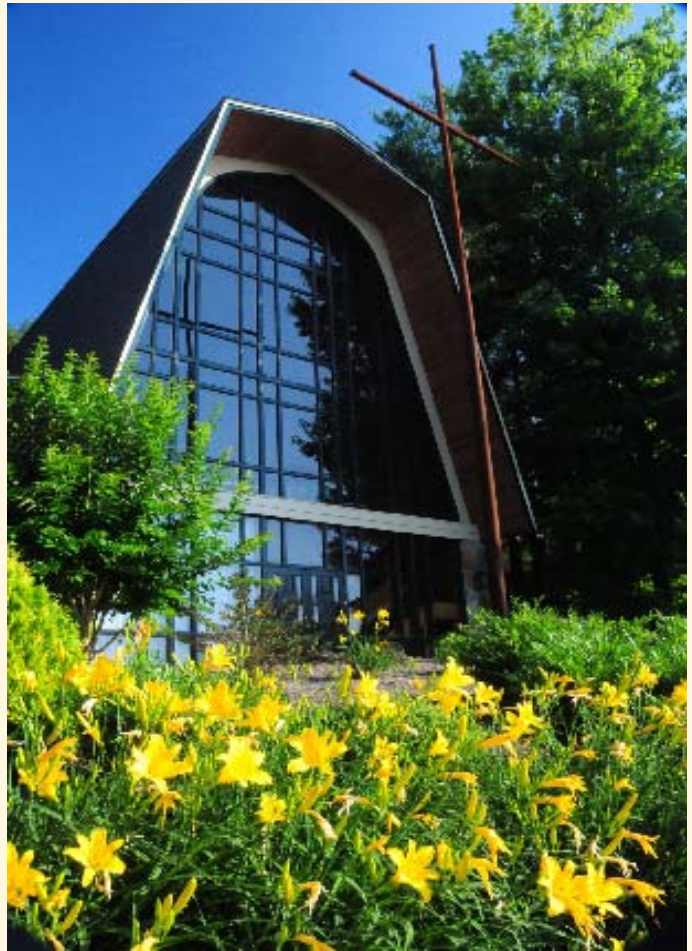




2011-2012  
FACULTY - STAFF  
HANDBOOK



*"Celebrating 100 Years Excellence"*

TALLULAH FALLS SCHOOL

*The Light in the Mountains since 1909*

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## I. INTRODUCTION

### Challenging Preparation for College and Life

Tallulah Falls School's mission is to provide quality coeducational middle school and high school programs for both boarding and day students. Emphasis is placed on the development of the intellect, character, and the social well-being of each student. With this special emphasis on the student, the school sees itself as a partner with the parent/guardian in achieving the success of the student.

### Philosophy and Goals

*See the Student-Parent Handbook.*

## II. EMPLOYEE BENEFITS, EMPLOYEE LEAVE, and WORKERS' COMPENSATION

### Employee Benefits

TFS proudly provides a broad range of benefits to eligible employees including dental, long-term disability, health, and life insurance. Each full-time (thirty (30) or more hours per week) employee is eligible for these types of coverage beginning on the first day of employment at no cost to the employee.

In addition to the dental, disability, health, and life insurance which TFS provides to eligible employees, employees may purchase additional insurance coverage under the Flexible Benefits Plan. Employees have the option of participating in the retirement plan following one year of employment with TFS. Hourly-paid and salaried employees (excluding teachers) are eligible for vacation days.

Specific eligibility requirements and detailed information regarding all of these benefits are made available by the Vice President, Business Operations upon request. TFS reserves the right to adjust and modify the offered benefits at any time, at its sole discretion, with or without notice.

The following is a brief description of each benefit which is currently offered:

**Dental Insurance (United Concordia).** A full-time employee receives dental insurance at no cost to the employee. Family coverage may be added for an additional monthly premium. A summary plan description is provided for each employee.

**Disability Insurance (Standard Insurance Company).** Full-time employees are provided, at no cost, long-term disability coverage which allows for benefit payments up to sixty (60) percent of predisability earnings after a ninety (90)-day waiting period. Short-term disability and additional long-term disability insurance may be purchased by the employee through AFLAC.

**Health Insurance (Group Resources, Inc.).** Each full-time employee receives health insurance at no cost to the employee. Family coverage may be added for an additional premium per month. A summary plan description is available for each employee.

**Life Insurance (Standard Insurance Company).** Full-time employees are covered while employed by Tallulah Falls School at no cost to the employee. The coverage amount is \$25,000 of life insurance and accidental death and dismemberment.

**Flexible Benefits Plan (AFLAC).** Additional insurance may be purchased by an eligible employee on a pretax basis in accordance with Internal Revenue Code Section 125. Optional additional coverages include cancer, accidental death and dismemberment, individual term life, intensive care, hospital indemnity, and disability insurance which may be added on the date of employment and either added or dropped annually on July 1.

**Retirement Plan (TIAA-CREF).** TIAA-CREF is a nonprofit organization. All full-time employees are eligible to participate in the retirement plan upon the first month following one (1) year of service with TFS. Each eligible employee contributes 6 percent (6%) of his/her salary and TFS matches that contribution. Participating employees may participate in the Supplemental Retirement Plan at the time of employment without undergoing a waiting period; however, TFS does not provide any matching contribution to the plan. A retirement plan summary description is provided for each employee.

**Vacation (Hourly-Paid Employees).** All full-time, nonexempt, hourly-paid employees - whose work schedules equal or exceed eleven (11) months per year and do not coincide with the school calendar - are eligible for paid vacation days based on years of service as follows:

1. An employee who has accumulated one (1) to five (5) consecutive years of service with TFS receives five (5) annual vacation days.
2. An employee who has accumulated six (6) to ten (10) consecutive years of service with TFS receives ten (10) annual vacation days.
3. An employee who has accumulated eleven (11) or greater consecutive years of service with TFS receives fifteen (15) annual vacation days.
4. All vacation days must be scheduled through and subject to approval by the appropriate supervisor.
5. Included in the vacation package are six (7) paid holidays each year: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, the day after Thanksgiving, and two (2) days during Christmas which are designated by the TFS President.

**Vacation (Salaried Employees).** All full-time, salaried employees - excluding faculty members - are eligible to receive a one (1)-week vacation (five (5) days) during a fiscal year. (July 1-June 30) following one (1) complete year of service with TFS.

### Employee Leaves

TFS permits eligible employees to take a variety of employee leaves, which will be granted where appropriate and consistent with state and federal laws and where proper notification has been made to the appropriate supervisor.

Employees should notify supervisors in advance if they anticipate an absence. If there is an emergency or unanticipated absence from work, the employee is required to report the absence and the reason for the absence to his/her supervisor prior to the scheduled start time for the day.

If the supervisor is unavailable, leave the supervisor a voice message and then call the next person in the chain of command for that department.

It is essential that employees communicate with their supervisors. Any unauthorized and unreported absence could result in disciplinary action. If an employee is physically unable to report an absence, someone else should notify the supervisor. Supervisors are not responsible for contacting employees if they do not report for work.

Specific eligibility requirements and detailed information regarding employee leaves are made available by the Vice President, Business Operations upon request. TFS reserves the right to adjust and modify the Employee Leaves policy at any time at its sole discretion - with or without notice - and to the extent permissible by law.

The following is a brief description of the types of available employee leaves:

**Family and Medical Leave (FMLA).** Employees may be eligible to take a leave of absence to attend to family and personal medical needs under the Family and Medical Leave Act (FMLA). Where appropriate and to the extent applicable, TFS will grant an employee such requested leave in compliance with the FMLA. Additional information regarding the FMLA is posted in the Business Office and in other locations on campus. Any inquiries regarding FMLA eligibility should be referred to the Vice President, Business Operations. TFS's policy regarding FMLA is detailed as follows:

1. **Leave Time Permitted/Appropriate Reasons for Unpaid Leave Days.**  
Eligible employees are permitted to take up to twelve (12) weeks of unpaid leave during the calendar year for the following reasons: (1) the birth of a child or placement of a child with the employee for adoption or foster care, (2) the care of a spouse, child, or parent with a serious health condition, or (3) a serious health condition of the employee that renders the employee unable to perform the functions of his or her job. Leave taken under this policy is counted against the employee's annual Family and Medical Leave Act entitlement.
2. **Eligibility.** In order to be eligible for leave under this policy, employees must have been employed by TFS for at least one (1) year of cumulative service and must have worked at least 1,250 hours during the twelve (12) months immediately preceding the leave.  
An employee desiring leave under this policy for foreseeable events (such as an expected birth or adoption of a child or for planned medical treatments) must provide TFS with at least thirty (30) days advance written notice explaining the reasons for such leave, the anticipated duration of the leave, and the expected start of the leave. In cases where the need for leave cannot be anticipated thirty (30) days in advance, the employee must give notice of the need for leave as soon as practicable (ordinarily one (1) or two (2) business days) after the employee learns of the need for the leave. The employee must also make reasonable efforts to schedule the leave in a manner that does not unduly disrupt TFS's operations. Failure to comply with the notice requirements for foreseeable leave under this policy may result in the denial of leave until thirty (30) days after the employee provides proper notice to TFS.  
  
In cases where both a husband and wife work for TFS, they will be eligible for a combined total of twelve (12) weeks of unpaid leave during a twelve (12) month period for the birth, the placement for adoption, or the foster care of a child as well as the care of a child after birth or the care of a parent with a serious health condition.
3. **Benefits.** During a leave under the FMLA policy, an employee's health insurance coverage continues with the same level of benefits and under the same terms and conditions as the coverage currently being provided by TFS. If an employee is currently paying a portion of the health insurance premium, the employee must continue to make such payments to TFS - at the same time such payments would be due if made by payroll deduction - for the duration

of the leave. Other employment benefits, such as vacation days, paid time off, etc., shall not be accrued during the leave. In the event that an employee who takes leave under this policy does not return to work with TFS, TFS may require the employee to reimburse TFS for the cost of maintaining the employee's health insurance benefits during the time of leave (unless the employee fails to return from leave due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee).

4. **Reinstatement.** An employee returning from leave under FMLA for his/her own serious health condition should notify the employee's supervisor or the Vice President, Business Operations of the availability to return to work immediately upon being released to return to work by the employee's health care provider. An employee desiring to return from FMLA Leave for other than his/her serious health condition prior to the date the leave is due to expire should give written notice to his or her supervisor or the Vice President, Business Operations of the desire to return to work at least fourteen (14) days prior to the desired return date.

Employees returning from leave under this policy are normally reinstated to his/her former position or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Reinstatement may be denied to key employees under this policy if it is necessary to prevent substantial and grievous economic injury to TFS. TFS notifies the employee of its intent to deny reinstatement, and the employee elects not to return to work within a reasonable period of time after receipt of such notice.

5. **Pay During Leave.** Employees who take leave because of personal medical illness must first exhaust any earned paid time off. Employees who take leave for any reason under this policy must use earned but unused vacation time prior to going on unpaid status. In all other circumstances, time spent on leave under this policy will be unpaid.
6. **Verification Requirements.** Employees who request leave under the FMLA policy for the serious health condition of the employee or a family member (spouse, child, or parent), must provide TFS with a statement of medical certification from a health care provider which explains the condition necessitating the leave, the date the condition commenced, the probable duration of the condition, and the anticipated regiment of treatment to be prescribed. The statement of medical certification should be provided to TFS at the time the employee requests leave under this policy or shortly thereafter.

In the case of unforeseen leave (such as for a medical emergency), the statement of medical certification should be provided to TFS soon after the leave commences. Failure to comply with the medical certification provisions of this policy may result in the denial of leave until after the employee provides a statement of medical certification to TFS.

If TFS has reason to request the validity of the medical certification provided by the employee's health care provider, TFS may require the employee to obtain a second opinion at the expense of TFS from a health care provider designated by TFS. In the event the second opinion differs from the first, TFS may request the employee to obtain a third and final opinion at the expense of TFS from a health care provider jointly approved by the agency and the employee. TFS may also require periodic reports during the duration of the leave regarding the medical status of the employee or family member and the employee's intention of returning to work. An employee returning from leave under this policy due to his or her own serious health condition must provide TFS with a written medical release from a health care provider before initiating work. Failure to provide a release may result in a denial of restoration of employment until the employee provides a medical release to TFS.

### **Military Leave**

TFS recognizes the honored commitment that members of our armed services provide our country, and TFS does grant necessary leave in accordance with state and federal laws. Employees who must be absent for active duty or inactive military training duty (e.g., Reserves or National Guard summer camps, annual cruises, weekend drills, and attendance at military schools) are granted an unpaid leave of absence upon request. An employee may use vacation time for annual military training duty upon written request.

1. **Eligibility.** All employees who engage in active duty or inactive military training duty in the armed forces in the United States (including the National Guard).
2. **Duration.** Leave will be granted for the period of the active duty or training.
3. **Request and Approval.** Requests for military leave should be made as sufficiently far in advance as possible of the projected beginning of the leave to enable TFS to adjust the work schedule accordingly.

The reinstatement of employment status and applicable benefits are granted in accordance with state and federal laws.

**Personal Leave (Salaried Employees).** Salaried employees are eligible for personal leave as follows:

1. A maximum of three (3) days is allowed per fiscal year (July 1-June 30) if approved by the supervisor three (3) days prior to absence.
2. This leave is designed to assist persons in unusual circumstances in order that the salary is not lost when it becomes necessary. Routine business appointments, etc., should be scheduled outside school hours. It is not expected that all employees will use three (3) days of personal leave annually.
3. Personal leave is not a part of the sick-leave policy.

**Sick Leave (Hourly-Paid Employees).** Hourly-paid employees are eligible for sick leave as follows:

1. Sick leave may be used for routine/extended illnesses or injury and death/funeral of immediate or in-laws' family members.
2. Any one (1) illness or injury which goes beyond three (3) consecutive days must be certified by a physician.
3. Any full-time, hourly-paid employee is eligible for sick leave at the beginning of the second year of employment.
4. Sick-leave days may be earned on the basis of one (1) day for each month worked during the academic year (September-May).
5. Sick leave days may accumulate to a maximum of thirty-five (35) days in addition to the days earned in a current year.
6. Employees are not paid for any accumulated unused sick leave.
7. No personal leave is granted to hourly-paid employees.

**Sick Leave (Salaried Employees).** Salaried employees are eligible for sick leave as follows:

1. Full-time employees earn one and one fourth (1 1/4) days of sick leave for each month of employment.
2. Sick leave may accumulate to a maximum of thirty five (35) days in addition to the days earned in a current year.
3. Any one (1) illness or injury which goes beyond three (3) consecutive days must be certified by a physician.
4. Sickness includes: routine or extended illness or injury, death/funeral of the immediate or in-laws' family members.
5. Employees are not paid for any accumulated unused sick leave.

### **Voting Time**

TFS recognizes an employee's civic duty to vote during elections and provides unpaid time off to vote where appropriate and in compliance with Georgia law. If the polls for a local, state, or federal primary election are not open for two (2) hours either before or after an employee's scheduled work hours, an employee is allowed to take up to two (2) unpaid hours off to vote if needed. An employee's request for voting time off must be discussed and scheduled in advance with his or her supervisor.

### **Witness/Jury-Duty Leave**

TFS recognizes an employee's civic responsibility and encourages all employees to participate as jurors or witnesses whenever they are summoned to appear. Accordingly, TFS does grant witness/jury duty leave to an employee with continuation of pay when called into service and for such a time as necessary to carry out such service. However, any compensation that such an employee may receive for serving as juror or witness must be immediately forwarded to TFS. Voluntary jury service or witness appearances, such as grand jury duty, is not compensated by TFS unless advance permission is granted.

An employee must notify his or her supervisor and present his or her jury duty/notice papers as soon as notice is received so that appropriate arrangements can be made in anticipation of the absence. An employee is expected to report to work when not serving jury or witness duty.

### **Workers' Compensation (Utica National Insurance Company)**

Tallulah Falls School maintains Workers' Compensation Insurance coverage for employees who are injured in the course and scope of employment. If an employee is injured within the course of employment or contracts an occupational disease, the TFS Workers' Compensation Insurance provides medical care and disability benefits in accordance with the Georgia Workers' Compensation Act. In all instances, an injured employee must immediately report any injury - no matter how slight - which occurs while on the job to his or her immediate supervisor and to the Vice President, Business Operations. Failure to do so may jeopardize eligibility for Workers' Compensation benefits. TFS's Workers' Compensation Panel of Physicians is posted in the Business Office and in other locations on campus.

All employees must notify TFS and receive permission prior to making any medical appointments in relation to any work-related injury. However, in an emergency an employee may receive temporary medical care from any doctor during the emergency period. An employee must then obtain additional necessary medical treatment from a doctor on the posted Panel of Physicians.

All employees should direct questions regarding Workers' Compensation to his or her immediate supervisor/the Director of Business Development.

All employees are required to submit to a drug/alcohol test following any on-the-job injury.

### III. GENERAL EMPLOYEE POLICIES

#### Advisory Program

TFS seeks to educate “the head, the hands, and the heart” of each individual; that is, the mental, physical, and spiritual aspects of the student. To this end, the school places great emphasis on its advisory program.

The primary focus of the advisory program is the facilitation of relationships that are necessary for healthy development and learning. Each school day, time is set aside for the students to meet with their family advisors. These groups, which consist of a small number of students and one faculty member, discuss developmentally appropriate issues, plan service/learning projects, and allow for the exchange of information and ideas in a small, safe, and nurturing setting within the larger environmental content of the school.

The advisory program serves as an additional support service wherein students can discuss personal and academic concerns. Within this formation of family-type groups, students have the opportunity to receive an extra measure of personal attention from a caring adult, thus assuring that no student’s needs go unnoticed or unattended. Furthermore, students and teachers establish a relationship of respect and trust outside of the formal confines of the classroom. This foundation enables the faculty advisor to assist the student with the student’s general school welfare, study habits, social relations, personal issues, and overall adjustment to the boarding school.

To the students, the members of our faculty are not just teachers but also advisors, mentors, coaches, and sponsors who are dedicated to student success and achievement.

#### Communication Guidelines for School-Related Email

All school-related email communication shall be conducted, using a school-provided account. Personally owned wireless access points and routers used in school-provided housing must have their traffic encrypted. No personally owned networking devices are to be connected to the Tallulah Falls School network.

#### Communication with Parents

All communication with parents should be recorded in writing by the employee with whom the parent is communicating. Notes of such communication are to be dated, timed, and given to the appropriate supervisor.

#### Employee Dress

We have not had a written policy on staff dress in the past, and there is no great inclination to have one in the future, but a few observations do seem to be in order.

1. Staff dress should be professionally oriented rather than casually oriented.
2. Name tags for special occasions should be worn on the upper right shoulder.

#### Employment Policy

TFS is an equal opportunity employer and recruits, hires, promotes, trains, and makes all other employment decisions without regard to race, color, national or ethnic origin, ancestry, religion, disability, pregnancy, sex, age, veteran’s status, or any other status protected by state or federal law. Employees are encouraged to direct all inquiries regarding TFS’s employment policy to the Vice President, Business Operations.

The School expressly reserves the right to terminate any employee at any time, with or without cause, and with or without notice. Each new employee shall be hired for a 90-day probationary period, after which time the hiring supervisor will elect either to convert the employee’s probationary employment to regular full/part-time employment or terminate the employee.

#### Food Services Policy

The mission of Tallulah Falls School Food Services is to provide healthy and nutritious meal service to students and on-duty faculty and staff.

The Dining Hall also fortifies the small, family-like environment of the School by being a place where friends of the School receive a warm TFS welcome.

Members of the GaFWC, family of students, family of faculty and staff, alumni, vendors, volunteers, event guests and other constituents of the School are eagerly invited to enjoy the hospitality of the School’s Dining Hall from time to time.

The School appreciates the use of good judgment as to the frequency with which our guests join the School family for a meal as the dining hall is not intended to provide routine meal service to any group other than students and on-duty faculty and staff.

It is outside the scope of the Tallulah Falls School Food Services mission to provide meal service to tourists in the community or visiting sports teams to give two examples. It would also be considered inappropriate for anyone other than a student or on-duty faculty and staff to eat regularly in the Dining Hall, more than once per week, for example.

Guests are always welcome and are encouraged to be part of the Tallulah Falls family. It is requested that guests notify the Dining Hall of their visit at least 24 hours in advance by calling (706) 839-2055.

#### Grade Classification

*See Student-Parent Handbook.*

#### Grades

*See Student Parent-Handbook.*

## **Grading System**

The assignment of grades at TFS takes into consideration the individual student, the level of work expected of the student, and the attitude with which the student works. Grading is considered to be a part of the learning process of a student rather than a simple reward on performance at the end of a period of instruction.

The description of grades in the Student-Parent Handbook places primary responsibility on the teacher, who establishes requirements for each course. The description of grades delineates the relationship between the teacher's expectations and grades. When over several classes the teacher continues to have a high percentage of "A's" (exceeding the requirements of the instructor), the teacher can increase the requirements and the expectations of the student's performance. Conversely, when over several classes a teacher has a low percentage of "A's" and "B's" (meeting or exceeding the requirements of the instructor), the teacher can lower the requirements and the expectations of the student's mastery level of the material.

## **Graduation Requirements - College Preparatory Curriculum**

*See Student-Parent Handbook.*

## **Honor System**

*See Student-Parent Handbook.*

## **Honor System Support**

All employees are expected to give their full support to the Honor System and to report all violations. The Honor System applies to all aspects of student life. All violations should be reported to any member of the Honor Council.

Faculty members play a dual role in supporting the Honor System. Most important, faculty members model honor on a daily basis both in the classroom and in their relations with students and other faculty. Teachers also have the responsibility to define the honor terms of each assignment and to teach students the academic skills which they need to comply with these honor requirements.

At the beginning of a course, the faculty will explain their honor requirements for homework, quizzes, tests, projects, and lab reports. Sometimes a teacher will establish honor guidelines at the beginning of an assignment. At any time a student is not sure of the honor requirements of an assignment, it is his or her responsibility to speak with the teacher and to clarify the issues.

Faculty members are expected to require students to include the Honor Pledge on all assignments. This will serve as a daily reminder to students that they are members of a community that is committed to honor, respect, and trust.

## **Honor System Terms and Definitions**

*See Student-Parent Handbook.*

## **Image of School**

The image of TFS to the public, parents, board members, and students is important at all times. We rely upon each individual employee and our employees as a group to promote an accurate and constructive image of the school.

## **Leaving Campus**

Teaching faculty and boarding staff members are to notify the Principal/the Director of Boarding when it is necessary to leave campus during their scheduled day. Administrators are to notify their supervisors when it is necessary to leave campus during their scheduled workday. The workday for teachers (full time) is from 8 a.m. to 4 p.m. Teachers are encouraged to remain beyond 4 p.m. to assist students.

Students are not permitted to leave campus with employees without permission from the Principal or the Director of Boarding.

## **Monetary Exchanges**

All monies are collected and accounted for by the Vice President, Business Operations.

**Collection of Money by Employees.** Employees must have prior approval of the Principal or the Director of Boarding before assessing students any fees. Following that approval, appropriate arrangements are made with the Vice President, Business Operations for collecting such fees.

Fund-raising/club sponsors are required to relinquish all money received--within twenty-four (24) hours of receipt - to the Business Office. Two adults are to verify any monetary totals. The Business Office provides a receipt to fund-raising/club sponsors. Each club's treasurer is to record the expenditures and balances.

**Reimbursement for Expenses.** All preapproved expenditures - which are made by employees on behalf of TFS - are to be reimbursed by TFS provided the employee presents a valid receipt within one (1) month of the expenditure.

**Sale of Items to TFS by Employees.** No employee may sell any item to TFS or to students; however, this policy does not prohibit an employee from selling to or consigning with the Tallulah Gallery.

**Sale of Surplus Property.** All TFS surplus property may be sold at fair market value to interested buyers. When items are declared surplus, a fair market value is placed on each item by the TFS President and the Vice President, Business Operations. In some cases the service of an appraiser who is not associated with TFS is needed. This decision is made by the TFS President. All surplus items will be displayed for public observation and purchase. Employees of TFS are given a preview and an opportunity to purchase surplus property at least twelve (12) hours prior to the public sale.

## Monthly Calendar of Events

All events should be submitted to the Dean of Students' office in order to avoid scheduling conflicts.

## Personal and Professional Roles

In fulfilling their professional and personal roles at TFS, employees must keep in mind that:

1. It is crucial that we have a staff of professional and congenial people.
2. Disagreements and differences of opinion should be resolved to the fullest prior to decision making. Group support of decisions is essential after decisions are made.
3. Employment at TFS is a very personal commitment to the students and the philosophy of the school.
4. The goal of all teachers and administrators is to function as consistently and kindly as possible in the discipline of students.
5. Critical discussion of fellow employees in the presence of students is inappropriate. Permitting students to discuss other employees critically is inappropriate. All discussions concerning a student must take place in a private setting and in a professional manner. Employees must comply with all laws regarding confidentiality. All inquiries relating to confidentiality concerns should be directed to the TFS President.

## Personal Conduct Policy

The personal conduct of employees while on duty is subject to the TFS Personal Conduct Policy. Inappropriate personal behavior involving students, employees, or any other persons while on duty is considered serious and dealt with on an individual basis. A violation of any policy which is listed below may lead to disciplinary action up to and including termination.

## Substance Abuse Policy

TFS has a zero tolerance substance abuse policy. All applicants selected for hire must undergo a drug test prior to beginning employment. It is the intent of TFS to provide a working environment as free from the use of nonprescribed drugs and alcohol as reasonably possible. Given the potential risk of harm to employees, students, and others if they are attempting to perform their duties while using or having used drugs or alcohol, TFS has adopted the following policy regarding drugs and alcohol. TFS asks for your full cooperation in implementing this policy and educating other employees and the general public to the risks of substance abuse. The consumption of alcohol while on duty or in the presence of students is forbidden. It is likewise unacceptable to consume alcohol immediately prior to assuming duty even if consumed while off duty.

Either the sale, purchase, use, possession, or reporting to work under the influence of intoxicants, nonprescribed narcotics, hallucinogenic drugs, marijuana, or other nonprescribed controlled substances is prohibited while on TFS property or during work hours. The sale, purchase, use or possession of equipment, products, and material which are used, intended for use, or designed for use with nonprescribed controlled substances is also prohibited while on TFS property or during work hours. Reporting to or being at work with a measurable quantity of intoxicants, nonprescribed narcotics, hallucinogenic drugs, marijuana, or other nonprescribed controlled

substances in blood or urine is also prohibited. Reporting to or being at work with a measurable quantity of prescribed narcotics in the blood or urine or the use of prescribed narcotics is also prohibited where, in the opinion of TFS, such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, students, other persons, or property.

All applicants selected for hire must be tested prior to beginning employment, and an employee may be requested to undergo a blood test, urinalysis, breath analyzer test, or other diagnostic test under any of the following circumstances:

1. Where there is reason to believe, in the opinion of TFS, that an employee is under the influence of intoxicants, drugs, or narcotics while on TFS property or during work hours or that an employee has reported to work with a measurable quantity of intoxicants, drugs, or narcotics in the blood or urine.
2. After the discovery of any unusual event which TFS believes may indicate a violation of this policy.
3. Following any on-the-job accident in which the employee is involved.

Where there is reason to believe, in the opinion of TFS, that an employee is under the influence of intoxicants, drugs, or narcotics, or that an employee is in possession of any intoxicants, drugs, narcotics or equipment, products and materials which are used, intended for use, or designed for use with nonprescribed controlled substances, TFS may search any TFS property/an employee's personal property which has been brought onto TFS property (including but not limited to vehicles, handbags, briefcases, etc.), and the employee may be requested to submit to a search by TFS representatives of his or her person/property.

TFS property which is covered by this policy includes property of any nature that is owned, controlled, or used by TFS including but not limited to parking lots, offices, desks, file cabinets, lockers, classrooms, facilities, and vehicles.

An employee's refusal to submit immediately to a requested search of his or her person or property or to a blood test, urinalysis, A breath analyzer test, or other diagnostic test or a positive result on such test(s) indicating prior use of intoxicants, nonprescribed narcotics, hallucinogenic drugs, marijuana, or other nonprescribed controlled substances may result in disciplinary action up to and including termination.

Due to the nature of TFS's operations and variations necessary to accommodate individual situations, the provisions of this policy or of any related policies, practices, or guidelines may not apply to every employee in every situation. TFS reserves the right to rescind, modify, or deviate from this or any other policy, practice, or guideline as it considers appropriate in its sole discretion - either in individual or TFS-wide situations - with or without notice.

## Criminal Background/Motor Vehicle Record Checks

All new applicants with TFS must consent to a criminal background check and are required to furnish a complete set of fingerprints.

All employees whose job duties include the operation of TFS vehicles or the transportation of students or other employees must have a valid driver's license and maintain a driving record which does not exclude him or her

from coverage under TFS's liability insurance policy. Accordingly, all employees who operate TFS vehicles or transport students and other employees must consent to periodic motor vehicle record checks.

## **Harassment**

It is TFS's policy that an employee and his or her work environment should be free from all forms of prohibited harassment and intimidation and has a zero tolerance for such conduct. TFS does not and will not permit employees to engage in prohibited sexual harassment or harassment based on race, color, religion, sex, national origin, age, disability or other status protected by state or federal laws. Harassment by any TFS employee (including a supervisor or manager), by any person doing business with TFS, or by any student attending TFS is strictly prohibited.

Prohibited harassment includes verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, disability, or other status which is protected by federal or state laws and that creates an intimidating, hostile, or offensive work environment. Prohibited harassment may include but is not limited to epithets, slurs, jokes, or other verbal or physical conduct relating to an individual's race, color, religion, sex, national origin, age, disability or other protected status. Prohibited sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature that creates an offensive or hostile work atmosphere. This policy also prohibits same-sex harassment.

Any employee who believes that he or she is being harassed by a coworker, manager, supervisor, student or other individual whether employed with TFS or not, or any employee who believes that his or her employment is being adversely affected by such conduct - whether directed at the employee or another employee - should immediately report the concerns to any supervisor, the Vice President, Business Operations, or the President of TFS. A prompt and thorough investigation will occur, and if it is determined that prohibited harassment has occurred, TFS will not take action against the employee who makes a good faith report of inappropriate conduct. Retaliation against any employee or other person covered by this policy for making a complaint of harassment will not be tolerated. All employees have an obligation to prevent discrimination and all forms of harassment from occurring and must report conduct which they observe that violates this policy to the Vice President, Business Operations or the President of TFS. A violation of this policy may result in disciplinary action up to and including termination.

Contact the Vice President, Business Operations to discuss any questions concerning this policy.

## **Smoking/Tobacco Use Policy**

Georgia law prohibits the smoking of tobacco products inside TFS buildings and in other public areas.

Employees are not permitted to smoke or use other tobacco products anywhere on the TFS campus or in the presence of/in the view of students. Tobacco use is not permitted when any program activities are taking place which includes but is not limited to field trips and athletic events - on or off campus - or when transporting students and when operating the school's vehicles and equipment. Abstaining from smoking anywhere on campus and in the presence of students sets a positive example for our students.

## **Standards**

TFS stands committed to maintaining integrity and ethical conduct at all times. All employees must abide by the standards outlined in the Georgia Code of Ethics and these standards which are an adapted version of the Georgia Code of Ethics by TFS.

It is virtually impossible to anticipate or outline every conceivable form of unethical or unlawful conduct that may arise. However, TFS prohibits all immoral, unethical or unlawful conduct, and all TFS employees are expected to conduct themselves at all times in an ethical and lawful manner. A violation of the Georgia Code of Ethics or these standards, as well as other unethical or unlawful conduct, may lead to disciplinary action up to and including termination.

The Georgia Code of Ethics and the TFS Standards shall apply to all employees, including the faculty and staff, to the extent practical. Any questions that may arise with regard to ethical or lawful conduct or the application of the Georgia Code of Ethics or these standards should be directed to the employee's immediate supervisor, the Vice President, Business Operations, or the TFS President.

**Standard 1: Criminal Acts.** All employees must abide by all federal, state, and local laws. Unethical conduct includes but is not limited to the commission of a misdemeanor, a felony, or any crime involving moral turpitude.

**Standard 2: Abuse of Students.** All employees are expected to maintain a professional relationship with students at all times. Unethical conduct includes, but is not limited to, committing any act of child abuse including physical and emotional abuse; committing any act of cruelty to children or any act of child endangerment; committing or soliciting any unlawful sexual act; engaging in harassing or discriminatory behavior on the basis of race, color, religion, sex, national origin, age, disability or other status protected by state or federal law.

**Standard 3: Alcohol or Drugs.** See substance abuse policy under Personal Conduct Policy on pages 16-17 of this handbook.

**Standard 4: Falsification or Misrepresentation.** All employees are expected to exemplify honesty and integrity at all times in the course of his or her professional practice. Unethical conduct includes, but is not limited to, falsifying, deliberately misrepresenting, or omitting information or documentation concerning the following: employment applications, staff development credits and degrees, reports for outside agencies, the administration of student testing and evaluations, absences or leaves, and information which is submitted in the course of an official inquiry/investigation.

**Standard 5: Funds and Property.** All employees who are entrusted with funds or property must observe and honor such trust with the utmost of accuracy, integrity, honesty, and responsibility. Unethical conduct includes, but is not limited to, the following: misusing school funds or property, failing to account for funds collected, and submitting fraudulent requests.

**Standard 6: Improper Remunerative Conduct.** All employees are expected to maintain integrity at all times with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

**Standard 7: Confidential Information.** All employees must comply with federal, state, and local laws, as well as TFS policies, with respect to the confidentiality of student records. All student records will remain confidential unless disclosure is otherwise required or permitted by law.

**Standard 8: Abandonment of Contract.** All employees who have been hired under a written contract of employment should fulfill all of the terms and conditions which are detailed in the contract with TFS for the duration of the contract. Unethical conduct includes, but is not limited to, abandoning the contract for professional services without the prior release from the contract by the employer and willfully refusing to perform the services required by a contract.

**Standard 9: Reporting and Failure to Make a Required Report.** All employees shall report any breach of the Code of Ethics or these standards and shall report all other unethical or unlawful conduct in writing to the immediate supervisor, the Vice President, Business Operations, or the TFS President. Unethical conduct includes the failure to make such a report within ten (10) days.

All employees should first consult with the TFS President prior to contacting any outside agency concerning any breach in the Code of Ethics or these standards as well as other conduct not specifically outlined above.

**Standard 10: Professional Conduct.** All employees shall conduct themselves in accordance with generally recognized professional standards. Unethical conduct includes but is not limited to any conduct that seriously impairs the employee's ability to function professionally or conduct that is detrimental to the health, welfare, discipline, or morals of students (inappropriate language, physical altercations, inadequate supervision, inappropriate discipline, etc.).

### **School Officials' Relatives**

From time to time relatives of school officials and school employees are enrolled as students. These students should be treated in the same manner as all other students, and their parents will have been instructed accordingly. These students are expected to conform to all TFS policies, boundaries, etc., except when they are in the presence of their parents apart from TFS activities.

### **Security of Student Data**

All employees must comply with all federal, state, and local laws, as well as TFS policies, with respect to the security and confidentiality of student data and records. All student records shall remain confidential and shall not be disclosed to third parties unless disclosure is requested by a student or his or her parent or disclosure is otherwise required or permitted by law. Additionally, the distribution of mailing lists to other organizations or agencies is prohibited.

### **Standardized Testing**

TFS provides standardized testing on a yearly basis. A complete analysis of test items is made available to the faculty to relate the material to classroom instruction. The faculty should be familiar with the specialized subject matter included within the standardized tests.

### **Student Activities on and off Campus**

Adult supervision is required for all school-sponsored activities for students and shall include the chaperoning of students on and off campus and the supervision of students during class time and during the student work program. It is important to the school, other employees, and students that all employees attend and support all school-sponsored activities.

#### **Chaperons**

As a chaperon of students, on or off campus, you have a higher degree of responsibility and consideration than simply your personal opinions of appropriate conduct for yourself and students. You are asked to make judgments in terms of existing school policies and philosophies.

#### **Class Time Responsibility**

When students are assigned to a teacher, the teacher has the responsibility to supervise the students for the full time allotted. Students may not be dismissed prior to the end of the scheduled period. A student may not be "put out" of class except with the approval of the Principal.

Should a student become ungovernable in the classroom, the student may be sent immediately to the Principal's office provided the responsible faculty member consults with the Principal on the same day to explain the action and to assess an appropriate penalty. The offending student shall be returned to the classroom on the following day.

#### **Off-Campus Trips (Academic and Recreational).**

Off campus trips should be planned carefully. The following procedures are to be used for both academic and recreational trips:

1. Approval from the Principal or the Director of Boarding is to be requested at least one week prior to the trip. Upon approval, a copy of the approval form is distributed to the boarding office, food service, and the nurse's office.
2. At least one (1) employee per twenty (20) students is to be used.
3. All school rules are to be followed when off campus.
4. Trips are to originate from the dormitories or the classroom building.
5. A roster of boys and girls is to be made in duplicate (one (1) to be left at each dormitory or the classroom building and one (1) to be used by the chaperon to check the roll each time students are reloaded on the bus).
6. The person originating the trips must verify transportation plans through the office of the Director of Boarding a day in advance of the trip. If more than one (1) bus or vehicle is used, students should not change from their original assignments.
7. Meals away from campus should be planned in such a way that permits the group to remain with the chaperon at all times.
8. All employees traveling in a vehicle with students are responsible for the conduct of all those students. One (1) employee must always be designated to assume the responsibility for making final decisions.
9. Before a student is permitted to leave a vehicle, he or she must be provided concise instructions regarding conduct, movement, and departure time.
10. Vehicles are to be left clean at the conclusion of each trip. Mechanical problems are to be reported immediately to the Director of Boarding or the Director of Maintenance.

## **Political Activity**

Employees of Tallulah Falls School are encouraged to exercise all of their rights as citizens, including involvement in political activities, and to engage in citizenship activities, to set examples by registering to vote, and to participate in elections and carrying out other duties of responsible citizenship. No employee of Tallulah Falls School, however, shall use his/her position to further a political cause, nor shall any employee attempt to indoctrinate students or to use the classroom as a forum to promote any candidate or issue.

Display and distribution of political materials at Tallulah Falls School shall be restricted to those of an educational nature and as part of the educational program. Teachers who elect to use such materials for instructional purposes shall present them in an impartial, balanced and objective manner that is relevant to the course content and appropriate to the knowledge and maturity of the students.

## **Religious Activity**

Tallulah Falls School is an independent school but does not discriminate against any employee or student on the grounds of their religious belief.

While the school is not a religious school by definition, it does have a historical foundation in the Christian faith as evidenced in the statements of the school's founders and in the minutes of 100 years of Board of Trustee action. This heritage is supported today through regular Christian chapel services, Christian prayer at many events and the presence of a 40 foot cross on campus. While it is the School's intention to accommodate the sincerely-held religious beliefs of employees and students, there are no formal programs to support other beliefs.

In addition to regular Christian chapel services, many students attend off-campus Christian events under the supervision of appropriate faculty and staff. The prudent display of Christian materials is permitted across campus. For example, the display of a Christian bible, the Ten Commandments, or a bible verse would be considered acceptable. The personal display, possession or use of materials that support other major world religions will also be considered acceptable unless deemed by School leadership to be significantly disruptive to the mission of the School.

Despite Tallulah Falls School's Christian foundation, Christian doctrine is not considered a fundamental part of the over-all Tallulah Falls School educational curriculum. However, the presentation and discussion of Christianity and other religions, and the use of applicable materials, would be considered appropriate in a formal study of world religions.

## **Student Mentoring and Fraternization**

The faculty and the staff are encouraged to act as mentors to students to assist them in academic, social, and behavioral development. In the event that a staff member is involved with a student during nonschool hours or holidays, the staff member must provide written notice of the circumstances to the appropriate administrator prior to the event. Faculty members should notify the Academic Dean of this involvement, the boarding staff should notify the Director of Boarding, and administrative or hourly staff should notify the Dean of Students. The faculty or staff member who hosts a student in his/her home during nonschool hours, such as holidays or during summer vacation, must make sure that parents know that it is not a school-related activity and is a personal contract between the parent and the individual staff member - not the school.

## **Supervision of the Student Work Program**

Employees who are assigned the responsibility of supervising work tasks should be certain that students arrive at work on time, do the job well, and work until dismissed by the supervisor. The work program at TFS is fundamental to our total purpose and function.

## **Support of Student Activities**

An employee's interest in all student activities allows the employee to share with the students and fellow employees in the students' accomplishments. We strive for excellence in athletics, plays, musical performances, etc. Attendance at and support of all of these activities is helpful to the school, its employees, and the students.

## **Study Time in the Classroom Building**

Study time in the classroom building includes study time spent in the library media center before school hours, during the school day, and after school on Monday-Thursday evenings and study time during tutorial which is held after school.

## **School Library Media Center.**

The resources of the Passie Fenton Ottley Library are available during the school day and in the afternoon and the evening on Monday-Thursday. Teachers may sign up to reserve the media center during specific periods for assignments requiring the use of the media center materials or its computers. A teacher who has signed up for a period will have first choice of the library space and its computers. Teachers must accompany their classes to the library media center.

Teachers may request that individual students work in the media center during a period. To be admitted, the student must have an Independent Study Library Assignment Form with specific instructions on what the student is expected to accomplish during the class period. Students who are sent to the library for Independent Study are accommodated as space allows but may be sent back to class if the library is already reserved by another teacher.

Independent study assignments should be short term and able to be completed in a class period or two. It is the teacher's responsibility to have the student report back to class before the end of the period for accountability reasons.

The library media center houses an important collection of books, materials, and equipment which represents a substantial financial investment and thousands of hours to assemble. Many of these items cannot be replaced. All books, materials, and equipment that are removed from the library must be properly checked out. The library is open only when supervised by the library staff.

## **Tutorial**

Tutorial is used for study, instruction, and enrichment and not as a disciplinary procedure. Tutorial is held after regular school hours.

## **Study Time in the Dormitories**

*See the Student-Parent Handbook.*

## **Whistleblower Policy**

If any employee reasonably believes that some policy, practice, or activity of Tallulah Falls School is in violation of law or school policy, a written complaint may be filed by that employee with the President and Head of School or Chairman of the Tallulah Falls School Board of Trustees.

It is the intent of Tallulah Falls School (TFS) to adhere to all laws, policies and regulations that apply to the School, and the underlying purpose of this policy is to support the School's compliance in those areas. The support of all employees is necessary to achieving and maintaining this compliance. An employee is protected from retaliation if the employee brings the alleged inappropriate activity, policy, or practice to the attention of the President or Chairman and provides either with a reasonable opportunity to investigate and correct the alleged inappropriate activity.

Tallulah Falls School (TFS) will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of TFS, or of another individual or entity with whom TFS had a business relationship, on the basis of a reasonable belief that the practice is inappropriate. In fact, all TFS employees are encouraged to immediately bring areas of non-compliance to the attention of the School President or, if necessary, the Chairman of the Board.

TFS will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of TFS that the employee reasonably believes is in violation of a law, policy or regulation mandated pursuant to law or is in violation of a clear mandate or policy concerning health, safety, welfare, or protection of the environment.

## IV. DISCIPLINING STUDENTS

### **Disciplinary Program**

*See Student-Parent Handbook.*

### **Corporal Punishment**

Corporal punishment is inappropriate and not permitted at TFS.

### **Disciplinary Boundaries**

At TFS every effort is made to reduce the number of specific rules and regulations of student conduct. There are a limited number of outer boundaries within which a student is expected to function.

The total educational process of TFS is designed to assist students in gathering facts, weighing feelings, arriving at conclusions, and living with the conclusions. One of our primary goals is to teach responsibility. We believe that students must take responsibility for their judgments and learn to make moral, emotional, and logical judgments within the boundaries of the school.

### **Disrespect for the Faculty and Staff**

Every member of the faculty and staff is given the responsibility and authority for correcting inappropriate behavior. A student may not at any time display disrespect for the faculty and staff when being corrected or given instructions.

### **Rules of Conduct**

*See Student-Parent Handbook.*

## V. FACILITIES, VEHICLES, AND OTHER SCHOOL PROPERTIES

### **Asbestos Management Plan**

TFS has on file an asbestos management plan. To review that plan, please contact the Maintenance Department at 706-0400-Ext. 3251.

### **Books, Equipment, Rooms, Etc.**

All property, equipment, and materials are quite costly and are very important to TFS. Employees are urged to assume a personal responsibility for all TFS property, equipment, and materials. Deliberate abuse of TFS property, equipment, and materials is forbidden and may lead to disciplinary action up to and including termination. Likewise, closing windows, turning out lights, protecting keys, securing tests, etc., are essential concerns, and these practices should be exercised by all employees.

### **Employee Housing**

The appearance of employee houses and yards at TFS is of utmost importance, and each employee residing in a TFS house is responsible for keeping the area around the house and the yard as attractive as can be.

### **Damages**

Employees are responsible for any damages to housing beyond normal wear and tear.

### **Improvements to Houses and Yards**

Improvements to rental homes and yards must be approved by the President before being made. Repair requests must be in writing to the Director of Maintenance. Fixtures added to homes and yards which cannot be removed without detrimental effects to the property become the property of TFS. TFS is responsible for cutting the grass.

### **Maintenance of Flowers, Shrubbery, and Walks**

Employees are responsible for maintaining flower beds and shrubs in their own yards. Walkways and driveways of rental houses are to be kept clean.

## **Pets**

Dogs or cats that are owned by an employee must be trained so that they can be confined to the employee's yard and contained in a pen. **They must not be allowed to run free.** The pen location and size must be cleared with the Director of Plant Services prior to construction.

To ensure the safety of our campus, proof of current rabies vaccination for each pet must be supplied annually to campus security.

## **Inventory**

Each employee is to take an inventory of materials and equipment at the beginning and the end of each year.

## **Use of Facilities and other School Property for Other than Normal School Use.**

The facilities of the school are designed to be used in the fulfillment of the mission of Tallulah Falls School. Occasionally, it is appropriate for these facilities to be used for other purposes upon approval of the Director of Plant Services.

When school is not in session, primarily during the summer months, appropriate groups may request to use Tallulah Falls School facilities for community activities or even private events such as weddings or receptions.

Interested groups or individuals should contact the Director of Plant Services at 706-754-0400 extension 3251 to inquire.

Facility usage rates, if approved are \$1,000 per building per event. A special rate of \$250 per building per event is available for current staff, members of the Georgia Federation of Women's Clubs and other school constituents.

If Tallulah Falls School facilities are available for your event, the school recommends that you support the local business community for your food and beverage catering needs.

Tallulah Falls School reserves the right to make the final decision about facility availability and the appropriateness of facility use. All Tallulah Falls School facilities are part of a drug, alcohol and tobacco free campus. For questions or further clarification of the Tallulah Falls School facility use policy, please contact the Director of Plant Services at 706-754-0400 extension 3251.

## **Use of Willet Conference Rooms**

Employees may use the large upstairs Willet Conference Room for school purposes. The smaller upstairs Willet Conference Room may be used for school committee meetings. However, to make sure the rooms are available for a specific time, it is important to schedule the use of these conference rooms with the President's Office.

## **Vehicles**

TFS vehicles are to be requisitioned by employees only through written communication with the Director of Boarding. School vehicles are not to be used for personal use unless specifically specified in an individual's employment contract.

Buses must be used whenever a group of more than fourteen (14) students is to be transported to a single event. Only properly licensed drivers may operate TFS vehicles. All employees that will be operating TFS vehicles must submit a copy of his or her driver's license to the Business Office. The Business Office will provide the TFS's automobile insurance carrier with a copy of the employee's driver's license.

The automobile insurance carrier will obtain and review the employee's driving record. Only upon approval of the insurance carrier will the employee be permitted to operate a TFS vehicle. In the event that the automobile insurance carrier declines to approve the employee, the employee is not permitted to operate a TFS vehicle. The Business Office maintains a list of employees who have been approved by the insurance carrier and who may operate TFS vehicles. All department heads are required to ensure that an employee has been approved prior to arranging for usage of a TFS vehicle by that employee.

After using a TFS vehicle, employees are required to turn off the vehicle's air conditioner, windshield wipers, and radio prior to turning off the engine (see "Off-Campus Trips" on page 21). The vehicle operator must inspect the vehicle both prior to and after use, and he or she is responsible for reporting any damage, necessary repairs, or maintenance concerns to the Director of Boarding. The vehicle operator must clean the vehicle prior to and immediately upon its return to TFS.

TALLULAH FALLS SCHOOL  
EMPLOYEE ACKNOWLEDGEMENT OF  
NOTICE OF NONDISCRIMINATION POLICY AND  
HARASSMENT POLICY

I hereby acknowledge that I have received a copy of the TALLULAH FALLS SCHOOL (“TFS”) NOTICE OF NONDISCRIMINATION POLICY AND HARASSMENT POLICY. I have initialed a duplicate copy of the policies at the same time that I signed this form. I further acknowledge that I have read and understand these policies. I agree to promptly report any conduct that I believe violates the policies to one of the individuals identified in the policies. I acknowledge that TFS wants to know if there is discrimination or harassment at work and will not take any action against me for reporting such inappropriate conduct.

\_\_\_\_\_  
Date Employee Signature

I hereby acknowledge that I have provided this employee with a copy of the TALLULAH FALLS SCHOOL (“TFS”) NOTICE OF NONDISCRIMINATION POLICY AND HARASSMENT POLICY. The employee was given an opportunity to ask any questions that he or she had about the policies. The employee stated to me that he or she understands these policies, the reporting procedure, the obligation to report all violations of the policies and that TFS will not take any action against the employee for reporting inappropriate conduct.

\_\_\_\_\_  
Date Employee Signature

TALLULAH FALLS SCHOOL  
SUPERVISOR ACKNOWLEDGMENT OF  
NOTICE OF NONDISCRIMINATION POLICY AND  
HARASSMENT POLICY

As a supervisor at Tallulah Falls School (“TFS”), I acknowledge receipt of the attached copy of the NOTICE OF NONDISCRIMINATION POLICY AND HARASSMENT POLICY. I understand that TFS may be held responsible for acts of discrimination or harassment that I commit, condone, tolerate, or fail to investigate. Therefore, if I know of, or have reason to suspect, any act of discrimination or harassment, or the existence of a hostile, intimidating, or offensive work environment, and I fail to report it to higher management, both TFS and I can be placed in jeopardy.

I understand that, because I am a member of management, I may not make sexual advances, welcome or unwelcome, toward any employee. I will conduct myself in accordance with TFS’s policies. I will immediately report any act, allegation, or rumor of harassment to the Vice President, Business Operations. I will support appropriate corrective action, including investigation of the claims, and I will not retaliate against any person who has reported the existence of such improper conduct.

Finally, I understand that if I violate any aspect of these policies, I will be subject to immediate discipline, up to and including termination, and that I can be sued and may be held personally liable for my acts or omissions in violation of these policies.

\_\_\_\_\_  
Date Supervisors Signature

