

Goodwater Montessori Public Charter School

September 29, 2020 Goodwater Board Meeting Agenda

📅 Tue September 29th, 2020

🕒 6:30pm - 8:00pm CDT

📍 Online

<https://us02web.zoom.us/j/87251180081?pwd=eWp2bjMrbForcEY4OXMxdDJKT3AwZz09>

THIS MEETING WILL BE CONDUCTED BY TELEPHONE CONFERENCE AND/OR VIDEO CONFERENCE IN ACCORDANCE WITH THE GOVERNOR'S AUTHORIZATION CONCERNING SUSPENSION OF CERTAIN OPEN MEETING LAW REQUIREMENTS FOR COVID-19 (CORONAVIRUS) DISASTER.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during the course of the meeting, discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

1. **Call To Order**

Expected in attendance: Carl Illig, Kathy Trullender, Mary Evelyn Bowling, Kimber Fuccello and Christopher Hinds. The following staff are expected in attendance: Dr. Bruce Tabor, Marcy Steward, Christi Cowden, Cheniese Armstrong and Michele Morales.

2. **Public Comments**

Speakers will be allocated 2 minutes for public comments on matters of public interest.

3. **Oral Superintendent/CEO Report - Dr. Bruce Tabor**

4. **Consent Agenda**

a. **Superintendent/CEO Report**

- b. **Director of Admissions Report**
- c. **Director of Business Operations Report**
- d. **Director of Special Education Report**
- e. **Minutes from August 25, 2020 Board Meeting**
- f. **Minutes from September 8, 2020 Board Meeting**
- g. **Employee Handbook**

5. **Discussion and Action Items**

- a. **Policy Updates**
- b. **Conflict of Interest Statements**
- c. **PPP Forgiveness Application**
- d. **Asynchronous Education Plan**

6. **Closed Session**

Per Texas Government Code section §551.074 to discuss Personnel matters and Per Texas Government Code section §551.071 for a consultation with the school attorney.

7. **Matters From Closed Session**

- a. **Discussion and Possible Action Regarding Discussions in Closed Session**

8. **Announce Date and Time of Next Board Meeting**

9. **Adjourn**



Superintendent Report
09/29/2020

SUMMARY OF PHASED IN RETURN TO CAMPUS

1. I would like to take this time to thank our entire staff for the incredible job in preparing our school, teaching remotely from August 20, 2020 to September 16, 2020.
2. I want to thank the on campus teaching staff for not only guiding our students online but for the added responsibility of coming to school and setting up your communities to begin guiding students on campus which began September 17th. The communities look awesome. I also want to thank our Special Education team for working with students both online and in person since August 20th to support our students and families. Being flexible and accommodating working families provided special services to our students. To our support staff that put in many hours preparing the school, to the board for their support during the entire spring and summer, and for the assistance during the return of our students. I also want to thank the administration team for all of the work that has been done to support students, staff, and families during this unprecedented time. Finally, to our families for staying with us during the spring and returning this fall in this time of uncertainty about what fall holds for all of us, I thank you.

COVID CONTINGENCIES FOR RETURNING TO SCHOOL

1. Our protocols are in place for making sure we do everything we can to ensure the safety of our students, staff, and families.
2. The students are doing well to keep their masks on, washing their hands, and social distancing.
3. I do want to reiterate for everyone this evening that doing the COVID self check with your students each morning before leaving home is a very important part of keeping our students and staff safe. Failing to do the self check at home puts all of our students and staff at risk. Please remember to do this important step before coming to school

ACADEMICS

1. We have completed our Asynchronous Education Plan required by TEA that outlines how we will deliver this year's remote learning for students who have chosen to stay at home. I want to thank each level for their contributions to this plan. This Education Plan is a living document that will continue to be tweaked as we move forward this school year.
2. I want to remind parents that selections for the second nine week will open on October 1st and close on October 14th. If your student is remote and wants to move to on campus, or if your student has been on campus and you would like to switch to remote this will be the time to request your preference. We will review the population breakdown to determine student placement. Just a reminder that if you switch locations there is a good chance that the Guide assigned to your student will be different.
3. Beginning October 5th-October 9th, students in 3rd-8th grade will do their first NWEA MAP assessment to determine their starting point for the 2020-2021 school year. We will compare where your student is now to where your student was in 2019. Our goal is to determine how much regression has occurred and what steps we need to take immediately to begin shoring up their biggest areas of opportunities. We expect some regression because of summer but we are concerned about how much regression was caused by the sudden shift from on campus instruction last spring to remote learning. We will be providing much more details once we analyze where our students currently are. The second benchmark will be done in December, and the third will be done in March, 2021.
4. Once we have all of the data from our MAP Assessments we will be setting Response to Intervention (RTI) to provide additional support for our students.

PERSONNEL

1. We are continuing our search for the following positions:
 - a. Director of School Instruction
 - b. Montessori Coach
 - c. School Improvement Coordinator
 - d. Primary Guide
 - e. Two Lower Elementary Assistants
 - f. One upper Elementary Assistant
 - g. One Adolescent Assistant
 - h. We are also looking for substitute teachers that are willing to work both online and remote. If you are interested please go to our website and fill out an application to be a substitute teacher.

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Georgetown, TX 78626
www.goodwatermontessori.org
512-931-9666

FACILITIES

1. The isolation space (The Bubble) is ready for the start of on campus school instruction.
2. The COVID Contingency Plan for Reopening School continues to be developed. The week of August 24th administration will be participating with the WCCHD to learn more about what to do in different scenarios relating to the handling of COVID infections at school and the proper mitigation procedures. This plan will be presented to the Board at the September 8th Supplemental Meeting along with the waiver for extending the remote instruction for an additional four weeks if the school cannot open because of recommendations from the state and local health authorities.
3. Additional Picnic Tables have been purchased to go outside for student use.

COMMITTEES

The school has the following committees and we encourage participation from parents/caregivers, staff, and board members. The upcoming dates of these meetings will be held virtually.

1. The School Safety Committee
 - a. Next Meeting - October 6, 2020 at 3:00 pm.
2. The Technology Committee
 - a. Next Meeting - October 20, 2020 at 3:00 pm.
3. The School Improvement Committee
 - a. Next Meeting - October 8, 2020 at 3:00 pm.
4. The Diversity/Anti-Bias/Anti Racism (ABAR) Committee
 - a. Next Meeting - October 15, 2020 at 3:00 pm
5. The Socio-Emotional Committee
 - a. Next Meeting - October 14, 2020

TECHNOLOGY

The school has signed a contract with CMIT Solutions to provide Technology support for our school.

I do want to recognize our entire staff for all the time and effort that has been put into preparing our school for both remote and in person instruction. The many hours that our Guides and Assistants have put into this difficult and challenging work has been incredible. Our support staff has put in many hours working to help organize all of the

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COVID supplies, computers, tablets, school lunch program, and in the assistance of getting our new remote learning platforms set up, as well as our ASEP staff who have worked to help with materials for our guides to use in their communities.

This concludes my report.

Kindest Regards

Dr. Bruce

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**DIRECTOR OF ADMISSIONS REPORT
SEPTEMBER 29th, 2020
BOARD MEETING**

Enrollment Update as of September 22, 2020

Our enrollment is down from the time of the last board meeting. We have admitted students over the last month but have also had withdrawals we cannot replace because our in-person communities are at capacity.

Learning Location Change Form

On October 1st we will make a form available to parents who wish to change their students' learning location for the 2nd Quarter. That form will be due October 14th at 5 PM in compliance with TEA's guideline that schools cannot require parents to commit more than 2 weeks before the start of the quarter. The 2nd Quarter begins on October 29th.

Charter School Waitlist Submission to TEA

Due on October 30th, 2020

Charter School Waitlist was implemented based on legislation passed during the last session in 2019. All Open Enrollment Charters must submit this data collection to report to TEA the following information:

- Current Enrollment by Charter Campus
- Enrollment Capacity per Charter*
- Charter has a Waitlist – Yes or No
- If Charter has a Waitlist, students on the waitlist as of Friday, September 25, 2020 will be reported with student demographic data, entry grade level and Charter School Waitlist Indicator (new data element)



Director of Business Operations Board Meeting Report
September 29, 2020

FSP:

- FSP: Estimates: \$3,226,787
 - Budget \$3,218,000
 - Accelerated Payment Schedule

Debt Utilization:

- Paycheck Protection Program SBA Loan
 - **\$358200**
 - Submitted for Forgiveness

Additional Funding

- Elementary and Secondary School Relief Fund (ESSER) \$10,034 federal grant NOGA
- Operation Connectivity
 - Georgetown Health Foundation Grant



Director of Special Education Board Report
Cheniese Armstrong Siko

Special Programs Instruction 2020-2021

- Speech therapist turnover yet again. New virtual and in-person Speech therapists to start next week
- Still have not been able to find an in-person OT provider, so all OT sessions will remain with the virtual Occupational Therapist for now

SpEd numbers and Data

- SpEd students: 32
 - SpEd service minutes:
 - Special Education Resource Minutes: 2,660
 - Speech minutes per week: 1,125
 - Occupational Therapy minutes per week: 190
 - Counseling minutes per week: 150
 - Dyslexia minutes per week: 375
 - Total overall SpEd minutes per week: 4,500
- 504 students: 15
 - 504 service minutes per week: 200
- ESL students: 27
 - ESL service minutes per week: 810
- Current number of initial Consents for Evaluation to be completed starting in September: 13



GOODWATER MONTESSORI
Public Charter School

Employee Handbook
2020-2021

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DISCLAIMER: Employee At-Will Status

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

Status as an at-will employee may not be changed except in writing signed and approved by the Board of Directors. Employment at-will is the sole and entire agreement between GOODWATER MONTESSORI SCHOOL and you concerning the duration of your employment, and the circumstances under which your employment may be terminated.

Nothing in this Handbook is to be construed as creating an employment contract or agreement. No one other than the Board of Directors and/or the Superintendent has the authority on behalf of GOODWATER MONTESSORI SCHOOL to alter an employee's at-will employment arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Board of Directors and/or the Superintendent.

GOODWATER MONTESSORI SCHOOL reserves the right to amend or withdraw any or all provisions of the personnel handbook at any time with or without notice.

1. INTRODUCTION

1.1. Welcome to GOODWATER MONTESSORI SCHOOL

Dear Colleagues:

On behalf of the School Board, the CORE Leadership Team, and returning colleagues, we would like to welcome you to Goodwater Montessori Public Charter School. Our mission is to provide an exceptional Montessori education for all children and their families, encouraging a life-long love of learning and active participation in communities and the world beyond school. You have been carefully selected to become a partner in this endeavor, which will bring the mission alive for our students.

We hope your experiences will be productive, satisfying and of long-term tenure at one of the finest public charter schools in Texas. Goodwater Montessori Public Charter School strives to create an exciting, challenging, and rewarding work environment. We want you to build successful relationships at Goodwater Montessori Public Charter School, and we welcome your insights for a happy educational community.

This Employee Handbook has been prepared to assist you in becoming familiar with Goodwater Montessori and its personnel standards and procedures. These are based on the Texas Education Agency rules and other requirements for public schools in Texas. You may have heard the expression, “get out of the box”, which is another way to say we encourage your collaboration and creativity. There are two exceptions. As you review this handbook please remember the “two boxes” that we never get out of. They are the Ethical Box and the Legal Box. We respect these standards and are careful to support a culture of integrity, and the rule of law. Communication, Collaboration, Creativity, and Critical Thinking are the cornerstones of our educational community. You will hear a lot about these best practices throughout the year. Please read our Employee Handbook carefully and if you have questions or concerns, you may speak with Marcy Steward, Director of Business Operations.

On behalf of Goodwater Montessori Public Charter School’s extended family, thank you for joining us. We look forward to working with you.

Kindest Regards,
Dr. Bruce Tabor
Superintendent/CEO

1.2. About this Personnel Handbook

The purpose of this personnel handbook is to provide employees with a source of information about GOODWATER MONTESSORI SCHOOL's procedures and policies. The policies and procedures in this handbook are to serve as guidelines. Although GOODWATER MONTESSORI SCHOOL has tried to be comprehensive, the handbook does not, and cannot, include procedures and policies which address every situation that may arise. Such a list would be limitless.

GOODWATER MONTESSORI SCHOOL has, and reserves, the right to adopt new procedures and policies, or modify, alter, change or cancel existing policies and procedures at any time. Violation of any board policy or a provision within this handbook may lead to disciplinary action up to and including discharge from employment.

Questions regarding this handbook or any of the policies/procedures should be directed to your supervisor or to the Human Resources Department.

1.3. About GOODWATER MONTESSORI SCHOOL

Mission, Vision, Values

Goodwater Montessori Public Charter School was created by WilCo Montessori Partners, Inc., a group of Montessori educators and parents in Williamson County, Texas.

With work begun in 2013, supporters submitted a charter application to the Texas Education Agency in 2015. In July 2016, the Texas State Board of Education approved Goodwater's opening in August 2017.

Goodwater enrolls approximately 410 students ages 3-14 in Primary, Lower Elementary, Upper Elementary and Adolescent (middle school) programs. We are located at 710 Stadium Drive (County Road 151), Georgetown, Texas, 78626.

Our Mission

To provide an exceptional Montessori education to all children and their families, encouraging a life-long love of learning and active participation in their communities and the world.

Our Vision

To develop conscientious citizens who approach their world with confidence, creativity, and collaboration.

Our Values

Diversity, Independence, Joy, Passion, and Respect.

Our Goals

- Provide a tuition-free Montessori Charter School in Williamson County, Texas
- To offer the child-centered Montessori methodology, with mixed-age classrooms and a low teacher-to-student ratio.
- To employ inviting, manipulative materials, helping teachers to guide children to cultivate concentration, motivation, self-discipline, creativity, and a life-long love of learning.

1.4. Acknowledgement of Receipt of Personnel Handbook

The information contained in this personnel handbook is important and I should consult with the Director of Business Operations if I have a question that is not answered in this handbook.

I acknowledge that the Goodwater Montessori School personnel handbook does not create an employment contract or otherwise modify my at-will employment status. I understand that no one has the authority to alter my at-will employment status, or to guarantee my employment for a specific period of time, unless it is approved by the board of directors, in writing, and signed by both myself and the chair of the board of directors.

I understand that Goodwater Montessori School may amend or withdraw any or all portions of this handbook at any time. I understand that it is my responsibility to comply with the board policies and the provisions in this handbook, including any revisions, and that failure to comply may lead to disciplinary action. I further acknowledge that any revised information may supersede, modify, or eliminate existing provisions within this handbook. By remaining employed by Goodwater Montessori School following any modifications to this handbook, I thereby accept and agree to such changes.

I acknowledge that I have read this handbook and agree to read any amendments of the handbook. Specifically, by signing this form, I acknowledge that I have read, understood, and agree to comply with all policies in this handbook.

I hereby sign and date this Acknowledgment of Receipt and return it to the Director of Business Operations. I understand that a copy of my signed form will be retained in my personnel file.

Print Employee's Name

Date

Employee's Signature

1.5 Open Door Policy

GOODWATER MONTESSORI SCHOOL has adopted an Open-Door Policy for all employees. The purpose of our Open-Door Policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our Open-Door Policy means that employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other school administrator.

The GOODWATER MONTESSORI SCHOOL values each employee and strives to provide a positive work experience. By listening to you, the GOODWATER MONTESSORI SCHOOL is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions. The Open-Door Policy is not a substitute for a formal complaint. If an employee has a formal complaint or grievance, the employee should timely pursue it in accordance with this Handbook.

2. STARTING YOUR JOB

2.1. Accuracy of Information

GOODWATER MONTESSORI SCHOOL relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Employees are expected to provide truthful and accurate information in connection with their employment at GOODWATER MONTESSORI SCHOOL.

Any misrepresentations, falsifications, or material omissions in this information or data may result in GOODWATER MONTESSORI SCHOOL's exclusion of the individual from further consideration for employment or, if the person has been hired, termination from employment.

2.2. Employment Application & Other Forms

New employees are asked to review and/or complete the following forms:

- Employment Application
- W-4 Employee's Withholding Allowance Certificate
- I-9 Employment Eligibility Form
- Signed Hire Letter
- Employee Election Form to Withhold Certain Information from Public Access
- Acknowledgement of Receipt of Personnel Handbook
- Authorization for Direct Deposit
- Applicable Healthcare/Benefit Forms
- Notice Regarding Workers Compensation Benefits
- Pre-Employment Affidavits

Current employees may be required to update or execute any of the above forms. Any employee who fails or refuses to complete the above forms or to provide GOODWATER MONTESSORI SCHOOL with requested documentation in a timely manner may be subject to the loss of employment benefits, the delay of employment benefits, disciplinary action, or withdrawal of the employment offer.

2. Fair Credit Reporting Act

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

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

In the event GOODWATER MONTESSORI SCHOOL relies on a "consumer report" for an "adverse action" as defined by the Fair Credit Reporting Act and regulation – i.e., denying a job application,

reassigning or terminating an employee, or denying a promotion – GOODWATER MONTESSORI SCHOOL will take the following action(s):

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

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

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

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

2.3. Pre-and Post Offer Medical Testing

Employees may be required to submit to certain medical tests (including drug testing) before beginning employment with GOODWATER MONTESSORI SCHOOL.

2.4. New Hire Reporting

Federal and state law requires GOODWATER MONTESSORI SCHOOL to provide information about all new or rehired workers to the Employer New Hire Reporting Operations Center in the Texas Office of the Attorney General.

2.5. Criminal History Background Checks

GOODWATER MONTESSORI SCHOOL will obtain criminal history records from a law enforcement or criminal justice agency for all prospective volunteers and applicants for employment as required by Chapter 22 of the Texas Education Code prior to employment or the commencement of volunteer service. Additionally, as allowed by state law, criminal history checks of employees (or volunteers whose duties are performed where students are regularly present) may be obtained at any time during employment or volunteer services.

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

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

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

2.6. Pre-employment Affidavit for Applicants and Applicants Offered Employment

All applicants for employment for educator positions (as defined by Texas Education Code §21.003) must submit a pre-employment affidavit indicating whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

An applicant offered employment for an educator position (as defined by Texas Education Code §21.003) must submit a Pre-Employment Affidavit for Applicant Offered Employment prior to the start of employment with GOODWATER MONTESSORI SCHOOL. The Pre-Employment Affidavit must be signed by a notary public. GOODWATER MONTESSORI SCHOOL offers applicants the opportunity to have the affidavit notarized for free by GOODWATER MONTESSORI SCHOOL.

2.7. Prohibition Against Employing Individuals Convicted of Certain Offenses

GOODWATER MONTESSORI SCHOOL may not hire an individual who is prohibited from serving as an officer or employee of an open-enrollment charter school under Texas Education Code § 12.120(a). Additionally, GOODWATER MONTESSORI SCHOOL shall discharge or refuse to hire an employee or applicant for employment if it obtains information through a criminal history review that:

1. The employee or applicant has been convicted of or placed on deferred adjudication community supervision for an offense for which a defendant is required to register as a sex offender under Chapter 62, Code of Criminal Procedure; or:
2. The employee or applicant has been convicted of:
 - a. A felony under Penal Code Title 5, if the victim of the offense was under 18 years of age at the time the offense was committed, or
 - b. An offense under the laws of another state or federal law that is the equivalent to an offense under item 1 above (relating to registration as a sex offender).

However, while GOODWATER MONTESSORI SCHOOL may not be required by law to discharge or refuse to hire an employee or applicant if the person committed an offense under Title 5, Penal Code, and:

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

GOODWATER MONTESSORI SCHOOL may make employment decisions in accordance with its policy regarding employment of personnel with criminal histories (or arrested or charged with a criminal offense). GOODWATER MONTESSORI SCHOOL's policy regarding employment of personnel with criminal histories is as follows:

As allowed by Commissioner of Education rule, a person may not serve as a GOODWATER MONTESSORI SCHOOL officer or employee if the person has been convicted of:

1. A misdemeanor involving moral turpitude or any felony;
2. An offense listed in Texas Education Code § 37.007(a); or
3. An offense listed in Code of Criminal Procedure, Article 62.001(5).

Additionally, GOODWATER MONTESSORI SCHOOL shall discharge or refuse to hire a person listed on the registry of persons not eligible for employment in Texas schools, as maintained and made available by the Texas Education Agency ("TEA").

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

Except as required by state or federal law or as determined by GOODWATER MONTESSORI SCHOOL to be in the best interest of student and employee safety (and in accordance with applicable law), GOODWATER MONTESSORI SCHOOL does not automatically prohibit employment or refuse to consider an application for employment solely on the grounds that an applicant/employee has a prior criminal record. GOODWATER MONTESSORI SCHOOL does not prohibit employment or refuse to consider an application for employment based solely on the grounds that the applicant/employee has been arrested. Instead, GOODWATER MONTESSORI SCHOOL reviews these circumstances on a case-by-case basis.

GOODWATER MONTESSORI SCHOOL reserves the right to annually (or more frequently) perform criminal history record checks on current employees.

2.8. Fingerprinting

In accordance with state law, GOODWATER MONTESSORI SCHOOL requires all employees and substitutes to complete the fingerprinting process implemented by the SBEC and the Texas Department of Public Safety ("TDPS") prior to employment.

2.9. Arrest & Conviction Occurring after Employment Begins

An employee must notify his or her Principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
- Crimes involving moral turpitude.

Moral turpitude includes, but is not limited to: (a) dishonesty; (b) fraud; (c) deceit; (d) theft; (e) misrepresentation; (f) deliberate violence; (g) base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; (h) crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance; (i) felonies including driving while intoxicated; and (j) acts constituting abuse or neglect under SBEC rules. If an educator is arrested or criminally charged, the Superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

The requirement to report a criminal history after employment begins shall not apply to minor traffic offenses. However, a first offense of DWI or DUI must be reported if the employee drives or operates (or is authorized to do so) a GOODWATER MONTESSORI SCHOOL vehicle or other mobile equipment. Failure to timely report may result in disciplinary action, up to and including termination.

Conviction may not be an automatic basis for termination, unless the conviction makes an employee ineligible for employment in a Texas public school. GOODWATER MONTESSORI SCHOOL shall consider the following factors (or other appropriate considerations as deemed by GOODWATER MONTESSORI SCHOOL) in determining what action, if any, should be taken against an employee who is convicted of a crime during employment:

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

2.10. Personnel Records

GOODWATER MONTESSORI SCHOOL maintains a personnel file on each employee. This file includes the employee's job application, résumé, records of training, documentation of performance appraisals and salary increases, and other employment records.

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

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

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

Employees who wish to review their own personnel file should contact Marcy Steward, Director of Business Operations.

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

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

Please complete and return to Marcy Steward, Director of Business Operations the “Texas Government Code § 552.024 Public Access Option Form” included with this Handbook if you wish to opt-out and have the above-identified information “exempted” from disclosure under the TPIA. New or terminated employees have 14 days after hire or termination to submit a request; otherwise, personal information will be released to the public in accordance with the TPIA. A request to deny public access to personal information is effective only for public information requests made after the date the employee submits to Director of Business Operations the request to deny access. With respect to certain medical information protected by state and federal law and evaluation documents exempted from disclosure under state law, GOODWATER MONTESSORI SCHOOL will seek to exempt and protect such documentation from disclosure to the extent permitted by law.

2.11. Minimum Qualifications for Principals and Teachers, and Notification to Parents Regarding Teacher Qualifications

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

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

2.12. Health Safety Training

Certain employees (i.e. physical education teachers and coaches) who are involved in physical activities for students must maintain and submit to Marcy Steward, Director of Business Operations proof of current certification in first aid, cardiopulmonary resuscitation, and the use of an automated external defibrillator. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to Director of Business Operations at the start of each school year and each time the employee is re-certified.

2.13. Textbook and Materials Acquisition

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

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

2.14. New Employee Orientation

During the first few weeks of employment, an employee must attend an orientation that will include

the following subject areas:

- A review of this personnel handbook;
- A tour of the campus;
- Receipt of credentials necessary for parking, access to the school building and computers, and other materials as appropriate for the employee's employment position;
- Prevention techniques for, and recognition, of sexual abuse and other maltreatment of children.
- Benefits Enrollment Information
- School Safety Plan
- Training on Raptor, PEIMS, Attendance, Transparent Classroom and other systems as needed

2.15. Employee Election Form to Withhold Certain Information from Public Access

Employees of Goodwater Montessori School may elect whether to keep certain information about them confidential and not subject to disclosure under the Texas Public Information Act. Unless an employee chooses to keep it confidential, the following information about an employee of GOODWATER MONTESSORI SCHOOL may be subject to public release if requested under the Texas Public Information Act:

- Home Address
- Home Telephone Number
- Social Security Number
- Emergency Contact Information
- Information that reveals that the individual has family members

Employees must complete and submit the Public Access Option Form to the Director of Business Operations no later than the 14th day after the date the employee begins employment with GOODWATER MONTESSORI SCHOOL to keep certain information about them confidential under the Texas Public Information Act. Director of Business Operations shall provide the employee with the Public Access Option Form upon employment with Goodwater Montessori School.

3. REPORTING TO WORK

3.1. Official GOODWATER MONTESSORI SCHOOL Office Hours

During the school year, standard hours of operation in the administrative office areas are from 7:30 a.m. until 4 p.m. Students are in session from 7:55 a.m. until 3:15 p.m.

Summer office hours are from 9:00 a.m. until 12:00 p.m., Monday through Thursday. Closed Friday.

3.2. Regular Work Schedules

GOODWATER MONTESSORI SCHOOL has a standard workweek of forty (40) hours per week. Scheduled hours for employees may vary from department to department.

All full-time, non-exempt employees generally work a Monday through Friday schedule of forty (40) hours divided into (5) eight-hour workdays unless a different schedule is approved in writing by the employee's supervisor. Non-exempt employees must have prior written approval before working overtime.

Exempt employees are expected to work the hours necessary to complete their assigned work to the satisfaction of their supervisor without regard to scheduled hours and without expectation of additional compensation.

All employees are expected to be at work during their scheduled office hours unless otherwise required or approved by the employee's supervisor.

3.3. Attendance

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

Absence

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

Excessive Absenteeism or Tardiness

Excessive absenteeism, tardiness, and leaving work prior to the designated time constitute grounds for any of the following disciplinary action:

- Disciplinary probation.
- Denial of pending or future promotion.
- Production of medical certification of reason or reasons for absences and/or tardies.
- Any other appropriate disciplinary measure, including suspension or termination of employment.

Notice of Unexpected Absence

When employees who have not given advance notice find that they cannot report for work, they are

required to notify their supervisor and/or the Principal within the first working hour each day of the absence. Notification to an employee other than the appropriate supervisor and/or Principal is insufficient.

Failure to Give Notice – Job Abandonment and Voluntary Resignation

Failure to provide notification of an absence to a supervisor for three consecutive workdays (unless prevented by circumstances beyond the employee's control) may be considered job abandonment and/or voluntary resignation on the last day worked, in accordance with applicable federal and state law, and GOODWATER MONTESSORI SCHOOL will process the work separation as a voluntary resignation on the employee's part.

In the event of a voluntary resignation, all school-owned property (e.g., keys, uniforms, etc.) must be returned immediately to Goodwater Montessori School.

No payment shall be made for accrued and unused sick leave or any other type of leave upon voluntary resignation or job abandonment, regardless of whether or not the employee provided advance notice of resignation.

Notice of Resignation

An employee voluntarily resigning employment is requested to provide notice of resignation to his or her supervisor as follows:

- One month advance notice of resignation by teachers and other exempt employees.
- Two weeks advance notice of resignation by non-exempt employees.

4. TIME AWAY FROM WORK

4.1. Holidays & School Breaks

GOODWATER MONTESSORI SCHOOL will be closed during the following recognized school holidays:

- Labor Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day

Additionally, during the following dates, GOODWATER MONTESSORI SCHOOL will be closed for school break:

Each year, the Board of Directors will establish a school calendar indicating school holidays, and closures. This calendar is distributed to each Goodwater Montessori School employee.

- Fall Break, October 12-16, 2020
- Thanksgiving Break, November 23-27, 2020
- Winter Break, December 21, 2020 - January 1, 2021
- Spring Break, March 15-19, 2021
- See Board adopted school calendar 2020-2021 for additional dates

4.2. Local Personal Leave

Local Vacation Leave.

GOODWATER MONTESSORI SCHOOL does not offer Local Vacation Leave.

Local Personal Leave.

Each full-time employee is entitled to 1 day of personal leave for each month worked (10 month employees = 10 days, 11 month employees = 11, 12 month = 12).

Non-Discretionary Leave.

Non-discretionary leave is leave that is unforeseen, such as injury or illness. In cases of nondiscretionary leave requests, employees are required to contact their immediate supervisor at least one (1) hour before their shift begins. If an employee is out for 3 or more days due to an illness, the employee must submit a doctor's release upon return to work.

Discretionary Leave.

Discretionary leave is leave that is foreseeable and planned. Discretionary leave is subject to the following limitations:

- The employee shall submit a request for discretionary use of personal leave to the Director of Operations at least five days in advance of the requested date. In deciding whether to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or school operations, as well as the availability of substitutes

- Discretionary personal leave may not ordinarily be taken on blackout days as defined annually in the Employee Handbook, but the Superintendent/CEO is authorized to make exceptions to this policy as he or she determines appropriate to accommodate the employee without compromising the interests of the students.

Roll over of Local Leave

All eligible employees will be allowed to roll over up to 5 unused personal leave days as follows:

- Roll over days can accumulate up to 15 days,
- The employee is required to complete the proper forms for requesting use of roll over days,
- Staff who resign, are terminated, or do not have their letters of understanding renewed at the end of the school year will lose any and all roll over days without compensation.

Extended Sick Leave

After all available personal days and any comp time have been exhausted, an eligible employee shall be granted in a school year a maximum of 10 days of paid extended sick leave to be used only for the employee's own personal illness or injury or absence due to the catastrophic illness or injury of a member of the employees' immediate family.

The following conditions apply for use of Extended Sick Leave:

- Extended Sick Leave is available to full time employees only,
- A written request for extended sick leave must be accompanied by medical certification of the illness or injury,
- Extended sick leave can only be used by an employee one time per school year.

Maternity Leave

After all available personal days and any comp time have been exhausted, an eligible employee shall be granted in a school year a maximum of 10 days of paid maternity leave. The school also complies with all sections of the Family Medical Leave Act as described in the legal policy.

The following conditions apply for use of Maternity Leave:

- Maternity Leave is available to full time employees only,
- A written request for Maternity Leave must be accompanied by medical certification of the condition,
- Employee has been employed for at least six months

Blackout Dates:

Unless previously approved by the Superintendent/CEO, local personal leave may not be taken on the following Blackout Dates:

- August 1, 2020 – August 21, 2020
- September 4, 2020
- September 8, 2020
- September 21, 2020
- October 9, 2020
- October 19, 2020
- November 20, 2020
- November 30, 2020
- December 18, 2020
- January 4, 2021 – January 6, 2021
- January 15, 2021
- January 19, 2021
- February 16, 2021
- March 22, 2021
- April 1, 2021
- April 29, 2021
- May 24, 2021 – May 27, 2021

Approval for Local Personal Leave.

At least 5 days prior to the anticipated absence, employees are required to complete an Employee Request for Leave Form and submit it to the Director of Business Operations for approval. For unexpected illnesses of an employee or of an employee's family member, employees are required to submit a completed Employee Request for Leave Form no later than the day that the employee returns to work.

4.3 State Leave

Under the State of Texas' minimum personal leave program, which is codified in Section 22.003 of the Texas Education Code, public school district employees receive five days per year of personal leave that has no limit on accumulation and is transferable among school districts. This program does not apply to charter schools. Accordingly, GOODWATER MONTESSORI SCHOOL does not honor state leave days. State leave days may not be transferred to or used by any former school district employee during the employee's employment tenure with GOODWATER MONTESSORI SCHOOL.

4.4. Family Medical Leave

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

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

The following text is adapted from the federal notice, *Employee Rights Under the Family and Medical Leave Act*. Specific information that GOODWATER MONTESSORI SCHOOL has adopted to implement the FMLA follows this general notice.

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; or
- For qualifying exigencies related to the deployment or military service of a family member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employee has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-497-9243) TTY: 1-877-889-5627

www.dol.gov/whd

Local FMLA Guidelines

Calculating FMLA Leave Year

GOODWATER MONTESSORI SCHOOL uses the following method to establish the 12-month period in which FMLA leave may be used: A fixed 12-month period from August 1 through July 31.

Use of Paid Leave

FMLA leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. GOODWATER MONTESSORI SCHOOL will designate the leave as FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses

Spouses who are employed by GOODWATER MONTESSORI SCHOOL are limited to a combined total of 12 weeks of FMLA leave to care for a parent with a serious health condition, or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave

When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. GOODWATER MONTESSORI SCHOOL does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty

An employee that takes FMLA leave due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, GOODWATER MONTESSORI SCHOOL shall provide a list of essential job functions (e.g., job description) to the employee with the FMLA designation notice to share with the health care provider.

Reinstatement

An employee returning to work at the end of FMLA leave will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FMLA entitlement, and GOODWATER MONTESSORI SCHOOL will maintain the employees group health insurance and reinstate the employee at the end of the leave according to school policy and procedure.

Failure to Return

If, at the expiration of FMLA leave, an employee is able to return to work but chooses not to do so, GOODWATER MONTESSORI SCHOOL may require the employee to reimburse GOODWATER MONTESSORI SCHOOL's share of insurance premiums paid during any portion of FMLA leave when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from GOODWATER MONTESSORI SCHOOL, the school may not require the employee to reimburse GOODWATER MONTESSORI SCHOOL's share of premiums paid.

Contact

Employees that require FMLA leave or have questions should contact Marcy Steward, Director of Business Operations, at 512-966-5484, marcy.steward@goodwatmontessori.org, for details on eligibility, requirements, and limitations.

4.5. Bereavement Leave

In the event that a full-time employee experiences the death of an immediate family member, GOODWATER MONTESSORI SCHOOL will provide up to 3 days of paid time off. An employee may request to use additional vacation or personal paid leave time if the employee has such leave available. An immediate family member is defined as a spouse, child or step-child, parent, grandchild, grandparent, sibling, father-in-law, and mother-in-law.

4.6. Military Leave of Absence

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

Temporary (Two-Week) Military Leave

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

All Other (Extended) Military Leave

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

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

4.7. Jury Duty/Court Appearance

GOODWATER MONTESSORI SCHOOL may not discharge, threaten to discharge, intimidate, coerce, reduce the salary, or otherwise penalize or discriminate against an employee because of the employee's compliance with a summons to appear as a juror or a grand juror. A leave of absence for jury or grand jury duty will be granted to any employee and will be compensated at his or her regular daily or hourly rate for each day of absence due to jury or grand jury duty, up to a total of ten days of paid absence per school year. Employees must present documentation of the service and may keep any compensation they receive. A summons to appear is not proper documentation

of the service. If an employee is released early, he or she must return to work. Consideration will be given on a case-by-case basis for travel time.

Employees will be granted leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees must submit documentation of their need for leave for court appearances to their supervisor and Director of Business Operations. GOODWATER MONTESSORI SCHOOL will not discharge, discipline, or otherwise penalize an employee because he or she complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.

4.8. Voting Leave

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

4.9. Workers' Compensation Leave

GOODWATER MONTESSORI SCHOOL does not have workers' compensation insurance. Employees should immediately notify their supervisor of any injuries sustained during the course of their employment. If required, any workers' compensation leave will be provided in accordance with state law.

4.9 Optional Unpaid Leave

With the express written permission of the employee's direct supervisor and the charter school superintendent, any employee may be permitted to take unpaid leave for up to one school year for any professional or personal reason determined acceptable by the charter school superintendent. Unless otherwise required by law, the employee will not be entitled to any compensation or employment benefits during the period of the employee's unpaid leave. Upon return from the unpaid leave, the employee will be eligible for reemployment with Goodwater Montessori School; however, the employee may be subject to reassignment to a different position than the position held prior to the leave of absence and a different rate of pay.

4.10 Professional Development

Eligible employees in an approved professional development program will be eligible for up to 5 days of leave to fulfill mandatory training requirements of the program. Additional days must be taken when school is not in session or will be deducted from employees Local Leave.

4.11 Concurrent Use of Leave

If an employee is simultaneously eligible for paid leave and unpaid leave, to the extent permitted by law, the employee's paid leave shall run concurrently with the employee's unpaid leave.

4.12 Recording Leave and Absences

Employee leaves and absences will be recorded in quarter-day (2 hour) increments. The employee's supervisor is responsible for determining whether an absence qualifies as quarter-day, half-day, three-quarter-day or full day subject to the following guidelines:

Any absence more than one hour but less than two hours will be considered quarter-day (.25)
Any absence over two hours but less than four hours will be considered half-day (.5)

Any absence over four hours but less than six hours will be considered three-quarter-day (.75)

Any absence over six hours but less than eight hours will be considered full-day (1).

Employees that are habitually tardy are subject to disciplinary procedures up to and including termination.

4.13. Extended Absences from Duty

Abandoning Work. An employee who misses three days of work without directly notifying the employee's supervisor is considered to have abandoned the employee's position and will be terminated from employment unless extenuating circumstances exist (catastrophic illness which prevents notification by employee) or as determined by the Superintendent/CEO or designee.

Returning to Work from Extended Leave.

Reinstatement.

The reinstatement of an employee returning from extended leave such as family medical leave, military leave, or workers' compensation leave is a high priority for GOODWATER MONTESSORI SCHOOL. Reinstatement to an equivalent position will be determined on a case-by-case basis by the Superintendent/CEO, or designee, based on the following factors relating to the best interests of the school and its students:

- a. the applicable laws, policies, and practices governing the employee's absence from duty;
- b. for instructional positions, the time of year, the students' academic and behavior progress, the proximity of school and/or student holidays, the proximity of student testing, and additional similar factors relating to the academic and behavioral success of the students;
- c. whether the employee is a key employee;
- d. the school's legal obligations to other employees;
- e. the employee's ability to perform the essential functions of the job with or without reasonable accommodation;
- f. the impact of reinstatement on the academic, fiscal, or other operations of the school.

Pay Increases.

Employees returning to their prior employment positions from extended leave such as family medical leave or workers' compensation leave are entitled to any cost of living

increases that were awarded during the employee's absence from duty.

Unless legally required otherwise, returning employees will not be entitled to any pay increases that were awarded based on seniority, length of service or work performance.

5. BENEFITS

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

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

5.1. Health

GOODWATER MONTESSORI SCHOOL'S medical coverage plan(s) and GOODWATER MONTESSORI SCHOOL'S annual contribution(s) to such plan(s) are reviewed annually and approved as needed by the Board of Directors. Detailed information and descriptions of coverage, premiums, and eligibility are available through the Director of Business Operations.

5.2. Dental

GOODWATER does not contribute on behalf of the employee but offers voluntary benefits.

5.3. Vision

GOODWATER does not contribute on behalf of the employee but offers voluntary benefits.

5.4. Teacher Retirement System of Texas

Employment that makes one eligible for membership in the Teacher Retirement System ("TRS") is:

- Regular employment with GOODWATER MONTESSORI SCHOOL that is expected to last for a period of four and one-half months or more;
- For one-half or more of the standard full-time workload; and
- With compensation paid at a rate comparable to the rate of compensation for other persons employed in similar positions.

GOODWATER MONTESSORI SCHOOL employees meet these requirements if their customary employment is for 20 hours or more each week and for four and one-half months or more in one

school year.

Full-time service is employment that is usually 40 clock hours per week.

If GOODWATER MONTESSORI SCHOOL has established a lesser requirement for full-time employment for certain positions, full-time service includes employment in those positions. In no event may full-time employment require less than 30 hours per week for TRS purposes.

All new TRS eligible employees are eligible for benefits on the first day of the month following the first day worked, or the date they become eligible for benefits. At no time will employees be eligible for coverage before the first day worked by the employee. If an employee does not enroll within 31 days of eligibility, that employee will be eligible to enroll during the next open enrollment opportunity.

Exceptions to TRS membership include but are not limited to:

- A substitute, as defined by TRS Rules (to be considered a substitute, the individual must be serving in a position currently held by another employee and paid at a rate of pay that does not exceed the rate for substitute work established by the employer.); and
- A person employed on a temporary (less than four and one-half months), part-time (less than one-half time), seasonal, or on an irregular basis.

Substitutes not receiving TRS service retirement benefits that work at least 90 days a year may also be eligible for TRS membership and to purchase one year of creditable service. TRS provides members with an annual statement of their accounts showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

GOODWATER MONTESSORI SCHOOL will make all required contributions for employees eligible for TRS benefits on a timely basis. Employees who are planning retirement and retirees who are considering employment after retirement should contact Director of Business Operations for the current administrative procedures regarding the school's Retire/Rehire Policy.

Employees can contact TRS by calling 800-223-8778 or 512-542-6400. TRS information is also available on the web at www.trs.state.tx.us.

5.5. Other Retirement Plans

Other retirement plans are not currently available but may be added in the future.

5.6. Additional Benefits

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

6. WAGES & EXPENSES

6.1. Classification of Employees: Hours Worked

- Full-Time Employees. Full time employees are employed at least 40 hours per week. Full time employees are eligible for the employee benefits set forth in this Handbook in Section 4.
- Part-Time Employees. Part-time employees work less than 40 hours per week. Part-time employees are regularly scheduled to work during the work week at a fixed part-time schedule. Part-time employees ordinarily are not eligible for the employee benefits set forth in this Handbook in Section 4, but a part-time employee could qualify for TRS Retirement benefits depending on the employee's tenure and the number of hours worked by the employee.
- Temporary Employees. Temporary employees are hired as interim replacements to temporarily supplement the workforce, such as substitute teachers, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration.

6.2. Classification of Employees: Non-Exempt Status v. Exempt Status

GOODWATER MONTESSORI SCHOOL assigns positions, determines wages and compensates employees for overtime in accordance with state laws, local laws, and the federal Fair Labor Standards Act. The workweek for each employee is set in accordance with Section 3 of this Handbook.

- Exempt v. Non-Exempt Designation. Each employment position is designated as either non-exempt or exempt as required by the federal Fair Labor Standards Act.
- Exempt Positions. Exempt employees are expected to work the hours necessary to complete their assigned work to the satisfaction of their supervisor without regard to scheduled hours and without expectation of additional compensation. Exempt employees are not entitled to overtime compensation. Generally, teaching and administrative positions are designated as exempt positions.
 - Teaching positions are classified as exempt positions if:
 - The primary duty is teaching, tutoring, instructing or lecturing in the activity of imparting knowledge; and
 - They are employed and engaged in this activity as a teacher in an educational establishment.
 - Administrative positions are classified as exempt positions if:
 - The position is compensated on a salary basis at a rate of \$455 or more per week; and
 - The primary duty is performance of office or non-handbook work directly related to the management or general business operations of the employer or the employer's customers; and
 - The primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.
- Non-Exempt Positions. Non-exempt employees are entitled to minimum wages and

overtime pay. Overtime payment is pay at a rate of at least one and one-half times an employee's "regular rate of pay" for any hours worked over 40 hours in a workweek. Generally, paraprofessionals are classified as non-exempt employees. All non-exempt employees must review and approve their timesheets at the end of every pay period. Direct supervisors must review and approve their employees' timesheets at the end of every pay period.

A non-exempt employee is never permitted to work "off the clock". This includes sending text messages or emails after the employee's scheduled work hours unless in response to a supervisor's directive or supervisor's designee. While all hours worked will be compensated appropriately, an employee's failure to report hours accurately whether too low or too high is cause for disciplinary action. Employees should immediately report to Director of Business Operations any effort by a supervisor to participate, encourage, or even permit an employee to work "off the clock" in violation of this overtime provision.

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

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

GOODWATER MONTESSORI SCHOOL's positions are reviewed and assigned an FLSA (exempt or non-exempt) status that is maintained on a master record by the Director of Business Operations. Employees may obtain this information from the Director of Business Operations upon request.

6.3. Minimum Wage and Overtime

GOODWATER MONTESSORI SCHOOL compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees are entitled to overtime compensation. Depending on GOODWATER MONTESSORI SCHOOL's work needs, employees may be requested to work overtime. GOODWATER MONTESSORI SCHOOL compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. An employee who works overtime without prior written approval is be subject to disciplinary action, up to and including termination.

6.4. Payday

GOODWATER MONTESSORI SCHOOL pays its employees on a bi-weekly basis depending on job classification. The payday cycles are as follows:

- Exempt Employees and Non-Exempt Salaried Employees: Paydays will take place twice per month on the 15th and the last day of each month. Employees will receive annualized pay in their monthly paychecks, whether central office administrators who work 12 months per calendar year, campus administrators who work 11 months per calendar year, or teachers and other instructional staff who work 10 months per calendar year. For purposes of this handbook, annualized pay means the payment of wages is equalized payments over the course of 12 calendar months.
- Non-Exempt Hourly Employees: Paydays will take place twice per month on the 15th and the last day of each month. The amount of the paycheck will depend on the number of hours worked by the employee during the designated pay period.
- Final Paycheck. If an employee is laid off, discharged, terminated, or otherwise involuntarily separated from employment, the final payday will be within six (6) calendar days of discharge. If the employee quits, retires, resigns, or otherwise leaves employment voluntarily, the final payday will be on the next regularly scheduled payday following the effective date of resignation. Any school employee who receives annualized pay and who has been overpaid wages as of their last day of employment must either reimburse the school for the amount of overpaid wages or provide written consent for the amount of the overpaid wages to be deducted from the employee's final paycheck.

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

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

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

6.5. Assignment and Reassignment

All personnel are subject to assignment and reassignment by the Superintendent or designee and may also be directed to perform additional or supplemental duties from time to time. Unless specifically required by applicable law or approved by the Board of Directors and/or the Superintendent, no additional financial compensation is provided for additional or supplemental duties. GOODWATER MONTESSORI SCHOOL's criteria for approval of reassignments will be consistent with school policy regarding equal opportunity employment.

Any employee may request reassignment to another position for which he or she is qualified. All interested employees who meet a position's minimum qualifications are encouraged to apply. Selection is based on the school's needs and a candidate's qualifications and performance. Decisions concerning job vacancies will be based on each individual's job qualifications, experience, and abilities and in accordance with applicable state and federal law. GOODWATER MONTESSORI SCHOOL reserves the right to select candidates from outside the school.

6.5 Direct Deposit

Direct deposit is GOODWATER MONTESSORI SCHOOL's preferred method of payment for all employees paid by GOODWATER MONTESSORI SCHOOL. Direct deposit enables GOODWATER MONTESSORI SCHOOL to facilitate the distribution of pay to employees in a safe, secure, and timely manner. To enroll in direct deposit an employee may complete a direct deposit form in the initial employee online new hire process or request a form from the Director of Business Operations.

An employee who prefers to receive a paper check instead of direct deposit must notify his/her supervisor or the Human Resources Department.

6.6. Mistake in Payroll or Expense Reimbursement

Employees are required to immediately notify their supervisor in the event of a suspected mistake in their payroll or expense reimbursement. Failure to report an overpayment in payroll or in an expense reimbursement may result in disciplinary action.

6.7. Timekeeping

Employee attendance records must be kept complete and accurate. Attendance records are subject to unannounced reviews to ensure proper use. Falsification of time records is a serious offense and may lead to disciplinary action, up to and including discharge from employment.

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

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

Non-exempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their immediate supervisor and/or the Principal.

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

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

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

6.8. Travel Expense and Other Reimbursements

- Travel Expense Reimbursements. Before an employee incurs travel expenses related to GOODWATER MONTESSORI SCHOOL business, the employee must receive written approval from the Director of Business Operations. Mileage for the use of an employee's personal car will be reimbursed at the then published IRS mileage reimbursement rate. Employees should select moderately priced lodging convenient to their destination to minimize time and expense. All expenses must be incurred within the specific guidelines or rules pertaining to grant funded travel expenses. Travel expenses from approved travel must be itemized and detailed on the GOODWATER MONTESSORI SCHOOL travel reimbursement form. To be reimbursed, all original receipts for travel expenses must be included with the reimbursement form and submitted to the employee's supervisor. Employees will not be reimbursed for travel to and from the workplace.
- Other Reimbursements. Unless specifically pre-approved in writing by the Director of Business Operations, no employee will be reimbursed for any personal expense incurred for any work-related expenses such as professional development courses or for classroom supplies.

6.9. Deductions in Pay

GOODWATER MONTESSORI SCHOOL is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas or Social Security employee contributions.
- Federal income tax.
- Medicare tax.
- Child support and spousal maintenance, if applicable.
- Delinquent federal education loan payments, if applicable.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Salary deductions may also be made for unauthorized or unpaid leave in accordance with applicable law.

If you have questions why deductions were made from your paycheck or how they were calculated, notify the Director of Business Operations.

Administrative Pay Corrections

In the event of an error in payment, the employee should contact his/her supervisor as soon as possible. The supervisor will then contact the Director of Business Operations and send the necessary paperwork to correct the matter. Any questions concerning how or when corrections will be made should be directed to the appropriate supervisor and/or the Director of Business Operations.

Overpayments

Employees must inform the Director of Business Operations of known overpayments on any paychecks received. GOODWATER MONTESSORI SCHOOL will pursue all legal means necessary to recover overpayments.

Administrative Fees. Texas law authorizes an employer to make certain deductions from pay for costs incurred in servicing a garnishment or wage attachment order. Accordingly, GOODWATER MONTESSORI SCHOOL may charge the following administrative fees:

- Court-ordered child support- an employer may make a deduction for an

- administrative fee of up to \$10.00 per month.
- Court-ordered spousal maintenance- an employer may make a deduction for an administrative fee of up to \$5.00 per month
- Guaranteed student loan wage attachments- an employer may make a deduction for an administrative fee of the actual cost, or \$10.00, whichever is less per month.

6.10. Lost/Stolen Paychecks

Lost or stolen paychecks should be reported to the Director of Business Operations immediately. GOODWATER MONTESSORI SCHOOL will issue a stop payment on the lost or stolen check. Only after the financial institution has notified GOODWATER MONTESSORI SCHOOL that payment of the check has been stopped can a new check be issued.

6.11. Unclaimed Payroll Checks

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

6.12. Authorized Check Pick Up

GOODWATER MONTESSORI SCHOOL will release a paycheck to a third party, including a spouse, who is authorized in writing by the employee to receive the paycheck. Written authorization must be provided to the Quality Assurance Coordinator prior to any paycheck being released.

6.13. Wage and Tax Statements

All employees will receive a Wage and Tax Statement (Form W-2) showing their annual earnings and the amounts deducted for Social Security, Medicare, and federal income taxes. Additional earnings and deductions that may be included, if applicable, are social security tips, allocated tips, advance earned income credit, and dependent care benefits. W-2 forms will be prepared by GOODWATER MONTESSORI SCHOOL and distributed on or before January 31st of each year.

6.14. Payroll Advances and Financial Loans

GOODWATER MONTESSORI SCHOOL does not issue payroll advances to any employee under any circumstance. Additionally, the charter school does not extend financial loans to its employees.

6.15 Unemployment Compensation

Terminated employees may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. At-will employees and employees provided with a notice of reasonable assurance of returning to service are not eligible for unemployment benefits during regularly scheduled breaks in the school year or summer months. Employees with questions about unemployment benefits should contact Marcy Steward, Director of Business Operations.

7. NON-DISCRIMINATION & ANTI-HARASSMENT

7.1. Non-Discrimination

GOODWATER MONTESSORI SCHOOL does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended (“ADA”); the Age Discrimination in Employment Act of 1967, as amended (“ADEA”); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 (“GINA”); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, GOODWATER MONTESSORI SCHOOL does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice. Employment decisions will be made on the basis of each individual’s job qualifications, experience, and abilities and in accordance with applicable state and federal law.

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

As required by Title IX, GOODWATER MONTESSORI SCHOOL does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with GOODWATER MONTESSORI SCHOOL. Inquiries into issues related to Title IX may be referred to GOODWATER MONTESSORI SCHOOL’s Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.


GOODWATER MONTESSORI SCHOOL has designated the following person as the Title IX Coordinator, who is responsible for receiving and overseeing investigations of alleged discrimination on the basis of sex, including sexual harassment: Dr. Bruce Tabor, Superintendent/CEO, 710 Stadium Dr., Georgetown, TX, 512-966-5484, bruce.tabor@goodwatermontessori.org.

GOODWATER MONTESSORI SCHOOL has designated the following person as the ADA Coordinator, who is responsible for receiving and investigating complaints of alleged discrimination or harassment on the basis of disability: Marcy Steward, Director of Business Operations, 710 Stadium Dr., Georgetown, TX, 512-966-5484, marcy.steward@goodwatermontessori.org.

GOODWATER MONTESSORI SCHOOL has designated the following person as the Title VII/ADEA Coordinator, who is responsible for receiving and investigating complaints of alleged discrimination or harassment on the basis of age: Marcy Steward, Director of Business Operations, 710 Stadium Dr., Georgetown, TX, 512-966-5484, marcy.steward@goodwatermontessori.org.

All other complaints regarding equal employment opportunity may be directed to: Marcy Steward, Director of Business Operations, 710 Stadium Dr., Georgetown, TX, 512-966-5484, marcy.steward@goodwatermontessori.org.

7. Federal and State Worksite Postings

Required state and federal postings are found at each GOODWATER MONTESSORI SCHOOL facility. The following postings can be found in an area common to all employees at their facility: Employee Rights Under the Fair Labor Standards Act; Job Safety and Health: It's the Law; Employee Rights and Responsibilities Under the Family and Medical Leave Act; Equal Employment Opportunity is the Law; Your Rights Under USERRA; Employee Polygraph Protection Act Notice ("EPPA"); Texas Payday Law; Texas Whistleblower Act Notice ("TWA"); Unemployment & Payday Law; Notice to Employees Concerning Workers' Compensation in Texas; and the Texas Hazard Communication Act Notice ("THCA") to Employees. Postings are in both English and Spanish for all employees to read. 

7. Immigration Law Compliance

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

Employees with questions or seeking more information on immigration law issues are encouraged to contact Marcy Steward, Director of Business Operations, 710 Stadium Dr., Georgetown, TX, 512-966-5484, marcy.steward@goodwatermontessori.org.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

7. Nondiscrimination Based on Religion

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

7. Nondiscrimination Based on Military Service

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

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

7. Americans with Disabilities Act (ADA)

GOODWATER MONTESSORI SCHOOL is committed to complying fully with the ADA, as amended, and ensuring equal opportunity in employment for qualified persons with disabilities (which includes life-threatening illnesses and HIV and AIDS). All employment practices and activities are conducted on a non-discriminatory basis.

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

the duties of the position.

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

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

GOODWATER MONTESSORI SCHOOL does not discriminate against qualified employees or applicants because they are related to or associated with a person with a disability.

7. Nondiscrimination Based on Genetic Information (GINA)

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

7.2. Prohibition of Discrimination, Harassment, and Retaliation

GOODWATER MONTESSORI SCHOOL prohibits discrimination, including harassment, of a co-worker or student based upon race, color, national origin, religion, sex or gender, disability, veteran status, age, genetic information, or any other basis prohibited by law. While acting in the course of their employment, employees shall not engage in prohibited discrimination or harassment of other persons including Board members, vendors, contractors, volunteers, or parents.

Prohibited discrimination or harassment is defined as unwelcome conduct that is based on race, color, religion, sex (including pregnancy) or gender, national origin, age (40 or older), disability, or genetic information. Harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment; or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of prohibited discrimination or harassment. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Prohibited and offensive conduct can include, but is not limited to, offensive jokes, slurs, epithets, or name-calling; physical assaults or threats; intimidation; ridicule or mockery; insults or put-downs; offensive objects or pictures; and/or interference with work performance. Harassment can occur in a variety of circumstances, including but not limited to the following:

1. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the school, a co-worker, or a non-employee.

2. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
3. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Retaliation

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

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

Reporting Procedures

An employee who believes that he or she has experienced prohibited discrimination or harassment, retaliation, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or Principal, or to the appropriate Compliance Coordinator designated in Section 2.1 of this Handbook.

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

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

GOODWATER MONTESSORI SCHOOL's procedure for reporting and investigating sexual harassment or potential violations of Title IX is found in this Handbook.

Conducting the Investigation

GOODWATER MONTESSORI SCHOOL recognizes all official complaints as a serious matter and will follow through with an appropriate and timely investigation of the allegations. All complaints will be investigated. GOODWATER MONTESSORI SCHOOL's investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by GOODWATER MONTESSORI SCHOOL, such as an attorney. At no time will employees who file a complaint be required or allowed to handle the problem themselves.

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.

To the greatest extent possible, GOODWATER MONTESSORI SCHOOL will respect the confidentiality of the complainant, persons against whom a report is filed, and witnesses. The purpose of this is to maintain impartiality to the extent possible. Both the complaining individual and the alleged harasser have equal privacy rights under the law. However, limited disclosures may be

necessary in order to conduct a thorough investigation and comply with applicable law.

Corrective Action

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

Either the complaining employee or the alleged harasser has the right to appeal the determination of the investigation to the Board of Directors if he or she indicates so in writing and delivers the appeal to the Superintendent within ten calendar days of the determination.

GOODWATER MONTESSORI SCHOOL accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any other way harasses another employee is personally liable for such actions and their consequences.

7.3. Sexual Harassment Prohibited

GOODWATER MONTESSORI SCHOOL prohibits discrimination on the basis of sex, including sexual harassment, of a student by an employee, volunteer, or another student.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service on a student's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to GOODWATER MONTESSORI SCHOOL's educational programs or activities;
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; sexually-motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact.

Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

General Definitions

A "complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A "respondent" means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that GOODWATER MONTESSORI SCHOOL investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriate and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to GOODWATER MONTESSORI SCHOOL's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or GOODWATER MONTESSORI SCHOOL's educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

Reporting Sexual Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in Section 2.1 of this Handbook, or by any other means that results

in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

GOODWATER MONTESSORI SCHOOL's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Notice of Allegations

Upon receipt of a formal complaint, GOODWATER MONTESSORI SCHOOL must provide the following written notice to the parties who are known:

- Notice of GOODWATER MONTESSORI SCHOOL's grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect and review evidence related to the complaint.
- Notice that GOODWATER MONTESSORI SCHOOL prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, GOODWATER MONTESSORI SCHOOL decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, GOODWATER MONTESSORI SCHOOL must provide notice of the additional allegations to the parties whose identities are known.

Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of GOODWATER MONTESSORI SCHOOL.

The following guidelines apply when GOODWATER MONTESSORI SCHOOL receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist GOODWATER MONTESSORI SCHOOL reach reliable responsibility determinations.

- GOODWATER MONTESSORI SCHOOL will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by GOODWATER MONTESSORI SCHOOL as a Title IX

Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or responsible. GOODWATER MONTESSORI SCHOOL will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and GOODWATER MONTESSORI SCHOOL's sexual harassment policy.

- GOODWATER MONTESSORI SCHOOL recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- GOODWATER MONTESSORI SCHOOL shall attempt to complete an investigation of reported sexual harassment within 45 days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- GOODWATER MONTESSORI SCHOOL shall employ the **<<preponderance of the evidence or the clear and convincing evidence>>** standard to determine responsibility when reviewing formal complaints.
- GOODWATER MONTESSORI SCHOOL may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Consolidating Formal Complaints

GOODWATER MONTESSORI SCHOOL may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Formal Complaints

GOODWATER MONTESSORI SCHOOL must investigate the allegations in a formal complaint.

GOODWATER MONTESSORI SCHOOL must dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved;
- Did not occur in GOODWATER MONTESSORI SCHOOL's education program or activity; or
- Did not occur against a person in the United States.

GOODWATER MONTESSORI SCHOOL may dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by GOODWATER MONTESSORI SCHOOL; or
- Specific circumstances prevent GOODWATER MONTESSORI SCHOOL from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, GOODWATER MONTESSORI SCHOOL must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude GOODWATER MONTESSORI SCHOOL from taking appropriate action under the Student Code of Conduct or any other school policy that may apply to the alleged conduct.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- GOODWATER MONTESSORI SCHOOL will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on GOODWATER MONTESSORI SCHOOL and not on the parties.
- GOODWATER MONTESSORI SCHOOL cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless GOODWATER MONTESSORI SCHOOL receives that party's voluntary, written consent to do so.
- GOODWATER MONTESSORI SCHOOL will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- GOODWATER MONTESSORI SCHOOL will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- GOODWATER MONTESSORI SCHOOL will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. GOODWATER MONTESSORI SCHOOL may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- GOODWATER MONTESSORI SCHOOL will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- GOODWATER MONTESSORI SCHOOL will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, GOODWATER MONTESSORI SCHOOL must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completing the investigative report.
- GOODWATER MONTESSORI SCHOOL must create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of

responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the <<preponderance of the evidence or the clear and convincing evidence>> standard, regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding application of GOODWATER MONTESSORI SCHOOL's Code of Conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to GOODWATER MONTESSORI SCHOOL's education program or activities will be provided to the complainant; and
- GOODWATER MONTESSORI SCHOOL's procedures and permissible bases for the complainant and respondent to appeal.

GOODWATER MONTESSORI SCHOOL must provide the written determination to the parties simultaneously. The determination becomes final either on the date GOODWATER MONTESSORI SCHOOL provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

GOODWATER MONTESSORI SCHOOL will offer both parties an appeal from a determination regarding responsibility, and from GOODWATER MONTESSORI SCHOOL's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, GOODWATER MONTESSORI SCHOOL will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. GOODWATER MONTESSORI SCHOOL will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the <<preponderance of the evidence or the clear and convincing evidence>> standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal to the Board of Directors through the process outlined in GOODWATER MONTESSORI SCHOOL's grievance procedures.

Emergency Removals

GOODWATER MONTESSORI SCHOOL is able to remove a respondent from GOODWATER MONTESSORI SCHOOL's education program on an emergency basis, provided that GOODWATER MONTESSORI SCHOOL undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. GOODWATER MONTESSORI SCHOOL's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution

At any time prior to reaching a determination regarding responsibility, GOODWATER MONTESSORI SCHOOL may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, GOODWATER MONTESSORI SCHOOL may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, GOODWATER MONTESSORI SCHOOL may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, GOODWATER MONTESSORI SCHOOL must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtain the parties' voluntary, written consent to the informal resolution process.

GOODWATER MONTESSORI SCHOOL may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

Neither GOODWATER MONTESSORI SCHOOL nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or

participated or refused to participate in any manner in an investigation or proceeding under this policy.


Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

Confidentiality

GOODWATER MONTESSORI SCHOOL must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

Non-Sexual Harassment Sex Discrimination

The formal complaint investigation and resolution process outlined above in this Section 7.8 applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described in Section  of this Handbook.

7.4. Student Discrimination/Harassment

Discrimination and harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the Principal or other appropriate GOODWATER MONTESSORI SCHOOL official. All allegations of prohibited harassment of a student by an employee or adult will be promptly investigated. An employee who knows of or suspects child abuse or neglect must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

GOODWATER MONTESSORI SCHOOL shall take appropriate disciplinary action against employees who have engaged in discrimination or harassment of students, up to and including termination of employment.

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

Sexual Harassment of Students

Sexual harassment of students includes any unwelcome verbal or physical sexual advances, including but not limited to engaging in sexually oriented conversations; making comments about a student's potential sexual performance; requesting details of a student's sexual history; requesting a date, sexual contact, or any activity intended for the sexual gratification of the employee; engaging in conversations regarding the sexual problems, preferences, or fantasies of either party; inappropriate hugging, kissing, or excessive touching; suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage; telephoning or texting students at home or elsewhere to solicit unwelcome social relationships; physical contact that would reasonably be construed as sexual in nature; threatening or enticing

students to engage in sexual behavior in exchange for grades or other school-related benefit; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct when the conduct affects the student's ability to participate in or benefit from a program or activity; or conduct of a sexual nature that creates an intimidating, threatening, hostile or offensive educational environment.

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

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

Any sexual or romantic relationship between a student and a GOODWATER MONTESSORI SCHOOL employee is always prohibited, even if consensual.

7.5. Fraud, Dishonesty and False Statements

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

7.6. Insubordination

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

In the event a supervisor directs an employee to perform an illegal or immoral act/task, the employee should immediately notify the Principal or designee.

7.7. Process for Employee Complaints and Grievances Regarding Harassment and Discrimination

****NOTE**** The process for making formal complaints regarding sexual harassment is discussed in the section titled "Sexual Harassment Prohibited" in this Handbook.

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

- In the event you feel you are a victim of harassment; you should contact your immediate

supervisor and/or the designated Compliance Coordinator immediately. In the event your immediate supervisor is the alleged harasser, you should contact the next level of management immediately. Complaints against the designated compliance coordinator may be submitted to the Superintendent/CEO.

- Any employees who are uncomfortable with face-to-face interaction may write down their complaints in a memo and submit the memo to their immediate supervisor and/or the designated Compliance Coordinator.
- Any GOODWATER MONTESSORI SCHOOL employee who receives a report of suspected harassment or discrimination is expected to immediately contact the designated Compliance Coordinator.
- Complaints will be handled in a timely manner.

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

Any supervisor who receives a report of discrimination or harassment shall immediately notify the appropriate Compliance Coordinator, and take any other steps required by GOODWATER MONTESSORI SCHOOL.

After receiving a report, the Compliance Coordinator shall determine whether the allegations, if proven, would constitute prohibited discrimination or harassment. If so, GOODWATER MONTESSORI SCHOOL shall immediately authorize or undertake an investigation. If appropriate, GOODWATER MONTESSORI SCHOOL shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

GOODWATER MONTESSORI SCHOOL's investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by GOODWATER MONTESSORI SCHOOL, such as an attorney. When appropriate, the Principal or supervisor 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.

After completing an investigation, the investigator shall prepare a written report summarizing the outcome of the investigation.

If the results of an investigation indicate that prohibited conduct occurred, GOODWATER MONTESSORI SCHOOL shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. GOODWATER MONTESSORI SCHOOL may also take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

To the greatest extent possible, GOODWATER MONTESSORI SCHOOL shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. The purpose of this provision is to maintain impartiality and confidentiality to the extent possible. Both the reporting individual, victim and the accused have equal privacy rights under the law, and GOODWATER MONTESSORI SCHOOL must respond accordingly. However, limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

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

GOODWATER MONTESSORI SCHOOL prohibits retaliation against an employee who, in good faith, 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. Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

In addition to using GOODWATER MONTESSORI SCHOOL’s complaint process, an employee may file a formal complaint with the Equal Employment Opportunity Commission (“EEOC”) or Texas Workforce Commission (“TWC”). Additional information may be found by visiting <http://www.eeoc.gov/employees/charge.cfm>.

7.8. Whistleblower Complaints

The Texas Whistleblower Act (“TWA”) protects employees who make good faith reports of violations of law by GOODWATER MONTESSORI SCHOOL or another employee to an appropriate law enforcement authority. GOODWATER MONTESSORI SCHOOL is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against an employee who makes a report under the TWA.

An employee who alleges a violation of whistleblower protection must file a written complaint to Director of Business Operations no later than the 90th day after the date on which the alleged suspension, termination, or other adverse employment action occurred or was discovered by the employee through reasonable diligence.

Following receipt of a whistleblower complaint, the Superintendent or designee will conduct an investigation and issue a written response to the complaint. An employee who is dissatisfied with the outcome of the investigation may file an appeal to the Board of Directors through the General Employee Complaints and Grievances Process described in Section 3.25 of this Handbook, beginning at Level Three.

GOODWATER MONTESSORI SCHOOL may shorten its general timelines for investigating employee complaints and concerns to allow the Board of Directors to make a final decision within 60 calendar days of the initiation of the complaint. If the Board of Directors does not render a final decision before the 61st day after a whistleblower complaint is filed, an employee may:

1. Exhaust the GOODWATER MONTESSORI SCHOOL complaint procedure, in which case the employee must sue not later than the 30th day after the date those procedures are exhausted to obtain relief under the TWA; or
2. Terminate the school’s complaint procedures and sue within the timelines established by the TWA.

8. EMPLOYMENT STANDARDS

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

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

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

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

8.1. Standards of Conduct

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

- Engage in professional communications and behavior toward students, fellow employees, service providers, and other GOODWATER MONTESSORI SCHOOL stakeholders.
- Express concerns, complaints, or criticism through appropriate channels and the chain of command.
- Know and comply with department and school policies and procedures.
- Maintain confidentiality in all matters relating to students and coworkers, as required by applicable law.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Report to work according to the assigned schedule.
- Use GOODWATER MONTESSORI SCHOOL time, funds, and property for authorized GOODWATER MONTESSORI SCHOOL business and activities only.

All employees should perform their duties in accordance with state and federal law, GOODWATER MONTESSORI SCHOOL policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, up to and including termination. Additionally, GOODWATER MONTESSORI SCHOOL will report educator and employee misconduct as required by applicable law.

8.2. Code of Ethics

All employees must comply with the following Code of Ethics, which has been adapted from the Professional Code of Ethics and Standard Practices for Texas Educators:

Ethical Conduct in General

GOODWATER MONTESSORI SCHOOL employees 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. Employees, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. In exemplifying ethical relations with colleagues, employees shall extend just and equitable treatment to all members of the profession. In accepting a position of public trust, employees shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. GOODWATER MONTESSORI SCHOOL employees, 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:

- Standard 1.1: An employee shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of GOODWATER MONTESSORI SCHOOL, an educator preparation program, the TEA, or the SBEC and its certification process.
- Standard 1.2: An employee shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3: An employee shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Standard 1.4: An employee shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5: An employee 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.
- Standard 1.6: An employee shall not falsify records, or direct or coerce others to do so.
- Standard 1.7: An employee shall comply with state regulations, written local school board policies, and other state and federal laws.
- Standard 1.8: An employee shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9: An employee shall not make threats of violence against school employees, members of the Board of Directors, students, or parents of students.
- Standard 1.10: An employee shall be of good moral character and be worthy to instruct or supervise the youth of this state, as applicable.
- Standard 1.11: An employee shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- Standard 1.12: An employee shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.
- Standard 1.13: An employee shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct Toward Professional Colleagues

- Standard 2.1: An employee shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2: An employee shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3: An employee shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- Standard 2.4: An employee shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5: An employee shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- Standard 2.6: An employee shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7: An employee shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation in accordance with applicable laws or regulations.
- Standard 2.8: An employee shall not intentionally or knowingly subject a colleague to sexual harassment.

Ethical Conduct Toward Students

- Standard 3.1: An employee shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2: An employee 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.
- Standard 3.3: An employee shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- Standard 3.4: An employee 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.
- Standard 3.5: An employee shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6: An employee shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- Standard 3.7: An employee shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the employee is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the employee is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- Standard 3.8: An employee shall maintain appropriate professional employee-student relationships and boundaries based on a reasonably prudent employee standard.
- Standard 3.9: An employee shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
 - The nature, purpose, timing, and amount of the communication;

- The subject matter of the communication;
- Whether the communication was made openly or the employee attempted to conceal the communication;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- Whether the communication was sexually explicit; and
- Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the employee or the student.

8.3. Financial Ethics

GOODWATER MONTESSORI SCHOOL prohibits fraud and financial impropriety in the actions of its directors, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with GOODWATER MONTESSORI SCHOOL.

Fraud and financial impropriety shall include but not be limited to:

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

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

GOODWATER MONTESSORI SCHOOL will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosure may be necessary to complete a thorough investigation or to comply with applicable law. All employees involved in an investigation shall be advised to keep information about the investigation confidential to the extent necessary as to not interfere with the investigation process.

Neither the Board of Directors nor any GOODWATER MONTESSORI SCHOOL employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

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

8.4. Unacceptable Employee Conduct

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

1. Abuse, including but not limited to sexual abuse, of a student.
2. Behaviors that interfere with a student's safety or cause an unsafe environment.
3. Corporal punishment (meaning the infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline) or verbal abuse of students, or the use of profanity or other language that is intended to belittle or degrade a student.
4. Dishonest, immoral, or illegal conduct while on duty and/or on school property that would tend to bring discredit to GOODWATER MONTESSORI SCHOOL.
5. Dishonesty, falsification or misrepresentation on an application for employment or other work records; falsifying reasons for leave of absence or other data requested by GOODWATER MONTESSORI SCHOOL and/or alteration of GOODWATER MONTESSORI SCHOOL's records or documents.
6. Disrupting the work environment.
7. Engaging in or soliciting a romantic, sexual, or otherwise inappropriate relationship with a student, regardless of whether the relationship is consensual.
8. Engaging in an act of sabotage; willful or with negligence causing the destruction or damage of GOODWATER MONTESSORI SCHOOL property, or the property of fellow employees, volunteers, contractors, or visitors, in any manner.
9. Engaging in discrimination, harassment, or retaliation in any form.
10. Engaging in inappropriate electronic communications with students, as described in this Handbook.
11. Engaging in malicious gossip, spreading rumors, or otherwise engaging in behavior designed to create discord and lack of harmony or otherwise interfere with the job performance of fellow employees or service providers.
12. Engaging in rudeness, disrespectful, or unprofessional behavior toward parents and school contractors or vendors.
13. Excessive absenteeism or tardiness.
14. Failure to report child abuse or neglect as required by Chapter 261 of the Texas Family Code.
15. Fighting or threatening violence toward anyone on GOODWATER MONTESSORI SCHOOL property or when representing GOODWATER MONTESSORI SCHOOL, including "horseplay" or provoking a fight between others.
16. Giving to other schools, organizations, or persons information made confidential by law and/or proprietary GOODWATER MONTESSORI SCHOOL information that is obtained from GOODWATER MONTESSORI SCHOOL's files or records in the course of employment.

17. Giving to other schools, organizations, or persons information relating to GOODWATER MONTESSORI SCHOOL employees and/or students that is obtained from GOODWATER MONTESSORI SCHOOL's files or records in the course of employment.
18. Insubordination or other disrespectful conduct (including refusal to follow the lawful directives of a supervisor or the Superintendent/CEO).
19. Negligence or any careless action that endangers the life or safety of another person, or damages or destroys property of GOODWATER MONTESSORI SCHOOL.
20. Possession of firearms, weapons or explosives on GOODWATER MONTESSORI SCHOOL property, while on duty or while representing GOODWATER MONTESSORI SCHOOL.
21. Smoking in prohibited areas, including the use of vaping devices.
22. Theft of school-owned property or the property of fellow employees, students, contractors or visitors.
23. Threatening, intimidating or coercing fellow employees on or off GOODWATER MONTESSORI SCHOOL property, at any time, for any reason.
24. Unauthorized possession or removal of any GOODWATER MONTESSORI SCHOOL property, including documents, from the premises without prior permission from a supervisor;
25. Unauthorized use of GOODWATER MONTESSORI SCHOOL equipment or property, including using such equipment for personal use or profit.
26. Unsatisfactory performance or conduct.
27. Use, possession, sale of, or being under the influence of a controlled substance, alcohol, or tobacco as further described in this Handbook, or abusing a prescription drug, while at work or otherwise representing GOODWATER MONTESSORI SCHOOL.
28. Violations of GOODWATER MONTESSORI SCHOOL's expectations for employee conduct, including but not limited to those set out in this Handbook, or as otherwise distributed to employees by GOODWATER MONTESSORI SCHOOL. Additionally, employees must adhere to the Professional Code of Ethics and Standard Practices for Texas Educators as set forth at 19 Tex. Admin. Code § 247.2.
29. Violation of the rules affecting the health and safety of students and the efforts of GOODWATER MONTESSORI SCHOOL to operate efficiently and effectively.

8.5. Accident Reporting

Employees shall report any on-the-job injury or accident immediately to their Supervisor. Supervisors must notify the Director of Business Operations within 24 hours of notification of an on-the-job injury or accident. If an employee fails to report the on-the-job injury or accident within 30 days, the claim may be denied by the Texas Department of Insurance – Division of Workers' Compensation. The employee's Supervisor and/or the appropriate management personnel shall conduct a thorough investigation, involving the employee and any witnesses that observed the on-the-job injury or accident. The employee's Supervisor and/or appropriate management personnel will ensure corrective action is taken to avoid a recurrence of the accident.

8.6. Reporting Serious Injuries

Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related accident, GOODWATER MONTESSORI SCHOOL will orally report the fatality/multiple hospitalization by telephone or in person to the area office of OSHA and the DOL, that is nearest to the site of the incident. If the area office is not reachable, the school may call the OSHA toll-free central telephone number, 1-800-321-6742.

Reporting Procedures

GOODWATER MONTESSORI SCHOOL will utilize the required OSHA forms to document and log

each recordable injury or illness. This information will be kept current, maintained accurately, and retained for a period of five years.

8.7. Violence in the Workplace

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

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

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

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

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

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

8.8. Alcohol and Drug-Abuse Prevention

GOODWATER MONTESSORI SCHOOL is committed to maintaining an alcohol-and drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace or at school-related or school-sanctioned activities on or off school property. Employees who possess, distribute, use, or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours or while representing GOODWATER MONTESSORI SCHOOL may be dismissed. GOODWATER MONTESSORI SCHOOL's policy regarding employee alcohol and/or drug use is as follows:

DRUG-FREE WORKPLACE NOTICE

GOODWATER MONTESSORI SCHOOL explicitly prohibits:

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

Employees who violate this policy shall be subject to disciplinary sanctions, which may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment; and/or
- Referral to appropriate law enforcement officials for prosecution.

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

In addition, GOODWATER MONTESSORI SCHOOL will conduct drug and/or alcohol testing under any of the following circumstances:

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

- *Pre-Employment Testing:* GOODWATER MONTESSORI SCHOOL may perform pre-employment drug or alcohol testing after an offer of employment is made and accepted.

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

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

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

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

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

8.9. Tobacco Products and E-Cigarettes

State law prohibits smoking, using tobacco products, or e-cigarettes on all school-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of school-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in the school building. Any violation of this policy may result in immediate termination.

For purposes of this policy, "e-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. This also includes any and all vapors, inhalants, electronic cigarette devices or other devices or paraphernalia used with vapors, other inhalants or chemicals.

All personnel shall enforce this policy on GOODWATER MONTESSORI SCHOOL property.

8.10. Asbestos Management Plan

GOODWATER MONTESSORI SCHOOL is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for school facilities. A copy of GOODWATER MONTESSORI SCHOOL's management plan is available for inspection during normal business hours by contacting Director of Business Operations.

8.11. Communicable Diseases

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

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

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

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

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

8.12. Hazard Communication Act

GOODWATER MONTESSORI SCHOOL is concerned about the safety of all employees, and therefore will perform the following duties in compliance with the THCA:

- Post and maintain the notice promulgated by the Texas Department of State Health Services ("TDSHS") in the workplace.
- Provide an education and training program for employees using or handling hazardous chemicals under normal operating conditions or foreseeable emergencies.
- Maintain the written hazard communication program and a record of each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors. Records will be maintained for at least five years.
- Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds, or as determined by the TDSHS for certain highly toxic or dangerous hazardous chemicals. The list will be readily available to employees and their representatives.
- Update the list as necessary, but at least by December 31 each year, and maintain the list as required by law. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information.

- As required by law, label new or existing stocks of hazardous chemicals with the identity of the chemical and appropriate hazard warnings, if such stocks are not already appropriately labeled.
- Maintain a legible copy of the most current manufacturer's material safety data sheets ("MSDS") for each hazardous chemical; request such sheets from the manufacturer if not already provided or otherwise obtain a current MSDS; make such sheets readily available to employees or their representatives on request.
- Provide employees with appropriate personal protective equipment.

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

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

8.13. Occupational Safety and Health Administration Statement

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

As employees of GOODWATER MONTESSORI SCHOOL:

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

As your employer:

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

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

8.14. Workplace Safety and OSHA Compliance

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

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

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their immediate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

8.15. Suspicious Behavior

Employees are encouraged to report any suspicious behavior observed at school or at any school-related or school-sponsored activity. Strangers or former employees walking unaccompanied in areas not generally open to the public should be pointed out to a supervisor.

8.16. Former Employees

Unless granted permission by a central office or campus administrator, former employees may not enter areas that are not open to the public after they are no longer employed by GOODWATER MONTESSORI SCHOOL.

8.17. Employee Dress Code

Employee dress should be neat, clean, and appropriate for a professional appearance. GOODWATER MONTESSORI SCHOOL endeavors to maintain a pleasant, healthy and professional working environment at all times. The dress and grooming of GOODWATER MONTESSORI SCHOOL employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their campus supervisors and approved by the

Superintendent/CEO. GOODWATER MONTESSORI SCHOOL may establish more specific guidelines within this general policy which will be provided to all faculty and staff. If an employee is unsure of the appropriateness of a particular item of clothing, the employee should choose not to wear it.

Additionally, because it is difficult to establish a specific dress standard, a GOODWATER MONTESSORI SCHOOL administrator may require an employee to change clothing into attire more appropriate for the school environment.

Exceptions to the dress code may be considered to make reasonable accommodations for an employee's disability, as defined by the Americans with Disabilities Amendments Act of 2008, or for an employee's sincerely held religious belief.

8.18. Performance Management Program

GOODWATER MONTESSORI SCHOOL has instituted a Performance Management Program to evaluate employee performance. Employees will receive constructive coaching and counseling in conjunction with performance evaluations designed to address performance and develop skills. All employees will participate in the process with the Principal and/or their immediate supervisor at least annually. Principals and/or supervisors may also elect to complete additional period evaluations, as approved by the next level administrator.

8.19. Outside Employment

Employees of GOODWATER MONTESSORI SCHOOL are expected to work solely for GOODWATER MONTESSORI SCHOOL. Any outside employment, whether self-employment or working for another employer, should be immediately disclosed to in writing and approved by Superintendent/CEO. In certain circumstances, such outside employment may be permitted by GOODWATER MONTESSORI SCHOOL, however, GOODWATER MONTESSORI SCHOOL retains the right to review and evaluate each situation on an individual basis. GOODWATER MONTESSORI SCHOOL prohibits the performance of non-school work while on the job or with school equipment and/or supplies.

8.20. Employee Searches

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

There is no general or specific expectation of privacy in the school workplace, either on school or

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

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

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

8.21. Reporting an Educator's Misconduct

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

1. That an educator, applicant for, or holder of an educator's certificate has a reported criminal history, and GOODWATER MONTESSORI SCHOOL learned of the criminal record by means other than the criminal history clearinghouse established by the TDPS.
2. That an educator or certificate holder was terminated and there is evidence that the educator:
 - a. Abused or otherwise committed an unlawful act with a student or minor;
 - b. Was involved in a romantic relationship or solicited or engaged in sexual conduct with a student or minor;
 - c. Possessed, transferred, sold, or distributed a controlled substance;
 - d. Illegally transferred, appropriated, or expended school property or funds;
 - e. Attempted by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such a certificate or permit or to receive additional compensation associated with a position; or
 - f. Committed a crime or any part of a crime while on school property or at a school-sponsored event.
3. That a certificate holder resigned, and reasonable evidence supported a recommendation to terminate the individual because he or she committed one of the acts specified in paragraph 2 above.
4. That an educator engaged in conduct that violated the assessment instrument security procedures established by Education Code 39.0301.

Additionally, the Principal shall promptly notify the Superintendent/CEO within seven days of obtaining knowledge or information of (1) an educator's termination of employment or resignation following an alleged incident of misconduct described in items one, two, three, or four above; or (2) learning of an educator's criminal record by means other than a criminal history clearinghouse report.

In accordance with state law, the Superintendent/CEO must complete an investigation of an educator that involves evidence that the educator may have engaged in abuse or otherwise committed an unlawful act with a student or minor, or was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor, despite the educator's resignation from employment before the completion of the investigation. If the educator is arrested and law enforcement requests that the school cease its investigation and the Superintendent/CEO is unable to complete the investigation, the Superintendent/CEO is still required to timely report to SBEC that the investigation was interrupted at the request of law enforcement.

Pursuant to Education Code § 21.006(c-2), the Superintendent may not be required to notify SBEC or file a report with SBEC if the Superintendent completes an investigation into the alleged incident of misconduct **before** the educator's termination or resignation (not after) and the Superintendent determines the educator did not engage in the alleged incident of misconduct. The Superintendent should seek legal counsel before making any such determination, and if there is any doubt or concern, err on the side of reporting to SBEC.

GOODWATER MONTESSORI SCHOOL shall provide notice to the parent or guardian of a student with whom an educator is alleged to have engaged in misconduct in accordance with state law. The Superintendent or designee shall also notify the Board of Directors and the educator of the filing of the report.

Prior to the start of employment, applicants must complete the Pre-Employment Affidavit form, as published by the TEA, disclosing whether the applicant has been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

8.22. Reporting Employee Misconduct (Non-Educators)

In addition to any reporting requirements under Chapter 261 of the Texas Family Code, the Superintendent shall notify the Commissioner of Education, within seven business days, after knowing of a non-educator's termination or resignation if:

1. A non-educator's employment with GOODWATER MONTESSORI SCHOOL was terminated and there is evidence that the employee:
 - a. Abused or otherwise committed an unlawful act with a student or minor; or
 - b. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor; or
2. The employee resigned and there is evidence that the employee engaged in misconduct described above.

This reporting requirement applies to any person who is employed by GOODWATER MONTESSORI SCHOOL and who does not hold a certification or permit issued under Subchapter B, Chapter 21 of the Texas Education Code.

The Superintendent shall complete an investigation of an employee that involves evidence that the employee may have engaged in misconduct described above, despite the employee's resignation from employment before completion of the investigation.

Principals must notify the Superintendent within seven business days after the date of an employee's termination or resignation following an alleged incident of misconduct described above.

8.23. Audio & Video Recordings

An employee is prohibited from making any audio or video recording while acting in the course and scope of their employment or while on school property without the written consent of each person subject to the recording. School functions such as athletic activities or performances are exempt from this prohibition. Furthermore, an employee is prohibited from using his or her personal cell phone or school issued cell phone to photograph students or to post student photographs unless the employee has received expressed written consent from the student's parent or legal guardian or the employee has confirmed with Director of Admissions that the charter school has received expressed written consent from the student's parent or legal guardian.

8.24. Conflicts of Interest

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

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

No "presumption of guilt" is created by the mere existence of a relationship with an employee, contractor or vendor that may be a potential conflict of interest. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to their immediate supervisor Director of Business Operations as soon as possible, the existence of any actual or potential conflict of interest, so that safeguards can be established to protect all parties.

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

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

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

8.25. Employment of Relatives and Fraternalization

GOODWATER MONTESSORI SCHOOL is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with GOODWATER MONTESSORI SCHOOL's ability to provide equal employment opportunities for its employees, and in some instances, may constitute sexual harassment or other unlawful discrimination. To minimize potential conflicts of interest, employees who are in administrative, management, or supervisory roles are prohibited from dating any employee over whom they have direct or indirect supervision. Also, individuals who work within the Human Resources Department are prohibited from dating any GOODWATER MONTESSORI SCHOOL employee.

If two employees are involved in a dating relationship, it will be presumed by GOODWATER MONTESSORI SCHOOL that the relationship is welcomed by both parties unless one or the other notifies GOODWATER MONTESSORI SCHOOL to the contrary. Public displays of affection and favoritism during work hours and school activities are prohibited.

Conduct that occurs during a disagreement or following a termination of the relationship must not violate GOODWATER MONTESSORI SCHOOL's harassment policy.

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

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

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

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

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

First Degree

Parent

Child

Second Degree

Third Degree

Grandparent	Grandchild	Sibling
Great-Grandparent	Great-Grandchild	Aunt/Uncle Niece/Nephew

Non-Disclosure

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

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

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

8.26. Updated/Current Employee Information

Employees are required to regularly update:

- A change in home address or telephone number;
- A change in marital status or in the number of dependents;
- A change of insurance beneficiary;
- A change in the number of exemptions claimed for income tax purposes;
- The driving record or status of an employee's driver's license, if the employee operates any GOODWATER MONTESSORI SCHOOL vehicle or operates his or her own vehicle for work-related duties, not including driving to and from work.
- A legal change of name.
- The Public Information Act form indicating whether certain personal information may be released to the public.

Updates should be made by notifying Director of Business Operations.

8.27. Allowable Uses of School Property

All employees are responsible for taking proper care of school-owned property, including vehicles, buildings, furnishings, equipment, tools and supplies. School-owned property must remain on the

premises at all times unless approved in advance by the Principal or other appropriate administrator. Proper care and maintenance of school-owned vehicles is also required.

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

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

Employees shall not use school's public property for any purpose not described in GOODWATER MONTESSORI SCHOOL's open-enrollment charter, except that employees may use local telephone service, school-issued cellular phones, electronic mail, Internet connections, and similar property for incidental personal use, if, as determined by school administration, such does not:

- Result in any direct cost paid with state funds, or the charter holder is reimbursed by the employee within five (5) business days for any direct cost incurred; or
- Impede charter school functions as determined by the school administration.

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

8.28. Computer & Internet Use

With the exception of the incidental personal use described in this Handbook, access and use of GOODWATER MONTESSORI SCHOOL's computers, computer networks, electronic mail, and the Internet is only for educational and administrative purposes. The access of material that is obscene, child pornography, or harmful to minors is prohibited.

Failure to comply with this section may result in disciplinary action, up to and including termination.

8.29. Administration of Medication to Students

Unless otherwise authorized or described below, school employees and volunteers are prohibited from administering medications to students, including vitamins and food supplements. Medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

- Nonprescription medication brought to school must be submitted by a parent along with a written request. The medication must also be in the original and properly labeled container.
- Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas. Prescriptions ordered or filled in Mexico will not be accepted.
- Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the

medication. Medications sent in plastic bags or unlabeled containers will NOT be administered.

- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the student's Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
- Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
- In certain emergency situations, GOODWATER MONTESSORI SCHOOL may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the school's medical advisor and when the parent has previously provided written consent for emergency treatment.

Psychotropic Drugs and Psychiatric Evaluations Or Examinations

No employee may:

- Recommend that a student use a psychotropic drug;
- Suggest any particular diagnosis; or
- Preclude a student from attending class or participating in a school-related activity if the parent refuses to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of a student.

"Psychotropic drug" means a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior.

8.30. Reporting Child Abuse/Child Neglect

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

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

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

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

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

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

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

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

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

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

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

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

8.31. Traffic Violations

If an employee, during the course of GOODWATER MONTESSORI SCHOOL business, receives a traffic violation, the employee will be personally liable for any expenses incurred from that violation. If, during the course of transporting a student(s), an employee receives a traffic violation, that employee is subject to disciplinary action, up to and including discharge.

8.32. Weapons and Firearms Prohibited

Weapons. The GOODWATER MONTESSORI SCHOOL prohibits the use, possession, or display of any illegal knife, club or prohibited weapon on school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. This prohibition includes weapons in vehicles on school property.

Firearms. The GOODWATER MONTESSORI SCHOOL prohibits the use, possession, or display of any illegal firearm on school premises (i.e., building or portion of a building) or any grounds or building where school-sponsored activity takes place. This can include grounds otherwise excluded from the definition of "premises" such as public or private driveways, streets, sidewalks or walkways, parking lots, parking garages, or parking areas.

Pursuant to Texas Penal Code Section 46.03, an employee commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Texas Penal Code Section 46.05(a), on the physical premises of a school or educational institution. It is not a defense to prosecution under this section that the employee possessed a handgun and is licensed to carry a concealed handgun under the Texas Government Code Chapter 411.

Firearms Exception. The GOODWATER MONTESSORI SCHOOL may not prohibit a person, including a school employee, who holds a license to carry a handgun under Government Code Chapter 411, from transporting or storing a handgun or other firearm or ammunition in a locked, privately owned or leased motor vehicle in a parking lot, parking garage, or other parking area provided by a charter school, provided that the handgun, firearm, or ammunition is not in plain view.

8.20. Authority to Bind Contracts

Only the charter school board of directors, acting as a body corporate, has legal authority to bind the charter school to a financial or contractual obligation. Accordingly, no school employee is authorized to bind the charter school to any financial or contractual obligation unless the board of directors has expressly and explicitly delegated contracting authority to that employee through the adoption of board policy or through other formal board action.

8.21. Nursing Mothers

GOODWATER MONTESSORI SCHOOL supports the practice of nursing/pumping and makes reasonable accommodations for the needs of employees who require space to pump. A location, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can pump will be provided.

A reasonable amount of break time will be provided when the employee has a need to pump. For non-exempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with the Director of Business Operations to discuss their needs and arrange break times.

9. General Employee Complaints and Grievances Process

Purpose

The purpose of the employee complaint process is to provide employees an orderly process for the prompt and equitable resolution of grievances. GOODWATER MONTESSORI SCHOOL intends that, whenever feasible, grievances be resolved at the lowest possible administrative level.

In using and applying the employee complaint process, all participants are expected to remain courteous and to adhere to the Code of Ethics and Standard Practices for Texas Educators.

Informal Process

GOODWATER MONTESSORI SCHOOL encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution is encouraged but will not extend any deadlines in this grievance process, except by mutual written consent.

Formal Process

An employee may initiate the formal grievance process described below by timely filing a written complaint form.

Even after initiating a formal complaint, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The grievance process described below shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

Neither GOODWATER MONTESSORI SCHOOL nor any GOODWATER MONTESSORI SCHOOL employee shall unlawfully retaliate against an employee for bringing a concern or complaint/grievance.

Guidelines for General Employee Complaint Process

Definitions

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

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

1. Grievances concerning an employee’s wages, hours, or conditions of work;
2. Specific allegations of unlawful discrimination in employment based on the employee’s sex (including allegations of sexual harassment and/or wage discrimination on the basis of sex), race, religion, national origin, age, veteran status, or disability, following completion of an investigation by the designated compliance coordinator or designee set by policy; or
3. Specific allegations of unlawful discrimination or retaliation based on the employee’s exercise of constitutional rights.

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

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication (including e-mail and fax), or by U.S. Mail. Hand-delivered filing shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filing shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

GOODWATER MONTESSORI SCHOOL will make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, GOODWATER MONTESSORI SCHOOL may hold the conference and issue a decision in the employee’s absence.

Response

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s e-mail address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

If the administrator addressing the complaint determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the grievant in writing of the necessity to extend the response time and a specific date by when the response will be issued.

A grievance official who fails to meet a time requirement, without providing written notice of an extended deadline, shall be considered to have denied the complaint as of the date of the missed deadline.

Representative

“Representative” means a person designated to represent him or her in the complaint process. An employee may designate a representative through written notice to GOODWATER MONTESSORI SCHOOL at any level of the grievance process. The representative may participate in person or by telephone / video conference. If the employee designates a representative with fewer than three days’ notice to GOODWATER MONTESSORI SCHOOL before a scheduled conference or hearing, GOODWATER MONTESSORI SCHOOL may reschedule the conference or hearing to a later date, if desired, in order to include the school’s counsel. GOODWATER MONTESSORI SCHOOL may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, GOODWATER MONTESSORI SCHOOL may consolidate the

complaints.

Untimely Filings

All time limits for an employee to file a complaint shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, upon written notice to the employee, at any point during the complaint process.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by GOODWATER MONTESSORI SCHOOL.

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 by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be re-filed with all the required information if the re-filing is within the designated time for filing.

Formal Complaint Process

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

Level One

Level One complaint forms must be filed:

1. Within fifteen (15) days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; and
2. With the lowest-level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees assigned to work at a school campus shall file Level One complaints with the Director of Business Operations, or designee. Other GOODWATER MONTESSORI SCHOOL employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent/CEO or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the Level One complaint form.

If the complaint is not filed with the appropriate administrator, the receiving administrator will note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days of receipt of the Level One complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, or if there is a need to gather additional information, the administrator shall provide the employee with a written response within ten days following the conference. The written response will set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, or if the employee is directed to do so by GOODWATER MONTESSORI SCHOOL, the employee may request a conference with the Superintendent/CEO or designee to appeal. The appeal notice must be filed in writing, on a form provided by GOODWATER MONTESSORI SCHOOL, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator will prepare and forward a record of the Level One complaint to the Level Two administrator.

The Superintendent/CEO or designee will schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. The Superintendent/CEO or designee may set reasonable time limits for the conference.

The Superintendent/CEO or designee shall provide the employee a written response within fifteen (15) days following the conference. The written response will set forth the basis of the decision. In reaching a decision, the Superintendent/CEO or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent/CEO or designee believes will help resolve the complaint.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board of Directors. The appeal notice must be filed in writing, on a form provided by GOODWATER MONTESSORI SCHOOL, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for consideration by the Board. The Board of Directors will consider the grievance and may, at its discretion, require the appearance of the employee and administration.

The Board of Directors will determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. Generally, complaints involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint may be heard by the Board of Directors in a closed meeting. Complaints involving a complaint or grievance against another GOODWATER MONTESSORI SCHOOL employee, director, or officer shall be heard in a closed meeting unless an open meeting is requested in writing by the employee, director, or officer against whom the complaint or grievance is brought.

After considering the appeal, the Board of Directors may subsequently take action or no action. If the Board of Directors takes action, it may make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board of Directors meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled

meeting, the lack of a response by the Board upholds the administrative decision at Level Two. A decision by the Board of Directors, if any, is final and may not be appealed.

10. EMPLOYEE ACCEPTABLE USE POLICY

10.1 Technology Resources

GOODWATER MONTESSORI SCHOOL technology and information resources, including its networks, computer systems, email accounts, devices connected to its networks, and all school-owned devices used on or off school property, are primarily for administrative and instructional purposes.

Limited personal use is permitted if the use:

- Imposes no tangible cost to Goodwater Montessori School
- Does not unduly burden Goodwater Montessori School's technology resources; and
- Has no adverse effect on job performance or on a student's academic performance;
- Email transmissions and other use of Goodwater Montessori's technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use Goodwater Montessori School's technology and information resources are required to abide by the provisions of Goodwater Montessori School's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about technology and information resources can contact the Superintendent.

10.2 Network Acceptable Use

Goodwater Montessori School provides students, staff, volunteers, and Board members access to the Goodwater Montessori School's electronic network. This network includes Internet access, email accounts, computer services, videoconferencing, computer equipment, and related equipment for educational and school-related purposes. This policy contains the rules and procedures for acceptable use of Goodwater Montessori School's electronic network. Where the term "user" appears, the policy applies to any network user.

- The Goodwater Montessori School's electronic network has been established for a limited educational purpose and to allow the transaction of school-related business, and has not been established as a public access service or a public forum. Goodwater Montessori School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Access is a privilege – not a right.
- It is presumed that users will honor this policy. Goodwater Montessori School is not responsible for the actions of users who violate this policy.
- Goodwater Montessori School reserves the right to monitor all activity on its electronic network. Users will indemnify Goodwater Montessori School for damage caused by users' inappropriate use of the network.
- Users are expected to follow the same rules, good manners, and common-sense guidelines that are used with other daily school activities, as well as applicable law, in the use of Goodwater Montessori School's electronic network.

10.3 General Unacceptable Behavior

While utilizing any portion of the Goodwater Montessori School's electronic network, unacceptable behaviors include, but are not limited to:

- Abusing network resources, such as sending chain letters or "spamming." Emails sent to "all staff" are reserved for the Superintendent or designee and administration staff. The use of the "all staff" group for other purposes must be approved by the Superintendent prior to

sending.

- Attempting to access non-instructional systems, such as student information systems or business systems, without authorization.
- Attempting to circumvent web filtering through proxies or other means.
- Connecting any networkable device (either wired or wireless) to the Goodwater Montessori School's network without authorization. The use of a computer or device brought from home accessing the network in any way not designated as "guest access."
- Displaying, accessing, or sending offensive messages or pictures.
- Engaging in activity that may be considered "cyberbullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation.
- Engaging in personal attacks, including prejudicial or discriminatory attacks.
- Gaining unlawful access to information or computer and communication resources.
- Generation, storage, transmission or other use of data or other matter, which is abusive, profane, pornographic, or offensive to a reasonable person.
- Illegal, fraudulent, or malicious activity or activity on behalf of organizations or individuals having no affiliation with Goodwater Montessori School.
- Installation of any programs or software not approved by Goodwater Montessori School
- Intentional introduction of or experimentation with malicious code including but not limited to computer worms or viruses.
- Knowingly or recklessly posting false information about a person or organization.
- Personal use not related to the conduct of work on behalf of Goodwater Montessori School.
- Posting information that could cause damage or danger of disruption.
- The intentional sending of messages that is likely to harm the recipient's work or system and any other types of use which could cause congestion of the Goodwater Montessori School network or otherwise interfere with the work of others. Prohibited uses include, but are not limited to, peer-to-peer applications such as LimeWire, Bit Torrent, or any other file sharing applications, as well as large (>5MB) file transfers from Internet sites without prior permission.
- Transmission of material in violation of applicable copyright laws.
- Unauthorized disclosure, use, or dissemination of personal information regarding minors.
- Using criminal speech or speech in the course of committing a crime such as threats against others, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
- Using Goodwater Montessori School equipment, network, or credential to threaten other users, or cause a disruption to the educational program.
- Using Goodwater Montessori School equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using the Goodwater Montessori School's electronic network for commercial purposes, or offering, providing, or purchasing products or services through the network.
- Using the Goodwater Montessori School's electronic network for political lobbying.
- Using speech that is inappropriate in an educational setting or that violates Goodwater Montessori School's standards for employee conduct.

Employees who become aware of a user engaging in inappropriate use of the Goodwater Montessori School's electronic network or who receive any email containing inappropriate content should report the matter immediately to the Superintendent, or designee.

10.4 No Expectation of Privacy

Goodwater Montessori School email accounts should be used primarily for school-related purposes. Personal use of Goodwater Montessori School email accounts is only permitted on a limited basis

so long as such personal use does not impede Goodwater Montessori School functions, does not result in any direct cost paid with state funds, is not for private commercial purposes, and does not involve more than incidental amounts of employee time (time periods comparable to reasonable coffee breaks during the day).

Goodwater Montessori School owns the rights to all data and files stored on any computer, network, or other information system used at Goodwater Montessori School and to all data and files sent or received using any Goodwater Montessori School system, including email, to the extent that such rights are not superseded by applicable laws relating to intellectual property.

Goodwater Montessori School owns any communication sent via email or that is stored on Goodwater Montessori School equipment or its cloud accounts. Goodwater Montessori School employees shall have no expectation of privacy in anything they store, send, or receive on Goodwater Montessori School's email system or computer equipment or cloud accounts. All communications sent via email or stored on Goodwater Montessori School equipment may also be subject to the TPIA. Goodwater Montessori School reserves the right to access and/or monitor any material in an employee's email account at any time, without prior notice, as well as any computer equipment used to create, view, or access email. Violations of this policy may lead to disciplinary action, up to and including termination, and could also lead to referrals to appropriate law enforcement authorities.

No Goodwater Montessori School employee may access another employee's computer, computer files, or email messages without prior authorization from the Superintendent or designee to allow access to email accounts.

10.5 System Security

On occasion, Goodwater Montessori School may need to access its technology and information resources including computer files, electronic-mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on Goodwater Montessori School's electronic network, including personal information or messages. Goodwater Montessori School may, at its discretion, inspect all files or messages on its electronic network at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate allegations of misconduct, to locate information, or for any other business purpose.

Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Users must not provide their password(s) to another person. Users must immediately notify a systems administrator if they have identified a possible security problem. Users should not go looking for security problems, as doing so may be construed as an illegal attempt.

Users will not attempt to gain unauthorized access to any portion of the Goodwater Montessori School's electronic network. This includes attempting to log in through another person's account or accessing another person's folders, work, or files.

Users will not make deliberate attempts to disrupt Goodwater Montessori School's electronic network or computer system or destroy data by spreading computer viruses or by any other means.

Users will not attempt to access Web sites blocked by Goodwater Montessori School's policy, including the use of proxy services, software, or Web sites. Users will not use "sniffing" or remote access technology to monitor the network or other user's activity.

10.6 Software and Files

Software is available to users to be used as an educational resource or to conduct school-related business. Users may not install, upload, or download software without permission from the Superintendent or designee. A user's account may be limited or terminated if a user intentionally misuses software on any Goodwater Montessori School-owned equipment.

Files stored on the network are treated in the same manner as other school storage areas. Routine maintenance and monitoring Goodwater Montessori School's electronic network may lead to discovery that a user has violated this policy. Users should not expect that files stored on Goodwater Montessori School servers are private.

When sharing or storing sensitive information, users must utilize approved network storage devices and applications.

10.7 Technology Hardware

Hardware and peripherals are provided as tools to users for educational purposes and for school-related business. Users are not permitted to relocate hardware (except for portable devices), install peripherals, or modify settings to equipment without permission from the Superintendent or designee.

Goodwater Montessori School may permit the use of personally owned computing devices on its network, at the discretion of Goodwater Montessori School. All "guest" users must comply with administrative regulations governing the use of Goodwater Montessori School's technology resources and agree to allow monitoring of their usage and to comply with the regulations. Non-compliance may result in suspension of access or termination of privileges and other disciplinary actions consistent with Goodwater Montessori School policy.

10.8 Vandalism

Any malicious attempt to harm or destroy data, the network, other network components connected to the network, hardware, or software will result in cancellation of network privileges. Disciplinary measures in compliance with Goodwater Montessori School's policy will be enforced.

10.9 Personal Use of Electronic Media

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

As role models for Goodwater Montessori School's students, employees are responsible for their public conduct even when they are not acting as school employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media 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. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using Goodwater Montessori School's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency, or the use is authorized by a supervisor to conduct Goodwater Montessori School business.
- The employee shall not use Goodwater Montessori School's logo or other copyrighted material of Goodwater Montessori School without express written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student information, including photos.
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 - Confidentiality of Goodwater Montessori School records, including educator evaluations and private e-mail addresses.
 - Copyright law.
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system.

10.10 Use of Electronic Media and Electronic Communications with Students

Employees given approval by Goodwater Montessori School may communicate through electronic media with students who are currently enrolled in Goodwater Montessori School **for educational purposes only**. All other employees are prohibited from communicating with students who are enrolled in Goodwater Montessori School through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For instance, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media and electronic communications with students:

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

An employee uses electronic media to communicate with students shall observe the following:

- Employees should avoid sending text messages to students. Exceptions may apply for a teacher or other employee who has an extracurricular duty, and then only to communicate with students who participate in the extracurricular activity over which the employee has

responsibility. An employee who communicates with a student using text messaging should attempt to include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message. Additionally, for each text message addressed to one or more students, the employee must send a copy of the text message to the employee's Goodwater Montessori School's email address.

- Employees shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with extracurricular duties, matters relating to the extracurricular activity).
- Employees are prohibited from knowingly communicating with students through personal social network pages.
- Employees shall not communicate directly with any student between the hours of 10:00pm and 6:00am, except when necessary to notify students about urgent scheduling or transportation issues. Employees may, however, make public posts to a social network site, blog, or similar application at any time.
- Employees do not have an absolute right to privacy with respect to communications with students and parents.
- Employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Professional Code of Ethics and Standard Practices for Professional Educators including:
 - Compliance with FERPA, including retention and confidentiality of student records; and
 - Copyright law.; and
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- Upon request from Goodwater Montessori School's administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more current-enrolled student.
- Upon written request from a parent or student, an employee shall discontinue communicating with a student through email, text messaging, instant messaging, or any other form of one-to-one electronic communication.
- **Employees shall refrain from inappropriate communications with students. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:**
 - The nature, purpose, timing, and amount of the communication;
 - The subject matter of the communication;
 - Whether the communication was made openly, or the employee attempted to conceal the communication;
 - Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
 - Whether the communication was sexually explicit; and
 - Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the employee or the student.

10.11 Consequences

The guidelines for appropriate use are applicable to all use of school computers and refer to all information resources, whether individually controlled, shared, stand alone, or networked. Disciplinary action for students, staff, and other users shall be consistent with Goodwater Montessori

School policy and administrative regulation. Violations may result in:

- Suspension of access to school computers and network resources;
- Revocation of access privileges or user accounts; or
- Other school disciplinary or legal action, up to and including termination, in accordance with school policies and applicable laws.

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

10.12 EMPLOYEE INVOLVEMENT

At all levels, Goodwater Montessori School offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the school. As part of the Goodwater Montessori School's planning and decision-making process, employees may be invited to serve on a school-wide level advisory committee or task force. Plans and detailed information about the shared decision-making process are available from Dr. Bruce Tabor, Superintendent/CEO Goodwater Montessori School or designee.

Employees may also make suggestions and recommendations regarding instructional effectiveness through Goodwater Montessori School's Employee Relations official, Alma Lahmon. Employees may apply to serve on a school committee or task force by responding to school postings for committee members, or by making their interest known to Employee Relations and their immediate supervisor. Employees are encouraged to participate in authorized school committees or taskforces with the understanding that final member selection must be approved by the Superintendent/CEO or designee.

Employees may not organize unsanctioned school committees. Any unsanctioned committees and their membership will not be recognized by school officials. Employees should follow the employee involvement process in this handbook to share concerns and opinions. Employees with complaints are required to follow the guideline for employee complaints found in this Handbook. Employees may also resolve informal complaints through the use of the Superintendent's open-door policy, and Goodwater Montessori School's employee relations.

11. DISCIPLINE

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

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

1. Verbal warning.
2. Conference with a supervisor and/or the Superintendent/CEO of designee.
3. Written warning.
4. Imposition of an employee growth plan / performance improvement plan.
5. Suspension with or without pay.
6. Termination of employment.

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

Social Media

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

1. Be respectful of the privacy and dignity of your co-workers, and do not post student photographs without appropriate authority.
2. Do not “friend” students on your personal social media page unless you have an appropriate out-of-school relationship with the student such as relatives, church, scouts, or other activity that would be appropriate for such informal communication.
3. Do not create a link from your blog, website, or other social networking site to a Goodwater Montessori School website without identifying yourself as a school employee.
4. Do not infringe on Goodwater Montessori School’s logos, taglines, slogans, trademarks, or other symbols.
5. Harassing, obscene, defamatory, threatening, or other offensive content must be avoided.
6. Maintain the confidentiality of Goodwater Montessori School trade secrets and private or confidential information concerning school employees, students, and/or agents that is obtained from Goodwater Montessori School’s files or records in the course of employment. Do not post internal reports or other business-related confidential communications.
7. Respect all copyright and other intellectual property laws. For Goodwater Montessori School’s protection, as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including Goodwater Montessori School’s own copyrights, trademarks, and brands.
8. The employee may not set up or update the employee’s personal social network page(s) using Goodwater Montessori School computers, network, or equipment.
9. The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency, or the use is authorized by a supervisor to conduct school business.

If an employee’s use of social media violates state or federal law or Goodwater Montessori School policy, or interferes with the employee’s ability to effectively perform his or her job duties or adversely impacts Goodwater Montessori School and its service to students and parents (as solely determined by Goodwater Montessori School), the employee is subject to disciplinary action, up to and including termination of employment.

Electronic Communications with Students

“Electronic Communication” includes any communication facilitated by the use of any electronic device, including a cellular telephone, computer, computer network, personal data assistant, or pager, and includes e-mail, text message, instant message, and any communication made through an internet website, including a social media website or social networking website.

Employees shall not engage in inappropriate electronic communications with students. Employees should not “friend” students on their personal social media pages unless they have an appropriate out-of-school relationship with the student such as relatives, church, scouts, or other activity that would be appropriate for such informal communication. Employees may elect to not disclose to a student the employee’s personal telephone number or e-mail address.

Employees shall immediately notify the Superintendent/CEO or designee concerning an incident in which a student engages in improper communications with an employee. A report should include a summary of the student's communication, as well as the time, date, and method of communication.

11.1 Termination or Resignation

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

All school-owned property in the employee's possession must be returned to his or her supervisor upon separation from employment. Failure to return school-owned property constitutes theft of public property and will be reported to law enforcement.

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

Exit interviews will be scheduled for all employees leaving GOODWATER MONTESSORI SCHOOL. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time.

Reports Concerning Court-Ordered Withholding

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

- Termination of employment not later than the seventh day after the date of termination;
- Employee's last known address; and
- Name and address of new employer, if known.

Termination Grievances (General Complaints)

A terminated employee may request a review of the dismissal decision. Termination grievances (other than whistleblower complaints) must be submitted in writing to Director of Business Operations within five calendar days of notice of termination. A Director of Business Operations representative will schedule and hold a conference within five business days of the request and shall issue a written decision within five business days after the conference. A former employee wishing to appeal this decision may appeal through the General Employee Complaints and Grievances process described in this Handbook, beginning at Level Three.

11.2 COBRA Notice

GOODWATER MONTESSORI SCHOOL will notify employees of their potential rights under COBRA upon separation from employment with the school.

12.0 Copyrighted Material

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 (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion

pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplications 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.

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

12. 1 Proprietary Information

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

COVID-19

The Goodwater Montessori School Board has delegated COVID response authority to the Superintendent. The Superintendent has the authority to make decisions as outlined in policy for public health crisis and or pandemic operations.

13 Miscellaneous Provisions

13.1 Emergencies

All employees should be familiar with the evacuation diagrams posted throughout the school. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all school buildings. Employees should know the location of these devices and how to use them.

13.2 External Inquiries

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

- Any charges of discrimination that may come from the EEOC, Texas Human Rights Commission, or other agencies;
- Any notice or indication of an audit by the DOL or notification from the TWC; and
- Any OSHA complaints or site visits by OSHA staff members.

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

13.3 Family Educational Rights and Privacy Act

Student records are confidential and protected from unauthorized inspection or use. Employees with access to student information and/or performance data will consistently and uniformly maintain the privacy and confidentiality of this information in accordance with the Family Educational Rights and Privacy Act ("FERPA").

13.4 HIPAA

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

13.5 HIV-AIDS and Other Life-Threatening Illnesses

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

Employees are not required to reveal their HIV status to employers. All medical information that an HIV-infected employee provides to medical or management personnel is confidential and private. Goodwater Montessori School may not reveal this information without the employee's knowledge and written consent, except as provided by law. Those with access to protected health information ("PHI") must maintain strict confidentiality and privacy, separating the PHI from employees' personnel records. Individuals who fail to protect PHI commit a serious offense, which may be cause for litigation resulting in both civil and criminal penalties and may result in disciplinary action, up to and including termination.

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

Employees who desire assistance concerning a disability or a life-threatening illness should contact Director of Business Operations.

13.6 School Closures

Goodwater Montessori School may be closed because of bad weather or emergency conditions. When such conditions exist, the Superintendent/CEO will make the official decision concerning the closing of school facilities. When it becomes necessary to open late or to release students early, local media will be informed, and every effort will be made to contact all staff and students through Goodwater Montessori School's emergency broadcast system.

13.7 Student Issues

Non-Discrimination Statement

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

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 of Directors has adopted orderly processes for handling such complaints. Parents or students may obtain information on this process from the main office or the Superintendent/CEO, or designee.

Student Conduct and Discipline

Students are expected to follow all classroom and campus rules, and the rules listed in the Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by Goodwater Montessori School. Non-instructional employees with concerns about a particular student's conduct should contact the student's classroom teacher or the Superintendent/CEO, or designee.

Employee Training

Goodwater Montessori School shall provide training for all new and existing employees on awareness of issues regarding child abuse and reporting, sexual abuse prevention, sex trafficking, bullying and David's law, and other maltreatment of children, including prevention techniques for and recognition of child abuse, sex trafficking, and other maltreatment of children.

Bullying

Goodwater Montessori School prohibits bullying of students, as well as retaliation against anyone involved in the complaint process. Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property,

2. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student,
3. materially and substantially disrupts the educational process or the orderly operation of a classroom or the school, or
4. infringes on the rights of the victim at school.

The definition of bullying includes “cyberbullying,” which means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Goodwater Montessori School’s anti-bullying policy applies to:

1. bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - a. interferes with a student’s educational opportunities; or
 - b. substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Any employee or student who believes that he or she may have experienced or witnessed bullying should immediately report the alleged acts to the Principal or designee.

The Superintendent/CEO, or designee will notify the victim, the student alleged to have engaged in bullying, and any student witnesses of available counseling options.

The Principal or designee will also provide notice of the incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A parent or guardian of the alleged bully within a reasonable amount of time after the incident.

The Principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited discrimination or harassment, and if so, proceed with an investigation under Goodwater Montessori School’s anti-discrimination and harassment policy instead. The Principal or designee shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Superintendent/CEO, or designee shall prepare a written report of the investigation, including a determination of whether prohibited bullying occurred. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Goodwater Montessori School may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Discipline for a student who receives special education services for conduct meeting the definition

of bullying or cyberbullying must comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). Goodwater Montessori School may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

Student Attendance

Teachers and staff should be familiar with Goodwater Montessori School's policies and procedures for attendance accounting. Contact the Superintendent/CEO, or designee, for additional information.

Student Transportation

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

Student Welfare: Computer Technician Reports of Child Pornography

Any computer technician employed by Goodwater Montessori School who, in the course and scope of employment or business with Goodwater Montessori School, views an image on a computer that is or appears to be child pornography must immediately report the discovery to a local or state law enforcement agency or the Cyber Tip line at the National Center for Missing and Exploited Children. The report must include the name and address of the owner or person claiming a right to possession of the computer, if known, and as permitted by federal law.

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

13.8 Use of Personal Vehicles

Employees conducting school-related business in their personal vehicles are expected to be in compliance with all state laws related to vehicle insurance coverage requirements. If involved in an accident while on school-related business, personal vehicle insurance takes precedence.

13.9 Visitors in the Workplace

All visitors are expected to enter any school facility through the main entrance and sign in or report to the main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on Goodwater Montessori School premises should immediately direct him or her to the building office or contact the administrator in charge.

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

APPENDIX – FORMS

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Authorization for Criminal History Background Check

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

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

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

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

Signature of Applicant/Employee

Date

Applicant/Employee's Printed Name

Complete Criminal History Background Check Form on Next Page

2020–2021 Criminal History Background Check Form

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

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

City/Town	County	State	From	To

Disclosure and Authorization for Consumer Reporting Agency Reports

Goodwater Montessori School may obtain a consumer report and/or investigative consumer report (commonly known as a background report) from a consumer reporting agency for employment purposes. The consumer report may include information concerning your employment history, education, qualifications, character, general reputation, personal characteristics, criminal record, motor vehicle record, mode of living and/or credit standing, and indebtedness. This information may be obtained from public and/or private sources.

A consumer report and/or an investigative consumer report may be obtained in processing your application for employment, or at any time during your employment period with Goodwater Montessori School, as authorized by state law and/or the Fair Credit Reporting Act ("FCRA"). Should an investigative consumer report (a consumer report in which the above types of information are obtained through personal interviews) be requested, you will have the right to obtain a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the FCRA.

In the event that information from a consumer report obtained about you from a consumer reporting agency is used in whole or in part in making an adverse decision with regard to employment, you will be provided with a copy of the consumer report and a description in writing of your rights under the law.

A summary of your rights under the FCRA is also included with this notice. Individuals may request more information about the nature and scope of any investigative consumer reports by contacting the Director of Business Operations.

AUTHORIZATION

I have carefully read and understand this Disclosure and Authorization Form and the attached Summary of Rights under the FCRA. I hereby authorize Goodwater Montessori School and/or its agent(s) to obtain and furnish to Goodwater Montessori School information related to my background to be used for employment purposes. I hereby authorize any law enforcement agency, institution (including learning institution), information service bureau, credit bureau, record/data repository, court, motor vehicle record agency, employer, military, and other individuals and sources contacted by Goodwater Montessori School and/or its agent(s) to furnish the information requested by the consumer reporting agency for employment purposes.

I understand and agree that a facsimile or photographic copy of this authorization will be as valid as the original.

I hereby release Goodwater Montessori School, all its agents and employees, and all other persons, agencies, and entities furnishing information or reports about me from all liability arising out of the request for or release of any of the above-mentioned information or reports.

Applicant/Employee Signature: _____ Date: _____

Printed Name: _____ Date: _____

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

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

Consumers Have the Right To Obtain a Security Freeze

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

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

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

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission</p>

	100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357

Authorization for Prior Employer to Release Information

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

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

Signature of Applicant/Employee

Date

Applicant/Employee's Printed Name

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

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

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

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

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

The Drug-Free Workplace Policy and this consent have been explained to me in a language I understand, and I have been told that if I have any questions about the drug/alcohol test or the Drug-Free Workplace Policy, they will be answered.

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

Signature of Employee

Date

Employee's Printed Name

Searches

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

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

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

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

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

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

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

Signature of Applicant/Employee

Date

Employee's Printed Name

Goodwater Montessori School Representative

Date

Wage Deduction Authorization Agreement

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

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

I agree that Goodwater Montessori School may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that Goodwater Montessori School has stated its

intention to abide by all applicable federal and Texas wage and hour laws, and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

Signature of Applicant/Employee

Date

Employee's Printed Name

Goodwater Montessori School Representative

Date

Wage Overpayment/Underpayment Policy

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

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

I understand this policy and agree to its terms.

Signature of Applicant/Employee

Date

Employee's Printed Name

Texas Government Code § 552.024:
Public Access Option Form

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

	PUBLIC ACCESS?	
	NO	YES
Home Address		
Home Telephone Number		
Social Security Number		
Emergency Contact Information		
Information that reveals whether you have family members		

Signature of Employee

Date

Employee's Name – Printed

Attestations

Instructional Schedule

- Teacher interaction** with students is predictable, sufficient to support schedule.
- Teacher availability** for students (e.g. office hours schedule) is planned in advance, predictable, sufficient for student progress, clearly defined, and published in the student syllabus.
- Students can access instructional support** from teachers when needed, direct instruction is delivered by teachers, and students know how and when they can interact with their teachers.
- Students are provided **clear means to engage with academic material on a daily basis.**
- Student IEPs** are followed regardless of learning environment such that students with disabilities receive a Free, and Appropriate Public Education (FAPE).
- Student academic work ensures **engagement that is equivalent to direct content work that a student would be engaged in over a normal school year.** As guidance, this direct work with academic content matches or exceeds the following average daily minimums across all subjects:
 - Full day PreK – 180 instructional minutes
 - K through 5th grade – 180 instructional minutes
 - 6th through 8th grade – 240 instructional minutes

Materials Design

- District has adopted a **full, TEKS-aligned curriculum can be executed in an asynchronous remote learning environment.** This includes:
 - Assessments that ensure continued information on student progress remotely
 - Instructional materials that support a coherent, logical course sequence that reinforces concepts at appropriate times to ensure continuity of learning remotely
 - Instructional materials consistently reinforce concepts at appropriate times to ensure retention of knowledge in asynchronous environments
- Instructional materials include specifically designed resources and/or accommodations and modifications to support students with disabilities and English Learners in an asynchronous environment.
- There is a plan to ensure district adopted instructional materials are used during instruction and in the hands of students.

Student Progress

- Expected student progress in remote asynchronous learning is **planned in advance, defined by day, and ties to the overall course coverage in the course syllabus.**
- Daily, trackable student engagement exists** to ensure curricular progress in asynchronous learning. Curricular progress can be measured through any of the following means:
 - Data from the Learning Management System (LMS) showing progress made that day

- Curricular progress evidenced from teacher/student interactions made that day
- Completion and submission of assignments planned for that day
- Districts have **systems to measure academic progress** of all students to **inform instructional practice** in an asynchronous environment.
 - Progress monitoring includes all students and can be done in any proposed at-home scenario (digital or print)
- Student **feedback is provided from instructor at least weekly** in asynchronous learning environments including next steps or necessary academic remediation to improve performance.
- School grading policies** for remote student work are consistent with those used before COVID for on campus assignments

Implementation

- Campuses plan for and implement **professional development calendars** with specific supports for asynchronous instruction. These include the following for educators:
 - Provide introductory and ongoing content-focused, job-embedded training linked to chosen asynchronous curricular resources
 - Cover all grade levels and content areas that are participating in asynchronous learning
 - Develop content knowledge to help educators internalize the asynchronous curriculum and analyze and respond to data with the use of the instructional materials
 - Explicitly cover asynchronous remote instructional delivery and use of the asynchronous learning platform and/or learning management system
- Districts provide **explicit communication and support for families** in order to support asynchronous work at home.

Open Responses

Key Requirement Instructional Schedule: Describe (or attach a description of) the structure of your asynchronous schedule highlighting any differences by grade level and/or content area.

Pre-K 3		
Time	Period	Instructional Minutes (Combination of Synchronous and Asynchronous)
7:30 am -7:50 am	Planning	<ul style="list-style-type: none"> • Prepare for group time meetings and have content ready to present • Discuss with the assistant guide what the plan is for the week and each day

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8:00 am – 8:30 am	Small Group Instruction (Reading from List, Lesson (sounds, classification cards, letter sounds)	30 minutes
9:30 am – 11:30 am	Small Group Instruction	20 minutes each for small group
11:30 am - 12:00 noon	Lunch	Non-Instructional
12:00 noon - 1:00 pm	Rest	Non-Instructional
1:00 pm - 1:15 pm	Language	15 minutes
1:15 pm - 1:30 pm	Break	Non-Instructional
1:30 pm - 1:45 pm	Social Science	15 minutes
1:45 pm – 2:00 pm	Beak	Non-Instructional
2:00 pm – 2:10 pm	Seesaw Learning Platform	10 minutes
Pre-K4		
Time	Period	Instructional Minutes (Combination of Synchronous and Asynchronous)

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<p>7:30 am -7:50 am</p>	<p>Planning</p> <p>Prepare for group time meetings and have content ready to present</p> <p>Discuss with the assistant guide what the plan is for the week and each day</p>	<p>Non-Instructional</p>
<p>8:00 am – 8:30 am</p>	<p>Attendance</p> <p>Small group instruction Reading List, Lesson (sounds, classification cards, letter sounds</p>	<p>20 minutes</p>
<p>8:30 am – 9:00 am</p>	<p>Music, Movement</p>	<p>30 minutes</p>
<p>9:00 am - 9:30 am</p>	<p>Break</p>	<p>Non-Instructional</p>
<p>9:30 am – 11:00 am</p>	<p>Small group instruction, follow up with students on work completed in the different software platforms used.</p>	<p>20 minutes per small group</p>
<p>11:00 am – 11:30 am</p>	<p>Break</p>	<p>Non-Instructional</p>
<p>11:30 am – 12:00 noon</p>	<p>Lunch</p>	<p>Non-Instructional</p>
<p>12:00 pm – 12:30 pm</p>	<p>Recess</p>	<p>Non- Instructional</p>
<p>12:30 pm – 1:00 pm</p>	<p>Story Time, Community Meeting</p>	<p>30 minutes</p>

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1:00 pm - 1:15 pm	Language Arts (Google Classroom assignments), one on one-time, individual lesson as needed	15 minutes
1:15 pm - 1:30 pm	Break	Non-Instructional
1:30 pm - 1:45 pm	Social Studies (Google Classroom assignments), one on one-time, individual lesson as needed	15 minutes
1:45 pm – 2:00 pm	Break	Non-Instructional
2:00 pm – 2:25 pm	Math (Google Classroom assignments), one on one-time, individual lesson as needed	25 minutes
2:25 pm – 2:50 pm	Virtual classroom that includes activities for Math, Science, Social Studies, or Virtual Library for Storytelling	25 minutes
2:50 pm – 3:15 pm	Lexia Core5 Reading Learning Platform	25 minutes
3:15k pm – 3:20 pm	Cleanup of work area	5 minutes
Kindergarten		
Time	Period	Instructional Minutes (Combination of Synchronous and Asynchronous)
7:30 am -7:50 am	Planning	Prepare for group time meetings and have content ready to present

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		Discuss with the assistant guide what the plan is for the week and each day
9:00 am – 9:30 am	Group instruction Reading List, Lesson (sounds, classification cards, letter sounds)	30 minutes
9:30 am – 11:00 am	Small group instruction, follow up with students on work completed in the different software platforms used.	30 minutes per small group
11:00 am – 11:30 am	Break	Non-Instructional
11:30 am – 12:00 noon	Art/Music	30 minutes
12:00 noon – 12:30 pm	Lunch	Non-Instructional
12:30 pm – 1:00 pm	Break	Non-Instructional
1:00 pm – 1:15 pm	Seesaw Learning Platform (Language Arts)	15 minutes
1:15 pm - 1:30 pm	IXL Learning Platform (Math)	15 minutes
1:15pm - 1:45 pm	Lexia Core Learning Platform (Reading)	30 minutes
1:45 pm – 2:00 pm	Break	Non-Instructional
2:00 pm – 2:30 pm	Seesaw Learning Platform (Math)	30 minutes

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2:25 pm – 2:50 pm	Lexia Core Reading Learning Platform	15 minutes
2:50 pm – 3:15 pm	Student/Parent Feedback	Non-Instructional
Grades 1 -3		
Time	Instructional Minutes (Combination of Synchronous and Asynchronous)	Period
8:00 am - 8:15 am	Optional Check-in Synchronous	15 minutes
8:30 am – 9:20 am	Math (Small group lesson, or Google Classroom (GC), Classkick (CK), and IXL)	50 minutes
9:30 am – 10:20 am	ELAR (small group lesson, or GC, CK, Lexia)	50 minutes
10:30 am – 11:00 am	Whole Group Meeting Synchronous (Social Emotional, Tolerance)	30 minutes
11:00 am – 11:30 am	ELAR (GC, CK, OR IXL)	30 minutes
11:30 am – 12:00 noon	Lunch	30 minutes
12:00 noon – 12:30 pm	Recess	Non-Instructional
12:30 pm – 1:00 pm	Math	30 minutes

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1:00 pm – 1:45 pm	Social Studies/Science	45 minutes
2:00 pm – 3:00 pm	Music/PE	60 minutes
3:10 pm – 3:20 pm	Clean up	Non-Instructional
Grades 4-6		
Time	Period	Instructional Minutes (Combination of Synchronous and Asynchronous)
7:30 am – 8:30 am	Parent Office Hours	Non-Instructional
7:50 am – 8:30 am	Independent work time	Non-Instructional
8:30 am – 9:45 am	Academic Block 1 (Math/Science)	30 minutes (per small group instruction) Independent work when not in group instruction
9:45 am – 10:15 am	Community Lesson Time: Social Emotional, Tolerance	30 minutes
10:15 am – 10:30 am	Break	Non-Instructional
10:30 am -12:00 pm	Academic Block 2 (ELA/Social Studies)	30 minutes (per small group instruction) Independent work when not in group instruction
12:00 noon – 12:30	Lunch	Non-Instructional

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12:30 pm – 1:00 pm	Outside Break	Non-Instructional
1:00 pm – 2:00 pm	Student office Hours (Students who need additional help, work one on one, or small groups)	20 minutes (per small group)
2:00 pm – 3:00 pm	Music/PE	(30 minutes), PE (30 minutes)
3:00 pm – 3:20 pm	Clean up	Non-Instructional
Grades 7-8		
Time	Period	Instructional Minutes (Combination of Synchronous and Asynchronous)
7:50 am - 8:20 am	Check in/Study Hall	30 minutes: Independent work time (non-instruction time)
8:30 am - 9:20 am	7th Grade Science	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student (30 minutes)
8:30 am – 9:20 am	8th Grade Social Studies	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student (30 minutes)
9:20 am – 9:30 am	Transition	Students prepare for next schedule class (non-instruction time)

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9:30 am – 10:20 am	8 th Grade Science	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student
9:30 am – 10:20 am	7 th Grade Social Studies	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student
10:20 am – 10:30 am	Transition	Students prepare for next schedule class (non-instruction time)
10:30 am – 11:20 am	7 th /8 th Grade Micro - Economics	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student
11:20 am – 11:30 am	Transition	Students prepare for next schedule class (non-instruction time)
11:30 am – 12:00 noon	Wellness	30 minutes: Independent Exercise, recording minutes of exercise
12:00 noon - 12:30 pm	Lunch	30 minutes
12:30 pm – 1:00 pm	Break	30 minutes: self-reflection of work done
1:00 pm – 1:50 pm	8 th Grade English	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student
1:00 pm – 1:50 pm	7 th Grade Math	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student
1:50 on – 2:00 pm	Transition	Students prepare for next schedule class (non-instruction time)

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2:00 pm – 2:50 pm	8 th Grade Math	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student
2:00 pm – 2:50 pm	7 th Grade English	50 minutes: Direct Instruction, Independent work assignments, Teacher one on one using Classkick feedback for each student
2:50 pm – 3:00 pm	Transition	Students prepare for next schedule class (non-instruction time)
3:00 pm – 3:20 pm	7 th Grade/8 th Grade Advisory Group	20 minutes: Review day, discuss any issues of the day
3:20 pm	Dismissal	

Computer Device Access – We understand that having access to a computer is an issue for some of our families. We also understand that although some families may have a device, it is having to be shared with multiple siblings. Therefore, we will remain flexible and work diligently to spread out our video conferencing times by grade level. We will provide additional tablets to students in Grades K-2 and computers to Grades 3-8.

Component	Explanation
What are the expectations for daily student interaction with academic content?	<p>There are two types of students that may engage remote asynchronous instruction:</p> <ol style="list-style-type: none"> 1. Students who opt-in to the district remote instruction learning. Guides (Teachers) have been designated to this remote instruction model. Students may choose to opt either into remote, or, from remote to on campus instruction each nine weeks. If the student, or parent, requests a change, the student or parent must notify the Registrar at least two weeks prior to the beginning of the next nine-week period. It is important to note that if a student, or parent makes a request, the student may not have the same Guide if they decide to change learning environments. 2. Students who are sick or been exposed to COVID-19 and require quarantine and are receiving on campus instruction will stay with their on-campus Guide. <p>Both sets of students are expected to engage in synchronous and/or asynchronous instruction at the scheduled times. Students are expected to spend the same amount of time engaging in academic content remotely as they would on campus. The curriculum team is working to ensure assignments and activities scheduled for each day meet the timing requirements as much as possible.</p> <p>During the asynchronous learning, students will be able to progress at their own pace through the content. Guides have established office hours and one on one time for the remote delivery of instruction. The office hours have been established so parents may reach out to the Guide if further instruction</p>

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	<p>material is required. Students will be required to meet for community meetings each day. These community meetings provide important social interaction for remote learners and provides student connections within the communities. The schedules for students in the remote learning environment have been tailored to coincide with the length of time for direct instruction used in a Montessori environment prior to working independently.</p> <p>Remote learners that require access to either a tablet or computer, or internet connection, have been identified and provided with these technologies based on the number of students in a family. Goodwater Montessori Public Charter School (GMPCS) has partnered with ESC IV and have purchased additional computers that will be able to lower the ratio from 2-3 to 1, to a 1-2: to 1. GMPCS will loan out tablets to PK-2nd grade students as needed.</p> <p>All remote learning students are expected to engage each day, Monday through Friday, in Google Classroom, which is our Learning Management System (LMS). Work assignments must be turned in as specified by each Guide.</p> <p>Students will engage in core subjects, synchronously and/or asynchronously, daily. Other subjects will blend synchronous and asynchronous instruction; however, they may have or may not have synchronous instruction daily.</p>
<p>How will you ensure all student groups and grade levels will have the opportunity to engage in approx. a full day of academic content every day?</p>	<p>Students will receive a schedule. In our LMS that outlines daily schedules, expected learning activities, and assignments for completion. In addition to our LMS GMPCS will provide additional software support applications that include IXL, Classkick, Lexia, Lexia Core, Worldly Wise, and Seesaw to link to our LMS.</p>
<p>What are the expectations for teacher/student interactions?</p>	<p>There are two types of students that may receive asynchronous delivery of instruction:</p> <ol style="list-style-type: none"> 1. Students who opt for the remote delivery of instruction. Guides will be dedicated to this remote instruction at the campus level. Students will have the option to switch from/to remote delivery of instruction or, from/to on campus delivery of instruction at the end of each nine-work progress reporting period. <p>Students are expected to engage to synchronous and/or asynchronous instruction at the scheduled times. Students are expected to spend the same amount of time engaging in academic content remotely as they would campus. Each grade level team is working to ensure assignments and activities scheduled for each day meet these timing requirements.</p> <p>During asynchronous learning, students will be able to progress at their own pace through the content. For example, the students may choose to spend two academic blocks on Math and Science each one day and ELA and Social Studies the next, or they may decide to dedicate one academic block to each subject. Modifications to this format may change at the need of the student, based on feedback provided by the parent to the Guide.</p> <p>All remote learning students are expected to engage each day, Monday through Friday, in the Learning Management System (LMS). All assignments for the week will be due by Sunday at midnight, or before depending on grade level. Students should proactively plan their week to complete some each day, but flexibility remains with families who may need evenings or weekends for some of the work.</p> <p>Students will engage in core subjects, synchronously and/or asynchronously, daily. Other subjects will blend synchronous and asynchronous instruction. Students are expected to be present and participate in daily community meetings at each level. (Pre-K3-Kindergarten, Grades 1-3, Grade 4-6, Grades 7-8). These community meetings provide social interactions and developing a community of learners.</p>
<p>How will you ensure all student groups and grade levels will have the opportunity to engage in approx. a full day of academic content every day?</p>	<p>Students will receive a schedule in the LMS that outlines daily schedules, expected learning activities, and assignments for completion. Guides will provide small group instruction, and one on one instruction each day. Parents and students have opportunities to set up appointments with Guides during office hours each day.</p>

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	<p>Students will frequently and consistently use the LMS provided. The expectation will be a full day of instruction asynchronous learning activities collected through Guide assigned lessons while engaging with and supporting students through classroom discussions, online lessons, and the completion of assignments. Engagement (attendance) will be collected through these methods of lesson delivery on a daily basis. Students will be expected to show progress on daily work to receive credit for the day. Guides will utilize Classkick software to observe students work activity during synchronous instruction and provide immediate feedback to the students to ensure understanding.</p>
<p>What are the expectations for teacher/student interactions?</p>	<p>Guides will arrange regular check-ins with students one on one, small, or large group setting. Guides will meet with students at least once per day.</p> <p>Students will have at three ways to interact with Guides and Assistants. First, the Guide and Assistant will have dedicated daily meetings with their students. Second, Guides and Assistants will identify students needing intervention or enrichment via progress tracking. Guides and Assistants will coordinate small groups supports where relevant, or additional one on one meetings. Third, the Guides and Assistants will have office hours multiple times a week. During which they are also accessible to students and parents. Through these three mechanisms, every student will be afforded an opportunity to meet with their Guide and or Assistant to get additional support.</p>
<p>How will teacher/student interactions be differentiated for students with additional learning needs?</p>	<p>For students with learning needs, GMS will work with students and families to minimize barriers the student may experience in a remote learning environment. Our goal is to create multiple means of engagement to generate student interest and motivation for learning, represent the information and content differently by providing leveled and personalized learning, and provide improved feedback to the students and families.</p> <p>Working with the Special Education staff, GMS has developed instructional expectations for Inclusion, Dyslexia, Elementary English a Secondary (ESL), Specialized Programs, Speech, Child Study protocol, and Response to Intervention strategies. In addition, we have guidelines for Admission, Review, and Dismissal (ARD), 504, and LPAC meetings and will be reviewing and revising plans for all students receiving Special Programs Services. The campus has developed a plan, working with the Guides, for Individualized Education Plan (IEP) Progress Monitoring for remote learners. Responsibilities are differentiated by role to ensure students with additional learning needs are receiving support based on their schedule of services and individual needs. The list is comprehensive, but not exhaustive of all plans and responsibilities.</p> <p>General Special Education Guidelines:</p> <ol style="list-style-type: none"> 1. IEP services including accommodations/modifications will be followed be followed and implemented based on the student’s current IEP, amendment, and/or contingency plan. 2. ARD and 504 committee meetings are held within the timeline and as normal with certain expectations based on participant need. Due to COVID contingency plans all of these meetings are held through Zoom. Students in remote environments will be provided remote services based on the specific guidelines established in the ARD and 504 meetings held. <p>Classroom Guide</p> <ul style="list-style-type: none"> • Remote Guides provide services to students who have accommodations/modifications and recorded digitally. Review of services provided will be reviewed by the Special Education Coordinator and the Director, Special Education. • Remote Guides review student progress and discuss strategies with Special Education Teacher to assist in continued growth of the student. • Progress monitoring will be demonstrated through the use of IEP tracking systems, instructional support documents, and communication logs are kept for all students receiving special education services during virtual learning and will be submitted digitally. • Lessons are designed for students to meet personalized student goals. • Guides meet virtually with all students regularly as required by their specific program requirements in a whole group, small group, and/or individually. <p>Classroom Assistant</p>

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	<ul style="list-style-type: none"> • Assistants have working knowledge of Google Classroom • Assistants know the software applications required for each student with accommodations/modifications • Assistants know usernames and passwords for all software applications students with accommodations/modifications utilize • Assistant intentionally collaborate and communicate with Guides and Special Education Teachers regarding student progress and specific needs of the students. • Assistant were required to learn the software platforms required for the specific grade level so students could transition efficiently during in service prior to school opening • Assistants are required to general education procedures and protocols as set forth from curriculum and instruction
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Key Requirement Material Design: Describe how your instructional materials support your asynchronous environment, including how all students can access instructional materials.

Subject/ Course	Grade Level(s)	Instructional Materials	Progress Monitoring and Assessment	Is it TEKS aligned?	What resources are included to support students with disabilities?	What resources are included to support ELs?
Math Instructional Materials	PreK-8	GMS Curriculum from TEKS BY grade Level Seesaw IXL Lexia Core5 all TEKS aligned	Observations by Guides MAP Assessments Unit Review of work Progress Reports to parents each 9 weeks Parent Conferences	Yes	Differentiation and scaffolding supports are embedded with the curriculum Accommodations and/or modifications will be provided to students based on their individual education plan. Reading – Digital Text, Dictionary Math – Basic Calculator, Virtual manipulatives, Geometry Tool Writing – Speech to text, Google Voice Typing, Dictionary Science – Supplemental Aids: Science Graphics	Linguistic accommodations for instruction, and designated supports for assessments, will be determined by LPAC committee. Student support – Listen to a variety of speakers including Guides, Assistants, peers, and media to gain comprehension. Speak in a variety of ways in both formally and informally. Provide opportunities to speak with a partner, provide a vocabulary list, allow extra time to respond, use proper English. In reading break text into smaller parts, provide books and texts at the student’s level, practice words, and use visuals and linguistic supports such as reading out loud, and provide Dictionaries.

					Social Studies – Graphic Timelines, Graphic Maps, Scaffold steps in a process, Dictionary	
ELA Instructional Materials	PreK-8	GMS Curriculum from TEKS BY grade Level Seesaw IXL Lexia Core5 all TEKS aligned	Observations by Guides MAP Assessments Unit Review of work Progress Reports to parents each 9 weeks IXL	Yes	<p>Differentiation and scaffolding supports are embedded with the curriculum</p> <p>Accommodations and/or modifications will be provided to students based on their individual education plan.</p> <p>Reading – Digital Text, Dictionary</p> <p>Math – Basic Calculator, Virtual manipulatives, Geometry Tool</p> <p>Writing – Speech to text, Google Voice Typing, Dictionary</p> <p>Science – Supplemental Aids: Science Graphics</p> <p>Social Studies – Graphic Timelines, Graphic Maps, Scaffold steps in a process, Dictionary</p>	<p>Linguistic accommodations for instruction, and designated supports for assessments, will be determined by LPAC committee.</p> <p>Student support – Listen to a variety of speakers including Guides, Assistants, peers, and media to gain comprehension. Speak in a variety of ways in both formally and informally. Provide opportunities to speak with a partner, provide a vocabulary list, allow extra time to respond, use proper English. In reading break text into smaller parts, provide books and texts at the student’s level, practice words, and use visuals and linguistic supports such as reading out loud, and provide Dictionaries.</p>
Science Instructional Materials	PreK-8	GMS Curriculum from TEKS BY grade Level Seesaw IXL Lexia Core5 all TEKS aligned	Observations by Guides MAP Assessments Unit Review of work Progress Reports to parents each 9 weeks	Yes	<p>Differentiation and scaffolding supports are embedded with the curriculum</p> <p>Accommodations and/or modifications will be provided to students based on their individual education plan.</p>	<p>Linguistic accommodations for instruction, and designated supports for assessments, will be determined by LPAC committee.</p> <p>Student support – Listen to a variety of speakers including Guides, Assistants, peers, and media to gain comprehension. Speak in a variety of ways in both formally and</p>

			IXL Lexia Core5		<p>Reading – Digital Text, Dictionary</p> <p>Math – Basic Calculator, Virtual manipulatives, Geometry Tool</p> <p>Writing – Speech to text, Google Voice Typing, Dictionary</p> <p>Science – Supplemental Aids: Science Graphics</p> <p>Social Studies – Graphic Timelines, Graphic Maps, Scaffold steps in a process, Dictionary</p>	<p>informally. Provide opportunities to speak with a partner, provide a vocabulary list, allow extra time to respond, use proper English. In reading break text into smaller parts, provide books and texts at the student’s level, practice words, and use visuals and linguistic supports such as reading out loud, and provide Dictionaries.</p>
Social Studies Instructional Materials	PreK-8	GMS Curriculum from TEKS BY grade Level Seesaw IXL Lexia Core5 all TEKS aligned	<p>Observations by Guides</p> <p>MAP Assessments</p> <p>Unit Review of work</p> <p>Progress Reports to parents each 9 weeks</p> <p>IXL Lexia Core5</p>	Yes	<p>Differentiation and scaffolding supports are embedded with the curriculum</p> <p>Accommodations and/or modifications will be provided to students based on their individual education plan.</p> <p>Reading – Digital Text, Dictionary</p> <p>Math – Basic Calculator, Virtual manipulatives, Geometry Tool</p> <p>Writing – Speech to text, Google Voice Typing, Dictionary</p> <p>Science – Supplemental Aids: Science Graphics</p> <p>Social Studies – Graphic Timelines, Graphic Maps, Scaffold steps in a process, Dictionary</p>	<p>Linguistic accommodations for instruction, and designated supports for assessments, will be determined by LPAC committee.</p> <p>Student support – Listen to a variety of speakers including Guides, Assistants, peers, and media to gain comprehension. Speak in a variety of ways in both formally and informally. Provide opportunities to speak with a partner, provide a vocabulary list, allow extra time to respond, use proper English. In reading break text into smaller parts, provide books and texts at the student’s level, practice words, and use visuals and linguistic supports such as reading out loud, and provide Dictionaries.</p>

Provide additional explanations of how your instructional materials meet the criteria if needed:

Component	Explanation
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<p>How will materials be designed or will be adapted for asynchronous instruction, ensuring coherence and retention on knowledge</p>	<p>Each level (PREK3, PREK4, Kindergarten, Grades 1-3, Grades 4-6, Grades 7-8) TEKS are integrated into the Montessori Teaching format utilizing software applications for delivery of the instruction that includes Classkick, IXL, Lexia, Lexia Core 5, Seesaw, and Wordly Wise. These platforms have been allocated and are decided upon based on specific grade level use in a digital format and appropriate for the specific grade levels. These platforms were selected by our Task Force Committee for delivery of instruction. The task force solicited feedback from all guides on campus and provided feedback to administration as to recommended software applications that properly fit the integrated instruction for students. These platforms have assessment capability that provide feedback to the Guides as to progress being made by students in a virtual environment. Guides follow the scope and sequence established through collaboration of all Guides and Administration. Regular progress monitoring includes observations, software application use, Guide/student conversations, and Parent/Guide conversations. Benchmarks are also complete utilizing MAP Assessments at beginning of year, middle of year, and compared to previous year's data.</p> <p>Each unit of instruction has an objective and identifies the associated TEKS standards. Guides are using existing curriculum as a foundation of the unit, and supplement with additional materials, and content, to best support asynchronous instruction. In addition, students are provided activities to complete on their own and could be done in collaboration with peers. Units are designed to relate students to the lives, community, and the world beyond the classroom.</p> <p>Guides collaborate at each level to share and design lessons based on the established curriculum to address the needs of diverse learners.</p> <p>Social and Emotional Learning (SEL) curriculum is integrated in the LMS, through committee meetings held daily that provides social interactions based on Montessori concepts of grace and courtesy, as well as respect for one and another. At each level the Guides continue to support and enhance the curriculum for social/emotional learning by researching and observing behaviors of students and parent interactions.</p> <p>All staff continue to be provided professional development on both content and remote instructional practices to support appropriate adaptation and instructional practices.</p>
<p>What additional supports (in addition to resources listed above) will be provided for students with disabilities and ELs?</p>	<p>Support for Special Education and 504 Students:</p> <ul style="list-style-type: none"> • Special Education Teachers have established alternative services schedule for parents who work outside of the home. • Special Education Teachers check in with each parent for one on one progress review and written reports. • Access to mental health, well-being, and community building resources support needed for students and families are being updated by School Programs Coordinator. • Special Education Director/Special Education Coordinator, and Behavior Interventionist provide resources for staff to support students with accommodations/modifications. • Special Education Director communicates with teaching and support staff to provide support and additional resources needed to ensure students and family are provided material and support. • Guides and Special Education Teachers are expected to collaborate to complete differentiated lesson plans to mee the needs of the IEP-entitled students they support, whether instruction is virtual or on campus. • Students with IEPs or 504 plans will continue to receive supports and/or modifications as specified by each student's individual plan. <p>ESL Students</p> <ul style="list-style-type: none"> • ESL and Guides will follow the general education guidance and complete differentiated lesson plans whether virtual or on campus. • Guides will collaborate to ensure lessons are designed to meet the needs of all students.

	<ul style="list-style-type: none"> Students and families will receive check-ins with ESL Teacher or staff to communicate progress, plan interventions and acceleration, and convey detailed plan for the following week.
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Key Requirement Student Progress: Describe (or attach a description of) how you're tracking student engagement and progress in your asynchronous environment.

Component	Explanation
What is the expectation for daily student engagement?	<p>Students are expected to engage daily in community time and checklist activities (including videos, instructional software, projects, and classwork assigned). Classkick provides the Guide to review and provide feedback to student regarding assignments that are to be completed. In addition, students are expected to be engaged regularly (class group meetings, and or small group meetings on regularly, minimum three times per week). Students may turn off video but will be expected to participate. Students are expected to track their work through journal writing (as age appropriate) regularly. Students will make progress on their checklist and assignments/projects daily but will have flexibility as to the order they do their work. Assignments will have due dates, to assist students to work on a consistent basis over time. The students will be provided work in IXL that assists students to see the formatting of the state assessment and review of material throughout the year.</p>

<p>What is the system for tracking daily student engagement?</p>	<p>Tracking engagement will, at a minimum, follow guidance from TEA ADA funding.</p> <p>Student engagement will be tracked via anyone of the three outlined methods:</p> <ul style="list-style-type: none"> • Guide Interactions: Students are expected to join Community meetings in synchronous learning with Guides and their class on a schedule defined by the Guide. Students will be expected to join Guide in small group instruction as defined by the Guide and at a minimum of twice per week. Guides check Classkick and LMS to confirm students are working on a daily basis outside of the schedule group meetings that are required for each student. • Additionally, students will be checking in with Guides in the system at times that work for them during their schedule through regularly and individually scheduled office hours. • Daily progress in the LMS: Students will engage in: IXL software interactions and Guides will monitor progress and consistency of work on a daily basis. During small group instruction, Guides will solicit answers to concepts being discussed for understanding (based on work assigned), and students will provide work to the Guides to confirm understanding through daily work. • Assignment submissions: Students formally submit assignments via the LMS, IXL, Classkick, Lexia, Lexia Core5, and Seesaw, email, and orally through small group and large group interactions. <p>All remote learning students are expected to engage each day, Monday through Friday, in learning. All assignments for the week will be due on Monday to allow families to work together in the evenings and over the weekend if necessary. Daily assignments during synchronous instruction will be monitored for progress. Guides communicate with students and parents to proactively plan their work each day over the week so as to complete the work and submit on time. Guides have conversations with parents to see how they can assist students if the students are falling behind to ensure work is completed.</p> <p>Teachers will be responsible for taking and logging remote asynchronous attendants for their cohorts of students on a daily basis based on the form of engagement the student participated in that day. If the student engages in multiple forms of engagement, which tracking mechanism is cited is left to the Guide’s discretion. The campus Director of Admission will verify student attendance will all Guides each week to ensure an accurate engagement count is being submitted.</p>
<p>How are the expectations for daily student engagement consistent with progress that would occur in an on-campus environment?</p>	<p>All digital platforms and tools utilized on-campus will also be used in a remote asynchronous setting to maintain platform consistency. Remote learners will watch recorded videos demonstrating the use of the Montessori material so students have an understanding so when the student returns to school they will be able to utilize the material physically, so the learning curve is smaller. Students in the classroom will use hands on material to keep paper usage at a minimum. The hands-on material is cleaned after each use by the Assistant in each classroom at school. Remote students will continue to use the LMS, observations, and work assigned that is tied to the curriculum used in the classroom environment. Remote students have synchronous activities and check-ins, much like the students who on campus.</p> <p>As students return to on campus the transition will be to more of a hands-on environment indicative of the Montessori model. These students were provided videos during remote instruction and will be grouped together in class so both the Guide and Assistant can observe the students as they physically work with the material, they were only able to watch while in the remote setting.</p>
<p>What is the system for tracking student academic progress?</p>	<p>Students in Prek-3 and Prek-4 – Observations by Guides, Progress reports each nine weeks</p> <p>Students in Kindergarten – Grade 2 – Observations, by Guides, Progress reports each nine weeks, Unit assessments, MAP Reading/Math (Beginning of Year (October), Middle of Year (December), End of Year (May), Progress monitoring of student observations that are recorded over time and compared for growth, verbal assessments between student and Guide, which are also recorded over time.</p> <p>Students in Grades 3-8 - Observations, by Guides, Progress reports each nine weeks, Unit assessments, MAP Reading/Math (Beginning of Year (October), Middle of Year (December), End of Year (April), STAAR Benchmark (March)</p> <p>Students in 5 & 8 (IXL Science)</p>

ASYNCHRONOUS PLANNING DOCUMENT- FOR SUBMISSION PREPARATION ONLY

	Students in Grades 4, 6 & 7 Writing - Unit Assessments (Beginning of Year (October), Middle of Year (December), End of Year (April), STAAR Benchmark (March) (IXL Reading, Math, Science
What is the system for providing regular (at least weekly) feedback to all students on progress?	Guides are expected to provide timely feedback for asynchronous work. Daily feedback from Guides to students is conducted in a variety of methods, via LMS, activities, Classkick, Seesaw, small group instruction, and one on one time with students. The daily feedback mechanism allows students to have clear understanding of their academic progress on a consistent and frequent basis. Weekly meetings will be conducted with students at their one on one meetings as scheduled. Parent conversations will also be held as needed.

Key Requirement Implementation: Describe specific supports for educators and families to implement effective remote asynchronous instruction.

March – All instructional staff provided training by Director of Instruction and School Improvement Coordinator, and Lead Guide as to protocol for teaching students in a remote learning environment. Monitoring systems were put into place to communicated regularly with students and parents during this transition period.

April-May – Regular conferences with Guides during this transition period to brainstorm successful strategies in a remote learning environment. Staff continued to utilize Transparent Classroom for monitoring work being assigned. Components of Google Apps for Education were added as the Learning Management System.

June – July Task Force for Delivery of Instruction created to establish asynchronous education plan for school year 2020. Guides were selected from each level and discussions were conducted to ascertain what specific needs each level needed with regarding to learning platforms to supplement an asynchronous plan. A subcommittee was formed to research software applications that could provide both rigorous applications and provide analytics so instructional staff could monitor progress during the time in an asynchronous environment.

August – Google Apps for Education was implemented as the Learning Management System for school year 2020-2021. Newsletters and training opportunities for parents to learn the software applications were made available so they could assist their students in the asynchronous environment.

Summarize how your professional development for educators will support asynchronous instruction:

Component	Explanation
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ASYNCHRONOUS PLANNING DOCUMENT- FOR SUBMISSION PREPARATION ONLY

<p>How will both initial and ongoing, job-embedded educator development opportunities occur?</p>	<p>All Guides have participated in training around technology prior to the beginning of the year including:</p> <ul style="list-style-type: none"> • LMS: Our campus uses Google Apps for Education. Our Guides received extensive training on building lessons, integration of software applications to provide data collection, and determine student engagement while remote, etc. Software applications chosen by Delivery of Instruction Task Force provided this to Technology Generalist who organized a training schedule for both the Guides and Assistants. These were a combination of live and on demand trainings in August. Follow up professional development will continue throughout the time remote instruction is needed. Our task force was provided support from Google to implement the training and provided support for questions from the staff as they learned the different Apps within Google. • Staff learned how to prepare videos and share these videos with each other to be utilized for the asynchronous learning environment at each grade level. • Staff was provided training in Google Meets and were provided the choice of either Google Meets, or Zoom. There were attributes of Zoom that were not available in Google Meets, so staff has chosen to continue using Zoom from their experiences in the Spring 2020. Enhancements to Zoom have provided more security and our technology generalists continues to monitor for any updates to security. The technology generalist also monitors and assists staff members as they need help with the software applications that have been implemented for each grade level.
<p>How will professional development experiences develop educator content knowledge to support internalizing the asynchronous curriculum and analyzing and responding to data?</p>	<p>Through the initial onboarding process and discussions throughout the fall semester on how to effectively leverage Google Classroom and the software that integrates with Google Classroom, Guides will continue to develop Montessori material so that students will have it at home so they can practically apply what the Guides are using in person remotely, and in video recordings done by the Guides and Assistants. The Guides will use the software applications such as IXL, Classkick, Lexia Core5, and Seesaw, along with the skills they have learned through training relating to observations and interactions with the students both in large group, small group, and one on one interactions. Providing additional time during professional development and during the four-week transition time from total remote to phased in student return to campus allowed for extra time for collaboration between the remote instructors and the on-campus instructors.</p>

Describe your communication and support plan for families engaging with asynchronous learning:

Component	Explanation
<p>How will you communicate the expectations for asynchronous instruction to families?</p>	<p>A parent survey has been shared with an overview of both a remote learning environment and on campus learning environment so parents could decide what is the best choice for their family. We also shared with parents how and when students could change their learning environment during the course of the year.</p> <p>The expectations for asynchronous instruction were provided to families choosing the remote learning environment. Families were also provided the timeline of when students could change from either remote learning to on campus, or on campus learning to remote learning.</p> <p>Parents will receive weekly communication via our LMS and Newsletter from each teacher.</p>
<p>What are the expectations for family engagement/support of students?</p>	<p>Parents will:</p> <ul style="list-style-type: none"> • Establish routines and expectations • Identify a space where student(s) can learn comfortably • Monitor communications from teachers • Begin and end each day with a check in on your student(s); pay close attention to possible stress or worry. • Communicate with their Guide about any concern

	<p>Social and Emotional (SEL) – The Guides will collaborate with the parents/guardians on creating an environment at home that helps to reduce distractions and provide students opportunities to take breaks. For students who receive academic and behavior supports will collaborate with parents/guardians to implement strategies and make adjustments necessary to provide the best environment for the student.</p> <p>Guides will provide weekly Newsletter to families summarizing the week, discussing the next week, and providing ideas of how to enhance the student environment at home.</p>
<p>What additional supports, training, and/or resources will be provided for families who may need additional support?</p>	<p>Supporting parents at home and communicating with the parents/guardians in a timely manner regarding issues is top priority.</p> <ul style="list-style-type: none"> • For technology services and assistance, parent can access support in the following ways: <ul style="list-style-type: none"> ○ Technology device support: techsupport@goodwatermontessori.org ○ Internet access issues: techsupport@goodwatermontessori.org ○ Help Desk email: techsupport@goodwatermontessori.org ○ Provide name, phone, student name, and device requiring support ○ Lost or damaged devices assistance, send email to techsupport@goodwatermontessori.org immediately with student name and device type ○ Stolen devices assistance, contact your local police department to file a report • For Special Services Families <ul style="list-style-type: none"> ○ Attend ARD/504/LPAC meetings for their children