It should be clear that electronic mail cannot be used to harass or threaten others. The [HS]² program reserves the right to randomly check e-mail. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a School meeting. Employees should be made aware that deleted e-mails can be undeleted.

Employees are expected to read e-mail daily and to respond to parents, students and/or colleagues within 24 hours. With this standard in mind, avoid creating unnecessary work for others. A face-to-face or phone conversation is often more efficient than exchanging lengthy email correspondence.

Password and Encryption Key Security and Integrity

All Systems passwords and encryption keys must be available to the School at all times. Additionally, you may not install encryption programs without first receiving permission and turning over encryption keys to the Director of Technology. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages. Your password is private and should be treated as such. You are responsible for any and all activity occurring on the School's Systems under your password.

Software

Computer software, whether purchased, developed, or modified by [HS]², may not be downloaded, copied, reproduced, altered, deleted, or appropriated by employees without prior authorization. Any such computer software is the property of the [HS]² program and may not be copied or appropriated by employees for personal use during employment with the [HS]² program or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The [HS]² program does not condone the use of "bootleg" or "pirate" software on its Computer System. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "bootleg" or "pirate" software on the School's Computer System should notify management immediately.

Data Storage

All School data files must be stored on School servers or in the School's supported cloud storage service.

Penalties for Violation of the School's Communication and Computer Systems Security and Usage Policy

Violations of any aspect of the school's Communication and Computer Systems Security and Usage Policy may result in discipline, up to and including immediate discharge. The School may also seek civil

damages against any employee who appropriates or copies the School's property as described in this Policy.

Social Media and Social Networking Policies and Procedures

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the [HS]² program.

In an effort to maintain professional relationships with students and parents and avoid bias, school policy prohibits employees from initiating or accepting invitations to "friend" students, and parents, or other family members of students on any social networking site. Remember that people classified as "friends" have the ability to download and share your information with others. Employees should have privacy settings set to "only friends."

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the [HS]² program, as well as any other form of electronic communication. The same principles and guidelines found in the School's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects students, parents, donors, suppliers, or other people who work on behalf of the [HS]² program or [HS]²'s legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, and the [HS]² program's discrimination, harassment, and other conduct policies to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

For example, if you post or say something online that makes another employee feel uncomfortable at work, your activity may result in an investigation and possible discipline. Similarly, employees are not permitted to use the [HS]² program's, name, logo, trademark, or service mark in online activities. Employees are not permitted to post photographs of the [HS]² program, its locations, activities, students, or parents online. Employees are not permitted to disclose any confidential information of the [HS]² program, employees, students, parents, or activities online.

As evidenced elsewhere in this handbook, the [HS]² program expects all employees to be role models for our students and represent the [HS]² program in a professional and appropriate way, both on and off campus. Photos or comments that contain references to sexual activity, drugs, drinking, partying, or other similar issues which are posted on any social networking or other Internet site that may be accessible to the public or to our students are inappropriate and could lead to disciplinary action, up to and including

termination of employment. Employees also should not be corresponding, contacting, or communicating with students or parents on social networking sites unless the student is the employee's child or if the employee receives permission from the Director of [HS]² for special projects or circumstances.

Be Respectful

Always be fair and courteous to fellow employees, students, parents, suppliers, or vendors who work on behalf of the [HS]² program. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparages fellow employees, students, parents, suppliers, or vendors who work on behalf of the [HS]² program, that disclose confidential information (such as pricing, medical information, donations, student disciplinary action) or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or [HS]² policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the [HS]² program, students, parents, donors, suppliers, vendors, or other schools.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of the [HS]² program's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, curriculum, know-how, and technology. Do not post internal reports, policies, procedures or other internal [HS]²-related confidential communications or information about students or their families. Do not post pictures of students unless you have received approval from the Director of [HS]² and it is on a [HS]²-sanctioned site. Post only what you want the world to see. Once you post something, it may be available even after it is removed from the site.

Do not create a link from your blog, website or other social networking site to a [HS]² website without identifying yourself as an employee. Express only your personal opinions. Never represent yourself as a spokesperson for the [HS]² program. If the [HS]² program is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the [HS]² program, fellow employees, students, parents, donors, suppliers, or vendors working on behalf of the [HS]² program.. If you do publish a blog or post online related to the work you do or subjects associated with the [HS]² program, make it clear that you are not speaking on behalf of the [HS]² program. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of the [HS]² program."

Employees should also be aware that the [HS]² program periodically checks such sites and may determine that off-campus behavior violates the [HS]² conduct code.

Using Social Media at Work

We do not permit employees to access social media and/or social networking sites while on [HS]² time or property unless the use has been authorized as [HS]²-related use and approved by the Director of [HS]². If you access such sites during working time, you should understand that your activities are in violation of [HS]² policy and may result in disciplinary action.

Do not use your [HS]² email address to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is Prohibited

The [HS]² program prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

GENERAL BUSINESS BASICS

Energy Conservation

It is every employee's responsibility to be conscious of energy conservation. Lights and computers should be turned off at the end of the day. In rooms with thermostats, air conditioning should be adjusted to the warmer/cooler setting, depending on the temperature outside.

Leaving a Building

All employees are expected to take a proprietary interest in school buildings and their contents. An employee who is the last to leave a building is required to check and lock all entry points. When an employee is unsure if the building is occupied or will be reoccupied, the employee is expected to secure the building.

Keys

Copies of keys are maintained by the Maintenance Department. You are responsible for all keys assigned to you. Any keys that need to be replaced, switched or turned in should be directed to the Director of [HS]².

Purchases and Supply Requests

All purchases made on behalf of [HS]² program must be approved by the Director of [HS]² prior to the transaction. Please talk to the Director of [HS]² prior to the [HS]² program starting to discuss any budgeting needs for your class/active.

Supply requests for classes, activities, special events must be approved by the Director of [HS]² one week in advance. If advance notice is not possible/given, supplies may or may not be granted.

Office Facilities

The most efficient and effective copiers are the two that are located on the upper and lower levels of the Welcome Center. Any copying jobs that require collating, double-sided copies, hole punching, stapling, etc., should be done in the Welcome Center. There is also a copier in the Jossman, and one in the Library. Academic faculty will have a key card to the Welcome Center so that access is available before and after

business hours. Most classrooms have a Smart Board, whiteboard, markers, erasers and basic supplies. Please see the program director if you need additional supplies.

Mail

Faculty are provided with a mailbox, location to be determined due to construction in the Bar Fork this summer.

Commencement Ceremony & Dinner

All faculty are required to attend the graduation ceremony and dinner. Our scholars have worked hard and deserve our support, and some of our graduating scholars' families will be in attendance. It means the world to our scholars that you are present to celebrate their achievements!

Maintenance of Certifications and Training

Faculty and staff members with responsibilities in the Active Program are required to maintain and keep current CPR and First Aid training. Other certifications may also be required depending on specific programs in which faculty and staff members participate. CRMS may pay all or a portion of the requisite training. It is the employee's responsibility to maintain current certifications.

Driver's Training

All Faculty and staff members whose responsibilities include driving the 14-passenger CRMS buses are required to complete an online driving course before arriving to campus. Information about this course will be sent to faculty and staff via email, with a link to access the online driving course. Faculty and staff are also required to participate in a 30-minute driver's training with CRMS maintenance staff once arriving to campus.

To Sum It All Up

This Handbook highlights your opportunities and responsibilities at our School. It is a guide to your bright future here. By always keeping the contents of the Handbook in mind, you should be successful and happy in your work at the School.