



LPA

Classical Education and Fine Arts

EMPLOYEE MANUAL

Policies and Procedures

District Office
1228 West 2185 South | Woods Cross, UT 84087
Office Phone: 801-294-2801

Learning the Past, Creating the Future



TABLE OF CONTENTS

WELCOME LETTER

GENERAL SCHOOL CONTACT INFORMATION

IMPORTANT COMMUNITY CONTACT INFORMATION

MISSION, VISION, PAIDEIA

SECTION 1 – EMPLOYMENT TERMS

- 1.1 EMPLOYMENT APPLICATIONS
- 1.2 CRIMINAL HISTORY & EDUCATIONAL HISTORY
- 1.3 COMMUNICATION POLICY
- 1.4 IMMIGRATION LAW COMPLIANCE
- 1.5 EQUAL EMPLOYMENT OPPORTUNITY

SECTION 2 – YOUR EMPLOYMENT

- 2.1 EMPLOYMENT AT-WILL
- 2.2 EMPLOYMENT CLASSIFICATION
- 2.3 SERVICE TIME
- 2.4 OUTSIDE EMPLOYMENT
- 2.5 CONFLICTS OF INTEREST
- 2.6 PUBLIC RELATIONS
- 2.7 WHISTLEBLOWER POLICY

SECTION 3 – EMPLOYMENT POLICIES AND PROCEDURES

- 3.1 PUBLIC EDUCATION MATERIALS (I.E., INTELLECTUAL PROPERTY)
- 3.2 HARASSMENT
- 3.3 ADA, RELIGIOUS & OTHER ACCOMMODATIONS
- 3.4 SUBSTANCE ABUSE POLICY
- 3.5 SMOKING
- 3.6 PERSONNEL DATA ACCESS & CHANGES
- 3.7 BREASTFEEDING IN THE WORKPLACE

SECTION 4 – PERFORMANCE

- 4.1 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS
- 4.2 CORRECTIVE ACTION AND DISCIPLINE
- 4.3 STANDARDS OF CONDUCT
- 4.4 PHYSICAL CONTACT WITH STUDENTS AND OTHER STAFF MEMBERS
- 4.5 REPORTING CHILD ABUSE
- 4.6 CONFIDENTIAL INFORMATION
- 4.7 CONFIDENTIALITY TO ACCESS CHILDREN'S RECORDS
- 4.8 LIABILITY
- 4.9 DATING BETWEEN EMPLOYEES (FRATERNIZATION)
- 4.10 ANTI-VIOLENCE-WEAPON FREE WORKPLACE POLICY

SECTION 5 – ATTENDANCE

- 5.1 ATTENDANCE/PUNCTUALITY
- 5.2 ABSENCE WITH/WITHOUT NOTICE

SECTION 6 – WAGES, SALARY AND PROFESSIONAL RESPONSIBILITIES

- 6.1 HOURS OF WORK
- 6.2 TIMEKEEPING FOR HOURLY EMPLOYEES
- 6.3 EMPLOYEE DEPARTURE FROM CAMPUS DURING CONTRACTED HOURS
- 6.4 PAYDAYS
- 6.5 SALARY DEDUCTIONS
- 6.6 WAGE GARNISHMENT
- 6.7 UNEMPLOYMENT

SECTION 7 – BENEFITS AND TIME OFF

- 7.1 GROUP BENEFITS
- 7.2 BENEFITS ELIGIBILITY
- 7.3 FUNERAL AND BEREAVEMENT LEAVE
- 7.4 JURY DUTY
- 7.5 WITNESS DUTY
- 7.6 MILITARY DUTY
- 7.7 FAMILY AND MEDICAL LEAVE ACT (FMLA)
- 7.8 PAID PARENTAL AND POSTPARTUM RECOVERY LEAVE
- 7.9 MILITARY FAMILY LEAVE ENTITLEMENTS
- 7.10 VOTING
- 7.11 UNPAID TIME OFF AND OTHER NON-FMLA LEAVE
- 7.12 PAID TIME OFF (“PTO”)
- 7.13 STAFF COVERED PAID TIME OFF (“PTO”)

SECTION 8 – SEPARATION OF EMPLOYMENT

- 8.1 EMPLOYMENT TERMINATION
- 8.2 NON-RENEWAL

SECTION 9 – EMPLOYEE COMMUNICATIONS

- 9.1 SOCIAL MEDIA
- 9.2 COMPUTER EMAIL PHONE AND INTERNET USE
- 9.3 TERMINATION OF EMPLOYMENT AND SCHOOL PROPERTY
- 9.4 INTERNAL INVESTIGATIONS AND SEARCHES
- 9.5 SAFETY AND HEALTH
- 9.6 FEE AND CASH COLLECTION
- 9.7 BUILDING SECURITY, KEY CARDS AND KEYS
- 9.8 SUPPLIES; EXPENDITURES
- 9.9 EXPENSE REIMBURSEMENT
- 9.10 PUBLIC IMAGE
- 9.11 WORK ATTIRE AND APPEARANCE POLICY
- 9.12 NEPOTISM
- 9.13 COMMUNITY COMMUNICATION

SECTION 10 – EMPLOYEE RESPONSIBILITIES

- 10.1 TEACHER RESPONSIBILITIES
- 10.2 PREPARATION TIME
- 10.3 PROFESSIONAL LEARNING COMMUNITIES (PLCs)
- 10.4 SECONDARY INCOME
- 10.5 INCLEMENT WEATHER POLICY
- 10.6 VISITORS IN THE WORKPLACE WELCOME LETTER

Welcome to Legacy Preparatory Academy!

Legacy Preparatory Academy (Legacy Prep or the “school”) is a tuition-free public charter school that opened in 2006, serving children in kindergarten through ninth grade.

This Handbook contains general information. It is not intended to be comprehensive or address all the possible applications of, or exceptions to, the general policies and procedures described. You are responsible for reading, understanding, and complying with the provisions of this Handbook.

This Handbook supersedes all previously issued editions. Except for the “at-will” nature of the employment, Legacy Prep reserves the right to suspend, terminate, interpret, or change any or all of the guidelines or information mentioned, along with any other policies, procedures, practices, benefits, or other programs of Legacy Prep. These changes may occur at any time, with or without notice.

If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice as it applies to you, you should address your specific questions with the Executive Director.

Your signature at the end of this Handbook certifies that you have received a physical or electronic copy of this Handbook and you accept the provisions contained in it as a component of your employment.

Congratulations on joining the Legacy Preparatory Academy team. We hope your time at Legacy Prep will be rewarding for both you and our students.

Sincerely,
Legacy Preparatory Academy Administration



GENERAL SCHOOL CONTACT INFORMATION

Elementary – Building 1
2214 South 1250 West
Woods Cross, Utah 84087
Phone: 801-294-2801
Fax: 801-290-1470
Email: elementary@legacyprep.org

Junior High – Building 2
1228 West 2185 South
Woods Cross, Utah 84087
Phone: 801-294-2801
Fax: 801-290-1470
Email: juniorhigh@legacyprep.org

Administration Contact Information

Brandie Evans –Executive Director
Email: bevans@legacyprep.org

Aislinn Ross – Elementary Principal
Email: aross@legacyprep.org

Jessie Kidd – Junior High Principal
Email: jkidd@legacyprep.org

Sophie Enquist- Academic Intervention
Email: senquist@legacyprep.org

District Staff

Mindy Jones- Executive Assistant
Email: mjones@legacyprep.org

Tamra Taylor- IT Specialist
Email: ttaylor@legacyprep.org

Allison Reese- Elementary Front Office
Email: areese@legacyprep.org

Ashley Petersen- Executive Assistant
Email: apetersen@legacyprep.org

Danielle Fiedel – Registrar
Email: dfiedel@legacyprep.org

Debby Griffin- Junior High Front Office
Email: dgriffinl@legacyprep.org

Substitute Coordinators

Substitute Coordinator
Sora Nelson
P: 801-690-4991
Email: snelson@legacyprep.org

PTO Tracker
Mindy Jones
P: 801-706-9605
Email: mjones@legacyprep.org



IMPORTANT COMMUNITY CONTACT INFORMATION

Woods Cross City
1555 South 800 West
Woods Cross, Utah 84087
Phone: 801-292-4421
Fax: 801-292-2225
After Hours Emergency: 801-298-9600

DIAL 911 FOR EMERGENCY

Woods Cross City Police (non-emergency)
P: 801-292-4422
F: 801-296-0678

South Davis Metro Fire
Headquarters | Station #81
255 South 100 West
Bountiful, Utah 84010
P: 801-677-2400
F: 801-296-0678

Davis County Animal Control
1422 East 600 North
Fruit Heights, Utah 84037
P: 801-444-2200

Lakeview Hospital: 801-299-2200
LDS Hospital: 801-408-1100
Primary Children's Hospital: 801-662-1000
Poison Control: 800-222-1222

Dominion Energy: 800-541-2824
Rocky Mountain Power: 877-548-3768
South Davis Sewer: 801-295-4469
South Davis Water: 801-295-4468

MISSION

Legacy Preparatory Academy will cultivate intellectual and moral virtue according to the classically based pillars of truth, goodness, and beauty.

VISION

Legacy Preparatory Academy is committed to providing a culture where students become productive and valuable members of their communities and world. We believe high expectations, hard work, and enthusiasm are essential to achieving academic excellence and good character. These values instilled at Legacy Prep and research-proven curricula give our students the confidence to achieve anything!

MOTTO

Learning the Past, Creating the Future.

PHILOSOPHY

Legacy Preparatory Academy builds the foundation of knowledge and critical thinking skills necessary for children to become independent learners for life.

We do this in several ways:

- Provide a classically based curriculum that is thorough and challenging
- Integrate fine arts to enhance learning
- Teach the value of public virtue to promote respect
- Engage parents as real partners to share in enriching student education
- Honor each child as an individual and foster their innate curiosity and desire to learn

LEGACY PAIDEIA

I am a Classical Student

I am Curious to Learn

I pursue Intellectual and Moral Virtue

I am a citizen of my community

I Build the Foundation for an Abundant Life by Lifting Others

I am Governed by Nobility

I act with Honor and Integrity

I am an individual with Great Fortitude

I am Resilient and Courageous

I am Temperate

I exhibit Discipline and Self-Control

I am developing Practical Wisdom

I make Good Judgements

I am Selfless in my Fight for Justice

I demand Equity and promote Civility

I AM A LEGACY LEADER



SECTION 1 EMPLOYMENT TERMS

1.1 EMPLOYMENT APPLICATIONS

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

1.2 CRIMINAL HISTORY and EDUCATIONAL HISTORY

As a condition of their employment, all employees are required to submit to a criminal history review. A criminal history review through the Utah Department of Public Safety and Corrections, Office of State Police, and Bureau of Criminal Identification shall be administered. The criminal history review shall include a fingerprint check and a simultaneous FBI check. Individuals who refuse to submit to a criminal history review or whose criminal history review reveal that they have been convicted of a crime or have violated the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony will not be offered employment and/or will be terminated.

Teachers are required to provide official transcripts to verify units earned/degrees received or in-service hours if this information is unavailable through CACTUS. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources. Individuals whose educational background differs from that of the job description may not be considered for employment.

1.3 COMMUNICATION POLICY

We encourage employees to share their ideas and participate in decisions that affect their work and improve the school. Please share your suggestions or raise your concerns with the person or person's most able to address the issue. In many cases, your team leader, department head, or school principal. If they cannot be of assistance, the Executive Director is also available. If the Executive Directors cannot help, contact the President of the Board of Directors. Avoid engaging in intrigue or gossip. Venting to a person who is not in a position to address an issue is probably gossip.

1.4 IMMIGRATION LAW COMPLIANCE

Legacy Prep employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Legacy Prep within the past three years or if their previous I-9 is no longer retained or valid.

1.5 EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is a fundamental principle at Legacy Prep, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or any beneficiary of any program financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA). Discrimination is not made on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any Utah Department of Labor program or activity veteran status, genetic predisposition or carrier status, pregnancy or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

SECTION 2 YOUR EMPLOYMENT

2.1 EMPLOYMENT AT-WILL

At Legacy Prep, neither the employee nor the school is committed to an employment relationship for a fixed period of time. Employment with Legacy Prep is “at-will”. Either the employee or management has the right to terminate the employment relationship at any time, for any lawful reason. The language used in this Handbook or in any compensation term sheet or job duty description, and any verbal or written statements by management, are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration.

No representative of Legacy Prep other than the Board of Directors has the authority to enter into an agreement with an employee that guarantees employment at the school for any specified period or that otherwise alters the at-will nature of employment, and such agreement must be in writing and signed by the Board of Directors and the employee.

2.2 EMPLOYMENT CLASSIFICATION

Legacy Prep policies apply to all categories of employees. Employees are divided into the following categories for the purpose of compensation and benefits.

- Full-Time: Employees hired full-time (30 or more hours a week) on a full work week basis are considered full-time employees and are eligible for Legacy Prep- provided benefits.
- Part-Time: Employees whose work schedule is less than full time on a full work week basis are considered part-time employees and are not eligible for Legacy Prep -provided benefits.
- Temporary: Employees hired as temporary replacements for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, specific projects, and vacations are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked. Temporary employees may transition to full-time or part-time employment. Transitions will be handled on a case-by-case basis. Temporary employees will receive service credit for the purposes of Paid Time Off (PTO) and 401(k) vesting for all time worked under this classification if they convert to full-time.
- Project: Employees hired for a specific project or task are considered project employees. Project employees are not eligible for Legacy Prep -provided benefits. Unless otherwise required by law, project employees will not receive service credit for the time they hold this classification.

In addition to the above classifications, employees are designated as either non-exempt or exempt based upon federal and state wage and hour laws and their job duties and responsibilities.

- **NON-EXEMPT**: Employee is not exempt from overtime provisions of the Fair Labor Standards Act (FLSA). Employees are entitled to receive paid overtime at 1 ½ times their regular rate of pay for all hours worked in excess of 40 hours in a workweek.
- **EXEMPT**: Employee is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

2.3 SERVICE TIME

Legacy Prep values the longevity of employment in its employees. Legacy Prep service time is defined as the continuous period of time during which the employee has been employed by Legacy Prep in an eligible employment classification. An employee accumulates service time from their start date until termination, except during periods of suspension, a leave of absence in excess of three months to the extent allowed by law, or if they have been employed in an ineligible employment classification (for purposes of determining eligibility for benefits). In the case of suspension or leave of absence, (to the extent allowed by law) the employee’s start date will be adjusted by moving forward the number of days that the employee has been absent from employment.



2.4 OUTSIDE EMPLOYMENT

Legacy Prep recognizes your right to engage in activities outside of your employment at Legacy Prep which are of a private nature and unrelated to our business so long as they do not create a conflict of interest or impede your ability to perform your duties at Legacy Prep. Outside business dealings or activities that impede your effectiveness at Legacy Prep or appear to create a conflict between you and the interests of Legacy Prep are unacceptable.

2.5 CONFLICTS OF INTEREST

A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Legacy Prep business dealings. If you have any questions about whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your administrator to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. You must disclose any possible conflicts so that Legacy Prep may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to the Executive Director.

2.6 PUBLIC RELATIONS

The success of Legacy Prep depends upon the quality of the relationships between Legacy Prep its employees, students, parents, and the general public. The public impression of Legacy Prep and its interest in Legacy Prep will be formed, in part, by Legacy Prep employees. Below are several things we expect employees to do to help leave people with a good impression of Legacy Prep.

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner.
- Keep student information private, sharing only the necessary information with the appropriate parties.
- Communicate pleasantly and respectfully with other employees at all times.
- Respond to e-mail and voice mail within 24 hours on school days, although exceptions may be made with extenuating circumstances.

2.7 WHISTLEBLOWER POLICY

Legacy Prep is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the business practices, specifically:

- (1) Reporting suspected violations of law, including but not limited to federal laws and regulations.
- (2) Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body.
- (3) An employee who wishes to report a suspected violation of law may do so confidentially by contacting the Executive Director without fear of retribution.



SECTION 3 EMPLOYMENT POLICIES and PROCEDURES

3.1 PUBLIC EDUCATION MATERIALS (i.e., INTELLECTUAL PROPERTY)

The purpose of this policy is to establish rules related to the sharing of public education materials developed by employees with Legacy Preparatory Academy (the "School") funds or on contract time. The school intends for this policy to comply with the applicable requirements in Utah Administrative Code Rule R277-120.

Policy

Definitions

For purposes of this policy, "public education materials" means courseware and materials developed with School funds or on contract time and includes, but is not limited to:

- (a) syllabi.
- (b) instructional materials.
- (c) modules.
- (d) textbooks, including teacher's editions.
- (e) student guides.
- (f) supplemental materials.
- (g) formative and summative assessment supports.
- (h) laboratory activities.
- (i) simulations.
- (j) musical or dramatic compositions.
- (k) audio, video, or photographic material
- (l) manuals.
- (m) codes.
- (n) software; and
- (o) other intellectual property.

Public Education Materials Developed with School Funds or on Contract Time

All public education materials developed by School employees with School funds or on contract time shall, upon review and approval of the School's Director, be eligible to be shared with third parties under a Creative Commons Attribution license ("CC-BY license").

Public education materials developed by School employees with School funds or on contract time that have not been reviewed and approved for sharing by the School's Director, shall not be shared with third parties for their personal use.

The CC-BY license covering public education materials developed by School employees with School funds or on contract time shall include the name of the school and the author(s). Third parties who use the public education materials shall (1) provide proper attribution to the school and author(s); (2) provide a link to the CC-BY license; and (3) indicate if any changes were made to the materials.

All public education materials developed by School employees with School funds or on contract time shall be the property of the school, subject to the CC-BY licensing described above. The school shall not charge third parties, including other educators in Utah public schools, for using public education materials developed by School employees with School funds or on contract time.

Consistent with R277-120, no School employee shall sell for personal gain public education materials developed with School funds, with funds from the Utah State Board of Education, or on contract time. School employees who violate this provision may be in violation of the Utah Public Officers' and Employees' Ethics Act.

Public Education Materials Developed Without School Funds

School employees may develop public education materials using their own personal time and resources, and they may share such materials through a CC-BY license or otherwise share (or sell) the materials without permission from the school. However, Utah licensed educators (1) may only share public



education materials that are consistent with the Utah Professional Educator Standards contained in Utah Administrative Code Rule R277-217; and (2) may not share materials that advocate illegal activities or materials that are inconsistent with the educator's legal and role-model responsibilities.

Review and Approval Process

The School's Director, shall establish procedures governing the School's process for review and approval of public education materials developed by School employees with School funds or on contract time.

3.2 HARASSMENT

Legacy Prep employees, students, vendors, or visitors may not engage in any form of harassment, or any form of retaliation against an individual who, in good faith:

- Makes a complaint about harassment; or
- Participates in investigating a complaint about harassment.

Harassment does not include:

- use of academically appropriate materials, even if such materials are controversial; or
- free expression of opinions and ideas, including during/within:
 - lawful protests.
 - public forums.
 - school publications.
 - class discussions.
 - academic conferences; and
 - school-sponsored meetings.

"Sexual harassment" means unwelcome conduct based on sex or gender stereotypes and includes:

- unwelcome sexual attention.
- physical or verbal advances of a sexual nature.
- sexual flirtations or propositions.
- sexually vulgar talk or jokes.
- sexually degrading images or comments regarding an individual.
- display of sexually suggestive objects outside of an academic context.
- sexual misconduct.
- sexual violence.
- sexual assault.
- intimate partner violence
- stalking.
- gender- or appearance-based bullying; and
- sexually suggestive graphic images, including cartoons, pictures, emails, texts, tweets, and videos.

A person who engages in sexual harassment at Legacy Prep may be subject to disciplinary action and/or criminal prosecution where:

- submission to such conduct is explicitly or implicitly made a condition of an individual's employment, attendance, promotion; or receipt of any other benefit at Legacy Prep;
- An individual's response to such conduct is the basis of an employment action, academic decision, or other action taken against the individual;
- such conduct has the intent or effect of:
 - Interfering with a person's employment, academic performance, or participation in school programs or activities; or
 - Creating a working, learning, or activity environment that a reasonable person would find intimidating, hostile, or offensive; or
 - Coercing an unwilling person into a sexual relationship; or
 - Punishing an unwilling person for refusing to comply with a sexual request.



Non-sexual harassment means verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group of individuals on the basis of:

- race.
- color.
- religion.
- ethnic or national origin.
- gender.
- genetic information.
- age.
- disability.
- sexual orientation.
- gender identity.
- gender expression; or
- veteran status.

Non-sexual harassment includes physical actions, verbal comments, and distribution of materials that:

- contain epithets, slurs, or negative stereotyping; or
- are threatening, intimidating, or hostile.

A person who engages in non-sexual harassment at Legacy Prep may also be subject to disciplinary action and/or criminal prosecution.

To report harassment of any kind, an individual shall, no later than 180 calendar days following the most recent date of the alleged harassment, contact:

- A school Principal.
- The Executive Director
- Title IX coordinator; or
- Legacy Prep's Board President if the alleged harasser is the Executive Director / Title IX coordinator.
 - When making a report, provide the name of the alleged harasser and the facts of the incident.

A person who reports harassment may be subject to discipline if, at the time the report is made if the person knows the report to be false or the person makes the report in bad faith.

3.3 ADA, Religious, and Other Accommodations

In accordance with federal and state law, Legacy Prep provides reasonable accommodations for qualified employees with known disabilities unless doing so would result in an undue hardship to Legacy Prep or cause a direct threat to health or safety.

Legacy Prep provides reasonable accommodations for employees whose religious belief, practice, or observance conflicts with a workplace requirement unless doing so would result in an undue hardship to Legacy Prep.

Legacy Prep also provides reasonable accommodations for employees based on gender identity in dress/grooming standards and facilities and for employees based on pregnancy, childbirth, breastfeeding, or related conditions, unless doing so would result in an undue hardship to Legacy Prep. Employees needing such accommodation should contact their principal at either campus.



3.4 SUBSTANCE ABUSE POLICY

Legacy Prep is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of Legacy Prep while they are on school premises or elsewhere on Legacy Prep business.

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Legacy Prep property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on Legacy Prep property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Legacy Prep Property: All Legacy Prep -owned or leased property used by employees.

The controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces a physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: equipment, product(s), or material that is used or intended for use in concealing an illegal drug or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitute a violation of the Legacy Prep policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination: using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment; working or reporting to work, conducting business, or being on Legacy Prep property while under the influence of an illegal drug or alcohol, or in an impaired condition.

3.5 SMOKING

The use of tobacco products or e-cigarettes is not permitted anywhere on Legacy Prep premises or in school vehicles.

3.6 PERSONNEL DATA ACCESS AND CHANGES

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name change, a marriage license, and/or court document must be provided. An employee's personnel data should be accurate and current at all times.

The USBE should also be notified of any personnel data changes in order to update CACTUS information.

Employees may ask to review their personnel file during working hours in the presence of the Executive Director, provided the request is reasonable. Contact Human Resources to schedule a time to do this. All records and files maintained by Legacy Prep are confidential and remain the property of Legacy Prep.



3.7 BREASTFEEDING IN THE WORKPLACE

Legacy Preparatory Academy (the "School") supports its employees who need to breastfeed or express milk for their child during normal work hours. The school will follow Utah Code § 34-49-101 *et seq.* with respect to nursing mothers in the workplace. All School employees who are nursing mothers will be provided the following accommodations unless doing so would create an undue hardship for the school:

- For at least one year after the birth of the employee's child, reasonable breaks each time the employee needs to breastfeed or express milk. If possible, such breaks will run concurrent with any other break period otherwise provided by the employee.
- A private room or other location in close proximity to the employee's work area in which to breastfeed or express milk. The room or location will not be a bathroom or toilet stall but will be a room or location that is clean, sanitary, and available during the employee's designated breaks, and that has an electrical outlet.
- Access to a clean and well-maintained refrigerator or freezer for the temporary storage of the employee's breast milk.

Employees who are nursing mothers should contact the School's Executive Director. The Executive Director will consult with the employee to determine the employee's break times. The Executive Director will also explain to the employee specifically about how the School will comply with the accommodation requirements described above.



SECTION 4 PERFORMANCE

4.1 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Administrators may conduct informal performance reviews and goal-setting sessions if they choose. Performance reviews are designed for the administrator and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and administrator discuss ways in which the employee can accomplish goals or learn new skills. The goal-setting sessions are designed for the employee and his/her administrator to make and agree on new goals, skills, and areas for improvement. Your performance review and goal-setting sessions may or may not have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully and participate in them fully.

4.2 CORRECTIVE ACTION AND DISCIPLINE

Legacy Prep holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, Legacy Prep expects the employee's administrator to take corrective action. Corrective action is progressive. That is, the action that was taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. The usual sequence of corrective actions includes an oral warning, a written warning, suspension, and finally termination of employment.

Nothing contained herein is intended to create any express or implied promise or agreement that any employee's employment with Legacy Prep may be terminated only after any or all of the foregoing disciplinary actions have been taken. As an at-will employer (Section 3.1), Legacy Prep has the right to terminate an employee at any time, with or without reason.

All employees are expected to meet Legacy Prep standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with Legacy Prep policies and procedures. If an employee does not meet these standards, Legacy Prep may or may not, at its sole discretion, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with Legacy Prep policies and procedures, and/or other disciplinary problems.

Warnings: The administrator should discuss any problem and present a warning to the employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or recurs. The employee should acknowledge receipt of the warning and include any additional comments of his or her own before signing it. A record of the discussion and the employees' comments should be placed in the employee's file. Employees who have had formal written warnings may not be eligible for salary increases, bonus awards, promotions, or leaves of absence during the warning period. Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation. Corrective actions may be taken at the discretion of management and include any of the following:

- Verbal counseling with you, which will be confirmed in writing by the supervisor for your personnel file.
- Written warning, which will be placed in your file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization's premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Termination, which will be documented in your file. The corrective action process will not always commence with verbal counseling or include every step.



The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, and your intent and motivation to change the performance that took place.

Nothing contained herein is intended to create any express or implied promise or agreement that any employee's employment with Legacy Prep may be terminated only after any or all the foregoing disciplinary actions have been taken. As an at-will employer, Legacy Prep has the right to terminate an employee at any time with or without reason.

4.3 STANDARDS OF CONDUCT

The work rules and standards of conduct for Legacy Prep are important, and Legacy Prep regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards in doing their own jobs and Legacy Prep business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
- Insubordination or other disrespectful conduct.
- Sexual or other unlawful or unwelcome harassment.
- Using Legacy Prep facilities for purposes other than business (i.e. playing games on computers or personal Internet usage).
- Violation of Legacy Prep policies or procedures.
- Unsatisfactory performance or conduct.
- Negligence or any careless action which may endanger the health, safety, or well-being of another person.
- Engaging in criminal conduct or acts of violence at any time or making threats of violence toward anyone on school premises or when representing Legacy Prep.
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work, refusal to help out on a special assignment, or refusing to cooperate.
- Engaging in an act of sabotage, negligently causing the destruction or damage of school property or the property of fellow employees.
- Theft or unauthorized possession of school property or the property of fellow employees; unauthorized possession or removal of any school property from the premises without prior permission from management, unauthorized use of school equipment or property for personal reasons.
- Spreading malicious gossip and/or rumors; engaging in behavior that creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Immoral conduct.
- Excessive use of telephones or electronic devices for non-business-related activities including but not limited to personal calls, text messaging, social networking, etc.
- Leaving work before the end of a workday without the approval of your supervisor.
- Failure to report an absence or unauthorized or excessive absences or lateness.
- Speeding or careless driving of school vehicles.
- Falsifying your timesheet or attendance records or altering another person's timesheet.
- Obscene or abusive language toward any employee, student, or parent.
- Sharing or disseminating personal, sensitive, or confidential information about an employee, student, or parent. No employee will disclose confidential information unless legal requirements demand such information be revealed.
- Any other act or omission which impairs or restricts the ability of Legacy Prep to provide a safe and healthy environment for employees and students.



4.4 PHYSICAL CONTACT WITH STUDENTS AND OTHER STAFF MEMBERS

It is the policy of Legacy Prep that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Brief side-hugs initiated by the student.
- Brief side-hugs, given with permission.
- Pats on the shoulder or back.
- Handshakes.
- "High fives" and hand slapping.
- Brief touching shoulders and arms around the shoulder area.
- Patting a student on the knee (grades K through 5).
- Sitting students on one's lap (grades K-2) for purposes of comforting only.
- Holding hands while walking with small children or children with significant disabilities.
- Arms around shoulders.
- Reasonable self-defense.
- Reasonable defense of another.
- Reasonable restraint of a violent person to protect others or property.

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces.
- Back rubs.
- Kissing.
- Corporal punishment.
- Sitting students on one's lap (grades K-9).
- Touching buttocks, chests, or private areas.
- Pushing a person or another person's body part (other than in self-defense, defense of another or property).
- Showing affection in isolated areas.
- Wrestling with students or other staff members.
- Tickling.
- Massages.
- Any form of unwanted affection.
- Any form of sexual contact.

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or another emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend oneself or another or to protect property is legally allowed. Excessive force is prohibited. Consequently, an attempt to violate this policy or place another person in reasonable apprehension that they will be the victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances, it could be reasonably assumed that physical contact would be attempted.

Violation of this policy could subject the teacher or staff member to discipline which would include termination for cause. The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. Touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstance they find themselves in.



4.5 REPORTING CHILD ABUSE

The purpose of child abuse reporting legislation is to protect the best interests of children, offer protective services to prevent harm to children, stabilize the home environment, preserve family life whenever possible, and encourage cooperation among the states in dealing with the problem of child abuse. Under the Duty to Notify guidelines, any person, official, or institution that fails to report child abuse or neglect case is guilty of a class B misdemeanor.

Steps to be taken:

- Determine whether there is reason to believe abuse or neglect has occurred. Gathering information is allowable to the extent necessary to determine whether a reportable circumstance exists.
- Make verbal reports of abuse or neglect to the Executive Director so they are informed of potential follow-up from the Division of Child and Family Services.
- Person making observations of abuse or neglect is responsible to contact the Division of Child and Family Services; if immediate danger is evident, contact the nearest law enforcement agency.

4.6 CONFIDENTIAL INFORMATION

Legacy Prep employees will have access to confidential information. Confidential information includes, but is not limited to, trade secrets, business operations, and methodology, financial information, lists of actual and prospective partners and students and their data, proprietary processes and formulae, pricing and marketing plans, strategic plans, computer files, and database records, and any documents or files marked as confidential, upcoming programs, finances number of current and planned students, number of employees, Charter strategy, and similar subjects.

Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology.

Disclosure of confidential information might seriously damage Legacy Prep's competitive position and therefore such action will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of Legacy Prep and must be returned to Legacy Prep upon separation or at any time upon demand.

- Legacy Prep employees may not share information that is confidential and proprietary about Legacy Prep, including information about upcoming programs, finances, number of current and planned students, number of employees, Charter strategy, and other proprietary information not publicly released by Legacy Prep.

In addition, employees must follow the below guidelines with respect to Legacy Prep's confidential and proprietary information:

- Legacy Prep logo and trademarks may not be used without explicit permission in writing from Legacy Prep

Respect and Privacy Rights:

- The use of copyrighted materials, unfounded maliciously false statements, discriminatory, mentally or physically abusive statements, and defamation is prohibited.
- Honor the privacy rights of Legacy Prep employees by seeking their permission before writing about or displaying internal Legacy Prep happenings that might be considered to be a breach of their privacy and confidentiality.
- Legacy Prep employees may not sell any product or service that would compete with any Legacy Prep products or services without permission in writing from the Legacy Prep administration, including but not limited to training, books, products, and freelance writing.
- Legacy Prep employees are legally liable for anything they write or present online.
- Media contacts about Legacy Prep and Legacy Prep current and potential services, employees, partners, students, and competitors should be referred for coordination and guidance to Legacy Prep administration.



4.7 CONFIDENTIALITY TO ACCESS CHILDREN'S RECORDS

All information contained in students' records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). These records are the property of Legacy Prep, whose responsibility is to secure the information against loss, defacements, tampering, or use by unauthorized persons. Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community. No child's files are to be taken off premises unless granted permission by the Executive Director. Only teachers, administrative, and office personnel are permitted to review the student files.

"Personally, identifiable student data" means student data that identifies or is used by the holder to identify a student and includes: i. a student's first and last name; ii. the first and last name of a student's family member; iii. a student's or a student's family's home or physical address; iv. a student's email address or other online contact information; v. a student's telephone number; vi. a student's social security number; vii. a student's biometric identifier; viii. a student's health or disability data; 2 ix. a student's education entity student identification number; x. a student's social media username and password or alias; xi. if associated with personally identifiable student data, the student's persistent identifier, including:

1. a customer number held in a cookie; or
2. a processor serial number; xii. a combination of a student's last name or photograph with other information that together permits a person to contact the student online;
 - xiii. information about a student or a student's family that a person collects online and combines with other personally identifiable student data to identify the student; and
 - xiv. other information that is linked to a specific student would allow a reasonable person in the school community, who does not have first-hand knowledge of the student, to identify the student with reasonable certainty.

4.8 LIABILITY

The effective teacher is concerned for the welfare of students and takes measures to ensure their welfare. Nevertheless, it is well to be aware of the possible consequences of negligence. The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:

1. Never leave students unsupervised. Leaving a classroom without another responsible employee present is leaving students unsupervised.
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the room or on campus to the principal so that it may be corrected.
4. Students should not be released early from their classes or allowed to leave to visit another classroom.
5. Strictly adhere to all stated Policies of the school.

Failure by teachers to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc... Additionally, teachers may be held legally liable for negligence in the performance of their duties.

4.9 DATING BETWEEN EMPLOYEES (FRATERNIZATION)

It is not contrary to the policy of Legacy Prep for employees to date except in circumstances where one of the employee's reports, either directly or indirectly, to the other employee. No dating is permitted in such circumstances. Legacy Prep will, however, consider requests from affected employees to transfer them to other open positions within Legacy Prep for which they are qualified, so the employees are not in the same reporting lines. Legacy Prep prohibits supervisors from having intimate relationships (i.e. sexual, dating, etc.) with employees under their direct management. If such a relationship develops between a supervisor and an employee, either a transfer or termination may result.



4.10 ANTI-VIOLENCE-WEAPON FREE WORKPLACE POLICY

The following individuals may possess a firearm on Legacy Prep property: an individual who complies with Utah Code § 76-10-505.5; a law enforcement officer; and an individual who has received express permission from the executive director of Legacy Prep or the Executive Director's designee.

Unless the paragraph immediately below applies, an individual who possesses a firearm on Legacy Prep property, including a parking lot, pursuant to Utah Code § 76-10-505.5 shall, at all times:

1. keep the firearm on the individual's body and within the individual's immediate control;
2. keep the firearm readily accessible for immediate use; and
3. conceal the firearm so as to ensure that all other individuals are unaware of its presence.

An individual who possesses a firearm on Legacy Prep property pursuant to Utah Code § 76-10-505.5, but who cannot reasonably comply with Subsection (2) shall:

1. notify the executive director that the individual intends to possess a firearm on Legacy Prep property;
2. provide, at the individual's own expense, a gun safe that meets the director's approval;
3. install the gun safe in a manner and location that meets the director's approval;
 - (a) conceal the firearm in the gun safe at all times;
 - (b) keep the gun safe and locked at all times; and
 - (c) ensure that no other individual has access to the gun safe key.

An individual who possesses a firearm on Legacy Prep property, including a parking lot, pursuant to Utah Code § 76-10-505.5 may be subject to an adverse employment action and/or criminal prosecution if the individual:

1. fails to comply with Subsection (2);
2. fails to effectively conceal the firearm; or
3. draws or displays the firearm in anger or in a threatening manner.



SECTION 5 ATTENDANCE

5.1 ATTENDANCE/PUNCTUALITY

From time to time, it may be necessary for a Legacy Prep employee to be absent from work. Legacy Prep is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. Paid Time Off (PTO) has been provided for this purpose.

If an employee is unable to report to work due to illness, emergency, etc. they are required to contact the sub finder no later than 6:30am to allow time to find coverage. If an employee knows in advance that they will need to be absent, they should request this time off following the pre-scheduled leave procedures. If an employee is unable to call in for themselves because of an illness, emergency, or for some other reason, the employee should decide to have someone call for them.

If an employee is going to be late due to traffic or other unforeseen circumstances, the employee is required to contact the sub finder as soon as possible and notify them of their expected arrival time. The sub finder will notify supervisors of attendance and coverage plans.

If an employee is absent because of an illness for three (3) or more consecutive days, their supervisor may request that they submit written documentation from a doctor stating that the employee is able to resume normal work duties before being allowed to return to work. If an employee is absent eight (8) or more days because of an illness or injury, they could be eligible for Legacy Prep's short-term disability program.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without letting an employee's supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, may be taken into consideration. Supervisors will make a note of any absence or lateness, and their reasons, in an employee's personnel file.

5.2 ABSENCE WITHOUT NOTICE

Absences without notice are subject to disciplinary action, including termination. Absences from work for three consecutive days without notifying the sub finder will be considered a voluntary resignation.



SECTION 6 WAGES, SALARY AND PROFESSIONAL RESPONSIBILITIES

6.1 HOURS OF WORK

Unless prior written supervisor's authorization has been received, full-time, salaried, and other exempt Legacy Prep employees are required to report to school for duty at 7:30 AM at the start of each school day. Other than during pre-scheduled break times, Legacy Prep employees shall perform their duties throughout the school day, completing service no earlier than 3:30 PM at the end of each full school day.

On early dismissal school days, teachers and staff are required to attend staff training and meetings until 3:30 PM. Please do not schedule appointments or meetings at this time. It is expected that employees schedule personal appointments outside of school hours whenever possible to avoid disrupting the learning environment. On occasion, additional hours may be required for parent-teacher conferences and other school activities and events.

Legacy Prep employees are expected to be reliable and punctual. If Legacy Prep employees cannot come to work or will be late for any reason, they must notify their supervisor as soon as possible. Legacy Prep teachers and instructors must also follow the Teacher and Substitute Procedure for security and appropriate class substitute assignments.

When employees work off-campus for any reason, a prior supervisor's authorization must be obtained. Also, proof of attendance may be requested when work requires off-campus meetings.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. Legacy Prep employees who have poor attendance records or are excessively late may be subject to disciplinary action, up to and including termination of employment. Each employee is expected to complete a normal workday, workweek, and work whatever reasonable additional hours are required to meet school needs.

For non-exempt employees (including part-time employees) regular work schedules will be established according to production, work, or site requirements, and employees will be notified in advance of changes in the starting time of their shifts.

6.2 TIMEKEEPING FOR HOURLY EMPLOYEES

Accurately recording time worked is the responsibility of every hourly employee. Time worked is the time actually spent on a job performing assigned duties. Legacy Prep does not pay for extended breaks, volunteer service or time spent on personal matters. Employees should not work past their scheduled hours without written permission from the Building Principal.

All hourly employees must take a 30-minute lunch break each day. This policy is designed to ensure the well-being and productivity of our team. If an employee wishes to work through their lunch break for a work-related reason, written approval must first be obtained from the Building Principal.

Authorized personnel will review time records bi-monthly. Any changes to an employee's work schedule must be submitted in writing with an explanation from the Supervisor to the Executive Director.



6.3 EMPLOYEE DEPARTURE FROM CAMPUS DURING CONTRACTED HOURS

Employees may leave campus during core business hours for personal or professional reasons with prior approval from the building principal or, in the principal's absence, the Director of Operations. It is the responsibility of each employee to adhere to this policy and seek approval before leaving campus during core business hours.

Employees must notify the building principal or the Executive Director, via text, in advance of their departure from campus during core business hours. Notification should include the reason for leaving and an estimated time of return. The building principal or the Executive Director will assess the request and approve it based on operational needs and staffing requirements. Once approval is granted, the employee must inform their supervisor and any relevant colleagues of their departure. Employees must return to campus within a reasonable time frame unless otherwise specified by the approving authority.

In case of emergency or unforeseen circumstances, employees may leave campus without prior approval but must notify the building principal or Executive Director prior to their departure.

The building principal or Executive Director will maintain records of employee departures from campus during core business hours for reference and accountability purposes.

It is the responsibility of each employee to adhere to this policy and seek approval before leaving campus during core business hours.

6.4 PAYDAYS

Salaried and Hourly employees are paid bi-monthly on the 15th and last working day of each month. AW Services will be managing payroll using Helpside as a payroll processor. If these dates fall on a weekend or holiday, the employees will be paid on the business day before.

- **FOR SALARIED EMPLOYEES:**

- Pay amounts on salaried paychecks will reflect employees' yearly salaries divided by the 24 pay periods and not a specific pay period (this is so that salaried employees receive the same paychecks year-round regardless of school breaks or holidays).

- Even though salaried paychecks do not reflect specific pay periods, pay stubs on Helpside will show a pay period of the 26th to the 10th of each month for the 15th payday, and the 11th to the 25th for the end of the month paydays. Pay stubs will also show an hourly rate with the number of hours worked. Again, this does not reflect an actual number of hours worked—this is only used to adapt the August to July school schedule to the calendar year schedule that Helpside uses to process payroll on the backend. It will not affect how much an employee is owed each pay period.

- For example, full-time salaried employees will show 86.67 hours at an hourly rate to bring them to their regular semimonthly amount.

- **FOR HOURLY EMPLOYEES:**

- For the 15th payday, the pay periods will be for hours worked from the 26th to the 10th of each month.

- For the end of the month paydays, the pay periods will be for hours worked from the 11th to the 25th of each month.

Please reach out to the Executive Director or to the AW Services Payroll department at (385) 439-0990 for all payroll-related questions rather than Helpside.

6.5 SALARY DEDUCTIONS

Once a salaried employee's PTO (paid time off) days have been exhausted or are otherwise unavailable, Legacy Prep will deduct the equivalent amount of the employee's daily salary rate. This is calculated by taking the employee's total salary and dividing it by the number of contracted days. Employees who believe that Legacy Prep has made an incorrect or improper salary deduction should promptly report the deduction to the Executive Director.



6.6 WAGE GARNISHMENT

When an employee's wages are garnished by court order, Legacy Prep is legally bound to withhold the amount indicated in the garnishment order from the employee's check.

6.7 UNEMPLOYMENT

Once an employee files for unemployment, their contracted days will be paid out and all benefits will end.



SECTION 7

BENEFITS AND TIME OFF

7.1 GROUP BENEFITS

Legacy Prep strives to provide the best, most equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various benefit forms on the employee's behalf, the total cost to provide the benefits program described in this Handbook, and other documents is a significant supplement to your pay and should be viewed as additional compensation. Legacy Prep reserves the right to design plan provisions and to add, eliminate, or in other ways modify any discretionary benefits described in this Handbook or elsewhere when it is deemed in the organization's best interest to do so. These benefits are subject to change depending on management decisions and resources. You will be provided with summary plan descriptions upon eligibility and enrollment. Legacy Prep reserves the right to amend or modify, in whole or in part, any of the provisions of the benefit plans. For more complete information regarding any of our benefit programs, please contact the Executive Director.

INSURANCE BENEFIT PLANS

The school's comprehensive benefits package includes a number of different plans. The school currently offers these plans:

Medical Insurance Plan

Helps pay covered medical expenses for you and your family.

Life Insurance Plan

Provides term insurance coverage up to two times your annual salary at group rates.

Short-term Disability (STD) Plan

Helps replace your salary if you suffer a covered disability for a limited period of time.

Long-term Disability (LTD) Plan

Helps replace your salary if you suffer a covered disability for an indefinite period of time.

Personal Accident Insurance Plan

Provides payments in case of accidental death or dismemberment. This coverage is available to you and your eligible dependents at group rates.

Vision Insurance Plan

Dental Insurance Plan

Provides to you and your eligible dependents dental coverage at group rates.

For more information about these plans, please contact Human Resources. In the event the above information conflicts with the actual terms and conditions of coverage, the latter governs.

7.2 BENEFITS ELIGIBILITY

The term "eligible employee(s)" used in the following sections of this Handbook refers to the full-time employee(s) unless otherwise designated those employees deemed eligible above in the "Employment Classification" Section. Employees will be advised of the status of their position when they are hired. If you are a full-time employee working 30 or more hours per week eligible, you will enjoy all of the benefits described in this Handbook as soon as you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time, temporary, or project employees or are a part of a classification that is "ineligible", you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s). In order to have a record of an employee's benefits, a continuous service date will be maintained for each full-time employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted as long as the employee remains an eligible full-time employee.



7.3 FUNERAL AND BEREAVEMENT LEAVE

Legacy Prep employees shall contact their supervisor as soon as it becomes known that funeral or bereavement time off is needed. Upon approval, Legacy Prep employees are allowed time off to attend the funeral or spend time grieving for a deceased loved one, family member, or close friend.

- Three days for immediate family members (including husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, brother, sister).
- 1 day for loved ones and close friends (loved ones - grandmother, grandfather, aunt, uncle, sister-in-law, brother-in-law, nephew, niece, first cousin. Close friends are defined as those who have virtually held the position of an immediate member of the family).

7.4 JURY DUTY

Legacy Prep encourages employees to fulfill civic responsibilities by serving jury duty when summoned. Legacy Prep employees may request unpaid jury duty leave for the absence. Legacy Prep employees may also use any available paid time off benefits accrued, such as vacation, to be paid for an unpaid jury duty leave. In order to help plan for possible absences from work, Legacy Prep employees shall provide a copy of any jury duty summons received to their appropriate supervisor, as soon as possible. During authorized Jury Duty leave, Legacy Prep employees are expected to report to work whenever the court schedule permits.

7.5 WITNESS DUTY

Legacy Prep employees who receive a subpoena to be a witness for someone other than Legacy Prep shall be given time off without pay. Subpoenaed Legacy Prep employees may use any available paid leave benefits accrued, such as a vacation to be paid for any unpaid time off required. Legacy Prep employees required to take time off to serve as a witness shall provide a copy of the subpoena to their supervisor, as soon as it is received. Legacy Prep employees are expected to report for work whenever they are not needed in court.

7.6 MILITARY DUTY

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are structured according to the Uniformed Services Employment and Reemployment Rights Act and applicable federal and state regulations. The policy covers those employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. Military leaves are without pay unless you elect to utilize PTO days earned before the commencement of the leave.

7.7 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Legacy Prep provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons.

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition?
- Serious health conditions that makes the employee unable to perform the employee's job.

The determination of how an employee is to be restored to an equivalent position upon return from FMLA leave will be made on the basis of "established school board policies and practices, private school policies and practices, and collective bargaining agreements." The "established policies" and collective bargaining agreements used as a basis for restoration must be in writing, must be made known to the employee prior to the taking of FMLA leave, and must clearly explain the employee's restoration rights upon return from leave. Any established policy which is used as the basis for the restoration of an employee to an equivalent position must provide substantially the same protections as provided in the Act for reinstated employees. See§ 825.215. In other words, the policy or collective bargaining agreement must provide for restoration to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. For example, an employee may not be restored to a position requiring additional licensure or certification.

7.8 PAID PARENTAL AND POSTPARTUM RECOVERY LEAVE

In accordance with Utah Code § 53G-11-209, the school offers qualified employees paid parental and postpartum recovery leave to enable employees to care for and bond with their new child and to recover from childbirth. Paid parental and postpartum recovery leave under this policy is in addition to an employee's regular paid time off (PTO). This policy is effective July 1, 2025.

Definitions

For purposes of this policy: "Parental leave" means leave hours the school provides to a parental leave eligible employee.

"Parental leave eligible employee" means a school employee who receives regular paid time off (PTO) benefits from the school and is:

- (a) a birth parent as defined in Utah Code § 78B-6-103;
- (b) legally adopting a minor child, unless the individual is the spouse of the pre-existing parent.
- (c) the intended parent of a child born under a validated gestational agreement in accordance with Title 81, Chapter 5, Part 8, Gestational Agreement.
- (d) appointed the legal guardian of a minor child or incapacitated adult; or
- (e) a foster parent of a minor child.

"Postpartum recovery leave" means leave hours the school provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.

"Postpartum recovery leave eligible employee" means an employee:

- (a) who receives regular paid time off (PTO) benefits from the school; and
- (b) who gives birth to a child.

"Qualified employee" means:

- (a) a parental leave eligible employee; or
- (b) a postpartum recovery leave eligible employee.

"Retaliatory action" means to do any of the following regarding an employee:

- (a) dismiss the employee.
- (b) reduce the employees' compensation;
- (c) fail to increase the employee's compensation by an amount to which the employee is otherwise entitled to or was promised.
- (d) fail to promote the employee if the employee would have otherwise been promoted; or
- (e) threaten to take an action described immediately above.

Paid Parental Leave

The school allows a parental leave eligible employee to use up to three work weeks (15 workdays) of paid parental leave for:

- (a) the birth of the parental leave eligible employee's child that occurs at 20 weeks or greater gestation.
- (b) the adoption of a child;
- (c) the appointment of legal guardianship of a child or incapacitated adult; or
- (d) the placement of a foster child in the parental leave eligible employee's care.

Parental leave as described above:

- (a) may not be used before the day on which:
 - (1) the parental leave eligible employee's child is born.
 - (2) the parental leave eligible employee adopts a child.
 - (3) the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult; or
 - (4) a foster child is placed in the parental leave eligible employee's care;
- (b) may not be used more than six months after the date described immediately above;
- (c) may not be used intermittently, unless:



- (1) by mutual written agreement between the school and the parental leave eligible employee; or
- (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child;
- (d) runs concurrently with FMLA leave, if applicable to the parental leave eligible employee; and
- (e) runs consecutively to postpartum recovery leave, if applicable to the parental leave eligible employee.

A parental leave eligible employee's paid parental leave does not increase if the parental leave eligible employee:

- (a) has more than one child born from the same pregnancy;
- (b) adopts more than one child;
- (c) has more than one foster child placed in the parental leave eligible employee's care; or
- (d) is appointed legal guardian of more than one child or incapacitated adult.

A parental leave eligible employee may not use more than three work weeks (15 workdays) of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

- (a) becomes the parent of more than one child;
- (b) adopts more than one child;
- (c) has more than one foster child placed in the parental leave eligible employee's care; or
- (d) is appointed legal guardian of more than one child or incapacitated adult.

Paid Postpartum Recovery Leave

The school allows a postpartum recovery leave eligible employee to use up to three work weeks (15 workdays) of paid postpartum recovery for recovery from childbirth that occurs at 20 weeks or greater gestation.

Postpartum recovery leave as described above:

- (a) shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
- (b) shall be used in a single continuous period, unless otherwise authorized in writing by The Executive Director.
- (c) runs concurrently with FMLA leave, if applicable to the postpartum recovery leave eligible employee; and
- (d) runs consecutively to parental leave.

A postpartum recovery leave eligible employee's paid postpartum recovery leave does not increase if the postpartum recovery leave eligible employee has more than one child born from the same pregnancy.

Notice of Plan to Take Leave

Qualified employees shall give the School's Director(s) notice at least 30 days before the day on which the qualified employee plans to:

- (a) begin using parental leave or postpartum recovery leave; and
- (b) stop using postpartum recovery leave.

If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice as described above, the qualified employee shall give the School each notice described above as soon as reasonably practicable.

All such notices shall be reviewed by The Executive Director. If the employee providing notice does not meet the definition of a qualified employee under this policy (and is therefore not entitled to paid parental or postpartum recovery leave), The Executive Director shall inform the employee. Employees may be required to provide documentation supporting the need for parental or postpartum recovery leave.



Other Leave

Except with respect to FMLA leave, the School may not charge parental leave or postpartum recovery leave against a qualified employee's regular paid time off (PTO) or any other leave a qualified employee is entitled to under the School's leave policies.

Employee Benefits During Leave

During the time a qualified employee uses parental leave or postpartum recovery leave, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the parental leave or postpartum recovery leave, provided that the qualified employee pays any required employee contributions.

Employee Position after Leave

Following the expiration of a qualified employee's parental leave or postpartum recovery leave, the school shall ensure that the qualified employee may return to:

- (a) the position that the qualified employee held before using parental leave or postpartum recovery leave; or
- (b) a position within the school that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using parental leave or postpartum recovery leave.

Despite the foregoing, if during the time a qualified employee uses parental leave or postpartum recovery leave the School experiences a reduction in force and, as part of the reduction in force, the qualified employee's employment would have been terminated had the qualified employee not been using the parental leave or postpartum recovery leave, the School may terminate the qualified employee's employment in accordance with any applicable process or procedure as if the qualified employee were not using the parental leave or postpartum recovery leave. In addition, upon termination of a qualified employee's employment (for any reason), the employee is not entitled to be paid for any unused parental leave or postpartum recovery leave.

Retaliatory Action

The school may not interfere with or otherwise restrain a qualified employee from using parental leave or postpartum recovery leave in accordance with this policy. In addition, the school may not take retaliatory action against a qualified employee for using parental leave or postpartum recovery leave in accordance with Utah Code § 53G-11-209.

7.9 MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA to leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.



7.10 VOTING

We encourage employees to exercise their voting rights in all municipal, state, and federal elections. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should plan with the administration, no later than the day prior to Election Day.

7.11 UNPAID TIME OFF AND OTHER NON-FMLA LEAVE

Legacy Prep may grant additional leaves of absence without pay to an employee who does not qualify for FMLA under the following guidelines:

If an employee has a qualifying reason for FMLA but is not approved for FMLA because of hours or length of service, employees are able to take up to 8 weeks of unpaid leave. If an employee is taking leave for the birth of a child, the leave must be consecutive.

If an employee does not qualify for FMLA and does not have a qualifying reason for leave, the leave will not be granted and the employee will be terminated after 10 days of unexcused absences.

7.12 PAID TIME OFF ("PTO")

The Paid Time Off (PTO) benefit provides full pay for the allowed number of days in cases of personal needs. PTO is available to all full-time employees scheduled to work at least 30 hours a week consistently. PTO hours are not considered hours worked for purposes of calculating overtime. The number of allowed PTO days available to each employee follows the schedule below. PTO will be deducted in 15-minute increments.

Requests for PTO will be reviewed based on a number of factors including educational needs, staffing requirements, and schedules of other employees in the organization. It is expected that you schedule personal appointments outside of school hours whenever possible, to avoid disrupting the learning environment. Except in cases of sickness or emergency, employees must obtain approval at least two business days prior to the absence. PTO will not be approved during pre-service, professional development training days, or the first week of school.

Supervisor prior approval is not required when PTO is being taken due to illness unless it is possible. In the case of illness, the employee must make every effort to notify the Substitute Finder (Sora Nelson) and Executive Assistant (Mindy Jones) before 6:30 am that they will be unavailable for work. The employee may apply any accrued PTO to time off taken under any unpaid leave offered by Legacy Prep, however, the employee shall not be eligible to accrue leave during the period covered by the unpaid leave.

Paid Time Off Schedule:

- For full-time employees working 187-212 contracted days during the school year, the following Paid Time Off "PTO" schedule applies:
 - Seven days of PTO per year for zero to four years of employment.
 - Eight days of PTO per year for five to nine years of employment.
 - Ten days of PTO for ten and succeeding years of employment
 - If Employee is employed by the school through the last day of school the Employee may cash out eligible unused PTO from the allotted PTO days during the current school year at \$12.50 per hour. However, unused PTO will not be paid out if the Employee's employment is terminated (voluntary or involuntary), regardless of the reason for termination prior to the end of the school year.
 - If the employee exceeds the allotted PTO hours, the employee may request leave without pay. Leave will be documented in 30-minute increments. Should the employee be approved for leave without pay status, the employee's pay during the school year will be reduced for the number of workdays missed at the employee's daily salary rate?
 - Except in cases of sickness, unforeseen circumstances, or emergency, employees may not be approved for leave during pre-service, the first five days



of school, or the last five days of school.

- o For full-time annual district support staff, the following PTO schedule applies:
 - Employee has a total of 21 days Paid Time Off (“PTO”). Employees may take a total of 80.0 hours (10 days) of PTO from August 7 through May 29th. However, except in cases of sickness or emergency, Employee must obtain prior approval from the Director for all absences.
 - Employees will be entitled to 88.0 hours (11 days) of PTO during the months of July 2023 and June 2024. Unused days/hours are not eligible for pay out or roll over to the following year
 - If Employee is employed by the school through the last day of school the Employee may cash out eligible unused PTO from the allotted PTO days during the current school year at \$12.50 per hour. However, unused PTO will not be paid out if the Employee’s employment is terminated (voluntary or involuntary), regardless of the reason for termination prior to the end of the school year.
 - If the employee exceeds the allotted PTO hours, the employee may request leave without pay. Leave will be documented in 30-minute increments. Should the employee be approved for leave without pay status, the employee’s pay during the school year will be reduced for the number of workdays missed at the employee’s daily salary rate?
 - Except in cases of sickness, unforeseen circumstances, or emergency, employees may not be approved for leave during pre-service, the first five days of school, or the last five days of school.

7.13 STAFF COVERED PAID TIME OFF (“PTO”)

To provide a structured process for employees looking to secure coverage for their classes when PTO is not available, ensuring that educational continuity is maintained and staff members are fairly compensated for covering additional responsibilities. Employees may seek coverage for their classes by asking another member of the staff to cover their class. The employee must secure a staff member's agreement to cover their class before proceeding with the leave request.

Once a staff member agrees to cover the class, the employee requesting leave must submit a pre-scheduled leave request through the appropriate system. The leave request must include the name of the staff member who has agreed to cover the class and the period that will be covered. The approval is contingent on the inclusion of the covering staff member's name and confirmation of their agreement to cover the class. Approval will be emailed to both the requesting staff member and the staff member covering the class.

The staff member covering the class will receive a PTO Staff Coverage stipend. The stipend is set at \$25 per class period. If the class is split into thirds for an entire day, the covering staff member will receive a stipend of \$40 for the day.

The stipend will be processed and included in the covering staff member's next payroll cycle following the coverage.



SECTION 8 SEPARATION OF EMPLOYMENT

8.1 EMPLOYMENT TERMINATION

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

- Resignation – voluntary employment termination initiated by an employee.
- Termination – involuntary employment termination initiated by Legacy Prep.
- Layoff/Non-Renewal – involuntary employment termination initiated by Legacy Prep for non-disciplinary reasons.
- Surplus-involuntary employment termination initiated by Legacy Prep for budgetary reasons.

When an hourly employee intends to terminate his/her employment, he/she is requested to give Legacy Prep at least two (2) weeks' written notice. Salaried employees are requested to give at least four (4) weeks' written notice. Any employee who terminates employment with Legacy Prep shall return all files, records, keys, and any other materials that are property of Legacy Prep. Any materials that are bought with Legacy Prep State or local funds are property of Legacy Prep. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Legacy Prep will also be deducted from the employee's final check.

8.2 NON-RENEWAL

At the time designated by the School Calendar, an administrator may recommend the Non-Renewal of an employment offer effective at the end of the current school year. The reasons for nonrenewal cannot be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for a recommendation of Non-Renewal must be based on one of the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Inability to maintain discipline in the classroom or at assigned school-related functions.
- Insubordination or failure to comply with official directives.
- Failure to comply with policies or administrative regulations.
- Conducting personal business during school hours when it results in neglect of duties.
- Reduction in Force (RIF) because of financial exigency or program change.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school-sponsored activity.
- Conviction of a felony or any crime.
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime.
- Failure to meet the school's standards of professional conduct.
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality which is conduct the school determines is not in conformity with the accepted moral standards of the community. Immorality is not confined to sexual matters but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
- Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness at the school.



- Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to, failure to fulfill requirements for certification.
- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- A significant lack of student progress.
- Assault on an employee or student.
- Falsification of records or other documents related to the school's activities.
- Falsification of the required information on an employment application.
- Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent.



SECTION 9 EMPLOYEE COMMUNICATIONS

9.1 SOCIAL MEDIA

Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits. The school is committed to ensuring that all Legacy Prep stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner. Legacy Prep strives to create professional social media environments that mirror the academically supportive environments of our school.

Employees should refrain from using social media during contracted time. Employees should not use your Legacy Prep e-mail address to register on social networks, blogs, or other online tools utilized for personal use.

To protect the privacy and safety of students, employees are strictly prohibited from posting any photographs, videos, or other identifiable images of students on their personal social media accounts without express written permission from the Director of Operations. This includes, but is not limited to, classroom activities, field trips, performances, and school events. Even if a parent/guardian has granted general media release permissions to the school, employees must still obtain specific written approval before sharing student images on any social media platform. Unauthorized sharing of student images is a serious violation of school policy and may result in disciplinary action, up to and including termination.

9.2 COMPUTER, EMAIL, PHONE, AND INTERNET USE

As an aid in performing employment duties, supervisors may provide Legacy Prep employees with access to Legacy Prep computers, computer files, the Legacy Prep employee email system, and Legacy Prep software. Employees should refrain from using their school assigned email for personal use. Do not use your Legacy Prep e-mail address to register for marketing, promotional, etc. for personal use. Legacy Prep employees are prohibited from unauthorized use of Legacy Prep passwords and unauthorized access to Legacy Prep information files and stored communication. Legacy Prep reserves the right to monitor any and all Legacy Prep computer and Legacy Prep email system use. The computers that you use at work and the E-mail system are the property of Legacy Prep and have been provided for use in conducting Legacy Prep business. All communications and information transmitted by, received from, created, or stored in its computer system (whether through word processing programs, E-mail, the Internet, or otherwise) are Legacy Prep records and property of Legacy Prep. The computer system is to be used for Legacy Prep purposes only. Employees may, however, use Legacy Prep technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with Legacy Prep business, and does not violate any Legacy Prep policy:

- (1) To send and receive necessary and occasional personal communications;
- (2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
- (3) To use the telephone system for brief and necessary personal calls;
- (4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy Although Legacy Prep does not wish to examine personal information, from time to time Legacy Prep may need to access its technology resources. Legacy Prep has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its E-mail and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users.

Further, Legacy Prep may exercise its right to monitor its computer system for any reason and without the permission of any employee. Employee use of the Legacy Prep computer system constitutes consent



to all the terms and conditions of this policy. Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from Legacy Prep computers is not assured. The use of passwords or other security measures does not in any way diminish Legacy Prep's right to monitor and access materials on its system or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to Legacy Prep as files may need to be accessed by Legacy Prep in an employee's absence or for any other reason that Legacy Prep in its discretion deems appropriate. Further, employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages and other files may be stored on a central backup system in the normal course of data management. Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system. Notwithstanding the foregoing, even though Legacy Prep has the right to retrieve, read and delete any information created, sent, received, or stored on its computer system, E-mail messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of a supervisor.

Professional Use of Computer System Required Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on Legacy Prep letterhead. Because E-Mail and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or Legacy Prep if disclosed in litigation or otherwise. Finally, employees may not send unsolicited e-mails to persons with whom they do not have a prior relationship absent the express permission of their administrator.

Offensive and Inappropriate Material Legacy Prep policy against discrimination and harassment, sexual or otherwise, applies fully to Legacy Prep's computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in Legacy Prep's computers.

Employees encountering or receiving this kind of material should immediately report the incident to the Human Resources Department. Legacy Prep may (but is not required) use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Legacy Prep networks. Notwithstanding the foregoing, Legacy Prep is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material.

In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to Legacy Prep blocking software. Solicitations Legacy Prep's computer system (including, without limitation, its E-Mail system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the administration is required before anyone can post any information on commercial online systems or the Internet. Licenses and Fees Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining express written permission from the administration.



Games and Entertainment Software Employees may not use an Legacy Prep Internet connection to download games or other entertainment software or to play games over the Internet. Employees must consult their immediate supervisor and obtain approval before transmitting any information which may be considered confidential or proprietary. Copyrights and Trademarks- Legacy Prep computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the administration.

Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult administration. Maintenance and Security of System Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to;

- sending mass mailings or chain letters,
- spending excessive amounts of time on the Internet,
- playing games,
- engaging in online chat groups,
- printing excessive copies of documents, or otherwise creating unnecessary network traffic.

Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely archive outdated or otherwise unnecessary Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the Legacy Prep network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to Legacy Prep's network. In addition, files obtained from sources outside Legacy Prep, including disks brought from files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage Legacy Prep's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non- Legacy Prep sources.

If you suspect that a virus has been introduced into Legacy Prep's network, notify technology personnel immediately. Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination.



9.3 TERMINATION OF EMPLOYMENT AND SCHOOL PROPERTY

The protection of LEGACY PREP business information, property, and all other Legacy Prep assets are vital to the interests and success of Legacy Prep. No Legacy Prep -related information or property, including without limitation, credit cards, policy manuals (curriculum and teacher manuals, student work and files), identification badges, tools, records, computer files, equipment, laptops and other digital devices, office supplies, or similar materials (except in the ordinary course of performing duties on behalf of Legacy Prep) may, therefore, be removed from Legacy Prep premises or disclosed without permission from the Executive Directors. All property and supplies bought with school funds belong to Legacy Prep. This includes all items bought through fundraising efforts, student fees, and donations or bought for individual school programs or any extra-curricular program. In addition, when an employee leaves Legacy Prep, the employee must return to Legacy Prep all Legacy Prep -related information and property that the employee has in his/her possession, including, but not limited to, computer equipment, keys, communication devices, supplies, files, books, and any other items owned by Legacy Prep at the time of employee's separation of employment from Legacy Prep. This includes all items purchased with school funds. Employees will be responsible for any lost or damaged items. Where permitted by applicable laws, and with an authorization signed in advance by the employee, Legacy Prep may withhold from the employee's final paycheck the cost of any items that are not returned when required. Legacy Prep also reserves the right to take any action deemed appropriate to recover or protect its property. Violation of this policy is a serious offense and will result in appropriate disciplinary or legal action.

9.4 INTERNAL INVESTIGATIONS AND SEARCHES

From time-to-time Legacy Prep -related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so. Whenever necessary, at Legacy Prep's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. briefcases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for Legacy Prep property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Legacy Prep. Legacy Prep will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

9.5 SAFETY AND HEALTH

Legacy Prep has established safety programs and procedures to be observed by all employees at all times. The following principles form the foundation for our approach to a safe and healthy workplace:

- Virtually all occupational injuries and illnesses can be prevented.
- Each employee is responsible for compliance with Legacy Prep safety and health requirements as a condition of employment.
- Each employee has the right and duty to question the adequacy of safety and health protections established for their job.
- Supervisors are responsible and accountable for implementing safety and health requirements.
- Legacy Prep employees shall proactively identify workplace deficiencies and take corrective action.
- Legacy Prep will always focus on employing contractors who are committed to safety and health compliance and will hold them to the same standards as Legacy Prep employees.
- Legacy Prep shall investigate events to determine why dangerous or potentially dangerous events occurred; correct deficiencies identified, and then share and institutionalize the lessons learned.

Legacy Prep employees are expected to obey all safety rules and exercise reasonable care at work. Any unsafe condition must be immediately reported to the appropriate supervisor. Legacy Prep employees, who violate Legacy Prep safety standards, may be subject to disciplinary action, up to and including termination of employment. Safety Standard violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though it could have been corrected. Legacy Prep's Safety Standard emphasizes the important responsibility every Legacy Prep employee bears in immediately notifying the appropriate supervisor about any accident that causes an injury, no matter how minor it might seem at the time. Prompt reporting facilitates swift accident investigation and prompt processing of insurance and worker's compensation (if necessary).



If medical treatment for an on-the-job injury is needed, it must be obtained from one of the school's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

9.6 FEE AND CASH COLLECTION

No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by the administration. Teaching staff and individual students may be approved to accept money at school events, but are not permitted to collect money for fundraisers, field trips, or fees without prior approval from the Executive Directors.

All financial transactions should be coordinated through administration. Cash and/or checks should not be stored or locked in staff offices or desks. All funds must be counted by two employees and turned in to the administration within 24 hours of collection. Funds collected on a weekend must be turned in by 8:30 am on the next school day. Contact the administration for more information. Teachers and staff are not permitted to conduct personal sales or fundraising (i.e. Girl Scouts, Mary Kay, etc.)

9.7 BUILDING SECURITY, KEY CARDS, AND KEYS

For the safety and security of all students, staff, and campus facilities, all employees are expected to adhere to the following guidelines regarding building access and visitors:

- **Doors:** Every employee, or a designated employee, who leaves the school assumes the responsibility to ensure that the door they exited through is securely locked and the lights they are responsible for (classroom) are turned off.
- **Personal Visitors:** Employees must receive prior approval from their supervisor before bringing any personal visitors to school grounds during work hours. All personal visitors over the age of 16 must check-in with the front office and register as a visitor in the school's visitor management system. All personal visitors must remain under the direct supervision of the hosting employee for the duration of their visit. At no time should a personal visitor be left unaccompanied on campus.
- **Key Cards:** All employees who are issued key cards and keys to the building are responsible for their safekeeping. It is the employee's responsibility to notify the Director of Operations immediately should they lose their physical key or keycard. Failure to notify the Director of Operations in a timely manner may result in disciplinary action. Employees agree if the physical key is lost the employee will be charged **\$250.00** for its replacement. A replacement fee of **\$10.00** will be charged for the new keycard.

Employee keycards are assigned for individual use only and may not be shared or lent to any non-employees with permission from administration. Unauthorized use of a keycard by anyone other than the assigned employee is a serious violation and may result in disciplinary action.

An employee's key card may be lent to students for school-related purposes (i.e., copies, errands, etc.). It is the employee's responsibility to ensure the key card is used for its specific purpose and returned prior to the end of the class period and/or school day.

9.8 SUPPLIES/EXPENDITURES

Only authorized people may purchase supplies in the name of Legacy Prep. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the school or bind the school by any promise or representation without written approval.



9.9 EXPENSE REIMBURSEMENT

Employees may receive access to pre-approved funds (Class Wallet) where they may purchase appropriate classroom items for the year. Appropriate receipts and documentation will be required for reimbursement. Other expenses incurred by an employee must have prior approval by the administrator before being purchased. There may be times a reimbursement form will need to be filled out and include any receipts or supporting documentation. All completed purchase orders and reimbursement request forms should be turned in to the Executive Director. To be reimbursed, you must provide an original receipt. Your purchase will contain ONLY items purchased for Legacy Prep. Even one personal item will null and void your reimbursement. Prior approval for purchases over \$400 must be discussed with your campus principal.

9.10 PUBLIC IMAGE

Legacy Prep requires their employees to dress appropriately in professional or business casual attire when working or meeting with parents or students. All work attire, whether traditional or casual, should be reflective of a professional, dignified appearance.

9.11 WORK ATTIRE AND APPEARANCE POLICY

The school's primary objective is to have employees project a professional image. Proper grooming and attire have a positive impact on the school's image. Each employee is expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours and while performing school business at any location. Take your day's schedule into account when you are dressing. On days when students wear formal uniforms, or if you have a meeting scheduled with parents or other members of the community, faculty and administrative personnel should wear more formal business attire that reflects students' dress uniforms.

Listed below is a general overview of acceptable school wear as well as some of the more common items that are not appropriate for the office/school. These items should help set the general parameters for proper school wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

Slacks: Slacks in a variety of materials are acceptable provided they are clean and wrinkle-free. Inappropriate items include old or faded jeans, sweatpants, wind suits, short shorts, Bermuda shorts, bib overalls, spandex, or other form-fitting pants. Casual jeans are only allowed on free dress days.

Shirts: Business casual shirts, golf shirts with collars, sweaters, and turtlenecks are acceptable. Inappropriate items include spaghetti straps, tank tops, sweatshirts, shirts with large lettering, logos, or slogans, halter tops, and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

Dresses and Skirts: Casual dresses and skirts, and split skirts at or below the knee are acceptable. Dresses and skirt length should be no shorter than two inches above the knee. Miniskirts and spaghetti strap dresses should not be worn to school.

Footwear: Loafers, boots, flats, dress sandals, open-toed shoes, clogs, and leather deck shoes are acceptable. Flip-flops and slippers are not acceptable.

Hair Coloring and Hair Styles: Hair must be a naturally occurring color (e.g., blonde, brown, black, red, gray, or white). While subtle variations within natural shades are permitted, extreme or unnatural colors (e.g., blue, green, pink, purple, etc.) are not allowed. A deep red shade, although not naturally occurring, is considered acceptable. Hairstyles should be neat, well-groomed, and not distracting or disruptive to the professional environment.

Tattoos and Piercings: Tattoos and piercings should not be excessive or distracting and will be determined at the discretion of the administration.



Athletic and Field (PE): Athletic pants, knee-length shorts, tee shirts, and sneakers.

With prior approval of the administration, casual wear, jeans, shorts, or athletic shoes are acceptable on certain days, such as clean-up days, field days, park days, casual dress days, etc.

The administration reserves the right to determine if an item of clothing, hairstyle, tattoo, or piercing is inappropriate or inconsistent with professional standards. If an employee reports to work inappropriately dressed, the employee will be asked to leave and return in acceptable attire. Violations can result in disciplinary action up to and including termination.

9.12 NEPOTISM

Legacy Prep permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of Legacy Prep, create actual conflicts of interest. Utah Code § 52-3-1(2)(b) states that "a public officer may not directly supervise an appointee who is a relative or household member of the public officer" except under specific circumstances. Utah Code § 52-3-1(1)(e) defines a relative as a father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

Legacy Prep will use sound judgment in the placement of related employees in accordance with the following guidelines:

- "Directly supervised" means supervision by anyone within the chain of command, particularly in regards to overseeing day-to-day activities. In other words, "directly supervised" is not limited to supervision by an immediate supervisor. Thus, hiring a relative of anyone in the chain of command—from the Director (who is ultimately responsible for the appointment of all personnel) to the immediate supervisor over the position—could violate nepotism laws.
- Individuals who are related by blood, spouse, or reside in the same household are permitted to work in the same department, provided no direct reporting or administrator to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress, and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is if in the opinion of Legacy Prep, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

9.13 COMMUNITY COMMUNICATION

Records and communications often become public, and we should avoid exaggeration, derogatory remarks, guesswork, or inappropriate characterizations of people and companies that can be misunderstood. This applies equally to e-mail, internal memos, and formal reports. Records should always be retained or destroyed according to Legacy Prep's record retention policies. In accordance with those policies, in the event of litigation or governmental investigation please consult Legacy Prep's policies.

Legacy Prep is committed to maintaining consistent and honest communications with the media and the community at all times. For that reason, the Board of Directors, or other appointed designees, will handle all communication with the community or the press. It is imperative that Legacy Prep present a consistent and accurate message to the media and community by limiting the number of people authorized to respond to requests for information. When contacted by reporters, employees are to respond to questions with "no comment" (unless otherwise directed by the Executive Director) and to direct the caller to Legacy Prep's Executive Director.

As events warrant, Legacy Prep's Executive Director will coordinate the distribution of press releases. The



information contained in the draft press release is considered Legacy Prep confidential information until the press release is issued. Employees of Legacy Prep may be notified by electronic mail once the press release has been made available to the public. At that time, it is appropriate to discuss the content of the press release with non-employees.



SECTION 10 EMPLOYEE RESPONSIBILITIES

The presence or absence of each employee is of critical importance to the successful operation of Legacy Prep. Therefore, Legacy Prep expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. Educators with a full or part-time contract will be fully obligated to attend faculty meetings, collaboration meetings, required training, and parent/teacher conferences. Employees are expected to check their Legacy Prep email account each day school is in session and at least once per week during summer break. Employees are expected to respond to all professional and parent/guardian emails within 24 hours.

Legacy Prep reserves the right to modify teachers' schedules, class enrollment, or teacher duties without cause and without notice. Examples are but are not limited to, hall monitoring, playground supervision, crossing guard, cafeteria duty, or change in instructional assignment.

10.1 TEACHER RESPONSIBILITIES

a. Days: Teachers are expected to work all contract days as outlined on the Legacy Prep calendar along with any additional professional development days requested by the Legacy Prep administration.

b. Hours: Unless prior written supervisor's authorization has been received, full-time, salaried, and other exempt Legacy Prep employees are required to report to school for duty no later than 7:30 AM prior to the start of each school day. Other than during times of break, Legacy Prep employees shall perform their duties throughout the school day, completing service no earlier than 3:30 PM each day. Teachers will have a 30-minute lunch each day. On early dismissal school days, teachers and staff are required to attend staff training and meetings from 1:30 PM to 3:30 PM. Please do not schedule appointments or meetings at this time. It is expected that employees schedule personal appointments outside of school hours whenever possible to avoid disrupting the learning environment. On occasion, additional hours may be required for parent-teacher conferences and other school activities and events.

c. Communication: Teachers are expected to communicate with each class weekly via email, to make parents and students aware of upcoming assignments and assessments. Teachers are also expected to make personal contact with a student's parent or guardian at least twice annually or once per semester. This can be done through a phone call, Google chat, or another online conference software, in person, at a Parent-Teacher conference, or through personal email conversation. The focus of this contact should be to talk about mastery of standards, support available from the teacher or school, and the support needed from the parent/guardian. The communication should share something positive with the parent/guardian about their student and not present a problem without a solution.

On the first working day of each month, teachers need to communicate with every parent whose student has fallen below mastery.

- Instructors should not email parents or guardians directly. All communication to families should go directly through the homeroom teacher.
- Principals should be copied on all weekly announcement emails and any emails regarding behavior that could be escalated to an administrative level.

d. Discipline: It shall be the responsibility of all educators to cooperate with and assist the principal in the discipline of the school, not only in their own rooms, but in the halls, lavatories, lunchroom, at assemblies, on the playground, or any other place where students are under the supervision of the school. Educators will perform duties in this regard when assigned by the principal. Principals will support teachers in reasonable actions taken while assisting in school discipline and will administer additional disciplinary measures when deemed necessary.

e. Co-Curricular and Extra-Curricular Activities: Educators shall assist with co-curricular and extra-curricular activities as assigned by the principal. These extra-duty loads of the school shall be assigned as equitably as possible in order that no educator shall be compelled to carry an excessive burden of responsibility in this regard.



f. Non-Teaching Duties: The responsibility of an educator encompasses the total education of students which requires that educators also be assigned non-teaching duties by the principal.

g. Preparation Time: Preparation time is a valuable component of the educational process. It should be understood that the time set aside for preparation purposes is to be used toward the improvement of the teaching process. The time is to be used in correcting assignments, creating lesson plans, and doing other activities which are related to his/her teaching duties.

h. Emergencies: Employees must advise administration of all accidents, injuries, or illnesses that occur while at work. All accidents, injuries, or illnesses that occur while at work must be reported immediately no matter how slight they may appear. Legacy Prep will provide the proper forms for reporting job-related accidents, injuries, and illnesses. Failure to report these occurrences may be cause for disciplinary action. In the event of a vehicular accident involving an Legacy Prep-owned vehicle or while on Legacy Prep business, employees will report all information immediately to the administration. In no instance will responsibility for an accident be expressed to anyone until the proper person within Legacy Prep has been notified and permission has been obtained to make statements.

i. Educator salary adjustment: In accordance with Utah, state code 3.5.5.1. an Educator that receives the lowest level ("Not Effective") on the three most recent evaluations may not advance on the salary schedule. A Not Effective Rating shall constitute a summative rating of less than satisfactory and three consecutive Not Effective ratings, shall subject the Educator to withholding of the most recent legislative allocated salary adjustment pursuant to UCA § 53F-2-405, and Administrative Rule R277-110.

In accordance with Utah state code 3.5.5.2, a Career Educator who receives a level one, or a level two Summative Evaluation rating, will have another Summative Evaluation within 6 months following the designation of "Not Effective" or "Partially Effective".

j. All Educators are required to fill out an end-of-year inventory/check out and cleaning form.

10.2 PREPARATION TIME

Teachers may receive prep periods throughout the day. This time is to be used for educational purposes such as lesson enhancement activities, data collection, and analysis, and parent, student, or school-related communication or reports. Personal business, shopping online, gaming, or other such activities are inappropriate during school time. Teachers need approval if leaving the school during prep time and must sign out or let the head of the department or the Principal know in advance, before leaving the school property.

10.3 PROFESSIONAL LEARNING COMMUNITIES (PLCs)

PLCs have been established and are set aside by the administration. Teachers are expected to attend and participate in PLCs as scheduled. Teachers are required to submit a summary of the PLC meeting to the Principal.

10.4 SECONDARY INCOME

LEGACY PREP makes every effort to keep its employees as fully employed as possible and at a fair rate of pay. When an employee is on the job, this means that 100% of their effort is required. If an employee chooses to work outside of their job and the outside work competes with what is expected of them as a Legacy Prep employee, opportunities for promotion and advancement with Legacy Prep may be limited by their decision. If the Legacy Prep administration feels that outside employment prohibits an employee from fulfilling their obligations to Legacy Prep, they will be asked to resign or to leave their outside employment. All administration and Supervisory personnel are expected to enforce this policy and, for example, refrain from conflicting outside employment.



10.5 INCLEMENT WEATHER POLICY

At times, emergencies such as severe weather, fires, or power failures can disrupt Legacy Prep's operations. In extreme cases, circumstances may require Legacy Prep to close school for the day. In those instances, a message will be left on Legacy Prep's website and social media accounts. Missed school days will be rescheduled.

In less severe situations, Legacy Prep may open late or institute a liberal leave policy. Employees should check for emails for directions in these instances as well. In the case of liberal leave, Legacy Prep will allow employees the option of taking available Paid Time Off (PTO) or leave without pay or may elect to pay employees at Legacy Prep 's sole discretion based upon the circumstances. Administration may determine, on a situation-by-situation basis, that employees may be asked to or may be permitted to make up the missed hours.

If severe weather conditions make travel unwise or impossible, it is the employee's responsibility to make all possible efforts to reach their supervisor, or the supervisor's designee, by 6:30 am to discuss the matter. If an employee arrives late, leaves early, or does not report to work due to severe weather conditions, the employee will not be paid for those hours unless they elect to make up the time (as approved by their supervisor) or use available PTO. In some cases, business necessity may require Legacy Prep to ask certain employees to report to or remain at work, in either of the above-mentioned situations.

10.6 VISITORS IN THE WORKPLACE

To maintain Legacy Prep's safety standards, safeguard employee and student welfare, protect Legacy Prep's property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances during the hours of school operations, all visitors shall receive proper authorization from Legacy Prep management prior to being allowed on school premises. To obtain the required authorization, all visitors shall enter and register in the main office immediately upon entering a Legacy Prep school campus. Legacy Prep employees who are expecting visitors shall be held responsible for their conduct and safety while on a Legacy Prep school campus. Legacy Prep employees who observe unauthorized people on campus shall immediately notify their supervisor and escort the unauthorized person to the main office.



SIGNATURE PAGE 1

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

Please read through the Employee Handbook, date, sign, and return to the Executive Director by no later than the first day of school.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE 2025/2026 EMPLOYEE HANDBOOK. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND: THAT EMPLOYMENT WITH LEGACY PREPARATORY ACADEMY IS AT WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE SCHOOL, WITH OR WITHOUT ADVANCE NOTICE FOR ANY LAWFUL REASON. THE SCHOOL HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK OR IN ANY COMPENSATION TERM SHEET OR JOB DUTY DESCRIPTION, AND ANY VERBAL OR WRITTEN STATEMENTS BY MANAGEMENT, ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE BUT IT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE SCHOOL'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. LEGACY PREPARATORY ACADEMY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF LEGACY PREPARATORY ACADEMY, OTHER THAN THE BOARD OF DIRECTORS HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT THAT GUARANTEES EMPLOYMENT AT THE SCHOOL FOR ANY SPECIFIED PERIOD OR THAT OTHERWISE ALTERS THE AT-WILL NATURE OF EMPLOYMENT AND SUCH AGREEMENT MUST BE IN WRITING AND SIGNED BY THE BOARD OF DIRECTORS AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

I HAVE READ AND UNDERSTAND THE EMPLOYEE HANDBOOK. I UNDERSTAND THAT POLICIES WILL BE UPDATED AND IT IS MY RESPONSIBILITY, AS AN EMPLOYEE OF LEGACY PREPARATORY ACADEMY, TO KEEP UP TO DATE WITH THESE POLICIES.

Employee Printed Name

Employee Signature

Date



LEGACY PREPARATORY ACADEMY CODE OF CONDUCT/APPROPRIATE BEHAVIOR POLICY

1. PURPOSE AND PHILOSOPHY

The Governing Board of Legacy Prep is committed to establishing and maintaining appropriate standards of conduct between staff members and students. These standards of conduct are also known as professional boundaries. Staff members shall maintain a professional and appropriate demeanor and relationships with students, both during and outside of school hours, as well as both on and off-campus, that foster an effective, non-disruptive and safe learning environment.

2. DEFINITIONS

a) "Boundary violation" means crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment.

i) A "boundary violation" may include, but is not limited to, the following, depending on the circumstances:

- (1) isolated, one-on-one interactions with a student out of the line of sight of others;
- (2) meeting with a student in rooms with covered or blocked windows;
- (3) telling risqué jokes to, or in the presence of a student;
- (4) employing favoritism to a student;
- (5) giving gifts to individual students;
- (6) staff member initiated frontal hugging or other uninvited touching;
- (7) photographing an individual student for a non-educational purpose or use;
- (8) engaging in inappropriate or unprofessional contact outside of educational program activities;
- (9) exchanging personal email or phone numbers with a student for a non-educational purpose or use;
- (10) interacting privately with a student through social media, computer, or handheld devices; and
- (11) discussing an employee's personal life or personal issues with a student.

ii) "Boundary violation" does not include:

- (1) offering praise, encouragement, or acknowledgment;
- (2) offering rewards available to all who achieve;
- (3) asking permission to touch for necessary purposes;
- (4) giving a pat on the back or a shoulder;
- (5) giving a side hug;
- (6) giving a handshake or high five;
- (7) offering warmth and kindness;
- (8) utilizing public social media alerts to groups of students and parents; or
- (9) contact permitted by an IEP or 504 plan.

b) "Grooming" means befriending and establishing an emotional connection with a child or a child's family to lower the child's inhibitions for emotional, physical, or sexual abuse.

c) "Sexual conduct" includes any sexual contact or communication between a staff member and a student including but not limited to:

i) "Sexual abuse" means the criminal conduct described in Utah Code Ann. §76-5-404.1(2) and includes, regardless of the gender of any participant:

- (1) touching the anus, buttocks, pubic area, or genitalia of a student;
- (2) touching the breast of a female student; or
- (3) otherwise taking indecent liberties with a student;
- (4) with the intent to:

(a) cause substantial emotional or bodily pain; or



- (b) arouse or gratify the sexual desire of any individual.
 - ii) "Sexual battery" means the criminal conduct described in Utah Code Ann. §76-9-702.1 and includes intentionally touching, whether or not through clothing, the anus, buttocks, or any part of the genitals of a student, or the breast of a female student, and the actor's conduct is under circumstances the actor knows or should know will likely cause affront or alarm to the student touched; or
 - iii) A staff member and student sharing any sexually explicit or lewd communication, image, or photograph.
- d) "Staff member" means an employee, contractor, or volunteer with unsupervised access to students.
- e) "Student" means a child under the age of 18 or over the age of 18 if still enrolled in a public secondary school.

3. POLICY

Staff members shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.

- a) Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.
- b) A staff member may not subject a student to any form of abuse including but not limited to:
 - i) physical abuse;
 - ii) verbal abuse;
 - iii) sexual abuse; or
 - iv) mental abuse.
- c) A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.
- d) A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:
 - i) viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
 - ii) sexual battery; or
 - iii) sexual assault.
- e) Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.
- f) A staff member shall not provide gifts, special favors, or preferential treatment to a student or group of students.
- g) A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class.
- h) Staff member use of electronic devices and social media to communicate with students must comply with Legacy Prep policy, be professional, pertain to school activities or classes, and comply with the Family Educational Rights and Privacy Act (FERPA).
- i) A staff member may not use or be under the influence of alcohol or illegal substances during work hours on school property or at school sponsored events while acting as a staff member. Additionally, a staff member may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities in an employment capacity.
- j) A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.
- k) Legacy Prep recognizes that familial relationships between a staff member and a student may provide for exceptions to certain provisions of this policy.



l) Conduct prohibited by this policy and is considered a violation of this policy regardless of whether the student may have consented.

4. REPORTING

a) A staff member who has reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate supervisor or school administrator.

If a staff member has reason to believe a school administrator has violated this policy, the staff member shall immediately report the conduct to the administrator's supervisor.

b) In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. §62A-4a-403:

- i) a staff member who has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately report the belief and all other relevant information to the school administrator or Executive Director;
- ii) a school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately inform a Executive Director of the reported abuse; and
- iii) if the staff member suspected to have abused a student holds a professional educator license issued by the Utah State Board of Education, the Executive Director shall immediately report that information to the Utah Professional Practices Advisory Commission;
- iv) a person who makes a report under this subsection in good faith shall be immune from civil or criminal liability that might otherwise arise by reason of that report.

c) A staff member who has knowledge of suspected incidents of bullying shall immediately notify the student's building administrator in compliance with Legacy Prep's Bullying and Hazing policy.

d) Failing to report suspected misconduct as required herein is a violation of this policy, the Utah Educator Standards, and in some instances, state law, and may result in disciplinary action.

5. TRAINING

a) Within 10 days of beginning employment with Legacy Prep a staff member shall receive training regarding this policy and shall acknowledge in writing having received training and understanding the policy.

b) Staff members employed by Legacy Prep at the time of initial adoption of this policy shall receive training regarding this policy prior to the first day of the 2019-2020 school year on which students will be in attendance and shall acknowledge in writing having received training and understanding the policy.

6. VIOLATIONS

A staff member found in violation of this policy will be subject to disciplinary action.

REFERENCES

Title 62A, Chapter 4a, Part 4, Child Abuse or Neglect Reporting Requirements
Utah Code Section 53E-6-701, Mandatory Reporting of Physical or Sexual Abuse of Students Utah Admin. Code R277-401, Child Abuse-Neglect Reporting by Education Personnel
Utah Admin. Code R277-515, Utah Educator Professional Standards
Utah Admin. Code R277-322, LEA Codes of Conduct
Utah Code Section 63G-7-301, Waivers of Immunity
Utah Code Section 76-5-401.1, Sexual Abuse of a Minor
Utah Code Section 76-9-702.1, Sexual Battery



SIGNATURE PAGE 2

ACKNOWLEDGMENT OF RECEIPT OF LEGACY PREPARATORY ACADEMY CODE OF CONDUCT

Please read through the 2025/2026 Code of Conduct/Appropriate Behavior Policy, date, sign, and return to the Executive Director by no later than the first day of school.

ACKNOWLEDGMENT OF RECEIPT

Name: _____ Position: _____ Date of Training: _____

I received training about the requirements of Legacy Preparatory Academy's Code of Conduct Policy. I understand the requirements of the policy and that I am responsible to recognize and maintain appropriate personal boundaries while interacting with students. I also understand that if I have reason to believe a staff member is violating the Code of Conduct, I will report my suspicions to my supervisor, building administrator, or Legacy Prep administrator.

Employee Signature

Date

Trainer Signature

Date