

ResponsiveEd[®]

2015-2016

Employee Handbook

Texas Campuses



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IMPORTANT NOTICES REGARDING EMPLOYMENT AND PRIVACY

Disclaimer of Employment Contract

Employment with ResponsiveEd is on an “at-will” basis. Meaning that employment with ResponsiveEd is voluntarily entered into, and the employee is free to resign at will, at any time, with or without notice or cause. Similarly, ResponsiveEd may terminate the employment relationship at will, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

This handbook is not an employment contract and shall not be construed to guarantee employment for any specific duration. Nothing contained in this handbook, or any written or oral statement contradicting, modifying, interpreting, explaining, or clarifying any provision of this handbook is intended to create, or shall create, any express or implied contractual obligations that are binding upon either ResponsiveEd or the employee. Only the Chief Executive Officer has the authority to alter any employee’s at-will status or to enter into any employment contract for a definite period. Any such agreement altering any employee’s at-will status must be in writing and signed by the Chief Executive Officer.

ResponsiveEd has prepared this handbook to summarize many of ResponsiveEd’s policies, procedures, and benefits. No handbook can anticipate every circumstance or question about policy. ResponsiveEd reserves the right to revise, add to, or delete any policies or portion of this handbook at any time as it deems appropriate, in its sole and absolute discretion, with or without prior notice to employees. This handbook replaces any prior written and oral communications about the subjects contained in it.

This handbook, which was adopted by the Board of Trustees on September 11, 2015, is designed to be in harmony with board policy. If there is a conflict between board policy and any provision of this handbook, the provision that was most recently adopted by the Board of Trustees will be followed.

Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at ResponsiveEd will be based on merit, qualifications, and abilities. ResponsiveEd does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, genetic information, military status, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department (“HR Team”). Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Workplace Privacy, Alcohol and Drug Testing

Privacy Expectation

There is no general or specific expectation of privacy in the workplace, either on ResponsiveEd premises or worksites or while on duty. IN GENERAL, EMPLOYEES SHOULD ASSUME THAT WHAT THEY DO WHILE ON DUTY OR ON RESPONSIVEED PREMISES OR WORKSITES IS NOT PRIVATE.

Non-Investigatory Searches

Non-investigatory searches in the workplace, including accessing an employee's desk, computer, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are at this moment notified that they have no legitimate expectation of privacy in those places.

Work-Related Misconduct

ResponsiveEd reserves the right to conduct searches when there is reasonable suspicion that a search will uncover evidence of work-related misconduct. Such investigatory searches may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. ResponsiveEd may search the employee, the employee's personal items, work area, computers, lockers, and private vehicles parked on ResponsiveEd premises or work sites or used in ResponsiveEd business. Therefore, employees are at this moment notified that they have no legitimate expectation of privacy in those places.

Any search under this policy is conducted in a manner designed to protect the employee's privacy, confidentiality, and personal dignity to the greatest extent possible.

Locked Storage Areas

If an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, ResponsiveEd will either: (1) furnish the lock and keep a copy of the key or combination, or (2) allow the employee to furnish a personal lock, but the employee must give ResponsiveEd a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present.

Disciplinary Consequences for Non-Compliance

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request from ResponsiveEd will face disciplinary action, up to and including termination of employment.

Technology Resources

ResponsiveEd reserves the right to monitor all technology resource activity. ResponsiveEd's computer systems and networks are any configurations of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. Including electronic mail, databases (including the Internet), optical media, clip art, digital images, digitized information, telecommunications devices, and all new technologies as they become available.

HIRING PROCESS AND EMPLOYEE RECORDS

Employment Applications

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

Employment Categories

It is the intent of ResponsiveEd to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

All ResponsiveEd positions are classified as “exempt” or “nonexempt” according to federal law. Professional employees and academic administrators are generally classified as exempt and paid bi-weekly salaries. EXEMPT EMPLOYEES ARE NOT ENTITLED TO OVERTIME COMPENSATION AND MAY BE APPROPRIATELY REQUIRED TO WORK MORE THAN THE ANTICIPATED WORK SCHEDULE WITHOUT RECEIVING ADDITIONAL REMUNERATION (E.G., EXTENDED HOURS DURING THE WEEK FOR TUTORING, SATURDAY SCHOOL, IN-SERVICE TRAINING, ETC.). Other employees are generally classified as nonexempt and are paid an hourly wage and receive overtime pay for each hour worked beyond 40 in a workweek. However, nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

In addition to the above categories, each employee will belong to one other employment category:

Full-Time

Full-time employees are those who are not in a temporary status and who are regularly scheduled to work 32 or more hours per week.

Generally, they are eligible for the ResponsiveEd benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time

Part-time employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 32 hours per week. Part-time employees receive all legally mandated benefits (such as Social Security or Teacher’s Retirement, and workers’ compensation insurance).

Part-time employees who work a minimum of 20 hours a week every week are eligible for health, life, and dental insurance, subject to the terms, conditions, and limitations of each benefit program. They also may participate in optional insurance plans and the 125 Cafeteria Premium Only Plan. However, they are ineligible for all other ResponsiveEd benefits programs, such as paid leave.

Temporary

Temporary employees are those who are hired temporarily to supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited, intermittent, and/or unpredictable duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

While temporary employees receive all legally mandated benefits (such as Social Security or Teacher's Retirement, and workers' compensation insurance), they are ineligible for all of the other ResponsiveEd benefits programs.

Criminal History Background Checks

ResponsiveEd reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. ResponsiveEd reserves the right to obtain criminal record information on any ResponsiveEd employee at any time.

National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on all employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides ResponsiveEd and Texas Education Agency (TEA) with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Fingerprinting

As of June 1, 2013, ResponsiveEd reimburses the fingerprinting fee for newly hired full-time and part-time employees who are not assigned to a temporary status. If the employee voluntarily leaves before their one-year anniversary with ResponsiveEd, the fee will be deducted from their last check.

Employment Reference Checks

To ensure that individuals who join ResponsiveEd are well qualified and have a strong potential to be productive and successful, it is the policy of ResponsiveEd to check the employment references of all applicants.

Inquiries regarding employment information on current and prior ResponsiveEd employees should be referred to Human Resources. The HR Team will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, and position(s) held. Inquiries regarding wage rate information should be referred to Payroll. No employment data will be released without written authorization and release signed by the individual who is the subject of the inquiry unless required by law.

Access to Personnel Files

ResponsiveEd maintains a personnel file on each employee. The personnel file includes such

information as the employee's job application, résumé, records of training, salary increases, and other employment records.

Personnel Data Changes

It is the responsibility of each employee to promptly notify ResponsiveEd of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the HR Team.

Public Information Act

Most ResponsiveEd records, including personnel records, are public information and must be released upon request, except for information designated by employees in writing on the "Public Access to Employer Information" form.

ResponsiveEd employees choose whether to allow public access to information relating to the employee's home address, home telephone number, social security number, or any other information that reveals whether the employee has family members. Employees shall state their choice to the HR Team in writing by completing the "Public Access to Employer Information" form. If an employee fails to state his or her choice, the information is available to the public. This form must be submitted at the beginning of employment.

COMPENSATION

Timekeeping

All Employees

ALTERING, FALSIFYING, OR TAMPERING WITH TIMESHEETS—OR RECORDING TIME ON ANOTHER EMPLOYEE'S TIMESHEET—MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

It is the employee's responsibility to sign his or her timesheet to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing.

Nonexempt Employees

Accurately recording time worked is the responsibility of every nonexempt employee, (e.g., paraprofessionals, school secretaries, etc.). Any hours worked over 40 in one workweek are subject to overtime pay.

Federal and state laws require ResponsiveEd to keep an accurate record of time worked to calculate employee pay and benefits. Time worked includes all actual time spent on the job performing assigned duties.

Nonexempt employees must accurately record the exact time they begin and end their work, as well

as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the nonexempt employee's responsibility to review their paycheck to see that they have been paid for the correct number of hours. If there is a discrepancy, it is the responsibility of the employee to report this to the Payroll Department.

Nonexempt employees working overtime without prior approval will be subject to disciplinary action.

Exempt Employees

Exempt employees should use the salary timesheet to document days not worked. Timesheets must be clearly marked as to any paid leave taken. Any days off without pay should also be clearly marked. These timesheets must be signed by the employee's supervisor.

Exempt employees who are required to maintain timesheets to track their time and effort under certain grant programs must accurately record the exact time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Annualized Compensation

Ten-month instructional exempt employees will be paid over 12 months in equal bi-weekly payments, from the start of the fall through the end of the summer pay schedule. Any employee in this category will be paid through the end of the summer pay schedule regardless of the start date within the academic year.

NONEXEMPT EMPLOYEES WILL BE PAID AS THEY WORK, I.E., PAY FOR NONEXEMPT EMPLOYEES IS NOT ANNUALIZED.

Paydays

All employees are paid bi-weekly, every other Friday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Payroll Deductions

All Employees

Automatic payroll deductions for the Texas Teacher Retirement System ("TRS") or Social Security and federal income tax are required for all full-time and most part-time employees. Medicare tax deductions are required for all employees. Employees who are not eligible or who are performing job duties not eligible for TRS membership must have their Social Security contributions deducted unless they are retired from TRS. Other payroll deductions may be made for the employee's share of premiums for health, dental, life, and supplemental insurance.

Nonexempt Employees

IN ORDER FOR NONEXEMPT EMPLOYEES TO MAINTAIN THEIR BENEFITS OVER THE SUMMER BREAK, PAYROLL DEDUCTIONS WILL BE MADE IN ADVANCE TO COVER THE EMPLOYEE'S SHARE OF PREMIUMS DURING THE SUMMER BREAK WHEN THE EMPLOYEE IS NOT RECEIVING A PAYCHECK.

Exempt Employees

Deductions from an exempt employee's pay are permissible under the following circumstances:

1. when an employee is absent from work for one or more full days for personal reasons other than sickness or disability;
2. for absences of one or more full days due to sickness or disability in accordance with ResponsiveEd's bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
3. to offset amounts employees receive as jury or witness fees, or for temporary military duty pay;
4. for penalties imposed in good faith for infractions of safety rules of major significance;
5. for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
6. in the employee's initial or terminal week of employment if the employee does not work the full week, or
7. for unpaid leave taken by the employee under the federal Family and Medical Leave Act.

Deductions for partial day absences are impermissible, except those occurring in the first or final week of an exempt employee's employment or for unpaid leave under the Family and Medical Leave Act.

What To Do If An Improper Deduction Occurs

If an employee believes that an improper deduction has been made to their paycheck, he or she should immediately report this information to the Payroll Department.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Wage Offset or Withholding

ResponsiveEd may withhold the paycheck or offset wages in the following situations:

1. ResponsiveEd has the right to withhold a paycheck until all ResponsiveEd issued items have been returned to ResponsiveEd. Such items include, but are not limited to, keys, phones, laptops, and other ResponsiveEd property assigned to an employee during their employment.

2. ResponsiveEd has the right to offset wages for overpayment by withholding wages from a payroll check or payments from other monies due an employee while employed, or at the time of their separation from ResponsiveEd.

Administrative Pay Corrections

ResponsiveEd takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible.

Automatic Payroll Deposit

All employees must have their paychecks electronically deposited into one or more accounts at the financial institution of their choice. If the employee's financial institution does not provide direct deposit, the employee's paycheck will be paid with a Pay Card (paycheck debit card). A notification period of ten business days is necessary to activate either of these services. Contact the Payroll office for more information about automatic payroll deposit and Pay Card.

Any employee not yet enrolled in direct deposit will receive pay via U.S. mail. If a paycheck is not received, employees should contact the Payroll office. A replacement check will be processed after five business days from the pay date.

Overtime Compensation

ResponsiveEd compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Only nonexempt employees are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

EXEMPT EMPLOYEES ARE EXCLUDED FROM SPECIFIC PROVISIONS OF FEDERAL AND STATE WAGE AND HOUR LAWS, ARE NOT ENTITLED TO OVERTIME COMPENSATION, AND MAY BE APPROPRIATELY REQUIRED TO WORK MORE THAN THE ANTICIPATED WORK SCHEDULE WITHOUT RECEIVING ADDITIONAL REMUNERATION (E.G., EXTENDED HOURS DURING THE WEEK FOR TUTORING, SATURDAY SCHOOL, IN-SERVICE TRAINING, ETC.).

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins 12:01 a.m. Monday and ends at midnight Sunday.

BENEFITS

Health Insurance

Group health insurance coverage is available through TRS ActiveCare, the statewide public school employee health insurance program. Employee contributions are an eligible cafeteria plan benefit

and may be deducted on a pre-tax basis. ResponsiveEd's contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week. These employees would incur the full monthly premium cost.

TRS retirees who are enrolled in TRS-Care (the retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare. Detailed descriptions of insurance coverage, premiums, and eligibility requirements are available from the school office or the Benefits Team at Benefits@ResponsiveEd.com.

The insurance plan year is September 1 through August 31. At the employee's discretion, health insurance may begin on the actively-at-work date or first of the month following the actively-at-work date. Current employees can submit changes to their coverage during the open-enrollment period in the month of August. For special enrollment qualifying events, please refer to the TRS ActiveCare enrollment guide. New employees must enroll within the first 30 days of employment. However, employees are strongly encouraged to complete their paperwork within the first five days of their actively-at-work date.

Detailed descriptions of plan options, benefits, prices, eligibility requirements, network providers, prescriptions drug services, and other information are available from the following:

- Visit the Youville benefits website at <http://www.visityouville.com/responsiveeducation> or call 1-800-325-4368.
- TRS website at www.trs.state.us/trs-activecare or by calling 1-866-355-5999

ResponsiveEd is committed to protecting the privacy and security of all private health information created or received in relation to employees and their families under the ResponsivEd group health plan. A notice of privacy practices is available on the <http://www.trs.state.tx.us/> website and click on "Active Members." Under the section entitled, "*What's New for Active Members,*" select the "*Notices of Privacy Practices.*"

Long Term Care Insurance

To enroll for TRS long-term care, employees may call TRS at 1-866-355-5999, Monday–Friday, 8:00 a.m. – 8:00 p.m. If new to TRS membership, employees have the option to enroll in Long-Term Care without having to provide proof of good health as long as they enroll within the first 90 days of TRS membership. For more information see the website www.genworth.com/groupltc:

Group ID:	TRS
Code:	groupltc
State of Residence:	Texas
Applicant Type:	Employee/Member

Dental and Life Insurance

Group dental and life insurance coverage is available to most full-time employees and most part-time employees working a minimum of 20 hours every week, after the waiting period. All eligible employees are required to participate in these plans. The dental and life insurance is effective the first of the month after 60 days of active employment. ResponsiveEd contribution to employee insurance premiums is determined annually by the Board of Trustees. Currently, ResponsiveEd pays the premium for employee-only dental and life plans. Employees have the option to add family coverage at their expense.

Supplemental Insurance Benefits

Employees may enroll in supplemental insurance programs such as life, disability, accident, sickness, etc, at their expense. Premiums for these programs can be paid by payroll deduction. An insurance representative visits each campus in the fall to present plan information. For more information, go to

<http://www.visityouville.com/responsiveeducation> or call 1-800-325-4368.

Cafeteria Plan Benefits (Section 125)

The Cafeteria Plan (Section 125) enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., health, disability, accidental death and dismemberment, cancer, dental, and additional term life insurance). For more information, visit

<http://www.visityouville.com/responsiveeducation>.

Termination of Health and Supplemental Insurance Benefits

All insurance benefits (health insurance and supplemental insurance benefits) are terminated at the end of the month in which an employee resigns, retires, or is terminated, or for which premiums are not paid by the end of the month, except for resigning or discharged, exempt teachers whose salary is being annualized and employment ends after the last day of instruction. If teachers continue to receive paychecks through the end of summer insurance will also remain effective through August.

403(b) Plan

Without exception, all employees are allowed to participate in ResponsiveEd's qualified investment program. Employees may enter into salary reduction agreements for qualified investment products as approved by the Internal Revenue Service, such as 403(b). Participation in the 403(b) plan is on a voluntary basis. It can be funded through annuity and custodial companies who are on the approved TRS list and who have signed an information sharing agreement. As an employer, ResponsiveEd is not recommending any certain company or product. Loans are not allowed in the plan. The purchase of an annuity contract is a long term commitment and is not recommended if the employee does not plan to keep it in force. The safety and/or performance of any particular product selection are the sole responsibility of the employee as a plan participant.

For more information, complete the following steps:

- Visit <http://www.trs.state.tx.us/>. Click on "**403(b) Certification and Product Registration.**"
- Under the section entitled 403(b) Certification, select the "**403(b) Certified List.**"
- Select a vendor from the list and contact them directly to request an **information sharing agreement** be sent to:
Director of Finance

Responsive Education Solutions, PO Box 292730, Lewisville TX 75029-2730.

- The Director of Finance will return the agreement to the vendor.
- Once the vendor notifies the employee that the information sharing agreement has been received, the employee and/or the vendor should contact Payroll to begin the salary reduction agreement.

Texas Teacher Retirement System

All employees employed on a regular basis for at least one-half of the normal work schedule are members of the Texas Teacher Retirement System ("TRS"). There is no waiting period. Substitutes that are not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the HR Team as soon as possible. Information on the application procedures for TRS benefits is available from TRS. Inquiries should be addressed to:

Teacher Retirement System of Texas
1000 Red River Street
Austin, Texas 78701-2698
Phone (Toll-Free): 800.223.8778
Phone: 512.397.6400

TRS information, including forms, is also available on the Web at www.trs.state.tx.us.

Workers' Compensation Insurance

ResponsiveEd provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, immediately if the employee is hospitalized.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. A written report should be completed and sent to the HR Team within 24 hours of the incident. This will enable an eligible employee to qualify for coverage as quickly as possible. Employees must be seen by a physician or facility in the PPO Network unless treatment is an emergency.

Unemployment Compensation Insurance

Entitlement to Unemployment Compensation

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act.

Notice of Reasonable Assurance of Employment Following a Scheduled School Break

Because ResponsiveEd provides its employees with scheduled breaks—such as summer, winter, and

spring vacation periods—and because employees with “reasonable assurance” of employment following a scheduled break will not be entitled to unemployment compensation benefits during that break, ResponsiveEd provides its employees with this Notice of Reasonable Assurance that they will remain employed following scheduled breaks.

SUCH NOTICE OF REASONABLE ASSURANCE IS NOT INTENDED, AND SHOULD NOT TO BE CONSTRUED, TO CREATE AN EMPLOYMENT CONTRACT. EACH EMPLOYEE’S CONTINUED EMPLOYMENT WITH RESPONSIVEED REMAINS ON AN “AT-WILL” BASIS, EVEN DURING A SCHEDULED SCHOOL BREAK (SEE “DISCLAIMER OF EMPLOYMENT CONTRACT,” P. 1). AS SUCH, BOTH THE EMPLOYEE AND RESPONSIVEED RETAIN THEIR RESPECTIVE RIGHTS TO SEVER THE EMPLOYMENT RELATIONSHIP AT-WILL, AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE DURING A SCHEDULED SCHOOL BREAK OR AT ANY OTHER TIME.

Employees with questions about unemployment benefits should contact Texas Workforce Solutions at 1-800-939-6631.

Additional Benefits

ResponsiveEd offers additional benefits for eligible full-time employees with children. If an employee has a child who turns five after the September 1st school cutoff, the child can still attend one of our schools if the child’s birthday falls between September 1st and October 15th. Also, there is no charge to eligible full-time employees for afterschool care for their children if it is available at the student’s campus.

LEAVE

Overview

ResponsiveEd offers employees paid and unpaid leave. This Handbook describes the basic types of leave available and restrictions on leaves of absence.

Leave shall be recorded as follows:

1. ALL LEAVE shall be recorded in half-day increments for exempt employees unless otherwise noted below. Specifically, employees who do not work at all on a given day must record 8 hours of leave for the day on their timesheet. Employees who work between 0 and up to 4 hours on a given day must record 4 hours of leave for the day on their timesheet. Finally, employees who work more than 4 hours on a given day are not required to record any leave for the day on their timesheet.
2. Non-exempt employees shall record any accrued leave in the increment it is taken.
3. If the employee is taking intermittent FMLA, leave shall be recorded in one-hour increments.
4. If the employee chooses to offset leave against workers’ compensation benefits, leave shall be recorded in the amount used.

Employees must follow ResponsiveEd procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than three days because of a personal or family illness may be asked to submit a medical certification from a qualified

health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness—the employee’s fitness to return to work.

Personal Leave

Full-Time Nonexempt Employees

ResponsiveEd provides full-time nonexempt employees with one day of paid personal leave per semester. The first day of personal leave is available for use on September 1 and a second day is available for use on January 4 of every year, i.e., it does not accrue over time. If, however, employment is terminated before the conclusion of a semester in which personal leave is taken, the unearned personal leave will be deducted from the employee’s final paycheck.

PERSONAL LEAVE PROVIDED UNDER THIS PROVISION MAY BE USED ONLY DURING SCHEDULED SCHOOL BREAKS WITH THE APPROVAL OF THE CAMPUS DIRECTOR. Unused personal leave days do not accumulate and will be “paid out” at the end of the school year.

ResponsiveEd does not accept state personal leave accrued by an employee at other Texas school districts.

Secretaries

In addition to the personal leave provided to all eligible full-time school staff, ResponsiveEd provides full-time Secretaries with 18 days of paid personal leave per year. Personal leave accrues at 7.2 hours bi-weekly up to a maximum of 18 days. Personal leave provided under this provision may be used only under the following conditions:

1. it must be used only during scheduled school breaks with the approval of the Campus Director;
2. it must not be used during required summer training or within one week of the opening or closing of school;
3. it must not be used during the summer break when the Campus Director is on leave; and
4. it must be coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits.

Secretaries with over 18 days of personal leave accrued as of June 30, 2015, will receive a one-time pay out of their personal leave in excess of 18 days in their next regularly scheduled paycheck.

ResponsiveEd does not accept state personal leave accrued by an employee at other Texas school districts.

Campus Directors

ResponsiveEd provides full-time Campus Directors with 15 days of paid personal leave per year. Personal leave accrues at 6 hours bi-weekly up to a maximum of 15 days. Personal leave provided under this provision may be used only under the following conditions:

1. it must be used only during the summer school break with the approval of the Regional Director;

2. it must not be used during required summer training or within one week of the opening or closing of school;
3. is not to be used when the Secretary is on leave; and
4. it must be coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

Campus Directors with over 15 days of personal leave accrued as of June 30, 2015, will receive a one-time pay out of their personal leave in excess of 15 days in their next regularly scheduled paycheck

ResponsiveEd does not accept state personal leave accrued by an employee at other Texas school districts.

Sick Leave

ResponsiveEd advances full-time employees five days of paid sick leave per year. Paid sick leave for the current year is available for use on September 1 and renewed each September 1 of every school year. ResponsiveEd will not approve paid leave for more workdays than have been accumulated in prior years plus those to be earned during the current year. Employees who use more sick leave than they have earned will have the cost of unearned sick leave deducted from their next paycheck. Sick leave is coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits. Sick leave must be used for personal or family illness.

To encourage attendance and punctuality, ResponsiveEd provides employees with the option of redeeming unused sick leave at a rate of \$75 a day. This option does not apply to sick leave accrued prior to the 2014-2015 school year. Employees must notify the Payroll Department of their desire to redeem unused sick leave between September 5 and 9, 2016.

ResponsiveEd does not accept state sick leave accrued by an employee at other Texas school districts.

Compassion Leave Program

ResponsiveEd may grant a Compassion Leave for unique or extraordinary reasons that may not apply to the other types of Leave of Absences provided.

Eligibility

All ResponsiveEd employees are eligible to request a Compassion Leave if the employee meets the following criteria:

1. Those who must take time off from work due to a catastrophic illness or injury of an employee's spouse, child, or parent, where FMLA is not applicable. A catastrophic illness or injury is defined as one that is life-threatening and requires inpatient, hospice, or residential health care, such as cancer, major surgery, serious accident, heart attack, etc....
2. Personal emergency due to a situation beyond the employee's control. A personal emergency can be defined as a natural disaster, house fire, house break-in, etc...

The Compassion Leave is a discretionary leave, and the employee will be required to complete the Compassion Leave request and provide documentation supporting the situation.

The maximum amount of time that can be granted for a Compassion Leave is six weeks in any 12 month period (calculated by using the rolling method).

The decision to grant a Compassion Leave will be determined by the Benefits Supervisor and VP of Human Resources. If the compassion Leave is denied, the employee will be required to work their scheduled hours, unless vacation or sick time is requested and approved. All non-approved time missed will be managed under the attendance policy, as outlined in the Employee Handbook.

A request for Compassion Leave must be submitted to Benefits@ResponsiveEd.com on the Compassion Leave Request Form found on SharePoint.

Compassion Leave Pay

All employees are eligible to apply for Compassion Leave Pay if they have been approved for a Compassion Leave. The employee will be required to submit the application for Compassion Leave pay.

Employees are required to use all existing vacation and sick time before applying for Compassion Leave pay. Recipients may not convert donated vacation or sick time to lump sum cash.

Donations by Employees

All vacation time donations will be anonymous, voluntary, and non-refundable and will be applied to the Compassion Leave Bank. Donations will not be considered taxable income to the donor.

Employees may donate accrued vacation and/or sick time only. Donations to the Compassion Leave Bank may be made in a minimum of 4-hour increments and the employees must have an accrued balance of at least 40 vacation and sick time hours to donate.

The Compassion Leave Bank will be capped at 1,200 hours. Donations received after the cap has been reached will not be accepted.

Provided that the Compassion Leave Bank's cap is not reached, ResponsiveEd may solicit donations one time per year when the Compassion Leave Bank falls below 240 hours.

A request to donate vacation time to the Compassion Leave Bank must be submitted to HRforms@ResponsiveEd.com. Donation Forms can be found on SharePoint in the HR Forms area.

Leaves of Absence

Employees who have personal needs that will require long leaves of absence should contact the HR Team for counseling about leave options, a continuation of benefits, and communicating with ResponsiveEd.

Employees requesting medical leave must take the following steps:

1. Complete a Request for Leave of Absence form.

2. Return the completed form to the HR Team.
3. Provide a copy of the Request for Leave of Absence form to their supervisor.

When an employee is ready to return from medical leave, the following steps must be taken:

1. Complete the Return from Leave of Absence form.
2. Return the completed form to the HR Team.
3. Provide a copy of the Return from Leave of Absence form to his or her supervisor.

Employees on leave of absence may continue their insurance benefits at their expense. They are eligible to receive the ResponsiveEd contribution toward medical in the following circumstances:

1. As long as a paycheck is issued;
2. If time is worked during that particular month;
3. During the Family Medical Leave Act ("FMLA") approved 12-week period (if on FMLA leave at the end of the school year, eligibility continues during the summer months);
4. During the Medical Leave approved six-week period (if, on Medical Leave at the end of the school year, eligibility continues during the summer months); or
5. If on approved Workers' Compensation leave.

Family and Medical Leave

ResponsiveEd is a covered employer under the Family Medical Leave Act ("FMLA"). The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Employees are eligible for FMLA leave if they:

1. Have been employed by ResponsiveEd for at least 12 months;
2. Have worked at least 1,250 hours in the 12 months immediately preceding the need for FMLA leave; and
3. Work at a location where ResponsiveEd employs 50 or more employees within 75 miles.

Eligible employees can take up to 12 weeks of unpaid FMLA leave in the 12-month period that follows the date FMLA leave is first taken, for the following reasons:

1. Incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth, or placement for adoption or foster care;

3. To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee's job.

A husband and wife who are both employed by ResponsiveEd may be limited to a combined total of 12 weeks of leave that they can take to care for a parent with a serious health condition or the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. In the event that the employee does not return to work at the end of the leave, the employee will be required to reimburse ResponsiveEd the premiums paid during the medical leave.

Under some circumstances, teachers who can return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with all paid or unpaid medically related leave. ResponsiveEd requires the use of personal, sick, and summer leave, if available.

In some circumstances, employees may take FMLA leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

1. An employee is needed to care for a seriously ill spouse, child, or parent;
2. An employee requires medical treatment for a serious illness; or
3. An employee is seriously ill and unable to work.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day notice of their need. When the need for leave is not foreseeable, employees must contact their supervisor and the HR Team as soon as possible. Employees may be required to provide the following:

1. Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
2. Second or third medical opinions and periodic recertification of the need for leave;
3. Periodic reports during the leave regarding the employee's status and intent to return to work; and/or
4. Medical certification from a qualified health care provider at the conclusion of a leave of an employee's ability to return to work.

Failure to return to work at the end of family and medical leave may subject the employee to termination. Employees requiring FMLA leave should contact the HR Team for details on eligibility, requirements, and limitations.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

Interaction with Other Laws

The FMLA does not affect any federal or state law prohibiting discrimination.

Additional Information

For additional information:
1-866-4US-WAGE (1.866.487.9243) TTY: 1.877.889.5627
www.wagehour.dol.gov

Medical Leave

ResponsiveEd also provides employees with medical leave if they:

1. have been employed by ResponsiveEd for at least 30 days, but fewer than 12 months;
2. are in a non-temporary position that is regularly scheduled to work at least 20 hours per week;
3. do not qualify for FMLA because they work at a location where ResponsiveEd employs fewer than 50 employees within 75 miles.

Eligible employees can take up to six weeks of unpaid medical leave in the 12-month period that follows the date medical leave is first taken, for the employee's serious health condition.

A “serious health condition” is defined under this policy as an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, or like facility. It includes any period of incapacity requiring absence from work, or other regular daily activities, for more than three calendar days, that also involves continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days.

The following are examples, though not a comprehensive list, of ailments that are potentially covered by this policy: heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, emphysema, severe arthritis, severe nervous disorders, injuries caused by serious accidents on or off the job, ongoing pregnancy, severe morning sickness, the need for prenatal care, childbirth, and recovery from childbirth.

Advance Notice and Medical Certification

Should an employee elect to take leave under this policy, it is the employee’s duty to provide 30 days notice to ResponsiveEd if the leave is foreseeable. ResponsiveEd may require medical certification to support any employee’s request for medical leave because of a serious health condition. Such certification must be submitted to ResponsiveEd within 15 calendar days in most circumstances. ResponsiveEd reserves the right to require second or third opinions, at its expense, of the serious health condition and further require periodic fitness-for-duty reports to return to work. Failure of an employee requesting leave under this policy to comply with any of these requirements could result in having the leave denied.

Health Insurance

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job. In the event that the employee does not return to work at the end of the leave, the employee will be required to reimburse ResponsiveEd the premiums paid during the medical leave.

Restoration to Equivalent Position

Employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms upon return from medical leave. An employee’s election to take medical leave under this policy will not result in loss of any employment benefits that accrued before the start of the employee’s leave. However, personal and sick leave will not accrue during the medical leave.

Medical leave runs concurrently with all paid or unpaid medically related leave. ResponsiveEd requires the use of personal and sick leave, if available.

Workers’ Compensation Benefits

An employee absence from duty because of a job-related illness or injury may be eligible for workers’ compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers’ compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or pre-illness wages. While an employee is

receiving workers' compensation wage benefits, ResponsiveEd will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Bereavement Leave

ResponsiveEd provides full-time employees three days of paid time off for the death of the following family members: parents, grandparents, children, grandchildren, father-in-law, mother-in-law, daughter-in-law, son-in-law, spouse, siblings, and spouse's siblings. Upon returning to work, provide a copy of the death announcement or funeral service program.

Jury Duty and Time Off to Vote

ResponsiveEd encourages employees to fulfill their civic responsibilities by participating in jury duty and elections. Employees should request time off when jury summons is received.

Other Court Appearances

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

Military Leave

Employees should request time off from their supervisor to fulfill military obligations as soon as notification is received. Advance notice is required so that the necessary time off can be scheduled to provide the least disruption to the normal work schedule. Paid military leave will not exceed 15 days per year.

Absent Without Pay

An employee absent from work must use available paid leave benefits before the employee may be absent without pay.

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

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

1. Recognize and respect the rights and property of students, parents, other employees, and members of the community.
2. Maintain confidentiality in all matters relating to students and coworkers.
3. Report to work according to the assigned schedule.

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

All ResponsiveEd employees should perform their duties in accordance with state and federal law, school policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident.

All employees must follow the “Code of Ethics and Standard Practices for Texas Educators,” which is reprinted below:

Statement of Purpose

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

Professional Ethical Conduct, Practices, and Performance

1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of [ResponsiveEd], educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or

tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

6. The educator shall not falsify records, or direct or coerce others to do so.
7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
8. The educator shall apply for, accept, offer, or assign a position or responsibility on the basis of professional qualifications.
9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
10. The educator shall be of a good moral character and be worthy to instruct or supervise the youth of this state.
11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct toward Professional Colleagues

1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
6. The educator shall not use coercive means or promise of special treatment to influence professional decisions or colleagues.
7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Ethical Conduct toward Students

1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age
8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include but are not limited to
 - a. nature, purpose, timing, and the amount of the communication;
 - b. the subject matter of the communication;
 - c. whether the communication was made openly, or the educator attempted to conceal the communication;
 - d. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
 - e. whether the communication was sexually explicit; and
 - f. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Zero Tolerance for Cheating on State Assessments

RESPONSIVEED ADHERES TO A "ZERO TOLERANCE" POLICY REGARDING CHEATING IN THE ADMINISTRATION OF STATE STUDENT ASSESSMENTS. ANY EMPLOYEE FOUND TO HAVE ENGAGED IN SUCH BEHAVIOR WILL BE SUBJECT TO IMMEDIATE TERMINATION OF EMPLOYMENT.

Corrective Discipline

The purpose of this policy is to state the position of ResponsiveEd on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

ResponsiveEd's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Discipline may call for any one or more of the following actions: informal counseling, verbal warning, written warning, suspension with or without pay, or termination of employment, depending on the severity of the problem and the number of occurrences.

While it is impossible to list every type of behavior that may be deemed a serious offense, the following are examples of unsatisfactory conduct that will trigger corrective discipline and, depending on the severity or frequency of the offense, may result in suspension or termination of employment:

1. falsification of timekeeping records,
2. working under the influence of alcohol or illegal drugs,
3. fighting or threatening violence in the workplace,
4. insubordination or other disrespectful conduct,
5. violation of safety or health rules,
6. sexual or other unlawful or unwelcome harassment,
7. cheating on state student assessments,
8. unauthorized absence from workstation during the workday, and
9. unsatisfactory performance or conduct.

Discrimination, Harassment, and Retaliation

Employees shall not engage in harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in harassment of other persons, including, but not limited to, board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Statement of Nondiscrimination

ResponsiveEd prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of ResponsiveEd policy.

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

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

1. has the purpose or effect of unreasonably interfering with the employee's work performance;
2. creates an intimidating, threatening, hostile, or offensive work environment; or
3. otherwise adversely affects the employee's performance, environment or employment opportunities.

Sexual Harassment

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

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

Retaliation

ResponsiveEd prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a ResponsiveEd investigation regarding harassment or discrimination is subject to appropriate discipline.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to the Campus Director.

Alternatively, the employee may report the alleged acts to one of the ResponsiveEd officials below:

1. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator, Ms. Phyllis Cotton, Director of Human Resources, at 972.316.3663.
2. Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator, Ms. Phyllis Cotton, Director of Human Resources, at 972.316.3663, ext.
3. Reports of discrimination based on all other antidiscrimination laws may be directed to Ms. Phyllis Cotton, Director of Human Resources, at 972.316.3663, ext. 281.

Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the Chief Executive Officer.

A report against the Chief Executive Officer may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct should be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the ResponsiveEd's ability to investigate and address the prohibited conduct.

Investigation of the Report

ResponsiveEd may request, but shall not insist upon, a written report. If a report is made orally, the ResponsiveEd official shall reduce the report to written form.

Upon receipt or notice of a report, the ResponsiveEd official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the ResponsiveEd official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, ResponsiveEd shall promptly take interim action calculated to prevent prohibited conduct during an investigation.

The investigation may be conducted by a ResponsiveEd official, such as the Title IX or ADA/Section 504 Coordinator, or by a third party designated by ResponsiveEd, such as an attorney. When appropriate, the Campus Director shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the ResponsiveEd official overseeing the investigation.

Action

If the results of an investigation indicate that prohibited conduct occurred, ResponsiveEd shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

ResponsiveEd may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, ResponsiveEd shall respect the privacy of the complainant, the person(s) against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation and comply with applicable law

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal the decision by the employee grievance procedure (see "Complaints and Grievances," p. 49).

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by ResponsiveEd for at least three years.

Harassment of Students

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and ResponsiveEd employees are prohibited. Employees who suspect a student may have experienced harassment are obligated to report their concerns to the Campus Director or other appropriate ResponsiveEd officials. All allegations of harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law (see "Reporting Suspected Child Abuse," p. 36).

Statement of Nondiscrimination

ResponsiveEd prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of ResponsiveEd policy.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Harassment

Harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. otherwise adversely affects the student's educational opportunities.

Harassment includes dating violence as defined by this policy.

Sexual Harassment by an Employee

Sexual harassment of a student by a ResponsiveEd employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. a ResponsiveEd employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and ResponsiveEd employees are prohibited.

Any sexual relationship between a student and a ResponsiveEd employee is always prohibited, even if consensual.

Sexual Harassment by Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. otherwise adversely affects the student's educational opportunities.

Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. otherwise adversely affects the student's educational opportunities.

Retaliation

ResponsiveEd prohibits retaliation against a student who makes a claim alleging to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding harassment or discrimination is subject to appropriate discipline.

Reporting Procedures

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher or Campus Director.

Alternatively, the student may report the alleged acts to one of the ResponsiveEd officials below:

1. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator, Ms. Rosalinda Gonzalez, Vice President of Academic Services, at 972.316.3663.
2. Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator, Ms. Rosalinda Gonzalez, Vice President of Academic Services, at 972.316.3663.
3. Reports of discrimination based on all other antidiscrimination laws may be directed to Ms. Rosalinda Gonzalez, Vice President of Academic Services, at 972.316.3663.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the Chief Executive Officer.

A report against the Chief Executive Officer may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct should be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair ResponsiveEd's ability to investigate and address the prohibited conduct.

Notice of Report

Any ResponsiveEd employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate ResponsiveEd official listed above and take any other steps required by this policy.

Notice to Parents

The ResponsiveEd official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a ResponsiveEd employee or another adult.

Investigation of the Report

ResponsiveEd may request, but shall not insist upon, a written report. If a report is made orally, the ResponsiveEd official shall reduce the report to written form.

Upon receipt or notice of a report, the ResponsiveEd official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the ResponsiveEd official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, ResponsiveEd shall promptly take interim action calculated to prevent prohibited conduct during an investigation.

The investigation may be conducted by a ResponsiveEd official, such as the Title IX or ADA/Section 504 Coordinator, or by a third party designated by ResponsiveEd, such as an attorney. When appropriate, the Campus Director shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the ResponsiveEd official overseeing the investigation.

Action

If the results of an investigation indicate that prohibited conduct occurred, ResponsiveEd shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

ResponsiveEd may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, ResponsiveEd shall respect the privacy of the complainant, the person(s) against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation and comply with applicable law

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal the decision in accordance with the school grievance procedure (see “2014-2015” Parent/Student Handbook,” “Student or Parent Complaints and Concerns”). A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

No Fraternalization

While ResponsiveEd encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management’s ability to perform his or her job. Any involvement of a romantic nature between any ResponsiveEd employee or agent and anyone he or she supervises, either directly or indirectly, is prohibited. Violation of this policy may lead to corrective action, including termination of employment.

Solicitation

To ensure a productive and harmonious work environment, persons not employed by ResponsiveEd may not solicit or distribute literature in the workplace at any time for any purpose.

ResponsiveEd recognizes that employees may have interests in events and organizations outside the

workplace. However, employees may not solicit or distribute literature concerning these activities during working time. For the purposes of this policy, “working time” does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Also, the posting of written solicitations on ResponsiveEd bulletin boards is restricted. These bulletin boards displays important information, and employees should consult them frequently for internal memoranda and organization announcements.

If employees have a message of interest to the workplace, they may submit it to the Campus Director or HR Team for approval. The Campus Director or HR Team must approve all messages.

Driving

In order to promote the safety of students, volunteers, and employees, as well as the safety of the general public, it is ResponsiveEd’s policy that employees who wish to drive a School Vehicle and/or a Personal Vehicle must meet certain eligibility criteria before being authorized by ResponsiveEd to drive said vehicle(s).

Definitions

Authorized Employee

As used in this policy, “Authorized Employee” means an employee who has been authorized by ResponsiveEd to drive a School Vehicle and/or a Personal Vehicle.

Personal Vehicle

As used in this policy, “Personal Vehicle” means a vehicle (including a non-street worthy vehicle, e.g., all-terrain vehicle, golf-cart style utility vehicle, etc.) which is: (1) owned, leased, or rented by someone other than ResponsiveEd, and (2) driven for ResponsiveEd/school-related business. As such, the definition for “Personal Vehicle” encompasses both ownership and use. Example: A vehicle which is “owned, leased, or rented by someone other than the ResponsiveEd,” but is not being “driven for ResponsiveEd/school-related business” would not be a “Personal Vehicle” subject to the guidelines of this policy.

School Vehicle

As used in this Policy, “School Vehicle” means a vehicle (including a non-street worthy vehicle, e.g., all-terrain vehicle, golf-cart style utility vehicle, etc.) which is owned, leased, or rented by ResponsiveEd, regardless of the purpose for which the vehicle is being driven.

Purpose

ResponsiveEd has implemented this policy to improve compliance with statutory requirements and to minimize legal liability and risks by ensuring that ResponsiveEd’s guidelines are in effect and are applied on a consistent and comparable basis. It shall be the policy of ResponsiveEd to review at least annually the driving records of all Authorized Employees. Any employee who does not have a valid driver’s license is not insurable or is otherwise not eligible to drive pursuant to this policy will

be prohibited from driving either a School Vehicle or a Personal Vehicle. The driving record review will include assessment of compliance with state and federal driving requirements; review of state motor vehicle records, including all violations regardless of whether they occurred in School Vehicles or Personal Vehicles, on or off duty, and/or review of ResponsiveEd motor vehicle accident records. Any employee who is required to drive a School Vehicle and/or a Personal Vehicle in the performance of job duties but who is not eligible to drive as determined by ResponsiveEd may be reassigned, the employee's wages may be adjusted commensurate with the duties to be performed, and/or the employee may be subject to disciplinary action up to and including termination of employment.

Policy Implementation

To implement this policy, the following actions must take place before an employee is authorized to drive a School Vehicle and/or a Personal Vehicle:

Driving Application – All ResponsiveEd Employees

All employees who may drive a School Vehicle and/or a Personal Vehicle as part of their job responsibilities will be required to complete the Driving Application on the ResponsiveEd website. The Application can be found by visiting www.ResponsiveEd.com, clicking on *Careers*, then *Job Postings*, and finally entering "Driving Application" in the search field.

Notification

Authorized Employees must notify the HR Team of certain events that may affect their eligibility to drive a School Vehicle and/or a Personal Vehicle. After being notified of such an event, ResponsiveEd must then make a determination on whether to suspend, remove, or allow the employee to continue driving School Vehicles and/or Personal Vehicles. The documentation for the decision made must be kept in each respective employee file. An employee who fails to comply with this section shall be subject to disciplinary action up to and including termination of employment.

1. Any moving citation or conviction must be reported to the HR Team in writing within seven working days of receiving the citation or conviction.
2. A suspended, revoked, or canceled driver's license must be reported to the HR Team in writing before the end of the working day following the day the employee receives notice because of that.
3. All traffic accidents must be reported to the HR Team in writing immediately.
4. Requests to change vehicle class (i.e., type of vehicle they drive) must be reported to the HR Team in writing immediately. ResponsiveEd will make a determination on whether to: (1) initiate another MVR search, and/or (2) approve the change in vehicle class. Under no circumstances is an employee authorized to drive a vehicle that is not in the vehicle class for which he/she has approval.

Alcohol or Drugs

At no time will an employee drive a School Vehicle and/or a Personal Vehicle, or report for duty, under the influence of alcohol or illegal drugs. At no time will an employee drive a School Vehicle and/or a Personal vehicle under the influence of prescription or over-the-counter drugs that may impair the ability to drive. An employee who fails to comply with this section shall be subject to disciplinary action up to and including termination of employment.

Cell Phone Use

Employees shall avoid cell phone use (INCLUDING TEXTING) while driving a School Vehicle and/or a Personal Vehicle. When cell phone use is essential, one or a combination of the following options will be used:

1. Have a passenger receive or place the call.
2. Allow the cell phone to go to voice mail so that the call may be returned at a later time.
3. Use the hands-free feature of the cell phone

NOTE: This policy applies to all cell phones, regardless of ownership. ResponsiveEd may provide some employees with cell phones for business use; however, there is no business necessity that would require cell phone use which compromises safety.

Seat Belts

Employees and all passengers in a School Vehicle and/or Personal Vehicle shall wear seat belts at all times while the vehicle is moving.

Responsibility for Violations

An employee is personally responsible for any traffic violations said employee is charged with.

Driving Eligibility Criteria

ResponsiveEd will determine an employee's driving eligibility based on insurability as determined by the School in conjunction with the School's insurance carrier, Department of Transportation ("DOT") correspondence, state motor vehicle records and/or ResponsiveEd driving records. Before an employee is authorized to drive a School Vehicle and/or a Personal Vehicle, he or she must meet the following requirements:

1. Have a valid Texas Driver's License;
2. Be at least 21 years of age;
3. Not have received any alcohol or drug-related convictions within the past ten years;

NOTE: An employee with an alcohol or drug-related citation will not be eligible to drive until the citation results in a dismissal or a finding of not guilty. It is the responsibility of the employee to provide written documentation to the HR Team verifying that a citation has resulted in a finding of not guilty or a dismissal.

4. Not have received more than one moving violation in the past 12 months or more than three in the past 36 months.

NOTE: An employee responsible for any vehicle accident occurring on ResponsiveEd property which is not subject to police jurisdiction that results in bodily injury or property damage shall have recorded on his/her ResponsiveEd driving record the equivalent of a motor vehicle record moving violation

5. If driving a Personal Vehicle, have insurance coverage with a minimum of
 - a. \$30,000 per person / \$60,000 per occurrence for bodily injury,
 - b. \$25,000 property damage per occurrence,
 - c. \$3,000 per person for medical payment, and
6. If driving a Personal Vehicle, drive a safe vehicle, having as many passenger seat belts as passengers.

Records

ResponsiveEd shall maintain the driving records of all Authorized Employees. The driving records shall be reviewed at least annually. The records shall include, but not be limited to: (1) all correspondence, documents, and records received; (2) all employee vehicle accidents occurring on private or ResponsiveEd property which are not subject to the jurisdiction of the police; and (3) any other records deemed important. These records must be kept in accordance with the Records Retention Schedule. Once the School has reviewed any confidential consumer information collected to comply with this policy, it will dispose of that information in an appropriate manner as required by Texas Education Code Section 22.08391.

NOTE: A file on employees that have not been approved will also be maintained (to include documentation on why the application was denied).

Employment Status

The employment status of an employee, which is required to drive and is determined to be ineligible to drive, will be determined on a case-by-case basis according to the needs of ResponsiveEd. Such determination will be made by the Chief Executive Officer.

Loss of Driving Privilege

An Authorized Employee, who is determined to be ineligible to drive, will lose the privilege to drive. Reauthorization of driving privileges will be determined on a case-by-case basis in accordance with the provisions of this policy.

Authorizing or Permitting the Operation of a Motor Vehicle to Another

This policy is written so that only those employees who have been cleared through the MVR process can drive School Vehicles and/or Personal Vehicles. NO EMPLOYEE SHALL AUTHORIZE OR PERMIT A SCHOOL VEHICLE AND/OR A PERSONAL VEHICLE TO BE DRIVEN BY ANY PERSON,WHO HAS NOT BEEN CLEARED THROUGH THE MVR PROCESS. If said employee is found in violation of this regulation, the employee will lose driving privileges for a time frame determined by ResponsiveEd and will be subject to written disciplinary action up to and including termination of employment. If said volunteer is found in violation of this regulation, the volunteer will lose driving privileges for a time frame determined by ResponsiveEd.

Use of School Vehicles

Employees are not authorized to drive School Vehicles when not on official ResponsiveEd/school-related business. If said employee is found in violation of this regulation, the employee will lose

driving privileges for a time frame determined by ResponsiveEd and will be subject to written disciplinary action up to and including termination of employment.

Corporal Punishment

No employee or agent of ResponsiveEd shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a consequence for unacceptable conduct.

Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor.

Reports to Child Protective Services can be made to the Texas Abuse Hotline (800.252.5400). STATE LAW SPECIFIES THAT AN EMPLOYEE MAY NOT DELEGATE TO OR RELY ON ANOTHER PERSON TO MAKE THE REPORT.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. Also, ResponsiveEd is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. Also, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the "Code of Ethics and Standard Practices for Texas Educators."

In addition, employees who suspect that a student has been or may be abused or neglected should immediately report their concerns to the ResponsiveEd Crisis Abuse Prevention Hotline at 972.316.4530. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the Crisis Abuse Prevention Hotline before making a report to the appropriate agencies. REPORTING THE CONCERN TO THE CHILD ABUSE OFFICE DOES NOT RELIEVE THE EMPLOYEE OF THE REQUIREMENT TO REPORT TO THE APPROPRIATE STATE AGENCY. Employees must cooperate with child abuse and neglect investigators. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Employee Arrests and Convictions

An employee must notify the HR Team within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

1. crimes involving ResponsiveEd property or funds,

2. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator,
3. crimes that occur wholly or in part on ResponsiveEd property or at a school-sponsored activity, or
4. crimes involving moral turpitude.
Moral turpitude includes but is not limited to the following:
 1. dishonesty;
 2. fraud;
 3. deceit;
 4. theft;
 5. misrepresentation;
 6. deliberate violence;
 7. base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 8. drug or alcohol-related felony offenses;
 9. acts constituting abuse or neglect under the Texas Family Code.

Alcohol- and Drug-Abuse Prevention

It is the desire of ResponsiveEd to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

No alcohol, tobacco, firearms, illegal knife, club, or prohibited weapon as defined by the Texas Penal Code may be used, possessed, or distributed in any form at or in any facility or lands owned or controlled by ResponsiveEd, or at any school-related or sponsored activity, regardless of the location. This policy applies to all employees, volunteers, students, and other persons at all times. Violation of this policy by an employee shall be grounds for immediate termination of employment.

Volunteers violating this policy will not be eligible to serve as volunteers. Students subject to the Student Code of Conduct shall be referred for discipline in accordance with the Student Code of Conduct. All other persons shall be referred by the Campus Director to local law enforcement for appropriate action.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify ResponsiveEd of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their Campus Director without fear of reprisal.

Tobacco Use

ResponsiveEd prohibits smoking or using tobacco products, including smokeless tobacco, e-cigs, or vapor devices, on all ResponsiveEd property—leased or owned—and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of ResponsiveEd vehicles are prohibited from smoking or using tobacco products while inside the vehicle.

Fraud and Financial Impropriety

All employees should act with integrity and diligence in duties involving ResponsiveEd's financial resources. ResponsiveEd prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

1. forgery or unauthorized alteration of any document or account belonging to ResponsiveEd;
2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. misappropriation of funds, securities, supplies, or other ResponsiveEd assets, including employee time;
4. impropriety in the handling of money or reporting of ResponsiveEd financial transactions;
5. profiteering as a result of insider knowledge of ResponsiveEd information or activities;
6. unauthorized disclosure of confidential or proprietary information to outside parties;
7. unauthorized disclosure of investment activities engaged in or contemplated by ResponsiveEd;
8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to ResponsiveEd;
9. destroying, removing, or inappropriately using records, furniture, fixtures, or equipment;
10. failing to provide financial records required by state or local entities;
11. failure to disclose conflicts of interest as required by policy; and
12. any other dishonest acts regarding the finances of ResponsiveEd.

Conflict of Interest

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of ResponsiveEd. This includes the following:

1. a personal financial interest,

2. a business interest,
3. any other obligation or relationship, or
4. nonschool employment.

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to ResponsiveEd prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Chief Financial Officer. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

Gifts and Favors

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties.

Copyrighted Materials

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (e.g., printed material, videos, computer data and programs, etc.). Rented videos are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

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

Use of ResponsiveEd resources, including work time, for political activities, is prohibited.

Disability Accommodation

ResponsiveEd is committed to complying fully with the Americans with Disabilities Act ("ADA") and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

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

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of essential job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to

all employees on an equal basis.

ResponsiveEd is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. ResponsiveEd will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. ResponsiveEd is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

ResponsiveEd will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the ResponsiveEd's weapons policy should report it to their supervisor or contact the HR Team.

Safety

ResponsiveEd has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve ResponsiveEd equipment, employees must comply with the following requirements:

1. observe all safety rules,
2. keep work areas clean and orderly at all times,
3. immediately report all accidents to their supervisor, and
4. operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the Risk Management Department.

Workplace Violence Prevention

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

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other hazardous devices or substances are prohibited from the premises of ResponsiveEd without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, sex, national origin, age, disability, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Campus Director or any other appropriate ResponsiveEd official. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the Campus Director. Employees should not place themselves in peril. Employees should not try to intercede or see what is happening if they see or hear a commotion or disturbance near their workstation.

ResponsiveEd will promptly and thoroughly investigate all reports of threats of (or actual) violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, ResponsiveEd may suspend employees, either with or without pay, pending investigation.

Anyone determined to handle threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

ResponsiveEd encourages employees to bring their disputes or differences with other employees to the attention of their Campus Director/Supervisor before the situation escalates into potential violence. ResponsiveEd is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Visitors in the Workplace

Visitors are welcome to visit the campus. No visitors will be allowed in any part of the building without first obtaining approval from the school office. The school will take the following actions when there is a visitor at the school:

1. The visitor must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID.
2. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
3. The school will verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school. Visitors identified as sex offenders shall be escorted by school staff at all times during a school visit.
4. A visitor badge will be issued to the visitor and displayed conspicuously during the visit.

Visits to individual classrooms during instructional time are permitted only with approval of the Campus Director and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Use of Telephones

School Phones

The time spent on personal calls should be limited so as to keep phone lines available for incoming business calls. Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making personal, local calls and may be required to reimburse ResponsiveEd for any charges resulting from their personal use of the telephone.

Cell Phones

EMPLOYEES ARE NOT PERMITTED TO USE CELL PHONES DURING INSTRUCTIONAL TIME OR WHILE OTHERWISE SUPERVISING STUDENTS, EXCEPT FOR EMERGENCIES. THIS PROHIBITION EXTENDS TO ANY USE OF A CELL PHONE, INCLUDING BUT NOT LIMITED TO CONVERSATIONS, TEXTING, GAMES, BROWSING THE INTERNET, ETC. PHONES SHOULD BE OFF OR SET TO RECEIVE SILENT MESSAGES.

Attendance and Punctuality

Attendance and punctuality are essential functions of any educator's job. To maintain a safe and productive work environment, ResponsiveEd expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and ResponsiveEd. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

ABSENCES OF THREE CONSECUTIVE WORK DAYS WITHOUT PROPER NOTIFICATION TO THE EMPLOYEE'S SUPERVISOR WILL BE CONSTRUED AS JOB ABANDONMENT AND WILL CONSTITUTE THE EMPLOYEE'S RESIGNATION FROM RESPONSIVEED WITHOUT ADVANCE NOTICE.

Computer and E-mail Usage

ResponsiveEd computer systems and networks and any configuration of hardware and software comprise ResponsiveEd's technology resources. The systems and networks include all of the computer hardware, phone system, operating system software, application software, Internet resources, and data files. This includes electronic mail, electronic grade book, social media sites, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. RESPONSIVEED RESERVES THE RIGHT TO MONITOR ALL TECHNOLOGY RESOURCE ACTIVITY.

ResponsiveEd electronic communications systems, including access to the Internet, are to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use. There exists no right to privacy and contents are subject to review and to open record requests. Unauthorized use of these systems is prohibited and can result in suspension or termination of privileges. Employees and students who are authorized to use the systems are

required to abide by the provisions of ResponsiveEd communications systems policy and administrative procedures. Failure to follow ResponsiveEd policies and procedures may lead to disciplinary action punishable up to and including termination.

Computer equipment provided to ResponsiveEd employees is subject to the following conditions.

1. No additional software will be installed unless approved by the Technology Director or his designee for ResponsiveEd.
2. Lost or stolen equipment will not be replaced. Any employee that is found negligent in handling ResponsiveEd's computer equipment is responsible for the purchase price of the equipment.
3. Discharged ResponsiveEd employees will return all equipment. An employee's failure to return equipment will result in a payroll deduction for the purchase price of the equipment.
4. Employees must provide unlimited access to a company computer when requested by any ResponsiveEd IT Staff.

Employees should not use a password, access a file, or retrieve any stored communication without authorization.

ResponsiveEd strives to maintain a workplace free of harassment. Therefore, ResponsiveEd prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

ResponsiveEd purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, ResponsiveEd does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or multiple machines according to the software license agreement. ResponsiveEd prohibits the illegal duplication of software and its related documentation.

Employees should notify their supervisor if learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by ResponsiveEd to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted at breaks, lunch, and after-hours.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of ResponsiveEd and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, religion, sex, national origin, disability, age, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by ResponsiveEd in violation of law or ResponsiveEd policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

1. sending or posting discriminatory, harassing, or threatening messages or images;
2. copying, pirating, or downloading software and electronic files without permission;
3. sending or posting messages or material that could damage the organization's image or reputation;
4. participating in the viewing or exchange of pornography or obscene materials;
5. sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
6. passing off personal views as representing those of the organization;
7. sending anonymous e-mail messages; and/or
8. engaging in any other illegal activities.

Standard Electronic Mail Signature

In an effort to maintain consistency and professionalism, all ResponsiveEd email users shall adhere to a common signature block when sending correspondence. The approved standard email signature is posted on the ResponsiveEd SharePoint pages along with instructions on including relevant links

to ResponsiveEd social media sites such as Twitter, FaceBook, and LinkedIn. Email users should not use background colors, stationery, or additional graphics or other ResponsiveEd logos.

Electronic Media – Acceptable Use

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, Instagram, LinkedIn). Electronic media also includes all forms of telecommunications such as landlines, cell phones, and Web-based applications.

As role models for students, employees are responsible for their public conduct at all times. Employees are held to the same professional standards in their public use of electronic media as they are for any other public conduct.

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the ResponsiveEd students, parents, volunteers, employees or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of ResponsiveEd.”*

ResponsiveEd may monitor content out on the Internet. If an employee’s use of electronic media violates state or federal law or ResponsiveEd policy, or interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Records Retention

Written and electronic documents concerning the official business of ResponsiveEd constitute a public record that must be managed accordingly. It is the official policy of ResponsiveEd that all records should be classified and retained according to the timelines established by law and promulgated in the Texas State Library and Archives Commission’s Records Retention Schedules. The retention schedules may be viewed online at <https://www.tsl.texas.gov/slr/recordspubs/rrs4.html>. ResponsiveEd has adopted Local Schedule GR and Local Schedule SD of the Texas State Library and Archives Commission for these purposes.

Records whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

Employees who do not comply with the record retention policies may be subject to reprimand and remedial measures. Additionally, violations of state laws regarding government records may be subject to individual criminal liability.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image ResponsiveEd presents to customers and visitors.

During business hours or when representing ResponsiveEd, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted dress code.

THE CAMPUS DIRECTOR/SUPERVISOR IS RESPONSIBLE FOR ESTABLISHING A REASONABLE DRESS CODE APPROPRIATE TO THE JOB EACH EMPLOYEE PERFORMS. Employees should consult their Campus Director if they have questions as to what constitutes appropriate appearance.

When necessary, reasonable accommodations may be made to persons with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

1. Tank tops, tube or halter-tops, see-through clothing, or shorts may not be worn under any circumstances.
2. Dresses or skirts should be of a modest length and fit (no more than two inches above the bend of the knee).
3. Extremely sloppy or torn clothing will not be permitted.
4. Mustaches and beards must be clean, well-trimmed, and neat.
5. Hairstyles are expected to be in good taste and present an appropriate professional appearance.
6. Body piercing, with visible jewelry or jewelry that can be seen through or under clothing, must not be worn during business hours. Tongue rings are also prohibited.
7. For females, multiple ear piercings (more than one ring in each ear) and for males, any ear piercing, is not professionally appropriate and must not be worn during business hours.

Employees are allowed to dress more casually on Fridays to include jeans (must be clean, free of rips, tears, fraying and may not be excessively tight or revealing), with the exception of any Friday the location may be expecting special guests.

GENERAL INFORMATION

Reassignments and Transfers

All employees are subject to assignment and reassignment by the Chief Executive Officer or designee when the Chief Executive Officer determines that the assignment or reassignment is in the best interest of ResponsiveEd. Reassignment is a transfer to another position, department, or facility. Campus reassignments must be approved by the Campus Director at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time.

An employee with the required qualifications for a vacant position may request a transfer to another campus. Professional courtesy dictates that the employee's supervisor be notified of the employee's

intent to request a transfer. A written request for transfer must be completed and signed by the employee and the employee's supervisor. This form is submitted to the HR Team and not directly to the requested campus. The HR Team will forward the request to the appropriate party. The employee transfer request will only be active until the position applied for is filled. Upon the approval of an employee transfer, the HR Team will notify all parties.

Workload and Work Schedules

Professional Employees

Professional and administrative employees are exempt from overtime pay and are employed on a 12-month basis, according to the work schedules set by ResponsiveEd. A school calendar is adopted each year designating the work schedule for teachers and all school holidays.

EMPLOYEE WORK SCHEDULES AND HOURS MAY BE RESCHEDULED BY RESPONSIVEED AS NECESSARY TO CONDUCT RESPONSIVEED BUSINESS.

Professional school personnel shall occasionally be required to work additional days and hours to complete those tasks associated with their positions, including but not limited to campus staff meetings, student ARD meetings, open house, etc.

Paraprofessional and Auxiliary Employees

Support employees will receive notification of the required work schedule for their respective positions at the beginning of each school year (or when employed).

EMPLOYEE WORK SCHEDULES AND HOURS MAY BE RESCHEDULED BY RESPONSIVEED AS NECESSARY TO CONDUCT RESPONSIVEED BUSINESS.

Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification to Parents Regarding Qualifications

In schools receiving Title I funds, ResponsiveEd is required by the No Child Left Behind Act ("NCLB") to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Outside Employment and Tutoring

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with ResponsiveEd. All employees will be judged by the same performance standards and will be subject to ResponsiveEd scheduling demands, regardless of any existing outside work requirements.

If ResponsiveEd determines that an employee's outside work interferes with performance or the ability to meet the requirements of ResponsiveEd as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with ResponsiveEd.

Outside employment will present a conflict of interest if it has an adverse impact on ResponsiveEd.

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the Chief Executive Officer or designee and based on whether outside employment interferes with the duties of the regular assignment. Outside employment is not to interfere in any way with the efficient performance of duties.

Teachers are not allowed to tutor their students privately for pay.

Performance Evaluation

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. Reports, correspondence, and memoranda can be used to document performance information.

All employees will participate in the evaluation process with their immediate supervisor at least annually. Written evaluations will be completed on forms approved by ResponsiveEd. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Inclement Weather

Every employee's safety and well-being is of the utmost importance. Thus, each employee is strongly encouraged to use their best judgment in determining whether it is safe to travel to work should Administrative Offices remain open during inclement weather.

ResponsiveEd may close schools because of bad weather or emergency conditions. When such conditions exist, the Regional Director will make the official decision concerning the closing. Affected employees will be notified of the decision to close a school based on inclement weather by 6:30 a.m.

Emergencies

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all ResponsiveEd buildings. Employees should know the location of these devices and procedures for their use.

Employee Communications

ResponsiveEd's main method of communication with employees is through the ResponsiveEd e-mail system. Through this system, ResponsiveEd distributes information to employees regarding important issues, concerns, administrative regulations, changes in policies and procedures, and other relevant news. Employees are to check their e-mail daily.

Immigration Law Compliance

ResponsiveEd is committed to employing only United States citizens and aliens who are authorized

to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility NO LATER THAN THE THIRD DAY OF WORK. Former employees who are rehired must also complete the form if they have not completed an I-9 with ResponsiveEd within the past three years, or if their previous I-9 is no longer retained or valid.

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

Nepotism

The employment of relatives (i.e., any person who is related by blood or marriage) in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Although ResponsiveEd has no prohibition against employing relatives of current employees, ResponsiveEd is committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, ResponsiveEd will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

ResponsiveEd will not hire anyone to serve in the chain-of-command of his or her relative. For those supervisor/subordinate relationships that currently exist, the supervisory relative will have no authority to promote or give a raise to their subordinate relative. Instead, the supervisory relative's supervisor will conduct all performance reviews and make any decisions regarding promotion or raises relating to the subordinate relative.

Asbestos Management Plan

ResponsiveEd is committed to providing a safe environment for employees. An Asbestos Management Plan is available on each campus for review during normal school hours.

COMPLAINTS AND GRIEVANCES

Overview

The purpose of this policy is to secure, at the lowest possible administrative level, prompt and equitable resolution of employee complaints and/or concerns. Usually, employee complaints can be resolved simply by an informal conference with the employee's supervisor. For those complaints that cannot be handled informally, ResponsiveEd has adopted the following grievance policy.

This policy provides employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board of Trustees intends that, whenever feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by policy or law, nor shall it be construed to restrict any rights granted by law.

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process.

Neither the Board of Trustees nor the administration shall unlawfully retaliate against any employee for bringing a grievance under this policy.

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within the time specified by applicable law. Time lines for the employee and the school set out in this policy may be shortened to allow the Board of Trustees to make a final decision within 60 days of the initiation of the complaint. A grievance must specify the individual harm alleged. The party incurring them shall pay costs of any grievance.

The prohibition against collective bargaining shall not impair employees' rights to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative that does not claim the right to strike. An employee, or a group of employees, may be represented in a grievance presentation at any level through an attorney or through any other person or organization that does not claim the right to strike. An employee's legal right to present a grievance is satisfied at each level when someone in a position of authority hears the employee's concern; however, that authority is under no legal compulsion to take action to rectify the matter. The Board of Trustees shall provide an opportunity at its regular meetings for employees to present their complaints or grievances for Board consideration.

Definitions

For the purposes of this policy, "days" shall mean calendar days.

For purposes of this policy, the terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

1. grievances concerning an employee's wages, hours, or conditions of work;
2. appeals of decisions made relating to the investigation of specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, disability, or any other basis prohibited by law;
3. appeals of decisions made relating to the investigation of specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights; and

Notices

All notices and documentation required under this policy shall be delivered as follows:

1. By mail to:

Responsive Education Solutions
Employee Grievance
Attn: HR Team
P.O. Box 292730
Lewisville, Texas 75029

2. By e-mail to:
 - a. employeegrievance@responsiveed.com
 - b. Subject heading should read "Employee Grievance."
3. By fax to:
 - a. 866.369.3931
 - b. Subject heading should read "Employee Grievance."
4. In person:

Responsive Education Solutions
1301 Waters Ridge Drive
Lewisville, Texas 75057

Procedures

Level One

An employee who has a complaint that could not be resolved informally shall request a conference with the Campus Director by filing the complaint in writing on a form provided by ResponsiveEd. The form must be filed with the HR Team within seven days of the time the employee knew, or should have known, of the event or series of events about which the employee is complaining. Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the employee did not know the documents existed before the Level One conference. A complaint form that is incomplete in any material way may be dismissed, but may be re-filed with all the requested information if the re-filing is within the designated time for filing a complaint.

The Campus Director shall hold a conference with the employee within seven days of the request. The seven-day timeframe for holding the Level One conference may be extended if mutually agreed to by both the employee and the Campus Director.

The Campus Director shall have seven days following the Level One conference within which to respond. The Announcement of a decision in the employee's presence shall constitute communication of the decision.

Should the complaint involve a problem with the Campus Director, then the Level One conference will be held by the Regional Director or designee.

Level Two

If the outcome of the Level One conference with the Campus Director is not to the employee's satisfaction or the time for a response has expired, the employee may appeal the Level One decision to the Regional Director by filing the appeal notice in writing on a form provided by ResponsiveEd.

Note: In the event that the Level One conference was held by the Regional Director or designee, the Level Two conference shall be held by another Regional Director or designee.

The appeal notice must include a copy of the Level One complaint, a copy of the Level One decision being appealed (if applicable), and a copy of any documents presented at the Level One conference.

The appeal notice must be postmarked or received by the HR Team within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

The Regional Director or designee shall hold a conference with the employee within seven days of the appeal notice. The seven-day timeframe for holding the Level Two conference may be extended if mutually agreed to by both the employee and the Regional Director or designee.

The Regional Director or designee shall have seven days following the Level Two conference within which to respond. The announcement of a decision in the employee's presence shall constitute communication of the decision.

Level Three

If the outcome of the Level Two conference with the Regional Director or designee is not to the employee's satisfaction or the time for a response has expired, the employee may appeal the Level Two decision to the Chief Executive Officer by filing the appeal notice in writing on a form provided by ResponsiveEd. The appeal notice must include a copy of the Level One complaint, a copy of the Level Two appeal notice, a copy of the Level One and Level Two decisions being appealed (if applicable), and a copy of any documents presented at the Level One and Level Two conferences.

The appeal notice must be postmarked or received by the HR Team within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

The Chief Executive Officer or designee shall hold a conference with the employee within 14 days of the appeal notice. The 14-day timeframe for holding the Level Three conference may be extended if mutually agreed to by both the employee and the Chief Executive Officer or designee. The Level Three conference may be held via telephone or video conference at the discretion of the Chief Executive Officer.

The Chief Executive Officer or designee shall have seven days following the Level Three conference within which to respond. The announcement of a decision in the employee's presence shall constitute communication of the decision.

Level Four

If the outcome of the Level Three conference with the Chief Executive Officer or designee is not to the employee's satisfaction or the time for a response has expired, the employee may appeal the Level Three decision to the Board of Trustees by filing the appeal notice in writing on a form provided by ResponsiveEd. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two and Level Three appeal notices; a copy of the Level One, Level Two, and Level Three decisions being appealed (if applicable); and a copy of any documents presented at the Level One, Level Two, and Level Three conferences.

The appeal notice must be postmarked or received by the HR Team within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

The appeal will then be placed on the agenda of a future Board meeting. The Chief Executive Officer or designee shall inform the employee of the date, time, and place of the meeting.

The Board of Trustees is not required to consider documentation not previously submitted or issues not previously presented. The presiding officer may set reasonable time limits. The Board of Trustees shall hear the complaint and may request a response from the school. ResponsiveEd shall make an audiotape record of the Level Four proceedings before the Board of Trustees. The Board of Trustees shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board of Trustees fails to reach a decision regarding the complaint by the end of the next regularly scheduled Board meeting, the lack of a response by the Board of Trustees upholds the decision at Level Three.

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or termination of the employee bringing the grievance, it may be heard by the Board of Trustees in closed meeting unless the employee bringing the grievance requests that it be heard in public. However, if the grievance involves a complaint or charge against another employee or a Board member, it shall be heard in closed meeting unless an open meeting is requested in writing by the employee or Board member against whom the complaint or charge is brought.

Consolidation of Complaints

When the administration determines, in its sole discretion, that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, the complaints may be consolidated.

Modification of Procedures

The Chief Executive Officer may, at his sole discretion, modify this complaint process or require an alternative process, so long as the Board of Trustees retains final authority to hear and decide complaints and concerns brought hereunder.

END OF EMPLOYMENT

Overview

End of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment ends:

1. Resignation: voluntary employment termination initiated by an employee.
2. Discharge: involuntary employment termination initiated by the organization.
3. Layoff: involuntary employment termination initiated by the organization for non-disciplinary reasons.
4. Retirement: voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Final Paycheck

Employees will receive their final pay in accordance with applicable state law. Employees will receive pay for unused vacation, but will not receive pay for unused sick leave. Employees who have used more sick leave than they have earned will have the cost of unearned sick leave deducted from

their final paycheck.

Below are the final paycheck schedules:

1. **Resigning exempt teachers** whose salary is being annualized and employment ends after the last day of instruction will continue to receive paychecks through the end of summer. Insurance will also remain effective through August.
2. **Discharged exempt teachers** whose salary is being annualized whose employment ends after the last day of instruction will also continue to receive paychecks through the end of summer unless they notify us within 3 business days that they wish an immediate payout and insurance to end in June.
3. **Resigning non-exempt (hourly employees)** will be paid on the next scheduled pay date. Insurance goes through the month in which they last worked.
4. **Discharged non-exempt (hourly employees)** will be paid according to Texas payday law, within six days of their last day worked and insurance goes through the month in which they last worked.

Resignation

Employees may resign their positions at any time. A written notice of resignation should be submitted to the HR Team at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

Discharge

Employment with ResponsiveEd is on an “at-will” basis. This means that ResponsiveEd may terminate the employment relationship at will, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Employees and Applicants Convicted of Certain Offenses

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

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

EXCEPTION: ResponsiveEd is not required to discharge or refuse to hire an employee or applicant if the person committed an offense under Title 5 of the Penal Code and:

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

Optional Termination

ResponsiveEd may discharge an employee if ResponsiveEd obtains information of the employee's conviction of a felony or misdemeanor involving moral turpitude that the employee did not disclose to SBEC or ResponsiveEd. An employee so discharged is considered to have been discharged for misconduct for the purposes of Labor Code 207.044 (unemployment compensation).

Appeal

Employees who are discharged have the right to grieve the termination. The discharged employee must follow the ResponsiveEd process outlined in this Handbook when pursuing the grievance (see "Complaints and Grievances," p. 49).

Exit Interviews and Procedures

Exit interviews will be scheduled for employees leaving ResponsiveEd. Those employees separating voluntarily will be asked to complete the Online Employee Exit Survey. This Survey provides ResponsiveEd with helpful feedback relative to the staff member's employment experience. At the conclusion of the Survey, employees will also be asked to provide a forwarding address and phone number.

All ResponsiveEd keys, books, phones, computers, property, and equipment must be returned upon separation from employment. The ResponsiveEd may withhold the cost of any unreturned items from the final paycheck.

Reports to the State Board for Educator Certification

The discharge or resignation of a certified employee will be reported to the SBEC when the Chief Executive Officer first learns about an alleged incident of conduct that involves the following:

1. a reported criminal history;
2. any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor;
3. soliciting or engaging in sexual conduct or a romantic relationship with a student or minor;
4. the possession, transfer, sale, or distribution of a controlled substance;
5. the illegal transfer, appropriation, or expenditure of school property or funds;

6. an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position;
7. committing a crime on school property or at a school-sponsored event; or
8. violating assessment instrument security procedures.

Reports Concerning Court-Ordered Withholding

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

1. termination of employment not later than the seventh day after the date of termination;
2. employee's last known address, and
3. name and address of the employee's new employer, if known.

Withdrawal of TRS Deposits

Employees who have ended employment and wish to withdraw their Teacher Retirement System

("TRS") deposits should complete the TRS form 6, "Application for Refund." This form is available on the TRS website www.trs.state.tx.us/ under Employee forms. This form must be completed by the former employee, and sent to TRS at the address on the form. The Payroll Department will certify the employee TRS account information electronically after being notified by TRS.

STUDENT ISSUES

Equal Educational Opportunities

ResponsiveEd, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability, and/or age in educational programs or activities that it operates or in employment decisions. ResponsiveEd is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as Board Policy not to discriminate in such a manner (not all prohibited bases apply to all programs).

Questions or concerns about discrimination of students on the basis of race, color, religion, sex, national origin, disability, or any other basis prohibited by law should be directed to Rosalinda Gonzalez, Vice President of Academic Services, at 972.316.3663.

Student Records

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

1. All parents of students under 18 unless parental rights have been legally terminated
2. the student (if 18 or older or emancipated by a court), and
3. school officials with legitimate educational interests.

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

Parent and Student Complaints

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

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

Administering Medication to Students

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

Dietary Supplements

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

Student Conduct and Discipline

Students are expected to follow the classroom rules, school rules, and rules listed in the Parent/Student Handbook and Student Code of Conduct. Teachers and Campus Directors are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by the Board. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or Campus Director.

Bullying

ResponsiveEd prohibits bullying as defined by this policy. All employees are required to report student complaints of bullying to the Campus Director. Retaliation against anyone involved in the complaint process is a violation of ResponsiveEd policy.

Definition

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to his or her person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples

Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair ResponsiveEd's ability to investigate and address the prohibited conduct.

Reporting Procedures

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher or the Campus Director. A report may be made orally or in writing.

Notice of Report

Any employee who receives notice that a student has or may have experienced bullying shall immediately notify the Campus Director.

Investigation of Report

If a report is made orally, the Campus Director or designee shall reduce the report to written form.

The Campus Director or designee shall conduct an appropriate investigation based on the allegations in the report. The Campus Director or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the Campus Director or designee shall take additional time if necessary to complete a thorough investigation.

The Campus Director or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Chief Executive Officer or designee.

Action

If the results of an investigation indicate that bullying occurred, ResponsiveEd shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with ResponsiveEd's Student Code of Conduct.

ResponsiveEd may take action based on the results of an investigation, even if ResponsiveEd concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality

To the greatest extent possible, ResponsiveEd shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal the decision in accordance with the school grievance procedure (see "2014-2015" Parent/Student Handbook," "Student or Parent Complaints and Concerns").

RESPONSIVE EDUCATION SOLUTIONS

2015-2016 Employee Handbook – Texas Campuses

Acknowledgment of Receipt and Wage Deduction Authorization

Agreement

The ResponsiveEd Employee Handbook (“Handbook”) contains important information about ResponsiveEd, and I understand that I should consult the Human Resources Director regarding any questions not answered in this Handbook. I have entered into my employment relationship with ResponsiveEd voluntarily, and understand that there is no specified length of employment. Accordingly, either ResponsiveEd or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the Chief Executive Officer may enter into an employment agreement for any specified period of time, or make any agreement contrary to ResponsiveEd’s stated employment-at-will policy, and that any such agreement will only be relied upon by me if it is in writing and signed by the Chief Executive Officer.

Since the information, policies, and benefits described in the Handbook are subject to change at any time, I acknowledge that revisions to the Handbook may occur, except to ResponsiveEd's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Chief Executive Officer of ResponsiveEd has the ability to adopt any revisions to the policies in the Handbook.

Furthermore, I understand that the Handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the Handbook, and I understand that I may ask my supervisor or any employee of the HR Team any questions I might have concerning the Handbook. I accept the terms of the Handbook. I also understand that it is my responsibility to comply with the policies contained in the Handbook, and any revisions made to it. I further agree that if I remain with ResponsiveEd following any modifications to the Handbook, I thereby accept and agree to such changes.

I have been given access to an electronic copy of the Handbook. I understand that I am expected to read the entire Handbook. Additionally, I will print off and sign two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the HR Team at HRForms@ResponsiveEd.com within five business days of the date of receipt. I understand that this form will be retained in my personnel file.

I AUTHORIZE RESPONSIVEED TO DEDUCT FROM MY FINAL PAYCHECK ANY UNEARNED SICK LEAVE WHICH RESPONSIVEED MAY ADVANCE ME FOR MY USE.

Employee Name (Please Print)

Employee Signature

Date

Campus