

EMPLOYEE HANDBOOK



FRENCH AMERICAN INTERNATIONAL SCHOOL

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INTRODUCTION AND WELCOME

The French American International School (FAIS) welcomes you.

FAIS is a mission driven nonprofit organization that strives to provide a supportive and inclusive atmosphere in which each person can do their best work. This handbook lays out the essential guidelines for working at FAIS including not only what the organization expects of you the employee, but what you can expect of the organization. Whether you are just joining FAIS or have been here for many years, this manual is a valuable resource. Please read it carefully and refer to it as needed. Should you have any questions about the policies and procedures explained herein, you may direct them to your immediate supervisor, Human Resources, or the head of school. The handbook is available in digital form on the FAIS faculty portal of the school's website and in the human resources/payroll system, Paycor. Occasional updates, addenda, and full revisions will be posted there as well. To stay abreast of changes in policy and procedure is important for all to take note of updates as they are issued. Again, we welcome you to the FAIS team and look forward to working together with you in pursuit of the School's educational mission.

FAIS operated a Maternelle, Lower School, and Middle School. This edition of the FAIS Employee Handbook includes current personnel policies and practices and supersedes all former guidelines and policy statements. If there is a difference between provisions of this handbook and verbal statements made by any supervisor or other employee, the provisions of the FAIS Employee Handbook control. These policies apply to all FAIS employees. Upon hire, each employee will have access to the faculty portal and the human resources/payroll system, Paycor, to review a copy of the handbook and digitally sign an acknowledgement of receipt to be kept in their personnel file.

The FAIS Employee Handbook is intended only as a summary of FAIS's personnel policies, benefits, school policies, and procedures. Additional provisions relating to FAIS's benefits, rules, and procedures may apply that are not addressed in this book. **THE EMPLOYEE HANDBOOK IS NOT INTENDED AS AND DOES NOT CONSTITUTE A CONTRACT.** Your employment with us is "at-will" unless you have a written agreement that states otherwise. Only the head of school may modify the at-will nature of the employment relationship and can do so only in a written agreement that is signed by the employee and the head of school. Please note that the programs, policies, and procedures explained in the FAIS Employee Handbook change from time to time. To ensure flexibility in running FAIS, the Board of Trustees ("Board") and the head of school reserve the right to change the policies and procedures set forth herein at any time without notice.

The policies in this handbook are intended to meet the requirements of all applicable local, state and federal laws. It is possible that a provision or policy may inadvertently be inconsistent with applicable legal requirements. In that situation, the provisions of applicable law will govern. All employees are encouraged to bring any questions about legal requirements or possible policy inconsistencies to the attention of the head of school or Human Resources.

Teaching and childcare staff are also expected to read, refer to, and comply with the [FAIS All School Handbook: A Reference for Parents, Students, and Staff](#). All staff members are encouraged to read this more broadly focused, student and parent oriented manual, which is available online at www.faispdx.org. Like this Employee Handbook, the All School Handbook is not intended to be, and should not be construed as, a contract.

INTRODUCTORY POLICIES

Mission Statement

The French American International School develops curious and critical thinkers through a robust and immersive multilingual curriculum. We are committed to fostering an inclusive community that celebrates diverse perspectives and creates the foundation for reflective learners to thrive and affect change in an interconnected world.

Who We Are

Our innovative, multilingual curriculum is taught in small classes by native speakers. Students are the center of our community and learn through authentic inquiry, collaboration, and multiple teaching styles to discover and hone strengths.

How We Create Belonging

FAIS is a welcoming community, connected by shared principles of integrity, respect, empathy, and equity.

Characteristics of Professional Excellence

In fulfilling the mission of FAIS, the following specific behaviors and attitudes define professional excellence:

- Effectively uses a wide array of teaching strategies to meet the learning, emotional and psychological needs of a wide range of diverse learners.
- Displays a strong knowledge of school curriculum and subject matter.
- Understands and demonstrates the use of inquiry-based pedagogical techniques.
- Demonstrates a belief that all students can learn and experience success in different ways, depending on abilities, learning styles, preferences and interests.
- Skillfully and collaboratively contributes to the curriculum planning and evaluation process, using student assessment to improve learning and teaching.
- Models and respects the school's core values of international mindedness, open-mindedness, integrity, collaboration and creative inquiry in all interactions with others.
- Creates a classroom environment that promotes student learning while fostering respect, understanding and acceptance of differences.
- Seeks out opportunities to grow professionally.
- Demonstrates active support for colleagues.

- Actively participates in the life of the school.

History

The French American International School (FAIS) is an independent coeducational school offering preschool through grade eight classes. It operates a preschool through grade five French language immersion program and, a grade six through eight international middle school program in English, French, Spanish, German, and Mandarin Chinese.

The Lower School was founded in 1979 by Jean-Claude and Maarja Paris, a French family living in Portland who had a vision of small classes and an immersion education for their children. The Middle School was named in 1998 for Oregon artist and educator Gordon Gilkey. Gilkey was a passionate Francophile known for his work in the aftermath of WWII to repatriate French masterworks stolen by the Nazis. His legacy of support for the arts remains important to the cultural life of Portland.

The abiding goal of FAIS is to employ the rich resources of an internationally recognized curriculum to help each student realize their full potential. Teachers work to stimulate intellectual curiosity, encourage independent thinking, and foster individual responsibility. Families choose the school for the strong academic program and the benefits of a language immersion program. We applaud the founders' pioneering spirit and vision.

Accreditation and Affiliations

The French American International School is:

- Accredited by the French Ministry of National Education and one of a network of 47 French schools in the United States and approximately 490 in the world;
- Accredited by the Northwest Association of Independent Schools (NWAIS);
- Registered with the Oregon Early Learning Division as a provider of early childhood care; and
- Authorized as an IB World School for its Primary and Middle years Programmes (PYP & MYP).

The French American International School is a member of:

- La Mission Laïque Française (MLF);
- The Association of French Schools in America (AFSA);
- The Oregon Federation of Independent Schools (OFIS); and
- The National Association of Independent Schools (NAIS).

Governance & Lines of Responsibility

FAIS is a 501(c)(3) nonprofit organization governed by a Board of Trustees. We are an independent, private school, not otherwise managed or controlled by the French government or any Oregon governmental school board.

The Role of the Board of Trustees

Our Board of Trustees ("Board") is the guardian of the school's mission and is responsible to ensure that the school is successful in fulfilling its mission. To that end, the Board establishes policies and plans consistent with the school's mission, vision, and strategic goals. The Board oversees the financial management of FAIS and engages in long-range strategic planning. It hires, evaluates, and makes decisions about the tenure of the head of school. The trustees are comprised of parents and community members, as well as several ex-officio members. There are two classes of Board members/Trustees (Class A and Class B) each with equal voting and participation rights. Class A trustees are elected by the parent body, and the bylaws allow one Class A elected Board member each year. Class B Trustees are appointed by the Board. Trustees serve a term of three years and no more than two consecutive terms. The Board is required to have at least nine but no more than twenty members.

The Board generally meets monthly throughout the school year. Specific dates and times are posted on the all school calendar. Board meetings are open to the public, and staff members are welcome to attend. An annual meeting is held each spring in which the Board reports its activities to the parent body and other stakeholders including the staff. All are encouraged to attend.

The Role of the Head of School

The daily management and operation of FAIS is the sole responsibility of the head of school. The head of school is responsible for supervising all employees. Together, the head of school and the Board are ultimately responsible for the administrative functioning of FAIS.

The Budget

The Board establishes and approves the FAIS budget upon recommendation by its Finance & Budget Committee. The chief financial officer, together with the head of school, is charged with administering the School's financial affairs in accordance with Board policy.

Communicating Your Questions or Concerns

If you have a question or concern about the policies or administration of FAIS, please address it to your immediate supervisor. If it is not feasible to talk to your immediate supervisor, the next order of inquiry should be Human Resources or the head of school. If your concern is about the head of school, you should bring your concern to the Board chair. Whistleblower concerns can also be raised directly to the Board chair (see our Whistleblower Policy for more information).

NONDISCRIMINATION POLICIES

Equal Employment Opportunity Nondiscrimination Policy

FAIS is an Equal Opportunity Employer. FAIS provides equal employment opportunity to all qualified individuals in accordance with applicable state and federal laws. We believe that every employee has the right to work in an environment free from all forms of unlawful discrimination. FAIS prohibits discrimination or harassment based on race, color, creed, national origin, citizenship, religion, age (18 and up), disability, sex (including pregnancy), sexual orientation, gender identity or expression (including gender pronouns), marital status, uniformed service or veteran status, family relationships, genetic information, or other status protected under state, federal, or local law. We expect all employees to conform to both the letter and the spirit of all state, federal, and local laws and regulations governing nondiscrimination and equal employment opportunity. This policy applies to all personnel actions, including recruitment, hiring, training, transfer, promotion and demotion, compensation and benefits, evaluation, discipline, and termination.

No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity. Please refer to our Prevention of Harassment and Discrimination Policy for our complaint procedure.

Nondiscriminatory Workplace Accommodations

FAIS is committed to complying with all applicable anti-discrimination laws. This commitment extends not only to prohibiting discrimination but also to complying with reasonable accommodation obligations, as set forth below. An employee who has questions regarding this policy or believes that they have been discriminated against in violation of this policy should notify their supervisor, Human Resources, or the head of school.

Employees with Disabilities

An employee who needs a job accommodation due to a disability should request an accommodation from their supervisor, Human Resources, or the head of school. We may request a statement from your healthcare provider containing sufficient facts or opinions to support your request. Your medical information will be handled in a confidential manner, consistent with applicable law. Based on the particular facts of each case, we will engage in the interactive process with you and will provide a reasonable accommodation unless the accommodation creates an undue hardship on FAIS.

Employees' Religious Practices and Beliefs

An employee who needs a job accommodation due to religious beliefs or practices should request an accommodation from their supervisor, Human Resources, or the head of school. Based on the particular facts of each case, we will engage in the interactive process with you and will provide a reasonable accommodation unless the accommodation creates an undue hardship on FAIS.

Employees Who Are Victims of Domestic Violence, Harassment, Stalking or Sexual Assault

An employee who needs a job accommodation due to their status as a victim of domestic violence should request an accommodation from their supervisor, Human Resources, or the head of school if such accommodation would allow the employee to work more safely at FAIS. We may request documentation to support your request. Your information about the circumstances surrounding your request for an accommodation will be handled in a confidential manner, consistent with applicable law. Based on the particular facts of each case, we will engage in the interactive process with you and will provide a reasonable accommodation unless the accommodation creates an undue hardship on FAIS.

Employees with Pregnancy-Related Conditions

An employee who needs a job accommodation due to their pregnancy-related health condition or physical recovery from childbirth should request an accommodation from their supervisor, Human Resources, or the head of school. We may request a statement from your health care provider containing sufficient facts or opinions to support your request. Your medical information will be handled in a confidential manner, consistent with applicable law. Based on the particular facts of each case, we will engage in the interactive process with you and will provide a reasonable accommodation unless the accommodation creates an undue hardship on FAIS.

Employment of Employees' Relatives, Spouses, or Domestic Partners

FAIS does not discriminate against any employee or applicant based on their familial, marital or registered domestic partnership relationships. That said, FAIS will not allow an employee to have the authority or practical power to appoint, supervise, evaluate, audit, discipline or remove another employee with whom the employee has a marital relationship, registered domestic partnership or family relationship. This policy applies to relationships involving a spouse, domestic partner, sibling, parent, grandparent, child, grandchild, niece or nephew, and people living in the same household in a relationship substantially comparable to any of the above.

An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against in violation of this policy should notify their supervisor, Human Resources, or the head of school.

Prevention of Harassment and Discrimination

We are committed to providing all employees with a work environment free of unlawful discrimination or harassment of any kind. The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Harassment is prohibited by this policy whether it comes from the victim's supervisor, a supervisor in another area, a co-worker, or a non-employee. **Any harassment of employees by fellow employees –**

regardless of working relationship or supervisory status – is prohibited. Harassment of employees by any other individuals (e.g., students, parents, board members, contractors or vendors) will similarly not be tolerated by FAIS. Note that the victim of harassment does not have to be someone who is directly harassed, but can be anyone reasonably affected by another's conduct, such as a bystander who observes offensive conduct directed at someone else or overhears inappropriate comments that were not directed to them.

FAIS strives to reduce and prevent any unlawful harassment or discrimination, including but not limited to discrimination prohibited by ORS 659A.030, ORS 659A.082, and 659A.112.

- ORS 659A.030 prohibits discrimination against an employee because of their race, color, religion, sex – including sexual assault (meaning unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation), sexual orientation, national origin, marital status or age of any other person with whom the individual associates, age (18 or older), or expunged juvenile record.
- ORS 659A.082 prohibits discrimination against an employee who is a service member in a uniformed service.
- ORS 659A.112 prohibits discrimination against an employee with a disability.

The statute of limitations period applicable to an employee's right of action for alleging unlawful conduct under ORS 659A.030, ORS 659A.082, and 659A.112 is five years from the date of the alleged occurrence. Employees and employers are advised to document any incidents involving conduct prohibited by ORS 659A.030, ORS 659A.082, and 659A.112.

Definition of Harassment

The term "harassment" generally refers to unwelcome, demeaning or offensive conduct (verbal or physical) directed at another individual. It includes conduct that may not be unlawful but is nevertheless inappropriate at our school. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. FAIS's policy prohibits offensive conduct before it reaches this level, so it is possible to violate this policy without violating the law. For example, petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of unlawful harassment. To be unlawful, the conduct must create a work environment that is intimidating, hostile, or offensive to reasonable people. However, certain inappropriate conduct, while not unlawful, could still be a violation of our policy and subject to discipline.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- **Physical harassment**, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- **Verbal harassment**, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- **Nonverbal harassment**, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;

- **Visual harassment**, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- **Sexual harassment**, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. FAIS may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

Sexual Harassment

Sexual harassment is a form of sex discrimination. It refers to situations where an employee is subjected to unwanted conduct of a sexual nature as well as situations where an employee is treated differently than other employees because of that employee's sex or gender. The harasser can be of any sex, and the victim can be of any sex.

Sexual harassment includes:

- A demand or request for sexual favors in exchange for benefits;
- Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and
- Assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Even conduct that is intended to be humorous or flattering may still constitute sexual harassment under this policy if the recipient of that conduct reasonably finds it unwelcome. If you are aware of any such conduct, it is your responsibility to take affirmative actions to stop the unwelcome conduct either by telling the employee to stop the conduct and/or reporting it immediately to Human Resources.

Bias-Related Incident/Harassment

Bias generally refers to any belief, attitude, behavior or practice that reflects an assumed superiority of one group over another and which influences judgment. Bias is expressed through prejudice or discrimination and can be overt or covert. Bias can be directed against individuals or groups, but it can also be institutionalized into policies, practices and structures. While freedom of expression and the open exchange of ideas are a vital part of the educational discourse, bias-related activity dehumanizes people, erodes individual rights, debilitates morale, and interferes with the effectiveness of work and learning environments.

Bias-related incidents are acts of conduct, speech, or expression that target individuals and groups based on their actual or perceived race/color, religion, ethnicity, national origin, gender, gender identity or expression, age, disability, or sexual orientation. Bias-related incidents should be promptly reported

to your direct supervisor, Human Resources, or the head of school. All reported bias-related incidents will be investigated and addressed if found to violate this policy.

Procedure for Reporting Prohibited Conduct

This procedure applies to any employee with concerns of (a) discrimination, (b) harassment (including a bias-related incident), or (c) retaliation for reporting discrimination or harassment, opposing discrimination or harassment, or cooperating with an investigation. We are dedicated to ensuring that harassment, discrimination and retaliation do not occur at our school and committed to a prompt and effective resolution of any concerns reported to us. No employee will be penalized for reporting a good-faith complaint, participating in the investigation of a complaint, or opposing harassing or discriminatory behavior prohibited by this policy.

We strongly urge you to report all incidents of potential harassment, discrimination, retaliation or other inappropriate behavior promptly. We strive for a respectful, pleasant, and productive working environment, but we cannot ensure such an environment unless concerns are brought to our attention.

If you believe that you been subjected to prohibited harassment, discrimination or retaliation or you are aware of harassment, discrimination or retaliation of others, you are expected to follow the following procedure:

- **Informal Resolution:** In many instances, the offensive conduct may be unintentional and caused by a lack of awareness. We therefore encourage you to consider first raising the issue directly and respectfully with the person who has offended you before you report your concerns to FAIS. However, if you believe it would be futile, inappropriate, unsafe or uncomfortable to discuss the matter with that person, or you try and the person does not appear receptive to your concern, you may always bypass this informal resolution and bring your concern directly to your direct supervisor, Human Resources, or the head of school.
- **Formal Complaint:** If you believe you are the subject of harassment or discrimination in violation of this policy, or if you believe or become aware of such conduct being directed to another employee, or you believe you have been retaliated against for reporting concerns of discrimination or harassment, you should promptly contact your direct supervisor, Human Resources, or the head of school.

Human Resources is designated to receive your report of prohibited conduct, as is the head of school. Supervisors must report any concerns brought to their attention to Human Resources immediately.

After a report is received, a thorough and objective investigation will be undertaken. We expect all employees to cooperate with any investigation upon request by providing truthful and complete information. The investigation will be completed as confidentially as possible under the circumstances (but note that we cannot guarantee confidentiality to a complainant). If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action will be taken, up to and including termination of employment of the employee who engaged in the prohibited conduct.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy, will not adversely affect any terms or conditions of employment or work environment of the person who initiated the complaint or who participated in the investigation.

When an employee files a complaint alleging behavior that may violate this policy, the employee shall receive a written notification with the following information:

- The rights of the employee who filed the complaint.
- Information about the internal complaint processes available through FAIS that the employee who filed the complaint may pursue, including the person designated for the school for receiving complaints.
- Notice that civil and criminal remedies that are not provided by FAIS may be available to the employee through the legal system and that those remedies may be subject to statutes of limitation.
- Information about services available to the employee through FAIS, including any counseling services, nursing services or peer advising.
- Information about the privacy rights of the employee and legally recognized exceptions to those rights for internal complaint processes and services available through FAIS.
- Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

The person who initiated the complaint shall be notified when the investigation is initiated and concluded, and as to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal confidentiality laws. The initiation of a complaint in good faith about behavior that may violate this policy will not adversely affect any terms or conditions of employment or work environment of the complainant.

FAIS will never require or coerce an employee to enter into a nondisclosure, nondisparagement or no-rehire agreement that has the purpose or effect of preventing the employee from disclosing or discussing conduct related to harassment and discrimination as described above. However, an employee claiming to be aggrieved by conduct prohibited by ORS 659A.030, ORS 659A.082, and 659A.112 may voluntarily request to enter into a settlement or separation agreement containing a nondisparagement, nondisclosure or no-rehire provision. If the employee enters into such an agreement by request, the employee has 7 days to revoke the agreement by giving written notice to Human Resources (the agreement will only be effective after the 7-day period has expired).

- A **nondisclosure agreement** is an agreement not to disclose, publicize, or tell anyone else about the factual information covered by the agreement. For example, if an employee has signed a nondisclosure agreement then the employee could not disclose or discuss the harassing or discriminatory conduct that the employee experienced.
- A **nondisparagement agreement** is an agreement not to defame, disparage, or comment in a negative manner. For example, if the employee has signed a nondisparagement agreement then the employee could not criticize FAIS to others or post anything negative about FAIS on-line.
- A **no-rehire agreement** is an agreement that prohibits an employee from seeking reemployment with FAIS and allows FAIS to not rehire that individual in the future.

Retaliation

FAIS prohibits any type of retaliatory action against an employee who makes a report of harassment or discrimination, cooperates in the investigation of a complaint, or otherwise exercises a protected right. Employees should immediately bring any concerns of retaliation to the attention of Human Resources or the head of school.

EMPLOYMENT STATUS AT FAIS

At-Will Employment Status

All **non-teaching** and **non-childcare staff** at FAIS are employed “at will.” This means that either FAIS or the employee can end the employment relationship at any time with or without notice and with or without cause, so long as it is not for an unlawful reason. This at-will disclaimer does not, and is not intended to, interfere with, limit or relinquish an employee’s right to join with others to work toward altering the terms or conditions of their employment, including at-will status.

Teacher Contracts

All FAIS **teaching** and **childcare staff** enter into a contractual relationship with FAIS for a specified length of time. All FAIS teachers, assistants, and aides (all referred to in this policy as “Teachers”) receive a contract before beginning work at FAIS which includes the position offered, the duration of the contract, compensation, benefits, and other terms of employment. All contracts are contingent in passing the School’s requisite background check. By signing a contract, a Teacher commits to teaching for the full academic year according to the FAIS calendar, which includes a week of orientation and classroom setup at the beginning of the year, one all-staff training day, three teacher-in-service days, and the Friday following the last day of classes. The contract will not automatically renew and FAIS is under no obligation to offer any employee a contract for the subsequent year. The decision of whether to offer a contract for a subsequent year depends on employee performance as well as the needs and resources of FAIS and is made at the sole discretion of the head of school.

WORK HOURS AND COMPENSATION

Attendance/Absences

We depend on the regular and prompt attendance of all of our employees. Employees are expected to be at work on time and to know and understand FAIS’s attendance expectations as set forth in the all-school calendar, division calendars, and supervisor communications. Actual work schedules vary by role and employee.

Faculty are generally expected to be on campus between the hours on school days:

Maternelle 8:00 a.m. – 3:30 p.m.

Lower School 8:00 a.m. – 3:30 p.m.

Middle School 8:15 a.m. – 3:45 p.m.

Faculty should refer to the 'FAIS Substitute Protocol' below for protocols for faculty absences.

Non-faculty employees' schedules are determined by the employees' immediate supervisors. Non-faculty employees should call or email their immediate supervisor as soon as they know they will be absent.

COVID-19 Related Absences

Please refer to the FAIS policy regarding COVID-19 vaccinations and related absences for the current protocol. In order to be paid during a COVID-19 related absence, employees must record the leave in Paycor, the human resources/payroll system.

Planned Absences

For all planned absences, employees should request the time off in Paycor and include in the comments the reason for the absence and whether or not they need a substitute (e.g., "sub needed from 9:15-10:30" or "no sub needed"). The substitute coordinator will secure a sub once the appropriate Division Head has approved the absence.

Unplanned Absences

Before the School Day Begins: When reporting a need for classroom coverage due to illness or other unforeseen circumstances, **please call or text** your division head AND the substitute coordinator between **7 P.M. and 7:30 P.M.** the night before or **between 6:15 A.M. and 7:15 A.M.** on the day of the absence. If possible, always call the night before. Ensure that you receive a response. All attempts will be made to provide a substitute; however, we cannot guarantee that a substitute will be provided for you and, as such, your absence may be covered within the division or, in extreme cases, outside of the division. For all last-minute absences, **please call or text but do not email** the substitute coordinator. Contact information for unplanned absences; please call your division head and the substitute coordinator:

1. Division Head:

Maternelle: Gabrielle Esbeck (503) 703-9378

Lower School: Aurore Molerus (971) 284-0966

Middle School: Emmanuelle Burk (503) 244-6925

2. Substitute Coordinator: Lauren Yamasaki (503) 888-6651

After the School Day Begins: In the event of illness or an urgent situation requiring your attention, especially if you need to leave after the school day has begun, you must contact your **division head**. If they are unavailable at the time, you may contact the assistant. We understand that emergencies do arise but the division heads must be informed whenever you are absent, regardless of the reason. Unplanned absences in the middle of the day will be covered by teachers from all divisions.

In addition, in order to be paid for the absence, employees are required to record their leave hours in Paycor, the human resources/payroll system.

Unexcused Absences

Teaching staff members who miss work and fail to contact the substitute coordinator and division head, or those who miss work after a request for time off has been denied, will be considered to have an unexcused absence. Teaching staff members must notify both the Division Head and the substitute coordinator every day before 3:30pm if they need to prolong their absence. Unless medically incapacitated, asking a friend or family member to call in or leaving a message on voicemail or with a coworker is not appropriate. Failure to report to work or to report an absence may result in disciplinary action, up to and including termination. Teaching staff members who miss work for two consecutive days without informing the division head will be assumed to have voluntarily abandoned their job and will be treated as if they have resigned.

Staff must notify their Division Head or supervisor any time they are not on campus during school hours.

Substitute Protocol

Email information for the substitute to the division head, substitute coordinator, and substitute (if known). Include class lists for attendance purposes, schedule and room numbers, lesson plans or where lesson plans can be found, when/where students are to be picked up or dropped off for classes, and any changes to the written master schedule given at the beginning of the year. Everyone has a slightly different way of doing things, and these details are very helpful for the substitute.

Inclement Weather

The decision to close FAIS due to inclement weather is made by the head of school with the advice of the director of facilities who assesses the road conditions and general safety of conditions on campus. Every effort is made to decide as early in the morning as possible, typically before 6:30 A.M. Please use your good judgment to decide if the road conditions are safe for you to come to work, and report any absences per our Attendance/Absences policy. In the event of a late opening with classes starting at 10 A.M., teachers should arrive at 9:45 A.M. If you **do not** have a class at 10 A.M, still plan to arrive by 9:45 to help welcome students and cover for colleagues who may have a more challenging commute. If neighboring classroom teachers have not yet arrived, please welcome their students and inform the Front Office.

Overtime/Recording Time Worked

Employees are classified under federal and state law as either “exempt” or “non-exempt” from overtime:

Exempt employees are generally paid a given salary, regardless of the number of hours worked in a particular week. They are not entitled to compensation for overtime under the wage and hour laws. Generally, full-time teachers, upper managers, and certain employees in administrative and IT computer services positions are exempt employees.

Nonexempt employees are generally paid on an hourly basis for hours worked (although nonexempt employees may also be paid on a salary), and they are entitled to rest and meal breaks. Nonexempt employees will be paid overtime at the rate of time and one-half of their regular rate of pay for hours worked in excess of 40 in a workweek. Holidays, sick leave, personal days, vacation, jury duty, and any other paid time off is not counted as hours worked for the purposes of calculating overtime.

- Nonexempt employees must maintain an accurate record of all hours worked by using the time clock or logging their hours in Paycor.
- Nonexempt employees must “clock out” for their lunch break if it is uninterrupted and at least 30 minutes long.
- Nonexempt salaried employees must record their work hours online in Paycor. Supervisors are responsible for approving non-exempt, salaried supervisees’ online timecards according to the published payroll calendar.
- Nonexempt employees may not work more than 40 hours per week without prior approval of their immediate supervisor. If you find yourself consistently unable to complete your work within your scheduled hours, please speak to your immediate supervisor.

For purposes of overtime calculation, the workweek begins on Sunday morning at 12:00 A.M. and ends on Saturday night at 11:59 P.M.

Meal and Rest Breaks

All employees, depending on their schedules, are entitled to an uninterrupted lunch break of either one half or one whole hour per day. FAIS does not pay for the lunch break of nonexempt employees, but it does pay for rest breaks. A full-time administrative staff member wishing to take a one-hour lunch break should be on campus for a full nine hours.

Full-time employees have at least thirty minutes duty-free for a lunch period (unpaid) along with two breaks of fifteen minutes each (paid). Part-time employees have lunch and preparation periods scheduled according to the needs of their position, proper classroom coverage, and any legal requirements. Those who work more than two hours a day will receive a 15-minute break (paid). Those who work at least six hours a day will also have a 30-minute lunch break (unpaid) and an additional 15-minute break period (paid).

Lactation Accommodation: Upon request, FAIS will provide reasonable rest breaks and/or private locations to accommodate lactation in the workplace. The lactation room currently is located at 100 level in the middle school building. The employee should consult with Human Resources for further assistance with this accommodation.

Pay Days

All employees will be paid monthly in accordance with the scheduled paydays published in July by Human Resources for each fiscal year. Teachers and assistants who work a 10-month academic year may elect at the beginning of the academic year to be paid in either ten or twelve equal monthly payments.

Equal Pay

FAIS strives to pay employees fair and equal wages. We comply with the Equal Pay Act, which prohibits an employer from paying any of its employees wage rates that are less than what it pays employees of the opposite sex, or of another race, or of another ethnicity for substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working conditions. Pay differential may be based on seniority, merit, productivity, or a bona fide factor other than sex, race, or ethnicity. FAIS will not pay wages to any employee at a rate less than the employees of a different sex, and/or a different race, or ethnicity for work that is substantially equivalent, other than for the reasons set above or for any other legally compliant reason. If employees believe that they are not receiving equal pay in accordance with this policy, they should contact their direct supervisor and Human Resources. Employees who inquire about equal pay or report that they believe they are not receiving equal pay will not be retaliated against for bringing their concerns to the school's attention.

Teacher Salaries

Teacher salaries are based on educational and academic credentials and years of teaching experience. Salary increases are based on additional education and years of tenure at FAIS. A copy of the FAIS salary scale for teachers is available in Human Resources. Any salary increase must be within the limits authorized by the Board and approved in writing by the head of school. Midyear credential changes sufficient to affect salary scale placement will be recognized in the following year's contract.

Teachers may submit a written request to their division head for a salary increase (move one column) based on additional education and experience that does not result in an advanced degree. The scope and depth of the education and experience should be equivalent to graduate level work and support the school mission.

Professional Development

FAIS staff members are encouraged to continue their professional development by enrolling in continuing education courses related to their field. A set amount of money is allocated in the annual budget for this purpose. Professional development requests; including all travel arrangements and related expenses must be approved by the appropriate division head and the head of school prior to registration for the course. Priority will be given to those requests directly related to the employee's position at FAIS and current school or division-wide goals. Examples include coursework done to maintain teaching certification in the State of Oregon, training sessions offered to teachers by the French Ministry of Education, or database training for administrators. Other areas identified by the school as priorities for professional development funds include Oregon Early Learning Division related training and computer software training.

International Baccalaureate Educator Network (IBEN)

FAIS encourages staff members to become involved in the International Baccalaureate Educator Network (IBEN) of the International Baccalaureate Organization (IBO). The IBO depends on a diverse and active community of educators who are passionate about the mission to ensure high quality international education with the aim of creating a more peaceful world. By joining IBEN, you will: play a crucial role in implementing the IB mission; gain a rich learning experience as well as ongoing professional development; improve the quality of your classroom teaching; enhance your competitive advantage in the education sector; get access to IB community resources; and be part of a dynamic, worldwide network of educators.

For more information: <http://www.ibo.org/jobs-and-careers/ib-educator-network/>

Approval of the division head and the head of school is needed.

FAIS will support staff members with travel expenses that are not covered by the IBO as well as time off from the classroom when needed.

Teachers who successfully become part of IBEN will be moved one column on the FAIS Pay Scale.

FAIS Fellowship

The FAIS Fellowship program supports teachers who are passionate about teaching, excited about making a difference with their time and talents and interested in a specific topic that enhances teaching and learning at FAIS (e.g., school culture, sustainability, differentiation, learning disabilities). Fellows deepen their knowledge and skills on a specific topic to both support their own work and provide leadership throughout the school. Fellowships can be from one to three years. Exploration and study take place during year one. A learning journal is shared with division head or designated mentor. Years two and three require Fellows to continue their studies and share their expertise with the school community based on a plan developed with division head (or mentor).

Approval of the division head and the head of school is needed.

Fellows are required to meet all requirements of their current position. Limited time away from the classroom may be made available.

A stipend of \$1,000 per year provided. Fellows who complete three years will be moved one column on the FAIS Pay Scale.

National Board Certification

National Board Certification is designed to develop, retain and recognize accomplished teachers and to generate ongoing improvement in schools nationwide. It is the most respected professional certification available in K-12 education in the US.

FAIS encourages US Certified Teachers to pursue National Certification. Candidates must possess a bachelor's degree, a valid state teaching license, and three years of classroom or school counselor experience prior to starting the certification process.

For more information: <http://www.nbpts.org/national-board-certification/>

Approval of the division head and the head of school is needed.

FAIS sponsors the fees associated with certification and provides reasonable time away from the classroom. Teachers who successfully become Board Certified will be moved one column on the FAIS Pay Scale.

In-depth Study

Teachers may submit a written request to their division head for a salary increase (move one column) based on additional education and experience that does not result in an advanced degree. The scope and depth of the education and experience should be equivalent to graduate level work and support the school mission.

Additional Pathways

If you have additional ideas to enhance your work as a professional at FAIS, please see your division head to discuss. FAIS is committed to financially supporting the development and implementation of new programs designed to enhance professional growth beyond existing opportunities that would simultaneously create a pathway for horizontal movement on the salary scale (moving to a new column).

Teacher Exchange Programs

FAIS believes that teachers and students could benefit when teachers participate in teacher exchange programs. Being an exchange teacher has a unique ability to broaden your worldview by experiencing new perspectives and teaching methodologies. Approval of the division head and the head of school is needed.

Hours for Teachers

“Student contact hours” are defined as time a member of the teaching or childcare staff is teaching or supervising students during regular school hours. Teaching or supervising during extracurricular activities, PM Classes for instance, are not counted as “student contact hours.”

Teachers are assigned a maximum of thirty (30) student contact hours per week. Teachers are expected to arrive in their assigned classroom at least fifteen minutes before the beginning of their assigned school day and remain at school until each of the teacher’s students is either picked up by an authorized person or is placed in the care of a responsible FAIS staff member.

Teachers are expected to attend all faculty meetings called by the head of school, the division head, or other designated person even if outside of normal school hours, and are expected to come to work on all teacher workdays, including staff training days, regardless of whether classes are in session. Teachers are also expected to attend at least fifty percent (50%) of all other FAIS meetings and other school sponsored activities, even if outside of normal school hours.

Compensation for Non-Teaching Staff

Salaries or hourly wage rates for non-teaching staff are based on the position itself as well as performance. Any increase in salaries or hourly wage rates must be within the limits authorized by the Board of Trustees and approved in writing by the head of school.

WORKPLACE PRACTICES

Faculty/Staff Lounge & Workroom

A faculty and staff lounge and teacher workroom is located in 4N. We encourage you to enjoy this room for breaks and lunch. Please be aware that all users are responsible for cleaning up after themselves. It is the responsibility of all staff to ensure that common areas stay free of food and debris and that all dishes are cleaned and put away. This is for everyone's health and safety.

Dress Code

Teachers and staff members are expected to dress in clean and neat clothes, in a manner and style which is consistent with their professional duties and obligations.

Your attire should...

- Be appropriate to your role
- Be professional and appropriate to wear in front of a mixed-age population
- Not have any messages that could reasonably be perceived as contentious or divisive (including but not limited to political messages)
- Not be reasonably viewed as offensive, revealing or sexually provocative
- Not carry any discriminatory or culturally insensitive message
- Not place the wearer at risk (in other words, it should comply with any health and safety requirements)

These guidelines are non-exhaustive. Supervisors may ask you to change your attire if they find it inappropriate.

ID Badges

All employees are expected to wear their FAIS school ID at all times when on campus. FAIS lanyards are available from the Front Office for this purpose. This will not only help us easily identify each other, it will also help students, parents and visitors quickly identify school employees. Temporary employees or independent contractors will be issued a generic "Staff" badge.

Visitors

For the safety of our students, FAIS uses its best efforts to control access to the campus during school hours. All outside visitors, including parents who are visiting in the classroom, must sign in and out at the Front Office, where a visitor's pass will be issued. Persons visiting the Middle School may sign in and out at the Middle School Administrative Office. All staff members should stop any unknown person on campus who is not wearing a visitor's pass and direct or escort the person to the office.

Traffic on Campus

FAIS has worked with the Bureau of Planning of the City of Portland to find a traffic pattern that accommodates our students, their families and our neighbors. Please refer to the All School Handbook and directives of the head of school and director of facilities for current conditions.

Personnel Records

Personnel files are records maintained by the school for the purpose of keeping information regarding an employee's work performance and other related matters. Employee medical records, if any, are maintained in a separate confidential file. Personnel files are FAIS property; access to the information contained therein is restricted to the employee and to other employees on a need-to-know basis. Personnel records may also be disclosed when required by law (for example, in response to a subpoena).

An employee who wants to review their personnel file should make a written request to Human Resources. FAIS will provide any current employee the opportunity to review their file, generally within three (3) business days of the written request. The review of the personnel file must take place in Human Resources.

To keep personnel records up to date, it is extremely important that you notify the school of any changes in your legal name, contact information, emergency contact information, number of eligible dependents; and number of W-4 exemptions. Changes are to be made in the human resources/payroll system, Paycor.

Sensitivity & the Winter Holiday Season

Please keep the School's mission and policy in mind when you are planning celebrations/activities during the Winter Holiday Season. The weeks before the winter break are a time to celebrate all cultures. Each homeroom teacher will decide, in cooperation with parents and students, how to celebrate the end of the year. Overtly religious displays or events should not take place. Please keep the following in mind:

- Trust and use your best professional judgment. If in doubt, check with your direct supervisor.
- Be respectful of all students, colleagues, and families in our community.
- Keep communication lines open with parents.
- Continue working on curriculum objectives.
- Remember to take safety precautions:
 - No open flames/candles in the classroom at any time.
 - No cut trees (per Fire Marshal).
 - Live trees are permitted, but they must be watered well and out of the classroom by the last day of school.
 - All electrical displays must be turned off by the teacher at the end of each day.
- Don't forget to personally enjoy and help students enjoy the excitement in the air!

Family Directory

A family phone directory is published early in the school year, located in the FAIS family and faculty portals. Students are searchable by first or last name, and distance from other households to facilitate carpooling.

The directory includes class lists as well as email addresses and voicemail extensions for faculty and staff members. This directory is to be used exclusively by FAIS families, staff, and faculty for internal school purposes. It is not to be shared outside the School or to be used for commercial or solicitation purposes. If you become aware of such misuse, please notify the administration immediately.

Photocopying

Photocopy machines are available for teacher's use in Satellites II, III and IV. The photocopy machine in the Main Building is mainly for administrative staff use and teachers with classes in or near to the main building. Authorized users of the photocopiers are issued a code number for this purpose. All staff must abide by the copyright policy when copying any materials. Please help maintain the health of these machines by reporting any malfunction immediately to the Front Office. Students are not allowed to use the photocopy machines at any time.

Please consider the environment before printing and photocopying: minimize the amount of paper used and please use black ink instead of color when possible.

Community Service & Service-Learning

We encourage students at FAIS to develop lifelong attitudes and patterns of globally conscious behavior, as they begin to understand perspectives of people in different situations than their own, reflect deeply, act ethically and take responsibility for their effect on others locally and throughout the world. Community Service and Service-Learning both play a part in this effort.

Community Service

Community Service is volunteer action to meet the needs of others and better the community as a whole. In schools, Community Service typically involves canned food drives, coat drives, and coin drives to support a worthy cause. These projects are intended to develop the habits and skills of volunteerism.

Service-Learning

Service-learning expands on Community Service by enabling students to explore and examine the needs of others before providing service. The object is to ensure that the service is meaningful and will meet the needs of those being served. Service-Learning also integrates student service into the academic curriculum and emphasizes both service and learning. Structured time is provided for thoughtful planning of the student actions and guided reflection on the service experience.

Please contact your division head and the assistant head of school before your class plans a Community Service or Service-Learning project. This will help with overall school coordination and organization. Classes are encouraged to take on meaningful projects that include more than collecting money. Review the FAIS Fundraising Policy and process guidelines in the All-School Handbook prior to planning a project that includes fundraising.

Possible examples: direct service (e.g., tutoring, picking up litter); indirect service (e.g., helping with mailings, collecting clothing); or advocacy (e.g., writing letters to businesses or officials in support or opposition to a given issue -- excluding any comments related to political candidates).

EMPLOYEE CONDUCT

Disciplinary Procedures

FAIS employees are expected to meet FAIS standards and expectations at all times. If an employee performs at an unsatisfactory level, violates a policy, or commits an act that is inappropriate, these actions may result in immediate termination at the discretion of the head of school. At their head's discretion, the head may impose discipline that is less severe than termination, such as verbal or written warnings, probation, paid or unpaid administrative leave, and demotion.

Standard for Communications

In order to do our best work, each of us expects and is entitled to be treated with respect and professionalism by our coworkers. Communications between employees at all levels are expected to be courteous, respectful, and professional. When we are talking to or about one another, what we say and how we say it are important. Please refrain from gossip and rumors, which are contrary to our standard for communications.

Problems, misunderstandings and frustrations may arise in the workplace. It is FAIS's intent to be responsive to its employees and their concerns. If you experience a dispute with a fellow employee, we encourage you to talk first to the individual. If you are unable to resolve the issue or feel uncomfortable having the conversation with the individual, then talk with your supervisor about the issue. If the situation needs additional attention, contact Human Resources to clarify or resolve your concerns.

Expectations for Conduct

Inappropriate conduct by any employee will result in disciplinary action up to and including immediate termination. Although it is not possible to list all instances of inappropriate conduct, the following are examples of behavior that would be considered grounds for immediate dismissal:

- Conduct that is harmful to or has the potential to harm a student or group of students
- Conduct that damages or has the potential to damage the reputation of FAIS
- A willful violation of any of the terms of an employment contract
- Falsifying or making a material omission on an employment application
- Falsification of timecards
- Theft
- Other act(s) of dishonesty
- Insubordination
- Violation of the confidentiality of student records or FAIS's business records
- Violation of our Substance Abuse Policy
- Violation of our Educator Sexual Misconduct Policy
- Violation of our Harassment Policy
- Violation of our Workplace Violence & Weapons Policy, including but not limited to carrying a weapon or explosive device on school grounds or at a school-sponsored event
- Retaliation against another employee or student for exercising their legal rights
- Any criminal acts

The above list is not comprehensive. FAIS retains the right to impose discipline for other infractions, at its discretion. In general, and without altering the at-will nature of the employment relationship, we will take appropriate disciplinary action when an employee acts inconsistently with our policies or with common sense rules of conduct. In many circumstances, we will choose to use a progressive discipline policy that gives the employee notice of substandard work performance and/or conduct and an opportunity to correct the problem. Although in many instances we will decide to follow this procedure, please remember that we are not obligated to do so. Progressive discipline is not warranted in all circumstances. For example, the offense may be serious enough to call for immediate termination; progressive discipline may have a very small chance of being successful; immediate termination may better meet business needs; or relationships may have deteriorated to the point where it is in our interest that an immediate employment separation occur. Nothing in this policy modifies the at-will nature of our employment relationship or requires us to use progressive discipline in any particular circumstance.

Setting Professional Boundaries with Students

All employees are expected to maintain professional boundaries in their relationships with students, both verbally (including appropriate language and topics) and physically (including appropriate physical contact). This expectation carries over to your use of technology such as email, text messages, or social networking sites. All employees are expected to act as role models at all times. If you have any questions about what is appropriate, please contact your supervisor or the head of school.

Confidentiality of Student/Family Information

Oregon has laws protecting a student's right to confidentiality. As an employee of FAIS, you may have access to information about a student that is private and/or confidential. Discussing a student or a parent's situation with anyone other than a staff member who has a need to know the information is not allowed. Information that relates to FAIS students or parents may not be discussed or disseminated outside of FAIS and you should take precautions to preserve confidentiality while discussing a student's or a parent's situation with another staff member who needs to know the information. Be conscious of the presence of other parents and students, and be sure to maintain confidentiality – with your words and with any documents in your possession. Removal of records relating to a student from FAIS premises is strictly prohibited without the express written consent of the head of school. Failure to adhere to this policy of confidentiality may result in disciplinary action, including termination.

In addition to maintaining confidentiality and discretion regarding information about our students, please refrain from taking, sending, or storing pictures of students on your phone or personal device.

Smoking

FAIS campus is a non-smoking campus. Employees are prohibited from smoking or vaping on FAIS premises.

Substance Abuse Policy

FAIS is committed to providing a healthy and safe work environment where its employees are free from the effects of drugs, alcohol, or other performance impairing substances. Employees may not (1) report to work under the influence of any amount of alcohol, drugs that are illegal under federal or state law

including marijuana (hereafter referred to as “illegal drugs”) or other intoxicants; (2) become under the influence once on the job; or (3) have alcohol or illegal drugs in the employee’s possession when working.

FAIS prohibits the following activities during working hours, on FAIS property, on FAIS time, at FAIS related functions, on FAIS sponsored trips, or while engaging in FAIS business:

- Being under the influence of alcohol (unless at a school-sanctioned event where alcohol is served by the School, in which case employees are expected to act in a professionally appropriate manner at all time, abide by all school policies, drink only in moderation, and not become impaired);
- Using illegal drugs, which includes the misuse or abuse of prescription medications resulting in impaired functioning; and
- Possessing, transferring, purchasing, selling, attempting to purchase or sell, manufacturing, distributing, or dispensing any illegal drug or drug-related paraphernalia.

For purposes of this policy, the phrase “working hours” includes work time and meal and break periods.

FAIS also prohibits employees from using illegal drugs at any time, and from reporting to work, or teaching, transporting, or supervising students, under the influence of alcohol or any other intoxicant. An intoxicant is alcohol or any illegal or prescription drug that causes diminished physical or mental control.

An employee’s use of prescription drugs or over-the-counter medicine can pose a significant risk to the employee’s own safety and the safety of others. Employees who are medically authorized to use drugs or other substances which may impair job performances are responsible for determining from the prescribing health care provider whether or not the substance could potentially impair job performance. If the substance could potentially impair performance, the employee must provide written medical authorization from the prescribing health care provider which assures the School that the employee will be able to work safely while taking the medication, in order for that employee to work while using such authorized drug. If the employee cannot provide this documentation, they will normally be allowed unpaid time off.

Employees will be required to submit to a urinalysis or blood test if there is reasonable cause to believe that they are in violation of the Substance Abuse Policy. Examples of reasonable cause include, but are not limited to the following: possession, use, or sale of illegal drugs, impaired motor functions, unexplained changes in personal behavior, a pattern of accidents, an on-the-job accident that results in death or in an injury, which requires medical attention or time off from work and for which drugs or alcohol could be a cause of the accident, or a violation of criminal drug laws. In appropriate cases, a search of property may also be required. Refusal to submit to a drug test will be met with immediate corrective or disciplinary action, up to and including termination.

Any violation of the Substance Abuse Policy will result in immediate corrective or disciplinary action, up to and including termination. All employees are required to immediately notify FAIS if they are convicted of any violation of the criminal drug laws.

Voluntary Assistance: If you have a drug or alcohol issue that has not resulted in and is not the immediate subject of disciplinary action, you may request approval to take unpaid time off to participate in a rehabilitation or treatment program. FAIS will not take any disciplinary action against you for making such

a request for help if you come to us **before** your drug or alcohol use has a negative effect on your work performance or the FAIS community at large. We will work with you to find an appropriate treatment program and to identify benefits that may be available to help deal with the problem; these benefits may include the Employee Assistance Program, a personal leave of absence for an inpatient treatment program, using accrued unused sick pay, and health insurance. Any request for assistance and any treatment program will be kept confidential in accordance with applicable law.

Workplace Violence and Weapons

FAIS is committed to providing a safe work and educational environment. Threatening employees, students, or visitors, or engaging in violent behavior is a serious matter and will not be tolerated. FAIS prohibits any of the following behavior:

- Intentional acts causing or likely to cause physical injury to another person;
- Threats to engage in acts causing or likely to cause physical injury to another person (whether serious or made in jest but reasonably perceived to be serious);
- Intimidation, harassment, verbal abuse or physical abuse of another person; and
- Possession of explosives, firearms, or other weapon on the FAIS campus.

No form of weapon, e.g. knives, guns, explosives, or toxic substances, is permitted on FAIS property or at FAIS events. This includes concealed weapons for which a person may have a permit. This provision applies to any person who is on FAIS property, with the exception of law enforcement. Any employee who brings a weapon on FAIS property or to an FAIS event, imply they have such a weapon on FAIS property or at a FAIS event, or makes a statement which appears to threaten the safety of others will be subject to disciplinary action, including termination.

Any employee who is subjected to, witnesses, or has knowledge of threatening or violent behavior, or has reason to believe that violent behavior may occur at or in connection with our workplace, is required to report it promptly to the division head or the head of school. Employees should feel free to raise concerns and make reports without fear of reprisal. FAIS will not tolerate any retaliation against any employee who reports workplace violence. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. FAIS will treat all such reports as confidential as the circumstances permit.

Employees who engage in behavior that threatens the safety of others will be subject to immediate disciplinary action, including termination.

Driving on School Business

As a representative of FAIS, employees driving on school business (for example, to an athletic event or other off-campus school-sponsored activity) must act in a professional and courteous manner. Employees are expected to adhere to all federal, state and local laws. Employees may not use a hand-held cell phone while driving on school business. Being under the influence of alcohol or illegal drugs (including marijuana) while operating any vehicle on school business is also strictly prohibited.

FAIS does not provide insurance coverage for personal vehicles used by employees while on school business.

FAIS employees are not allowed to transport students in their cars. The only exception to this policy is for an employee's own children or family carpools.

Computer Network Responsible Use Policy

FAIS is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support its educational mission. Electronic communications are often public in nature and therefore general rules and standards for professional behavior and communications apply.

Electronic tools such as email and database systems may contain confidential information. Care must be taken to ensure that only those who need the information are receiving it, and that measures have been taken to reduce the risk of unnecessary identification or disclosure. (Use student initials rather than full name, indicate "confidential" in the subject line, and limit the content of the communication as much as is reasonable.)

Remember that once information is accessed by a recipient, that information can be redistributed without your consent, authority or knowledge.

If working on a multi-user computer, users must close applications and log off before stepping away from the screen. If using a computer in a private or shared office, users must diligently lock/log out of workstations when stepping away from the screen for any amount of time to protect this information. Sharing of accounts and/or passwords is prohibited at all times.

A multi-user computer is any computer designated to be shared by more than one person, including computers in ALL classrooms, computer labs, teacher workrooms, and the library computers not designated for library staff. At any time, the students have priority for educational use of multi-user computers, which are prioritized for school-related work. Be cognizant of your position as a role model for children as you work on computers at school.

When assigning research to students, teachers should prescribe a list of resources to use, starting with FAIS available subscription internet resources. All content must be previewed for appropriateness prior to use with students. Adults should be aware that digital content available via the Internet can change rapidly and reviewing content immediately prior to use is advisable. It is also good practice to test content on the equipment where you plan to use it, to ensure that it will function as planned.

Users should have no reasonable expectation of privacy in any use of FAIS technology resources. FAIS has the right to review files and communications stored, transmitted, accessed or posted via the FAIS network to maintain system integrity and ensure that users are utilizing resources responsibly. All email and voicemail correspondence is the property of FAIS, and in certain situations, FAIS may be compelled to access and disclose messages or files transmitted over its systems.

It is the teacher's responsibility to read, understand, and follow the Terms of Service Agreements for all resources, including but not limited to YouTube, Teacher Tube, Pandora, Flickr, and Snapfish. In particular, teachers should note and enforce any age requirements with students.

Teachers must be aware of and follow copyright law and Fair Use guidelines for resources.

Professional use of FAIS network, communication and technology resources prohibits unlawful or unprofessional behavior including but not limited to:

- Sending or displaying communications or images that are hateful, obscene, harassing, threatening, or discriminatory;
- Any form of gambling;
- Copying, pirating, or downloading software and electronic files without permission, in violation of copyright law or licensing agreements;
- Modifying, copying or deleting files or data of other users without their consent; and
- Sending or posting messages or materials that could damage the reputation of FAIS or which may present an employee's personal views as those of FAIS.

Abuse of the FAIS network, communications and technology resources in a manner that violates law or FAIS policy may result in disciplinary action, up to and including termination of employment.

School-owned Electronic Devices

Employees may be provided with school-owned devices to support their work and their teaching. This may include Chromebooks, laptops, iPads, digital cameras, digital voice recorders, camcorders and other electronic devices. These devices are to be used for school-related work. The employee will be responsible for securing and caring for the device(s). In the event that a school-owned device is lost or damaged, the employee must report this immediately to their supervisor and to the technology department.

Chromebooks and iPads assigned to classrooms for student use should remain at school at all times. Additional devices may be available for check out from the I.T. department if planned in advance.

Electronic devices must be checked in as requested by the tech department for annual inventory and periodic maintenance. School-owned devices must be returned to FAIS promptly at the end of employment.

Student Data Privacy

With the intent of complying with COPPA, the Children's Online Privacy Protection Act, the IT department will vet all digital resources for data privacy, network security and functionality in our environment prior to implementation and use. Digital tools purchased without prior IT department approval may not be reimbursed and may not be installed or used on school devices. Teachers should not create online accounts for students or direct students to create their own digital accounts for online resources that have not been vetted by the school whether they are paid or free resources.

Employees should be aware of data privacy issues and make educated decisions about sharing personally identifiable information (PII) online. PII includes but is not limited to first and last names, email addresses, photos, videos, audio files, and geolocation. The more data congregated on an individual, the more likely that it can be used to be personally identifiable.

If you are uncertain about whether or not a digital resource is appropriate for use with students, ask your division head and/or the I.T. department to vet the resource for you.

The I.T. department will maintain a list of approved apps/software/online resources.

Professional Use of Social Networking & Media Tools

With approval from the division head, teachers may use FAIS-approved, secure, social networking tools with students for academic purposes. Teachers must have a clear purpose and develop guidelines for appropriate use of the tools within the context of the class. See "Netiquette for Online Discussions" for guidelines for communication. Teachers must monitor content daily. Unless approved in advance by the division head, only enrolled members of the class may be invited to join. A link to the social networking/media site must be posted on the class page. The FAIS Codes of Conduct and Computer Acceptable Use Policy must be followed at all times.

Personal Use of Social Networking & Media Tools

Program supervisors have the authority to restrict employees' use of social media on campus. Multi-user computers are prioritized for school-related work. Be cognizant of your position as a role model for children as you work on computers at school. Employees should use professional judgment with regard to online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. Employees should be aware that social media activities may be visible to current, past and prospective students and parents.

Employees may not initiate or accept social network friend requests with current or former students under the age of 18 in either professional or personal contexts. Use good judgment when "friending" alumni 18 and over and FAIS community members. Employees also may not post photographs of FAIS students or information relating to FAIS students on personal social networking sites.

Employees may not send or post messages or materials that are threatening, harassing or defamatory, or which reasonably presents an employee's personal views as those of FAIS.

Electronic Devices

Employees need to be familiar with the Electronic Communications Device Policy for students and be good role models for enforcing this policy. Just as students are expected to keep these devices turned off during class time, **employees should refrain from using these devices in class and in the presence of students.**

Recording Live Conversations

In accordance with Oregon law, employees may not secretly record an in-person private communication without the consent of all parties involved. Employees may not record conversations during work time without the full consent of everyone who could be recorded. For example, you may not surreptitiously use a smart phone or other device to record coworkers, supervisors, students, or parents without their consent.

Communications with Media

The head of school or the head's designee(s) are exclusively authorized to speak to the media regarding FAIS. All employees are expected to handle media inquiries regarding FAIS in a professional manner by forwarding questions to the head of school or appropriate designee. Employees must exercise discretion

to ensure that their personal opinions or social views are not interpreted as representing the views of FAIS.

Solicitation Policy

To provide freedom from pressures, embarrassment, and work interruptions for employees, we do not permit solicitation or distribution of literature by persons not employed by FAIS or by FAIS employees during working hours and in working areas. The only exception is for employees who are directly assisting student activities related to an FAIS educational purpose, such as student fundraising for an outside cause (e.g., Save the Whales). This prohibition against solicitation or distribution of literature includes charity solicitors, insurance salespersons, union organizers, survey or questionnaire activity, or any other form of solicitation or distribution. Specifically, the following activities are among those which are not allowed:

- The solicitation of any funds or moneys for whatever purpose and in any form;
- The passing of literature, cards, or written announcements that do not have to do with our business or school operations; and
- The sale of articles, display of articles for sale, or the taking of orders for merchandise.

Employees may not solicit for any purpose during their own or another employee's working time. Working time is defined as the time an employee spends in the performance of their duties and does not include break periods and meal periods. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal and break periods.

Employees and other adults may not solicit information or money from students for any non-school purpose without permission from the student's teacher or parent.

Tutoring by FAIS Employees

FAIS facilitates student tutoring by FAIS employees. Tutoring is for currently enrolled students or, with special permission from the division head and the head of school, graduates of FAIS. Parents wishing to hire tutors may ask the Front Office for a list of names. If you are a regular (as opposed to a temporary or on-call) employee, you may tutor a child who is enrolled in FAIS, but you must respect the following guidelines:

- Teachers and assistants may not tutor their own students without authorization from the division head and the head of school. This rule applies whether the tutoring takes place on or off campus.
- You may make arrangements with parents for off-campus tutoring; however, you may not use tutoring cards for off-campus tutoring. If you wish to use the School's facilities for tutoring sessions, you must adhere to the following guidelines:
 - Tutoring location must be prearranged and approved by the division head.
 - Do not accept payment directly from parents; instead, advise parents that they must purchase a tutoring card in advance from the Front Office.
 - Do not render tutoring services without a pre-purchased tutoring card.

Record hours for tutoring services in Paycor. The school will compensate employees for tutoring services after making the standard payroll deductions required by law. Failure to follow the above procedures may result in immediate disciplinary action, up to and including termination.

Outside Employment

FAIS employees may pursue additional part-time employment provided (a) they fulfill their duties and responsibilities at FAIS and (b) the outside employment does not interfere with their FAIS employment or job performance. An employee may not perform any duties related to an outside job during their regular working hours or during the additional time that they need to fulfill the responsibilities of the position. Outside employment obligations will not constitute an excusable absence from a FAIS faculty meeting, Parent/Teacher Conferences, staff training days, teacher workdays, or any other activity that FAIS staff are expected to attend.

Consensual Relationships

This policy applies to any relationship that is romantic, physically intimate, or sexual in nature and to which the parties consent.

FAIS generally does not interfere with the private lives of FAIS employees unless their off-duty conduct violates a school policy. Where a personal relationship potentially impacts FAIS in a negative manner, however, we reserve the right to take whatever action is appropriate to protect our interests in maintaining a positive, professional workplace. By way of example, the situation where this issue could arise may involve a relationship between two employees or between an employee and a FAIS parent. FAIS prohibits consensual relationships between FAIS employees when one of the employees has actual or practical authority to appoint, supervise, evaluate, promote/demote, discipline or discharge the other employee, or to make meaningful recommendations concerning compensation, benefits, or other terms and conditions of employment for that employee. Employees who find themselves in this situation should immediately self-report the relationship to Human Resources so actions can be taken to eliminate potential or actual conflict of interests and to mitigate any negative effects on the school community.

Cardholder Data Security Policy

Employees may not (1) receive or process credit card information unless approved by the Chief Financial Officer, or (2) store credit card information once the information has been verified and authorized. Please immediately report any phishing attacks, security concerns and suspected data breaches to the Business Office and I.T. department.

Copyright Policy

It is the legal and ethical responsibility of students and employees alike to respect the intellectual property of others, whether that property is available in printed or electronic form. FAIS prohibits the unauthorized reproduction or use of copyrighted materials. Compliance with the law is the responsibility of every FAIS employee. While teachers enjoy many exemptions under copyright law, the classroom does not shelter all uses. As teachers choose materials for their students, they are expected to know the legal boundaries of copyright law. For more information about what is fair use and what legal limits apply to reproduction

or use of copyrighted material, please visit Association for Information Media and Equipment (www.aime.org).

REPORTING RIGHTS AND RESPONSIBILITIES

Child Abuse Prevention & Reporting

Statement of Policy

It is the policy of FAIS to ensure a safe environment and to train all staff in the recognition, prevention, and reporting of child abuse. FAIS is subject to Oregon's mandatory child abuse reporting laws, which require that any employee having reasonable suspicion to believe that a child with whom the employee comes into contact has suffered abuse, or that any person with whom the employee comes into contact has abused a child, immediately report the suspected abuse. FAIS will report all known incidents of suspected child abuse to the appropriate authorities. All school employees are subject to this policy.

Under Oregon law, reasonable suspicion means "reasonable belief given all the circumstances, based upon specific and describable facts, that the suspicious physical injury may be the result of abuse."

All FAIS employees are mandatory reporters and are required by law to report suspected child abuse.

If you have questions about whether or not to report, call the local Department of Human Services (DHS) office. DHS staff can tell you if the situation should be reported.

Call **911** for emergency situations if someone is being hurt or in danger.

Call the DHS hotline (**1-855-503-7233**) to speak with DHS staff.

Definition of Child Abuse

Under Oregon law, "abuse" means:

Physical abuse is any injury to a child that is not accidental. Most parents do not intend to hurt their children, but abuse is defined by the effect on the child, not the motivation of the parents. Be aware of any injury that appears in conflict with the explanation given for the injury. Although not recommended, spanking is not abuse. However, a spanking which leaves marks or bruises on a child might be abuse. Bruises anywhere on a baby are serious.

Mental injury/psychological maltreatment resulting from cruel or unconscionable acts and/or statements made, threatened to be made, or permitted to be made by the caregiver(s) which have a direct effect on the child (such as observable and substantial impairment to the child's ability to function); or caregiver's failure to provide nurturance, protection or appropriate guidance.

Rape of a child (which includes rape, sodomy, unlawful sexual penetration and incest), **sexual abuse and sexual exploitation**.

Negligent treatment, including but not limited to, the failure to provide adequate food, clothing, shelter, or medical care that is likely to endanger the child's health or welfare.

Threatening harm to the child's health or welfare. Some examples of this type of abuse are:

- Caregiver behavior which is out of control and threatening to a child's safety; e.g., driving while intoxicated with children in the car.
- A child living with or cared for by a person who has been convicted of child abuse or neglect of any child in the past.
- A child living with a person who is involved in child pornography.

Permitting a person under 18 to remain on premises where methamphetamines are being manufactured.

Unlawful exposure to a controlled substance that subjects a child to a substantial risk of harm to health or safety.

Reporting Process

Any employee who has reasonable cause to believe that an adult has engaged in child abuse is required to report their suspicions to a law enforcement agency or the Department of Human Services (DHS). If possible, report the following information when you notify DHS:

- The name and address of the child
- The name and address of the child's parents
- The child's age
- The type and extent of the abuse, including any previous evidence of abuse
- The explanation given for the abuse
- Any other information that will help establish the cause of the abuse or identify the abuser

After you make a report, DHS will typically initiate a screening process. If the information indicates possible abuse, a caseworker assesses the family situation by getting more in-depth information and determines whether abuse occurred and whether a child is at risk of further harm.

In addition to contacting DHS, you need to promptly make a report to your supervisor, the school counselor, and the head of school. Under Oregon law, just telling someone at FAIS does not fulfill your legal obligation. You are required to make an oral report to DHS or to a law enforcement agency. However, in addition to your legal obligation as a mandatory reporter, if you observe child abuse through the course of your duties at FAIS, you must inform the school as soon as possible so that FAIS can take any additional steps necessary to protect the child.

Employees who suspect abuse *perpetrated by a school employee* must **immediately** report the concerns to the head of school, as well as DHS.

If a child who reports abuse to you, tell the child that you believe them and that you are going to contact people who can help. You need only suspect abuse to make a report, so don't press the child for details. The child will need to tell their story in detail later.

In a suspected abuse incident, contact with other children or other parents, if necessary, shall be made by the division head, head of school or the school counselor. We ask that other FAIS staff refrain from contacting other children or parents. Any contact with the media will be made by the head of school or the designated spokesperson only. All questions should be directed to the head of school.

Typically, the reporter's identity will remain confidential to the full extent allowable by law. However, if court action is initiated, you may be called as a witness or the court may order that your name be disclosed. Oregon law provides that anyone who makes a good faith report of child abuse and who has reasonable grounds to make the report shall have immunity from civil or criminal liability. This means that if you reasonably suspect child abuse, even if you are mistaken, you are immune from civil and criminal liability.

FAIS will not tolerate retaliation against any employee who reports suspected abuse in good faith.

Failure to report is a Class A violation of the law and carries a maximum penalty of \$2,000.

Employee Training

All new staff must participate in an orientation program that includes a review of child abuse prevention and reporting policies and procedures, or provide FAIS with proof of having completed this training, within 90 days of beginning their employment. FAIS will assist its employees in registering for the appropriate training if needed. In addition, every FAIS staff member will participate in annual child abuse prevention and reporting training as mandated by state law.

Copies of the current laws, as well as addresses and telephone numbers of DHS and other law enforcement agencies, are on file in the office of the head of school and school nurse. FAIS provides annual training on mandatory reporting to all FAIS faculty and staff to ensure employees understand their roles and responsibilities as mandatory reporters.

Educator Sexual Misconduct Prevention & Reporting

Statement of Policy

FAIS is committed to ensuring the safety and well-being of our students. One important way to do this is to maintain healthy relationships and boundaries with students at all times. Modeling appropriate boundaries is an important part of everyone's job at the school. FAIS prohibits any and all behavior of a sexual nature between employees and students. FAIS will report all known incidents of suspected educator sexual misconduct to the appropriate authorities. All school employees are subject to this policy.

Definition of Educator Misconduct

"Sexual conduct" means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are:

- Sexual advances or requests for sexual favors directed toward the student; or
- Of a sexual nature and directed toward the student; or

- Of a sexual nature and having the effect of unreasonably interfering with the student's educational performance or of creating an intimidating, hostile or offensive educational environment.

"Sexual conduct" does not include touching (1) for which there is no sexual intent, and (2) that is necessitated by the nature of the school employee's job duties.

Examples of sexual conduct prohibited under this policy include, but are not limited to:

- Any verbal or physical conduct that is sexual in nature and directed toward a student;
- Any conduct of a sexual nature that creates an offensive, intimidating or hostile educational environment;
- Any activity directed towards establishing a sexual or romantic relationship by the employee, such as sending intimate letters, engaging in sexualized dialogue in-person or through a digital forum, or dating a student;
- Any sexual advances (overt or otherwise) or requests for sexual favors, on or off the campus;
- Any sexual conduct by an employee with any FAIS student;
- Any sexual conduct by an employee with a former FAIS student under 18 years of age;
- Any sexual conduct by an employee with a former FAIS student within 90 days of that student graduating high school;
- Any sexual relationship by an employee with a former student (regardless of age) who suffers from a disability that would prevent consent in a relationship;
- Any conduct that violates the School's harassment and discrimination policies; and
- Any conduct that constitutes a crime under Oregon's criminal code (ORS Chapter 163) or meets the definition of "abuse" under ORS 419B.005 or "sexual conduct" under ORS 339.370.

It is the employee's responsibility to set and maintain boundaries. As an adult and an educator, you are presumed to be in a position of power over students and the perceived or actual wishes or behavior of a student will not alter or excuse your responsibility. *There is never legal consent for sexual contact between an FAIS student and an FAIS employee.* Sexual behavior between adults and students is considered a serious breach of trust and can be a crime. It is strictly prohibited, whether on or off the school campus.

Employee Training

All new staff must participate in an orientation program that includes a review of educator sexual misconduct prevention and reporting policies and procedures, or provide FAIS with proof of having completed this training, within 90 days of beginning their responsibilities. FAIS will assist its employees in registering for the appropriate training if needed. In addition, every FAIS staff member will participate in annual educator sexual misconduct prevention and reporting training as mandated by state law.

Reporting Process

An employee who has reasonable cause to believe that an FAIS employee, contractor, agent, or volunteer has engaged in sexual conduct with a student is required to immediately report their suspicions to the

head of school, division head and school counselor, even if it is only a suspicion and regardless of how the employee became aware of the matter.

The initiation of a report in good faith about suspected sexual conduct will not adversely affect any terms or conditions of employment or the work environment of the complainant. FAIS will not tolerate retaliation against anyone who makes a good faith report.

FAIS will refer the report of suspected sexual conduct for investigation by the TSPC or ODE, as appropriate (TSPC fields reports for licensed educators; ODE fields reports for non-licensed school educators/employees). Employees are expected to cooperate fully in all internal and external investigations. If an employee refuses to participate or cooperate at any stage of an investigation for whatever reason, including but not limited to pending criminal charges, the school reserves the right to take action, including terminating the employee. Non-cooperation is a violation of this policy and constitutes gross misconduct.

In a suspected misconduct incident, contact with other children or other parents, if necessary, shall be made by the division head, head of school or the school counselor. We ask that other FAIS staff not contact other children or parents. Any contact with the media will be made by the head of school or the designated spokesperson only. All questions should be directed to the head of school.

Copies of the current laws, as well as addresses and telephone numbers of DHS and other law enforcement agencies, are on file in the office of the head of school and school nurse. FAIS provides annual training on mandatory reporting to all FAIS faculty and staff to ensure employees understand their roles and responsibilities as mandatory reporters.

FAIS will not tolerate retaliation against any employee who reports suspected abuse in good faith.

Consequences of Violating This Policy

Reports of educator sexual misconduct are taken seriously, with the safety and well-being of all students as the first priority. Violation of this policy will result in discipline up to and including termination. FAIS has the right to remove the employee from school property at any time and/or deny all further contact with students at any time, including upon FAIS's initial intake of a report of suspected sexual misconduct.

Substantiated reports of sexual misconduct will be documented in the employee's personnel file and disclosed to prospective employers. FAIS's obligation to report a crime (such as a sex crime or other abuse subject to the mandatory child abuse reporting laws) or to disclose substantiated sexual misconduct to prospective employers does not end if/when the employee's employment is terminated.

Reporting of Student Harassment, Teen Dating Violence and Domestic Violence

Every FAIS student has the right to a safe learning environment. The following policies are intended to protect students and maintain a non-hostile learning environment.

Student Harassment:

Sexual harassment is prohibited and will not be tolerated. Employees are required to report to their division head any incidents of student harassment that take place at the school, on school grounds, at school-sponsored activities or in vehicles used for school-provided transportation. FAIS will then investigate the concern and coordinate efforts to take any action necessary to ensure the student is protected and to promote a non-hostile learning environment by (1) providing resources for support measures to the student, and (2) taking all actions necessary to remove any potential future negative impact on the student. Retaliation against the student or the employee reporting the conduct is strictly prohibited.

Teen Dating Violence:

Teen dating violence is prohibited and will not be tolerated. "Teen dating violence" means:

- A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
- Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

"Dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between two persons. "Dating" or "dating relationship" does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

Employees are required to report to their division head any incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities or in vehicles used for school-provided transportation. FAIS will then coordinate efforts to take any action necessary to ensure the student is protected and to promote a non-hostile learning environment by (1) providing resources for support measures to the student, and (2) taking all actions necessary to remove any potential future negative impact on the student. Retaliation against the student or the employee reporting the conduct is strictly prohibited.

FAIS will provide age-appropriate education about the prevention and recognition of, and the reporting requirements for, teen dating violence for 7th and 8th grade students. Likewise, school employees will receive annual training on the topic of teen dating violence.

Domestic Violence:

Domestic violence is prohibited and will not be tolerated. "Domestic violence" refers to the following abuse between family and household members:

- Attempting to cause or intentionally, knowingly or recklessly causing bodily injury.
- Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury.
- Causing another to engage in involuntary sexual relations by force or threat of force.

Domestic violence is a pattern of assaultive and/or coercive behaviors including physical, sexual, and emotional abuses, as well as economic coercion that adults use against their intimate partners to gain

power and control in that relationship. The presence of domestic violence is a risk for children and in some situations can be considered abuse.

Employees should report any suspicions of domestic violence to their division head. FAIS will then coordinate efforts to take any action necessary to ensure the student is safe and protected.

FAIS will provide age-appropriate education to its 7th and 8th grade students on the prevention and recognition of, and reporting requirements for, domestic violence. Likewise, school employees will receive annual training on the topic of domestic violence.

Fielding Complaints from Students

Employees are expected to report all concerns regarding student-to-student harassment, bullying (including cyberbullying), hazing, intimidation, or menacing to their division head or the head of school immediately, so action can be taken to prevent the behavior from recurring and to offer assistance and support to the aggrieved student. This includes but is not limited to any reports of bullying, sexual assault, abuse or misconduct by another student, whether it takes place on or off campus.

Whistleblower Policy

FAIS is committed to the highest standards of integrity in all aspects of its operation. This includes full compliance with all applicable laws. It is the responsibility of all members of the Board of Trustees and all employees to report any suspected or actual violations of applicable federal and state laws and regulations, or violations of FAIS policies and procedures interpreting and applying these laws and regulations within the school setting. Violations include:

- Theft or other misappropriation of FAIS assets;
- Deliberate misstatements, falsification or other irregularities in FAIS financial reports or records;
- Noncompliance with state or federal laws;
- Misuse of FAIS resources;
- Illegal activities by FAIS employees, officers or trustees;
- Forgery or alteration of documents;
- Violations of state or federal laws; or
- Any other form of fraud or malfeasance.

This policy is intended to encourage and enable employees to raise questions, concerns, suggestions or complaints concerning such violations.

Reporting Violations

To report a concern or make a complaint, see your immediate supervisor, or go directly to Human Resources or the head of school. If you feel uncomfortable reporting a suspected violation to any of these individuals, you should bring your concerns directly to the Chair of the Board of Trustees. Investigations will be conducted promptly, and appropriate corrective action taken if warranted.

Acting in Good Faith

Any person making a whistleblower report must be acting in good faith and have reasonable grounds for believing the information disclosed in their report is true and correct. Any report that is shown to have been made maliciously or knowingly to be false will result in discipline up to and including termination.

No Retaliation

No employee who in good faith reports information that the employee reasonably believes is evidence of a violation of a state or federal law, rule or regulation by FAIS of illegal conduct in good faith will suffer adverse employment consequences for making the report. Any person who participates in the investigation of such a concern will similarly not suffer any adverse employment consequences. We will not tolerate any harassment or retaliation against an individual who makes a report or participates in an investigation. Furthermore, no employee will be adversely affected because that individual refuses to carry out a directive which, in fact, constitutes misconduct, dishonesty or fraud, or which violates state or federal law.

Confidentiality

Whistleblower reports may be submitted on a confidential or anonymous basis. Such reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

EMPLOYEE BENEFITS

The benefit descriptions in this handbook are intended only as brief summaries and not as recitals of all the terms, conditions, limitations, and exclusion of the benefit programs. For a summarized or detailed explanation of specific benefits, refer to each plan's Summary Plan Description or Plan Documents. If any discrepancy exists between the information outlined in this handbook, the Summary Plan Description or any other communication, and the Plan Documents, the Plan Documents will control.

The following benefits are typically provided for regular (as opposed to temporary or on call) employees. However, any employees who work for FAIS for at least three months may qualify for healthcare insurance benefits if they meet the eligibility requirement of the health insurance plan. See Human Resources for more information.

Health Insurance

Basic medical, dental, and vision coverage is provided at no cost to the employee for those working .5 FTE or more (.5 FTE is the same as 50% FTE or half-time). Those desiring a higher level of medical coverage may purchase a "buy-up" plan for a small monthly premium. Eligibility for medical, dental and vision coverage is subject to the approval of the insurance company and the employee must meet the requirements of the carrier. Each qualified employee should receive and retain for their reference a copy of the health care, dental, and vision plans. Employees will not receive any form of compensation for waiving health insurance benefits. Group rates are extended to spouses, domestic partners, and children of employees at the employee's expense. Premium rates for family coverage are provided during open enrollment or as permitted by our plan. See Human Resources for more information.

While we have established these benefits with the intent that we will maintain them for an indefinite period of time, we have the right to change premium values, change employee costs, and to make any other changes in our insurance benefits, including discontinuing them altogether.

Life, Short Term Disability (STD), Long Term Disability (LTD), Accidental Death & Dismemberment (AD&D) Coverage, EAP & Travel Assist

FAIS provides short-term and long-term disability and accidental death and dismemberment coverage to all employees working at least .5 FTE. In addition, each eligible employee receives a \$100,000 life insurance policy. This package also includes an employee assistance program (EAP) that provides confidential counseling to employees experiencing difficulties with a wide range of issues. The Travel Assist program offers coverage for selected travel related losses. This coverage is not available to family members of the employees. For Human Resources for more information.

Retirement Plan

A 403(b) retirement plan is available to regular (as opposed to temporary or on call) employees working at least .5 FTE. Eligibility for the plan itself begins upon hire. Employees may make voluntary contributions to the plan by enrolling online at www.trpc401k.com. Employees may choose pre-tax or post-tax payroll

contributions to the plan. Participation can begin with the first payroll period after the employee has established an account with the retirement plan administrator.

In order to be eligible to receive Matching and Employer Contributions, the employee must satisfy certain service conditions under the Plan. There is no minimum age requirement for participation in the Plan. Through December 31, 2022, Employees need to complete a Year of Service, of .5 FTE or more employment, in order for FAIS, on an annual basis, match an employee's contributions up to a maximum of 5% of the employee's gross salary. Definition of Year of Service is determined by employees working at least 1,000 hours for FAIS during the 12-month period immediately following the employee's date of hire. If the employee does not work at least 1,000 hour during the 12-month period immediately following date of hire, the employee will earn a Year of Service for purposes of Plan participation if the employee works at least 1,000 hours during any Plan Year beginning after their date of hire.

Effective January 1, 2023, the Year of Service and .5 FTE requirements are removed.

In lieu of participation in the 403(b) plan, FAIS will match up to 5% of an employee's annual gross salary to a foreign government's retirement plan instead, based on the same employment conditions.

Considerations for Non-U.S. Citizens

In order to fulfill its mission, FAIS employs teachers from a number of countries. Each year, FAIS determines its needs and uses J1 visas or H1B visas to welcome foreign teachers. In general, teachers under a J1 visa or a H1B visa are employed for a maximum of three years. It may be in the best interest of the school for a J1 teacher to stay longer than three years. In that case, the school may apply for a J1 extension and/or H1B visa. The school may also offer a second H1B visa after a first H1B visa. The application for or extension of an H1B is done at the sole discretion of FAIS and on a case-by-case basis.

FAIS generally does not sponsor applicants for permanent residency (green cards). However, FAIS may choose to sponsor an individual if it is in the school's best interest as determined by the head of school. See FAIS Sponsored Permanent Residency below for further detail.

Expatriate Benefits

New teachers coming to FAIS from a country outside the United States (country of origin) with a J1 visa or H1B visa will receive the following benefits:

- A one-way airline ticket from a gateway city outside the United States to Portland for the employee and spouse/domestic partner, if the domestic partner has legal status in the United States.
- A one-way airline ticket from Portland to gateway city of origin at the end of employment for employee and spouse/domestic partner, if the domestic partner has legal status in the United States.
- A relocation allowance of \$3,000 (one per family) paid upon arrival in the form of a reimbursement for expenses. Expenses must be substantiated by receipts and are reported as taxable income.

- A rental car (if needed) for a maximum of two weeks upon arrival (one car per family).
- J1 and J2 visa fees (spouses/domestic partners) and reasonable necessary expenses to obtain a visa are reimbursed upon arrival; FAIS does not cover visa expenses for children of employees.
- If visa renewal is done in Vancouver, Canada: round trip transportation from Portland, lodging and reasonable expenses are reimbursed.

All expenses must be pre-approved by the head of school.

Returning FAIS teachers with an H1B visa (first issuance or renewal) will receive the following benefits:

- One-way airline ticket at the beginning of the H1B period from gateway city of origin to Portland for employee and spouse/domestic partner.
- A one-way airline ticket to gateway city of origin at the end of the employment (either end of H1B validation period or end of employment decided by FAIS) for employee and spouse/domestic partner.
- H1B visa fees, immigration attorney expenses, and other reasonable necessary expenses to obtain the visa are paid by FAIS; FAIS does not cover visa expenses for children of employees.
- If visa renewal of H1B is done in Vancouver, Canada: transportation, lodging and reasonable expenses are reimbursed.

All expenses must be pre-approved by the head of school.

FAIS Sponsored Permanent Residency (Green Card)

Those teachers wishing to pursue permanent residency in the United States, and to whom no other avenue is available, may request that FAIS sponsor their applications. If the head of school, at their discretion, approves the request, FAIS will pay the necessary portion of the application and attorney's fees as required by the U.S. Citizenship and Immigration Service (USCIS). In general, these fees amount to approximately 50% to 60% of the entire cost of the multi-year application process. The teacher will be responsible for the remainder of the expenses as allowed by USCIS regulations.

This policy exists to support the long-term retention of our highest quality faculty members. Therefore, it is FAIS's expectation that teachers benefiting from permanent residency sponsorship will remain for at least five years after obtaining their Green Cards.

Tuition Remission for Employees' Children

FAIS encourages eligible employees to enroll their children in FAIS. A fifty percent (50%) tuition remission per family for up to two children is available to all regular (as opposed to temporary or on-call) salaried employees working .75 FTE or more. This discount also applies to ACE Week tuition, summer camps, DELF/DALF exam classes, and P.M. classes. It does not apply to field trips or field studies. Employee parents are exempt from payment of the admissions application fee and nonrefundable tuition deposit required for re-enrollment of their children for the subsequent academic year.

Employees may apply for FAIS financial aid and, if eligible, the “Bourse,” a need-based grant sponsored by the French government. Those eligible for the Bourse must apply for it if they also wish to seek financial aid from the School. FAIS financial aid awards are based on need as determined by an independent third party and available funds. See the All School Handbook or consult the Business Office for details.

Childcare Provisions for Employees’ Children

Children of employees must be under supervision at all times when they are on campus after school hours.

On regular school days: after-school care will be available at no charge for the children of salaried staff members **while working on campus**.

On workdays when aftercare is available, childcare will be provided free of charge for eligible employees. Registration in advance is mandatory. Please note that there are additional fees may apply for special activities; employee discount of 50% will be applied. See the Chief Financial Officer to request financial aid.

On Orientation Week and all-staff day: childcare may be provided. Registration in advance is mandatory. See the Chief Financial Officer to request financial aid.

Tickets to Special Events

This policy applies to all salaried FAIS employees working a .75 FTE position or more. There are two exceptions in which this policy would not apply. They are:

- Depending upon the event, specific employees with relevant areas of expertise may be required to work at the event, and tickets will be exempted.
- FAIS employees may volunteer their time at events and, at the discretion of event management, may be fully exempted from ticket payments.

Applicability

This policy applies to school-sponsored events, located on- or off-campus, in which either FAIS departments or volunteer committees have responsibility for determining ticket pricing (i.e., La Fête du Vin, Annual Gala Auction, etc.)

This policy does not apply to independently sponsored events (if any) on the campus where external sponsors set pricing and policy.

Terms

- FAIS employees who are eligible as defined above will receive an employee discount of 50%.
- This discount applies to all ticket pricing, whether simple or tiered (multiple pricing levels each with its own benefits).

- Full benefits applicable to the level of ticket purchased will apply. In events with reserved seating, the discounted tickets will receive the same benefits and privileges as full-price tickets.
- Standard event invitations will be distributed in-house or through the US mail.
- RSVP dates for employee-discounted tickets may be set independently and will be communicated by email, providing a window of at least 10 days for reservations.
- Eligible employees may also purchase a ticket for one guest at the 50% employee discount.
- Note that tax deductions generally cannot be claimed for discounted ticket purchases (contact the Development Office for more information).
- FAIS employees may opt to purchase full-price tickets, if desired, and realize any attendant tax benefits.

PAID TIME OFF

Except where noted, the following benefits are provided for regular (as opposed to temporary or on call) employees.

Holidays

The School publishes a schedule of official school holidays at the beginning of each academic year. Employees are paid for holidays when they fall on the employees' scheduled workdays.

Sick Leave

Accrual and Carryforward of Unused Hours

Sick leave is accrued based on employment status and FTE. Employees' sick leave allotment is frontloaded each year on July 1. Employees are allowed to carry forward unused sick hours from the previous year, up to a maximum of 20 unused sick leave days (160 hours), to the following year. FAIS does not pay out accrued unused sick leave at termination.

*Once an employee has exhausted their available sick leave, additional days taken off **for any sick-leave related reason** may result in discipline for excessive absenteeism unless the leave qualifies as family medical leave or is otherwise protected by law. If an employee fails to respond to a request for medical verification (which will only be requested for absences of more than 3 consecutive workdays), the absence will be charged against any available vacation or personal days. If no other paid leave is available, the absence will generally be considered unexcused.*

COVID-19 Related Absences

Please refer to the FAIS policy regarding COVID-19 vaccinations and COVID-19-related absences for the current protocol. In order to be paid during a COVID-19 related absence, employees must record the leave in Paycor, the human resources/payroll system.

Salaried Employees

Salaried employees are entitled to ten days of paid sick leave per year plus two personal days, credited to them on July 1 of each year. To calculate hours of sick leave, take the hours worked per week, divide by five to get the daily hours, and multiply by ten. Part-time salaried employees will also have ten days of sick leave, but the number of hours will be based on the percentage of the FTE they work. All part-time salaried employees who are employed on July 1 will have no less than 40 hours of sick leave frontloaded. Sick leave will be pro-rated for those hired after July 1.

Ten-Month Hourly Employees

Ten-month hourly employees are entitled to five days of sick leave and one personal day. Part-time ten-month hourly employees will also have five days of sick leave, but the number of hours will be based on the number of hours they work. All part-time hourly employees who are employed on July 1 will have no less than 40 hours of sick leave frontloaded. Sick leave will be pro-rated for those hired after July 1. Personal days may not be taken during days when school is not in session, such as ACE Weeks, FAIS+ and holidays, if the hourly employee is scheduled to work then.

Twelve-Month Hourly Employees

Year-round ("twelve-month") hourly employees are entitled to ten days of paid sick leave per year and two personal days. To calculate hours of sick leave, take the hours worked per week, divide by five to get the daily hours, and multiply by ten. Part-time twelve-month hourly employees will also have ten days of sick leave, but the number of hours will be based on the number of hours they work. All part-time hourly employees who are employed on July 1 will have no less than 40 hours of sick leave. Sick leave will be pro-rated for those hired after July 1. [JE1]

Temporary and On Call Employees

Temporary and on call employees will receive sick leave to the extent required by the Oregon sick leave law:

- Employees accrue one hour of sick time for every 30 hours worked.
- Employees may carry over up to 40 hours of unused sick time from one year to the next.
- Employees may not accrue a sick leave balance over 80 hours at any time.
- Employees may use any accrued sick leave starting on their 91st day of employment.
- Employees must follow the call-in procedures in this policy.
- Sick leave is not paid out at termination.

Use

Employees are entitled to use sick time for the following purposes:

- To care for an employee's or family member's mental or physical illness, injury or health condition, or need for medical diagnosis or treatment of these conditions or need for preventive medical care (including doctor's appointments). "Family member" means a spouse or domestic partner, grandparent or grandchild, parent-in-law, or biological, adoptive, or foster parent or child.
- To recover from or seek treatment for a health condition that renders the employee unable to perform at least one of the essential functions of their position.
- To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
- To care for their child who is suffering from a non-serious illness, injury or condition.
- To care for their child whose school or childcare provider has been closed by a public official for a public health emergency.
- To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
- To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
- For certain public health emergencies.

Sick leave can be taken in less than one-hour increments and is recorded at the exact number hours absent.

Notices and Verification

By the Employee: If the need for sick time is foreseeable, the employee needs to provide as much advance notice as possible of the need to use sick time. The employee should try to make every effort to schedule the leave so it does not unduly disrupt school operations. If the need for sick time is unforeseeable, the employee should provide notice to their supervisor as soon as possible.

We also require employees to provide notices, verifications and certifications for using sick time under certain circumstances. For example, we may request a medical note (confirming the valid need for sick leave and/or the employee's ability to return to work) when an employee is sick for more than three consecutive workdays.

Employees are required to promptly record sick time in Paycor, the human resources/payroll system.

By FAIS: We will provide a written notice to employees of the requirements of the law (posted with our notices of other employment laws). Sick time available for use is provided on each paystub and can be accessed by employees at any time in Paycor.

No Payout of Accrued Unused Sick Leave Upon Termination

Accrued unused sick days are not paid out upon termination of employment. If an employee is rehired within 180 days of termination, they are entitled to have any unused sick leave restored.

Discrimination/Retaliation Prohibited

We are committed to ensuring that we do not interfere with, restrain, or deny the exercise of any sick leave right provided under Oregon law. If you believe that this policy has been violated, then you are strongly encouraged to bring any concerns to the head of school. We do not tolerate retaliation or discrimination against anyone who opposes any practice made unlawful by the Oregon sick leave law. While we hope that all employees will feel comfortable using our internal complaint procedure, you are also entitled to file a complaint with the Bureau of Labor and Industries (BOLI) if you believe we have violated your rights.

Personal Days

Personal days may be taken at the employee's discretion with prior supervisory approval, for non-sick-leave reasons. To use a personal day, employees must notify and obtain the approval of their immediate supervisor at least one week in advance. Teachers must notify their division head and the substitute coordinator so that appropriate arrangements can be made for a substitute (see the Substitute Protocol Policy for further detail). Personal days cannot be used in increments of less than a half day and they may not be carried over from one year to the next. They may not be taken in conjunction with another vacation or a weekend without approval of the supervisor. FAIS does not reimburse employees for unused personal days. Employees are required to promptly record personal time usage in Paycor, the human resources/payroll system.

Vacation

Employees' vacation leave allotment is frontloaded each year on July 1 for eligible employees, and is a "use it or lose it" annual benefit. As this is a revision to our former policy, during the year of transition only (fiscal 2022-23), any unused vacation time as of June 30, 2022 will be carried forward. Employees forfeit any accrued unused vacation on June 30, 2023, and any subsequent June 30th.

Employees hired during a school year (i.e., after July 1) will receive prorated vacation based on the number of weeks they will work during the remaining school year, which ends June 30.

Vacation requests must be made in consultation with, and approved in advance by, the employee's supervisor. Employees are to request vacation time in advance in Paycor, the human resources/payroll system. The nature of each employee's duties will determine when vacation should be taken. If possible, 30 days' advance notice should be given. Vacation time must be taken in increments of not less than a ½ day. Employees are not paid out or otherwise compensated for unused vacation at any time, including termination of employment.

Teaching staff with ten-month employment contracts, as well as classified employees with 185-day, 200-day, or 210-day contracts, are not eligible for paid vacation.

Ten-month hourly employees (such as student monitors) are entitled to five days of paid vacation during the school year.

Twelve-Month Hourly and Salaried Employees:

Paid vacation for full-time 12-month hourly and salaried employees is as follows:

- Start through 2 years of employment: 10 days (with proration for any partial first year)
- 3 years through 4 years of employment: 15 days
- 5 years through 9 years of employment: 20 days
- 10 years or more: 25 days

Paid vacation for part-time twelve-month employees is prorated based on how many hours the employee works (they get the same number of days as a full-time employee, but the amount of paid time is based on hours worked per day).

Employees who begin during a school year (i.e., after July 1) will receive prorated vacation based on the number of weeks they will work during the remaining school year, which ends June 30.

Note that unused vacation hours are not carried over into the following school year; they are forfeited. FAIS operates on a “use it or lose it” basis.

Jury Duty

Any employee who is summoned for jury duty will be granted leave with pay for up to five days while serving on jury duty (during this time, the employee should waive any payment from the court for jury duty). Any jury service beyond the one-week period will be without pay, but the employee may substitute vacation in lieu of unpaid time off. The only exception is for exempt employees, who will be paid their full week’s salary for any workweek in which they perform work for FAIS. FAIS reserves the right to petition the court to excuse an employee from jury duty when that duty would cause undue hardship to FAIS. Any employee summoned to jury duty should inform their supervisor immediately for coverage purposes.

Employees are to promptly record jury duty time in Paycor, the human resources/payroll system.

Compassionate Leave

All salaried employees are eligible for a maximum of three days of paid leave in the event of the death of a family member at the employee’s regular rate of pay. This leave will be extended to five days in the event that the salaried employee must travel outside of North America. The head of school may consider and grant other requests for compassionate leave consistent with this policy. The time off may be counted as “Bereavement Leave” under our Family and Medical Leave Policy, pursuant to OFLA.

Employees are required to promptly record compassionate leave time in Paycor, the human resources/payroll system.

UNPAID TIME OFF

Family and Medical Leave (FMLA & OFLA)

There are two laws – one federal, one state – under which we provide eligible employees up to 12 weeks of unpaid job-protected leave (and in certain limited circumstances, more than 12 weeks of leave) during a 12-month period in certain qualifying situations. Although the laws are similar and overlap in many ways, there are some differences between them. In some cases, you may be eligible under one law but not the other by virtue of the number of hours you work and the time period you have been employed with us. In other cases, the type of leave taken may be covered under one law but not the other. More commonly, both laws will apply to your leave and the leave taken under both laws will run concurrently during your time off.

OFLA: If you have been employed at least one hundred eighty (180) days immediately preceding the date your leave would begin and you have worked an average of twenty-five (25) hours per week during that time period, you may be eligible for family and medical leave under the Oregon Family Leave Act (“OFLA”).

FMLA: If you have been employed for at least 12 total months (not necessarily consecutive) without a break in service of seven or more years and have worked at least 1,250 hours during the 12-month period before your leave commences (about 24 hours per week), you may be eligible for family and medical leave under the Family and Medical Leave Act (“FMLA”).

Reasons for Taking Leave

OFLA and/or FMLA leave may be taken for the following reasons:

- Due to your own serious health condition that makes you unable to perform your job (“**Medical Leave**”).
- Due to your incapacity due to pregnancy, prenatal medical care or child birth (“**Medical Leave**”).
- To care for your family member who has a serious health condition (“**Medical Leave**”).
 - a. FMLA only: For the purpose of FMLA leave, “family member” means an employee’s spouse, parent, and children.
 - b. OFLA only: For the purpose of OFLA leave, “family member” includes an employee’s spouse; same sex domestic partner; biological, adoptive, stepchild, foster child (and any person with whom the employee has a loco parentis, i.e., in place of parents, relationship); parent (biological parent or an individual who stands or stood in loco parentis); parent-in-law; grandparent; and grandchild.
- To care for a newborn, adopted or foster child (“**Family Leave**”). Family leave must be used within the first 12 months from the birth, adoption or foster placement, unless we agree to postpone it.

- OFLA only: To care for your child (a) if that child is suffering from an illness, injury or condition that is not a serious health condition but requires that you be caring for the child, or (b) whose school or child care provider has been closed by a public official for a public health emergency (“**Sick Child Leave**”). We may consider the availability of another family member to provide home care for the child when determining whether you are eligible for this leave.
- OFLA only: To attend a family member’s funeral or alternative to a funeral, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member (“**Bereavement Leave**”). Employees who want to take this leave must provide notice and take the time off within 60 days of the date on which the employee receives notice of the death and may only take up to 2 weeks off.
- OFLA only: To take up to 14 days off as the spouse or same-sex domestic partner of a service-member who has been called to active duty or notified of an impending call to active duty or is on leave from active duty during a period of military conflict. Please refer to the separate Leave for Spouses of Military Personnel policy.

Military Family Leave Entitlements under FMLA

- Eligible employees whose spouse, son daughter or parent is on covered active duty or has been called to covered active duty in the Armed Forces may use their 12-week leave entitlement under FMLA only to address certain qualifying exigencies (“**Qualifying Exigency Leave**”). Qualified exigencies may include attending certain military events, arranging for alternative childcare or dependent parent care, 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 military service member who has a serious illness or injury if you are the service member’s spouse, son, daughter, parent, or next of kin (“**Military Caregiver Leave**”). This leave extends to current members 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 (as defined by FMLA, distinct from the definition of “serious health condition”); or a veteran who was discharged and released under conditions other than dishonorable at any time during the 5-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Definition of Serious Health Condition

For purposes of Medical Leave, a “**serious health condition**” is defined as any illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment under FMLA and OFLA.

Length of Leave

Twelve-Month Period: The leave year begins on September 1 and ends on August 31 for all leave except Military Caregiver Leave. For Military Caregiver Leave, the 12-month leave usage period begins on the date Military Caregiver Leave is first taken.

Duration of Leave: Medical, Family Leave or Qualifying Exigency Leave may be taken for a total of 12 weeks in every 12-month period. Military Caregiver Leave may be taken for up to 26 weeks in a 12-month period that commences from the date the leave is first taken; provided, however, that any leave taken within the 12-month period for Family, Medical or Qualifying Exigency Leave shall count against the total 26 week allotment of Military Caregiver Leave.

Additional Leave under State Law: Under OFLA, an eligible female employee may take an additional 12 weeks off within any year for any other purpose listed above if she took leave because her pregnancy or childbirth disabled her from performing any available job offered to her by the FAIS. Also, any eligible employee (male or female) who takes 12 weeks of OFLA Family Leave may take up to an additional 12 weeks of Sick Child Leave within the 12-month period to provide home care to an ill or injured child.

Notice

Employees must give notice of the intent to use leave under this policy. Employees must provide notice as soon as possible after learning of the need for leave.

When you know of your need for leave in advance: except in unusual circumstances, we expect reasonable advance notice of your need for leave. If your need to take leave is foreseeable more than 30 days before the leave is expected to begin, we request notice as soon as possible, but in no case less than 30 days before your leave is expected to begin. Employees are to request leave in Paycor, the human resources/payroll system.

If your need to take leave is unforeseeable: you (or your representative, if you are unable to give notice) must provide notice as soon as possible, generally on the day you learn of your need for leave or the next business day. Your delay in providing notice may delay our ability to approve the leave and may result in a postponement or denial of your leave. You generally must comply with our normal call-in policy.

If you are already approved to take OFLA and/or FMLA leave for an OFLA/FMLA-qualifying reason and need to request additional leave for the same reason (for example, you have already been approved for intermittent OFLA/FMLA leave and intend to take time off for that purpose), then to provide sufficient notice, each time you request leave for an OFLA/FMLA-qualifying reason, you must either mention the OFLA/FMLA-qualifying reason or request "OFLA/FMLA" leave. Simply "calling in sick" is not sufficient notice of the need for OFLA/FMLA leave and will not be considered OFLA/FMLA leave. You must also follow the regular reporting methods that are approved in our policy. This means you must notify us prior to the beginning of your normal workday about an absence or late arrival or you will be in violation of the leave requirements and your absence will not be considered a part of approved OFLA/FMLA leave.

Certification

Before we can formally approve Medical Leave or Military Caregiver Leave, you must provide medical certification of your serious health condition, the serious health condition of your family member, or the serious injury or illness of a covered service member. Forms may be obtained from Human Resources. In certain cases, we may provisionally approve your leave while you are waiting for the appropriate written certification normally from a health care provider. Except in unusual circumstances we will expect you to return a completed medical certification to us within 15 days of our request. In some circumstances we may request an additional medical opinion at our expense.

Medical verification will not be required to substantiate your need to be absent to provide Sick Child Leave unless you are absent for this purpose more than 3 workdays in a 12-month period.

Your failure to provide a timely complete and sufficient medical certification, or to cooperate with inquiries to clarify, authenticate or verify a medical certification, may result in a postponement or denial of your leave.

We may require periodic re-certifications of a serious health condition.

Before we can formally approve Qualifying Exigency Leave, you must provide a copy of the service member's active duty orders or other military documents. You must also provide a certification documenting the qualifying exigency and leave requested. We may provisionally approve your leave while you are waiting for the orders and written certification. Except in unusual circumstances, we will expect you to return the orders and completed certification to us within 15 days of our request.

Intermittent Leave

Your doctor may determine that it is medically necessary for Medical Leave or Military Caregiver Leave to be taken on an intermittent or reduced schedule basis (e.g., fewer hours worked per week). We will require specific certification of such medical need for intermittent leave, including periodic re-certifications for leave based on a serious health condition. When the need for leave is for planned medical treatment or is otherwise foreseeable, then we request that you to consult with us concerning the scheduling of leave and to make a reasonable effort to schedule your leave so that it does not unduly disrupt our operations. In addition, Qualifying Exigency Leave may be taken on an intermittent or reduced schedule basis. We generally do not grant family leave on an intermittent basis. During certain intermittent leave, for example, during leave due to planned medical treatments, we may find it necessary to transfer you voluntarily on a temporary basis to another position with equal pay and benefits in order to maintain continuity and consistency within the affected work area.

Pay

Leave under this policy is unpaid. If you have accrued unused paid time (such as sick leave or vacation), you must use all such time while taking leave under this policy; if taking bereavement leave, you must use up your paid compassionate leave. Once you exhaust your paid leave, the remaining time off will be unpaid.

Benefits

We continue your health care coverage under our group plan on the same terms as if you had continued to work, but you do not accrue fringe benefits (like vacation or sick leave) while on unpaid leave. In cases where leave approved by the supervisor exceeds the amount covered by FMLA or OFLA, insurance premiums will be the sole responsibility of the employee. A grace period of up to four weeks exists to allow for leaves that begin or end mid-month.

Coordination with Other Leaves

If you are diagnosed with a disability that is unrelated to pregnancy, but prevents you from performing the essential duties of your job, and if your doctor requires you to be on leave for more than 12 weeks, you may be eligible for a finite extended leave of absence if we can reasonably accommodate this leave. If you are on time loss for workers' compensation, you will be required to use your FMLA leave in conjunction with your time off. You will not be required to use your OFLA leave in conjunction with workers' compensation leave resulting from an accepted workers' compensation injury.

Return from Leave

If the leave was related to your own serious health condition, you will be required to provide us with a certification from your health care provider certifying your fitness to return to work and that you are able to perform the essential functions of your position. In most circumstances, you can return from approved leave to your former position or in some cases, an equivalent position with equal pay and benefits. If you fail to return, unless it is related to medical or other reasons not within your control, we may seek reimbursement of insurance premiums we paid during your leave.

Special Rules for "Instructional Employees"

FMLA and OFLA have special rules that affect "instructional employees" who take intermittent leave or leave on a reduced schedule, or who take leave near the end of an academic term. Instructional employees are those employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting – including faculty and athletic coaches, among others.

Notice to Employees Who Work Less than Year-Round

Employees who work 10 months out of the calendar year but who are paid on a 12-month basis should be aware that an unpaid leave taken during the school year may affect their monthly compensation.

Employees Who Leave FAIS and Return

Employees reemployed by or returning to FAIS within 180 days who were eligible for OFLA leave (based on the current eligibility criteria described above) at the time of their separation from employment or the beginning of their temporary cessation of work will be eligible to take OFLA leave immediately upon reemployment or return.

Employees reemployed or returning within 180 days who were not yet eligible for OFLA leave (based on the current eligibility criteria described above) at the time of their separation from employment or the beginning of their temporary cessation of work will receive credit for time worked for FAIS prior to the break in service for the purpose of establishing eligibility.

Expanded Eligibility During Public Health Emergencies

FAIS employees may take OFLA leave for any qualifying reason during a period of public health emergency if they have been employed by FAIS for at least 30 days immediately before their leave would begin and they worked an average of at least 25 hours per week during the 30 days immediately preceding the leave. For purposes of OFLA leave, "public health emergency" means a public health emergency declared under Oregon Revised Statutes (ORS) 433.441, or an emergency declared under ORS 401.165, if related to a public health emergency as defined in ORS 433.442.

Employer Responsibilities

Eligibility Notice. Once FAIS is on notice of a request for time off under this policy, we will inform the employee requesting leave whether they are eligible under OFLA and FMLA. If they are eligible, our notice will specify any additional information required as well as the employees' rights and responsibilities. If not eligible, we will provide a reason for the ineligibility.

Designation Notice. We will also inform the employee if the requested leave will be designated as OFLA and/or FMLA-protected and the amount of leave counted against the employee's leave entitlement. If we determine that the leave is not OFLA/FMLA-protected, we will notify the employee.

Unlawful Acts. Under OFLA and FMLA, an employer is not allowed to:

- Interfere with, restrain, or deny the exercise of, or the attempt to exercise, any OFLA/FMLA right.
- Discriminate or retaliate against an employee or prospective employee for having exercised or attempted to exercise any OFLA/FMLA right.
- Discharge or in any other way discriminate against any person, whether or not an employee, for opposing or complaining about any unlawful practice under OFLA or FMLA.
- Discharge or in any other way discriminate against any person, whether or not an employee, because that person has filed any charge, has instituted, or caused to be instituted, any proceeding under or related to OFLA or FMLA; given, or is about to give, any information in connection with an inquiry or proceeding relating to any right under OFLA or FMLA; or testified, or is about to testify, in any inquiry or proceeding relating to a right under OFLA or FMLA.

Complaint Procedure

We are committed to ensuring that FAIS does not interfere with, restrain, or deny the exercise of any right provided under FMLA or OFLA. If you believe that this policy has been violated, then you are strongly encouraged to bring any concerns to your supervisor or to the head of school. There will be no retaliation or discrimination against anyone who opposes any practice made unlawful by FMLA or OFLA, or for involvement in any proceeding under or related to FMLA or OFLA. While we hope that all employees will feel comfortable using our internal complaint procedures, you are also entitled to file a complaint with the U.S. Department of Labor or bring a private lawsuit if you believe we have violated your rights.

Employees who intend to request a leave under this policy or who have questions related to the policy are encouraged to contact Human Resources for guidance and assistance.

Leave for Spouses of Military Personnel

Employees who work an average of at least 20 hours per week and who are spouses of military personnel deployed or on leave from deployment during times of military conflict are eligible for time off due to spousal deployment. Eligible employees may take up to 14 days unpaid leave from work per spousal deployment, before deployment and/or during leave from deployment. To be eligible, the military personnel must be a member of the Armed Forces of the United States, the National Guard, or the Reserves and notified of either (a) an impending call or order to active duty, or (b) impending leave from deployment. The employee must provide us with notice of their intention within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment. The employee may choose to substitute any accrued paid leave for any part of the leave. This leave counts as OFLA leave. See Human Resources for additional details regarding this unpaid leave.

Leave for Military Service or Training

In accordance with applicable law, FAIS grants eligible employees an unpaid leave of absence as required for military service or training. Employees must provide written notice at least 30 days in advance of the anticipated start of such duty or training, or as soon as practicable. All employees may use any available vacation time for military leave. If an exempt employee provides services to FAIS for only a portion of the workweek due to an absence for military service or training, the employee will be compensated for the full workweek, although any military pay received for any normal workdays can be offset against the salary due. Employees who serve for more than 30 days will become responsible for the full cost of health benefits at the end of that month and must indicate their intention to continue coverage. Employees who serve for 30 days or less will have continued medical and dental coverage as if they had never left. The accrual of other benefits, such as vacation time and sick leave, will be suspended while the employee is on leave and will resume upon return to active employment. Employees returning from active duty must apply for reemployment in accordance with applicable state and federal laws. If eligible for reinstatement, efforts will be made to return employees to their previous positions or to the positions they would have had if they had not taken time off for military service. Returning employees will be treated as though they were continuously employed for the purpose of determining benefits based on length of service, such as vacation accrual. See Human Resources for additional details regarding this unpaid leave.

Leave for Veterans on Veteran's Day

Currently, the school includes Veteran's Day as a school holiday. In the event that this day is not included as a school holiday in the future, employees who have served on active duty in the armed forces for at least six months and received an honorable discharge (this includes employees who served in a reserve or National Guard unit and were deployed or served on active duty for at least six months) are eligible for unpaid time off on Veteran's Day. An employee requesting this leave is required to provide at least three (3) weeks' notice that they intend to take time off for Veteran's Day and provides to Human Resources documents showing that they is a veteran as defined by this Oregon statute. FAIS retains the option of denying this requested time off if in FAIS's determination this leave would create a significant economic or operational disruption or undue hardship. If the employee does not take time off on Veteran's Day, they may take another unpaid day off within one year of this holiday in order to honor the employee's military service.

Leave for Oregon Crime Victims

Oregon Crime Victims' Leave is available for employees who have worked an average of 25 hours or more per week in the 180 days immediately preceding the first day of the requested leave. If an employee or a member of their immediate family is a victim of a crime, they may be eligible for an unpaid leave of absence to attend any related criminal proceedings. The employee must provide FAIS with reasonable advance notice of any such proceedings. If the employee's leave would create an undue hardship on FAIS, the leave may be limited, and we will ask you to request that the court take the employee's work schedule into account when scheduling the proceedings. The employee may choose to substitute any accrued paid leave for any part of the leave.

Leave for Victims of Domestic Violence, Harassment, Sexual Assault or Stalking

Reasonable unpaid leave is available for employees who are victims (or parents or guardians of minor/dependent victims) of domestic violence, harassment, sexual assault, or stalking. Unpaid leave under this policy may be requested to seek law enforcement assistance or legal help; to obtain medical treatment or recovery; to attend counseling from a licensed mental health professional; to seek services from a victim service provider (for example, a domestic violence shelter or rape crisis center); or to relocate a residence or secure an existing home. The employee may choose to substitute any accrued paid leave for any part of the leave. Employees may be asked to provide certification of the need for leave, including police reports or documentation from a court, attorney or health care professional. Any documentation will be maintained as confidential.

SECURITY & SAFETY POLICIES

Communicable Diseases

We require employees to stay home when they are sick, especially if they have symptoms such as a fever, sneezing, or a hacking cough – all of which can spread germs at the workplace. If an employee starts to feel sick at work or believes that they have contracted a communicable disease, the employee should notify their supervisor and go home immediately. For this purpose, a communicable disease includes such conditions as the common cold, the flu, pneumonia, coronavirus, conjunctivitis (pink-eye), hepatitis, tuberculosis, measles, meningitis, chicken pox, pertussis (whooping cough), and any other communicable disease which could pose a threat to other employees. We reserve the right to send an employee home who appears sick. Employees who stay home should work remotely if they can do so effectively and their health condition permits it, or they should use accrued sick leave if available.

Background Checks

Every FAIS employee must complete a background check. All Maternelle and Extracurricular Staff must be enrolled in the Oregon Early Learning Division's Central Background Registry (CBR). For all other employees, you will enroll with Orchards by the Department of Human Services. It is each employee's responsibility to maintain their own registration. Failure to do so may subject the employee to immediate disciplinary action, up to and including termination.

Workplace Injuries

All employees are covered by workers' compensation insurance, which covers certain injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Any injury to an employee while on duty, no matter how trivial, must be reported at once to Human Resources, which will document the injury on appropriate forms. The employee will be advised to notify any treating physician or hospital that the injury or illness may be covered by Workers' Compensation Insurance. To be covered by Workers' Compensation Insurance, the accident or illness must qualify as an industrial accident or illness under state law.

Chemicals Safety

Many products and cleaning agents contain chemicals that could be harmful if ingested, spilled on the skin, or splashed into the eyes. The presence on campus of all such products is documented in binders located at the reception desk in the Administration building. Any new chemicals must be reported to the director of facilities. You will be provided a "MSDS" (Material Safety and Data Sheet) form to complete. The form will advise you of other regulations of which to be aware.

Notification of Restraining Orders

Employees who obtain restraining orders listing FAIS as a protected area are responsible for immediately reporting this information to the head of school to permit FAIS to evaluate whether

security measures are necessary for the workplace. Any changes to or termination of a restraining order must also be reported.

Security Cameras

FAIS has permanently installed security cameras positioned throughout our campus, which record activities only on the exterior of the School's buildings. The footage from these cameras is not regularly monitored but is intended to provide visual information in the unlikely event that it is needed. The interior spaces of our classrooms and administration building are not monitored by cameras.

Bloodborne Pathogen Training

Bloodborne pathogen training is done annually during orientation week at the beginning of the school year. The School is required by Occupational Safety and Health Administration (OSHA) regulations to train all staff members on how to protect themselves and others from contracting illnesses transmitted by blood and other bodily fluids. Training is specific to schools and is done by the FAIS school nurse. A training protocol is posted on the FAIS network in the All Staff - Health Information - Training network folder. Those arriving midyear or wishing to review the protocol may also view the presentation on their own.

EMERGENCY PROCEDURES

FAIS Emergency Notification System

In the event of inclement weather, disaster, or other general emergency involving the School, the entire FAIS community, including the staff, will receive an automated message via the FAIS emergency notification system. You may elect to receive a phone call, text message, email, or all three.

Alternative Notifications: Staff members may call the main FAIS phone number to hear an emergency message for details and instructions. The FAIS website, www.pdxinfo.net, and local radio and television stations are additional sources for information on school closures.

Emergency Procedures

Your good judgment and understanding of our emergency procedures can save lives in case of a natural disaster or other exigent circumstance. A fire, earthquake, or other natural disaster could strike at any time. In addition, medical emergencies, threats from unwanted visitors, missing persons, and other possible situations could arise.

Please be sure you have read FAIS Emergency Procedures instructions and are clear on what to do in case of emergency. The school will conduct regular fire and earthquake drills, as well as missing person drills, periodically throughout the school year. You are responsible to attend all trainings and to be able to locate the emergency flipbook located in every classroom and other designated locations.

For questions related to safety, please contact the Safety Coordinator on the Facilities Team.

ENDING EMPLOYMENT

Final Paycheck

We issue final paychecks in accordance with the law:

- If you resign with fewer than 48 hours' notice, excluding weekends and holidays, your final paycheck will be issued within five days, excluding weekends and holidays, or on the next regular payday, whichever comes first.
- If you resign with notice of at least 48 hours, your final paycheck will be issued on the final day worked, unless the last day falls on a weekend or holiday. In that case, your check will be issued on the next business day.
- If you are terminated involuntarily, your final paycheck will be issued not later than the end of the next business day.
- When we mutually agree to terminate the relationship, your final paycheck will be issued by the end of the following business day, as in the case of involuntary termination.

We do not pay out any accrued unused vacation time, sick leave or other leave upon an employee's separation from FAIS.

Return of School Property

Upon separation of employment, employees must immediately return all school property such as ID badges, laptops, cell phones, keys, fobs, credit cards, etc.

References upon Leaving Employment

If contacted by a potential employer for a reference for a former FAIS employee, our policy is to only release information about the employee's length of employment and position. We will disclose additional information if we believe it is pertinent to keeping students or coworkers safe from potential harm. Furthermore, we may be required by law to make certain disclosures about your employment (for example, whether you were ever the subject of a substantiated report of sexual misconduct or child abuse). Any additional information regarding your employment will only be disclosed upon your written request and with a signed release.