

McLean School

Employee Handbook

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Dear Colleagues,

Each of us working at McLean School plays an important role in helping to make our School the vibrant, safe, and effective place that it is for our students and adults alike.

This updated Employee Handbook provides a foundation for our work together. It describes some of the School's expectations of its employees, and outlines important policies, programs, and benefits. Please familiarize yourself with the contents and use it as a reference.

Thank you for your dedication and service to McLean. With gratitude,

Barry Davis
Head of School

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INTRODUCTION AND ABOUT THIS HANDBOOK

This Employee Handbook (the “Handbook”) is designed to provide all McLean School employees with information about expectations, working conditions, employee benefits, and employment policies. It is expected that all employees will have read and understood this Handbook and will comply with its provisions. Any questions about policies and procedures covered in this handbook should be brought to the attention of the Associate Head of School or the Director of Executive Support and Recruitment who also serve as the School’s Human Resources Officers.

This Handbook describes many of the programs developed by McLean School to benefit and support you, our employees, as well as your responsibilities as an employee. One of McLean’s objectives is to provide a work environment that is conducive to both personal and professional growth. This depends upon good communication and positive interaction with coworkers and others in our community. In any spirited and ambitious group, individual differences will occur. Employees are encouraged to work respectfully together to develop shared understanding and to resolve disagreements. While no employee handbook can anticipate every circumstance or question about policy, this document is intended to provide a foundation from which we can grow and learn together.

The policies and procedures set forth herein are intended as general guidelines. Specific situations may call for handling a matter in a manner different from that described in this Handbook, depending upon the particular facts and nature of the situation.

This Handbook supersedes all prior policies (whether written or oral, express or implied). However, this document is not intended to supersede any individual written employment agreement between you and the School, or any law providing individual benefits or protections in the workplace. If you find that such a conflict or discrepancy exists, please contact Associate Head of School Jeffrey Berman.

As circumstances change, the School continues to evolve and as we respond to our internal and external environments, the School may need to change policies and procedures described in this Handbook. However, only the Head or Associate Heads of School can authorize, in writing, such deviations or changes.

WHO IS COVERED BY THIS HANDBOOK

The policies and procedures outlined in this Handbook apply to all full, part-time, and hourly faculty, instructors, counselors, administrative staff, and administrators of McLean School unless specifically noted.

For purposes of this manual, the term “employee” encompasses all full and part-time School personnel. The terms McLean School, McLean, and School are used interchangeably throughout this manual.

AT-WILL NOTIFICATION

As noted in each employee's letter of employment, employment at the McLean School is employment "at-will." Employment "at will" means that, unless otherwise limited by the explicit written terms of an employment agreement, either you or the School may terminate the employment relationship at any time for any reason, with or without notice or cause. As stated above, nothing in this Handbook alters the at-will nature of employment at the School, which may only be amended through a written agreement, signed by both the employee and an authorized representative of the School.

McLean does, however, ask that faculty and staff bear in mind the need for a commitment through the end of the school year in order to maintain continuity in the relationships built with our students and the coherence of their educational program. Similarly, the School appreciates the commitment of its teachers and staff and seeks to honor that commitment throughout the school year.

JOB DUTIES AND RESPONSIBILITIES

The Head of School, in the Head's sole discretion, may make modifications to employees' job duties, responsibilities, and work schedule to account for modifications to the academic calendar or to the School's operations including in response to needs that may arise or resulting from events beyond the School's reasonable control.

MODIFICATIONS TO POLICIES AND PROCEDURES

The School, at its sole and absolute discretion, reserves the right to revise, supplement, or eliminate any policies contained in this Handbook as it deems appropriate. McLean will attempt to provide timely notice of any substantive policy changes, but it cannot guarantee that such notice will be provided.

Employee obligations as outlined in this Handbook, and as otherwise established by the School, shall continue should events beyond the School's reasonable control necessitate a closure, delay, or modification of the School's educational programs, activities, or calendar. The School reserves the right to make changes during the academic year, including to employees' job duties and responsibilities, employment status, work schedule, and compensation to account for any time lost due to any closure or delay, including extending the academic year for a period of time equal to the time lost due to any delay; conducting classes via home-based learning; and/or scheduling weekend classes. Possible events which could necessitate closure, delay, or modification include, but are not limited to, acts of nature, fire, pandemic, government restrictions, wars, and insurrections.

McLEAN SCHOOL OVERVIEW

McLean School is an independent, co-educational, K-12 day school serving the Washington, DC metropolitan area. Over the past seven decades, McLean School has been helping students realize their full potential by providing a comprehensive college preparatory program that emphasizes small classes and differentiated instruction for bright students including those with dyslexia, ADHD, anxiety, and organizational challenges. Many of the School's students excel in some areas while benefiting from support in others.

In fulfilling the School's Mission, all employees are expected to:

- Understand the diversity of student learning profiles and celebrate the special strengths in all McLean students.
- See the whole set of student needs (including cognitive, emotional, social, physical) and address the needs of the whole child.
- Engage parents or guardians as partners in the learning process, with open communication about students and the educational program, and with cooperative, effective problem solving.
- Build a sense of community within faculty and staff and within the School.
- Commit to personal and professional growth and development.
- Take responsibility for the welfare of the entire community and for the forward movement of the School.

Mission Statement

McLean School's mission is to make education accessible, stimulating, and meaningful to a broad range of bright K-12 learners. McLean understands each student's unique strengths and challenges, and supports both in a way that fosters intellectual growth as well as confidence, self-advocacy, empathy, and connection. At McLean, students succeed because they learn how to learn in an inclusive, conscientious community of caring teachers and peers.

Core Values

McLean School is an inclusive community dedicated to fostering confidence, empathy, and academic achievement for each individual student. At McLean, the teacher-student relationship is fundamental.

We value:

Creativity, innovation, and intellectual curiosity – by presenting opportunities for exploration and expression in an atmosphere where all community members flourish

Inclusivity – in the academic, social and professional environment as an essential ingredient in the full development of the individual

Flexibility – to adapt our curriculum and teaching methods to the strengths and needs of the individual learner

Respect – through attentiveness to attitudes, behaviors, thoughts, words and interactions

Wellness – in a safe and nurturing environment that promotes physical, social, emotional, and academic well-being

A Welcoming Community – in which students, faculty, administration, and parents work collaboratively, combining their talents and ideas to improve the overall quality of our shared experience at McLean and more broadly.

School Organization

McLean School is a non-profit, tax exempt 501(c)(3) educational institution. The School's Board of Trustees is responsible for the fiscal well-being of the institution, for its philosophy and [strategic objectives](#) (and their constant review for relevance), and for the effective implementation of its policies. To this end, it selects a Head to whom it delegates responsibility for the operation of the School in accordance with the Mission and the Board's policies.

The Head of School carries out the broad educational policies established by the Board and acts within the limits of the financial policy set by that body. Within these basic guidelines, the Head is responsible for the day-to-day operations of the School, including determining the method for carrying out Board policies; creating operational procedures; overseeing business operations; developing and evaluating student programs and services; providing administrative and professional leadership for faculty and staff; and orchestrating external relations. The Head of School is assisted in coordinating the operation of the School by the Associate Heads of School and other Administrative Team members, including the Heads of all three academic divisions, Director of Athletics, Coaching, & Mentoring, Director of Community Inclusion & External Relations, Director of Enrollment & Financial Assistance, Director of Development, Director of Equity, Inclusion & Social-Emotional Learning, Director of Technology & Institutional Research, Co-Directors of Communications & Marketing, and the Director of Executive Support and Recruitment.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

McLean School's commitment to diversity, equity, and inclusion is an extension of its Mission to make education accessible, stimulating, and meaningful to a broad range of learners. McLean embraces diversity and values the integrity of all individuals. We cherish the learning opportunities that derive from the rich diversity of our community and its differences in ethnicity, race, religion, socioeconomic status, culture, sexual orientation, gender, and neurodiversity. This recognition enriches our community and encourages our students to be better leaders and more responsible citizens. We believe that our students will acquire an appreciation, understanding and sensitivity to different people and cultures and that they will be more secure in themselves

and better prepared to enjoy the richness and possibilities of the wonderfully diverse world they inhabit.

Toward this end, McLean School commits itself to:

- Continue to develop a school culture and curricula that will teach our students both the skills and the sensibilities necessary for living in a world of change and difference;
- Achieve an educationally enriching level of diversity in the student body, the faculty, staff, and the Board of Trustees; and
- Provide the resources and support needed to secure the self-esteem of every child.

The School expects that all community members will support diversity, equity, and inclusion at McLean School, just as the School expects that all community members will benefit from that work.

Equal Employment Opportunity

It has been and will continue to be the policy of McLean School to be an equal opportunity employer and to make all employment-related decisions without regard to ancestry, race (including hairstyles), color, religion, national origin, age, sex, disability, sexual orientation, gender identity, marital status, genetic information or any other categories protected by federal, state, or local law (collectively, the “Protected Characteristics”). This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs and reinstatements, training, tuition assistance, and disciplinary measures.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Associate Heads of School. Employees should raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. Retaliation against individuals who report discrimination or otherwise participate in the investigation of discrimination is strictly prohibited.

Gender and Gender-Nonconforming Employee Policy

McLean School is committed to providing a safe and inclusive environment for all employees. The School does not discriminate on the basis of any protected characteristic, including sex, sexual orientation, or gender identity.

The following section sets out guidelines and practices to address the needs of gender and gender-nonconforming employees and students, and in accordance with state and local policies and laws, to protect the legal rights or safety of those members of our community. It is not possible to anticipate every situation that might occur with respect to gender and gender-nonconforming employees and students, and the needs of each individual must be assessed on a

case-by-case basis. In all cases, the goal is to ensure the individual's safety and comfort, while minimizing stigmatization.

Definitions

Sex: The classification of people as male or female. At birth infants are assigned a sex, usually based on the appearance of their external anatomy. (This is what is written on the birth certificate.) However, a person's sex is actually a combination of bodily characteristics including: chromosomes, hormones, internal and external reproductive organs, and secondary sex characteristics

Sexual Orientation: A person's sexual orientation is their physical, romantic, emotional and/or spiritual attraction to another person. Common terms used to describe sexual orientation include, but are not limited to, homosexual, heterosexual, lesbian, gay, bisexual and asexual. Sexual orientation is distinct from sex, gender identity and gender expression.

Gender Identity: Gender identity is defined as a deeply held sense or psychological knowledge of one's own gender. Most people have a gender identity that matches their assigned gender at birth. For some, however, their gender identity is different from their assigned gender. All people have a gender identity, not just transgender people. Gender identity is an innate, largely inflexible characteristic of each individual's personality that is generally established by age 4, although the age at which individuals come to understand and express their gender identity may vary based on each person's social and familial social development.

Non-binary: A person with a gender identity other than male or female.

Gender Expression: The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms. Society identifies these cues as masculine and feminine, although what is considered masculine and feminine changes over time and varies by culture.

Gender-Nonconforming: A term for people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify as both genders. Other terms that can have similar meanings include gender diverse or gender expansive.

Cisgender: A term used to describe people whose gender identity aligns with the sex they were assigned at birth. The prefix "cis-" comes from Latin, meaning "on the same side of."

Intersex: A general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn't seem to fit the typical definitions of female or male.

Transgender: An adjective describing a person whose gender identity or expression is different from that traditionally associated with assigned sex at birth. Sometimes shorted to trans.

Transition: The process in which a person goes from living and identifying as one gender to living and identifying as another. This concept is broad and varies depending upon the person. For some transgender individuals, this process involves primarily a social transition, rather than medical treatment, such as changing their first name, pronouns, clothing and appearance.

Guidelines and Practices:

Privacy/Confidentiality: McLean will work closely with employees to devise a plan regarding confidentiality that appropriately serves both the adult and the School. Employees have the right to keep certain personal information confidential. To ensure the safety and well-being of employees, school personnel should not disclose an individual's nonconforming gender status to others, unless (1) legally required to do so, or (2) the adult has authorized such disclosure.

Names/Pronouns: Employees have the right to use the name and pronoun that corresponds to the gender identity to which they identify.

Personnel Records: McLean School will change an employee's official records to reflect a change in legal name upon receipt of documentation, such as a court order or an amendment to a state- or federally-issued identification. To the extent that McLean is not legally required to use an employee's legal name on records or documents, the School will use the name and gender by which the adult identifies.

Restroom Accessibility: Employees are allowed to use the restroom that corresponds to the gender with which they identify. In addition, gender-neutral bathrooms are available throughout the building. No adult will be required to use an alternative restroom because they are transgender or gender-nonconforming.

ETHICAL CONDUCT

The continued success of McLean School is dependent upon public trust and all employees must be dedicated to preserving that trust. McLean expects its employees to conduct themselves in a professional, ethical, and responsible manner that reflects well on the School, with a scrupulous regard for the highest standards of conduct and personal integrity; that promotes a spirit of cooperation and teamwork; and is respectful of all members of the School community. Professional expectations extend to all aspects of employment and community interaction. The School's reputation and success are determined by the work that we do and by the employees who represent us. Regardless of whether you are interacting with students, parents, trustees, suppliers, fellow employees, or the public in general, the manner in which you conduct yourself should reflect the standards of professionalism, quality, and integrity embraced by the School. Where, in the School's judgment, an employee's performance or conduct does not meet the School's standards, McLean may take corrective action, as it deems appropriate. Such action may include discipline, up to and including immediate termination of employment.

McLean School will comply with all applicable laws and regulations and expects its employees to conduct business with the letter, spirit, and intent of all relevant laws and refrain from any illegal, dishonest, or unethical conduct.

In general, use of good judgment, based on high ethical principles, should guide all employees with respect to lines of acceptable conduct. If a situation arises in which it is difficult to determine the proper course of action, the matter should be discussed openly with an employee's immediate supervisor, Division Head, and, if necessary, with the Associate Heads of School or the Head of School.

Appropriate Affection and Emotional Support

McLean School is committed to creating and promoting a positive, nurturing environment for our students. When creating safe boundaries for students, it is important to establish what types of affection and emotional support are appropriate and inappropriate. Stating which behaviors are appropriate and inappropriate allows teachers and staff to comfortably show positive affection and emotional support during school. As a general guideline, faculty and staff should ensure that any expressions of affection and support to others are welcomed by the receiving individual, in places where they could be easily observable, and interruptible by others and occur within an appropriate context.

The following guidelines are to be carefully followed by all faculty and staff around or with children.

1. Love and affection are part of school life. There are many ways to demonstrate affection and emotional support while maintaining positive and safe boundaries with children. Some positive and appropriate forms of affection and support are listed below:
 - Brief side hugs or kneeling/bending down for brief hugs with small children
 - Pats on the shoulder or back
 - Handshakes
 - "High-fives", fist bumping, and hand slapping
 - Verbal praise regarding general demeanor, effort, behavior etc. (but not appearance)
 - Sitting beside children
2. The following forms of affection are among those considered inappropriate with children in school.
 - Inappropriate or lengthy embraces
 - Kisses
 - Holding children on the lap
 - Touching bottoms, chests or genital areas
 - Touching the knees or legs of children
 - Tickling children
 - Any form of unwanted affection
 - Comments or compliments (spoken, written, or electronic) that relate to physique or body development
 - Giving gifts or money to individual children or youth

Note-Pats on the head should also be generally avoided as touching another's hair without permission is often viewed as offensive in many cultures.

Any questions about the potential appropriateness of an expression of affection and emotional support should be addressed to an administrator for guidance.

Social Media Policy

The purpose of this policy is to inform employees of their responsibilities regarding the use of social media and to clarify the School's expectations regarding acceptable and unacceptable use of social media. Employees are reminded that their public actions, including social media posts, reflect on the School. As a McLean representative, employees are expected to act in accordance with School and community standards when posting publicly on any site.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's website or blog, journal or diary; personal website; social networking or affinity website; web bulletin board or chat room, whether or not associated or affiliated with the School, as well as any other form of electronic communication where text and/or images can be posted. The lack of an explicit reference to a site does not limit the extent of the application of this policy.

Employees are encouraged to post, share, or tweet information that showcases the extraordinary work being done at McLean.

Employees may not post material that is in conflict with McLean's Core Values on a social media platform. This includes posting confidential or proprietary information about the School and its personnel. In addition, and with the exception of the Co-Directors of Communications & Marketing, employees must refrain from posting pictures, images, videos or otherwise sharing confidential or identifying information of students to the internet. The school obtains permission from parents before using their children's photographs and other visual images in publications and other media produced by the School or other School-approved entities. This permission does not extend to individual employees posting pictures of students to their personal social media sites. Employees whose children are students of the School may post pictures of their own children at School activities, however, these pictures may or may not include other School students.

In using social media, McLean employees are expected to use good judgment and common sense. They should abide by the following guidelines:

Be respectful: Always be fair and courteous to fellow employees, students, parents, and persons who work on behalf of or provide services to the School. Faculty and staff are encouraged to err on the side of caution when deciding whether to post information for the public to see. Further, everyone is encouraged to remember that one is more likely to resolve work related concerns by speaking directly with a coworker or Administrator than by posting complaints or criticisms to a social media outlet.

Be honest and accurate: Never post any information or rumors that may be false about the School, its employees, parents, or persons who work for or provide services to the School. If an employee makes a mistake, the employee should correct it quickly. Bear in mind that the Internet archives almost everything; even deleted postings can be searched.

“Friending” students and families: To protect individuals and the School alike, employees are cautioned to limit electronic communications with students and their families to official School business and means. Faculty and staff are not permitted to engage or interact with students on social media until after the student graduates from high school. They should also be mindful of how social media connections with friends might lead to unwanted interactions with parents or students. When friending alumni, recognize that former students may have online connections with current students (including younger siblings and underclassmen) and that information shared with recent alumni can be seen by current students as well. The School discourages employees from friending or participating in the social networking sites of parents/guardians of current students of the School. The School expects that employees’ relationships with parents will remain on a professional level. Social networking and similar sites allow access to personal information and could raise questions about the nature of the relationship.

Connecting with Colleagues: Employees are encouraged to use good judgment when making and/or accepting “friend” (or “link” or “connection”) requests to or from school colleagues. Employees in supervisor/subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel awkward or pressured to accept the request for business purposes and thus potentially impacting the work and social relationship (as well as possibly raising conflict of interest, unequal treatment, discrimination or similar concerns). Employees should respect the privacy of others in the School community.

Privacy Settings: On most sites, privacy settings can limit access to profiles and search ability. Employees are encouraged to limit access to their personal content, in line with the above guidelines. Employees should regularly check private accounts for posted content and possible hacks. Employees are ultimately responsible and will be held accountable for their site(s) content.

If an employee is unsure about a particular internet posting or social media interaction, the employee should contact their Division Head, Director of Communications & Marketing, or the Director of Executive Support and Recruitment for guidance.

The School reserves the right to review all blogs and postings relating to or concerning McLean.

The School may maintain a social networking presence (such as a Facebook or Twitter page) for development, alumni relations, internal marketing or other School-related purposes. All official contacts or postings to this site or sites will be initiated under the sole direction of the Co-Directors of Communications & Marketing.

Nothing herein is intended to limit, in any way, an employee’s legally-protected rights, including the right to address working conditions through conversations (as protected by the NLRA).

Inappropriate Images and Communications

Sexting is defined as possessing, taking, disseminating, transferring, or sharing sexually explicit images, pictures, videos, messages, or other likenesses via electronic means of any kind or format. This includes, but is not limited to, via text, email, Facebook, Twitter, or social media apps such as Snapchat or Instagram.

Behavior of this nature by employees is inconsistent with the standards of behavior expected of members of the McLean community and can lead to disciplinary action including, but not limited to, dismissal from their position. The School may confiscate any electronic device which is believed to contain inappropriate images or communication(s).

Any employee who becomes aware of any incident involving either a student or an Employee of the nature as described above should immediately notify a member of the School's Administrative Team. Administrative Team members, in consultation with the Head of School, will determine what action is necessary to address the situation, including, but not limited to contacting the appropriate authorities.

Civil Discourse

In preparing our students to participate in the wider community, we seek to help them develop the skills needed to establish and maintain respectful and supportive relationships with a broad range of individuals and diverse communities. Through guided, age-appropriate practice, we reinforce effective communication, active listening, and collaborative problem-solving skills. We encourage students to be open to different perspectives and to engage constructively in navigating opposing viewpoints and disagreements. It is our goal to create an environment that allows students to think critically, challenge set beliefs, focus on issues, establish a sense of mutual trust and belonging, and use their cultural knowledge and sensibilities to navigate the world as they become effective and valued citizens.

The open expression of ideas and civil discourse are vital to this effort. **Civil discourse is the practice of engaging in conversation for the purpose of seeking and fostering understanding. It involves the commitment of all parties to a respect for truth, a practice of active listening and purposeful speaking, and an understanding that the cultivation of civil discourse is not a right but a responsibility.**

McLean seeks to foster an environment where civil discourse thrives, consistent with the School's Mission and Core Values. It is expected that teachers, students, and parents model, engage in, and facilitate respectful, honest, and supportive dialogue within the school community.

Guidelines for Civil Discourse

1. Classroom Environment

- **Grounded in Values:** In an age and content-appropriate manner, faculty are encouraged to engage their students on issues facing the country, focusing on exploring the issue from

different perspectives and not on a discussion of individuals. The discussion should always be based on and reflect the School's Core Values.

- **Respectful Dialogue:** In engaging in these discussions, it is incumbent upon faculty to create an atmosphere where students feel safe to express diverse viewpoints. Discussions should be grounded in mutual respect and free from personal attacks or demeaning language. It is equally important that students learn that arguments that contradict or challenge their interests or values are not necessarily hateful arguments or even hate speech, which is characterized by abusive or threatening ideas and opinions expressed verbally or in writing. Hate speech often espouses prejudice and intolerance toward specific groups of people based on race, religion, political affiliation, gender identification, or physical abilities and disabilities. Hate speech can cause more than discomfort and can feel a threat to personal safety.
- **Fact-Based Discussions:** Conversations should always be rooted in factual information and reasoned analysis. Faculty should guide students to differentiate between opinion and fact, fostering critical thinking. This includes correcting inaccurate, false, or hurtful information to maintain the integrity of the discourse.
- **Open-Mindedness:** Faculty should promote an environment where students are encouraged to listen to and consider perspectives different from their own, enhancing their understanding and empathy.
- **Supportive Environment:** Teachers are responsible for creating rigorous learning environments that nurture a sense of safety and belonging for all students. Students should be encouraged to ask questions, explore different perspectives, and express their ideas, knowing they will be supported and respected.
- **Discomfort vs. Safety:** There may be times when students feel uncomfortable with challenging conversations. Sitting with some discomfort is an important skill to develop, in an age-appropriate environment. In addition, being uncomfortable (experiencing contrary perspectives) is not the same as being unsafe (experiencing threatening or demeaning language). Faculty should ensure that no student feels unsafe during discussions.

2. Professional Conduct

- **Facilitators, Not Partisans:** Teachers are expected to be facilitators and models of respectful, civil discourse. They should refrain from offering their own political views and beliefs. Instead, they should help students develop the ability to weigh evidence, think critically, consider competing views, form opinions, and respond respectfully to those with whom they disagree.

In addition, we encourage all employees to be mindful of the ways and forums in which they express their political views, including on social media, and acknowledge that often our actions as private citizens can impact our roles as professionals and educators. With colleagues, employees should recognize that we have diverse perspectives and some may not wish to share their views or engage in political discussions. All conversations should acknowledge and respect this diversity.

We expect that whenever a teacher is planning a lesson that involves a sensitive or challenging issue, they will collaborate with their Division Head, support staff, and other members of the Administrative Team, as appropriate, to frame the subject matter

beforehand and anticipate the different ways students may need support to access the issue appropriately.

- **Role Modeling:** Teachers should model the behavior they expect from students by engaging in respectful, honest, and kind dialogue. Employees should never engage in excessive persuasion, misrepresentation of facts, and emotional manipulation.

3. Political Symbols and Messages:

- **Prohibited Displays:** To maintain focus on education, faculty, staff, and students may not use, display, or refer to political symbols or messages on any school-issued equipment or during school-related activities or events, whether on or off campus unless for strictly educational purposes. This includes buttons, stickers, flags, signs, logos, or pictures representing a political standpoint, party, or candidate. Faculty should also follow McLean's Social Media policy as described in the Employee Handbook when discussing election-related matters.
- **Dress Code:** Employees (and students) may not wear any attire (including clothing and accessories) that displays slogans, messages, advertisements, or logos, including those that contain any political symbols or messages while at school, or while at School-related events on or off campus.
- **Student Conduct:** In addition, employees may not encourage or condone students using or displaying political symbols or messages at school or School-related events or activities, whether on or off campus. If an employee observes a student using or displaying political symbols or messages at school, the employee is expected to notify their Division Head or the Head of School.

Through these guidelines it is our hope that together we can foster a community where students can engage in meaningful and respectful discourse, preparing them to be thoughtful, informed, and engaged citizens.

Political Activity

Employees should be cognizant of how public political affiliations may impact the School's learning or employee community. The School is a non-profit organization and, as a result, the School is prohibited from intervening in a political campaign for or against any candidate for an elective public office. It is important to remember that, as an employee of the School, the community looks to you as a representative of the School. Your actions and behavior reflect the values and standards of the institution and you may be considered to speak on behalf of the School. While employees are encouraged to carry out their responsibilities as citizens and are allowed to engage in activity as a private citizen, employees may not act on behalf of the School or even appear to be acting on behalf of the School when participating in campaigns for or against candidates for an elective public office. At all times while on campus or using School-owned property, whether during or outside of work hours, or while off campus when conducting school business, performing work as part of their job or acting on behalf of the School, employees may not campaign for political candidates or political issues.

As employees we must always be mindful of our obligations as representatives of the School and avoid violating the rules related to political campaign activity. To that end, when in the presence of students whether on School grounds or off campus while conducting School business, performing the responsibilities of your job, or when it may be interpreted that you are speaking in behalf of the School, employees must not espouse their personal political views, advocate for or against candidates, or otherwise influence student political views. In addition, while on social media if an employee is intervening in a political campaign for or against any candidate for an elective public office it is imperative that employees avoid identifying themselves as employees of the School or imply in any way or manner that they speak on behalf of or represent the School.

Political speakers and other political activities may be scheduled on campus only through the usual procedures for facilities reservation and only with the express written approval of the Head of School. Employees may not lobby on behalf of the School unless written approval is given by the Head of School.

Employees are not allowed to use the School's resources whether financial or otherwise or electronic systems for political activity of any kind. By way of example, the School's photocopiers may not be used to make campaign flyers, nor the phone system to call voters to support a candidate, nor the email system to organize campaign rallies.

Employees engaged in political activity off-campus do so as individuals and should make it clear that they are acting in their personal capacity and they do not represent the School. Their actions, remarks or opinions are not intended to represent the School's position.

Conflicts of Interest

All employees have an obligation to conduct business in such a way that avoids actual or potential conflicts of interest. A conflict of interest exists when an employee uses their position, responsibilities, or connection with the School for personal gain apart from the normal rewards of employment and compensation by the School. A conflict also exists when an employee engages in behavior that compromises the School's mission with regard to its students. As in all other facets of their duties, employees dealing with students, parents, suppliers, contractors, competitors, or any person doing or seeking to do business with the School are to act in the best interest of the school and its students. Conflicts of interest can include:

- Investing or holding a financial interest, directly or indirectly, in any outside organization or business endeavor that does or seeks to do business with the School.
- Serving as a director, officer, partner, consultant, broker, or in a managerial capacity with any outside organization that does or seeks to do business with the School.
- Using any School asset, facility, building, equipment, materials or vehicle for personal use or benefit, or for the personal use or benefit of any other individual.
- Engaging in any School transaction in which the employee or their relative has a direct or indirect financial participation.
- Any other relationships or circumstances which might, in certain circumstances, persuade the employee from acting in the best interest of the School.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the School does business, but also when an employee or relative receives any monetary gain, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving McLean School.

Employees may not, while employed or post employment, use McLean's student, parent or other community member data to solicit business or sell services of any kind that are not previously approved by their Division Head, Associate Heads of School, or the Head of School.

Each School employee is expected to immediately disclose any real, potential, or apparent conflict of interest to their supervisor or the Head of School. Employees are encouraged to discuss any questions or concerns about possible or potential conflicts with the Head of School or Associate Heads of School as soon as they arise.

Senior Administrators -- those who are members of the Administrative Team -- hold a special position of trust and responsibility in the School community as they are the policymakers for the institution. To minimize the perception of a conflict among members of this group, throughout their tenure with the School, Senior Administrators shall not work for other organizations that can be viewed as competitors of the School (e.g., other independent schools, camp programs, tutors, etc.) without the express written permission of the Head of School.

Protecting Confidential Information

Students, their families, and School employees enjoy certain rights to privacy that are respected by McLean. School employees who have or may have access to confidential school information, such as student or personnel records, directories, trustee lists, financial information/data/statements, agreements between the School and other parties, business strategies, etc., shall not disclose such information, except as necessary in the ordinary course of business or as otherwise directed by the Head of School or their designee. None of the aforementioned may be copied or removed from the premises of the School. Disclosure other than as necessary to perform employment duties with the School may be made only with the approval of the Head of School, and unauthorized disclosure of any such information may lead to immediate discipline, up to and including termination of employment. To the extent that this policy is inconsistent with any non-disclosure or confidentiality policy in an employment agreement or other applicable document, the policy more protective of confidential and proprietary information shall apply. This obligation to maintain confidentiality extends beyond the employment relationship, and employees are expected to maintain the confidentiality of all such information both during and after their employment with McLean.

While this policy requires employees to refrain from disclosing confidential School information as described above, this policy is not intended to and should not be interpreted as prohibiting employees from discussing workplace issues and/or any other terms and conditions of employment if they so choose. Similarly, this policy is not intended to and should not be interpreted as prohibiting any other employee disclosure rights protected by law, including responding to or participating in a lawful government agency request or action.

All personnel will be careful to discuss confidential information only when necessary and appropriate in the context of School operations. Care should be taken to prevent confidential discussions from being overheard by other students, parents, or staff members who are not involved (i.e., discussing problems in the hall or reception area). Further, it is essential that, prior to having conversations with service providers (including psychologists, testers, and other professionals), that the parents have provided prior authorization. Any questions regarding what constitutes confidential information, whether the School has the appropriate parental permissions, or the like, should all be directed to your supervisor, the Associate Heads of School, or the Head of School.

Intellectual Property

Copyrights, trademarks, patents, and other intellectual property rights to works produced or created by employees as part of their employment at the School are the sole and exclusive property of the School, to the extent permitted by applicable intellectual property laws. No work product created during employment by the School can be claimed, construed, or presented as property of the individual, even after employment by the School has been terminated and/or the relevant project is completed after termination of employment.

This includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas, or other intellectual property developed for the School, regardless of whether the intellectual property is actually used by the School.

EMPLOYEE RELATIONS

Confidentiality of Employee Records

The School is committed to protecting the confidentiality of employee records. Employees may have access to confidential information in the course of their work and must ensure this information is held in confidence to protect the welfare and interests of employees. “Confidential information,” for this purpose, includes employee files, sensitive correspondence, and medical information for any current or former member of the School community. Inappropriately using or disclosing confidential information will not be tolerated and may result in disciplinary action, up to and including immediate termination of employment.

McLean School maintains a personnel file on each employee, including such information as the employee’s job application, resume, records of professional development or training, documentation of performance appraisals, salary increases, and other job-related records. All personnel documents are considered confidential and stored in locked filing cabinets in the Business Office.

Personnel files are the property of McLean School, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the School who have a legitimate and specific business reason to review information in a file are allowed to do so.

Accommodations

Consistent with our policy against discrimination, the School complies with the applicable provisions of federal, state, and local laws regarding accommodations for employees with disabilities, pregnancy-related conditions, and bona fide religious beliefs. If employees believe they may need reasonable accommodations as outlined below, they are encouraged to discuss the matter with the Associate Heads of School.

Persons with Disabilities: Upon an employee's request, McLean will provide reasonable accommodations to a qualified employee with a disability so that they can perform the essential functions of the job, unless doing so (i) causes a direct threat to any individual in the workplace (including the disabled employee), or (ii) if the accommodation causes an undue hardship to McLean. As part of this process, McLean may request that the employee provide supporting medical documentation. This policy is not intended to afford employees with rights any greater than those that already exist under applicable law.

Pregnancy-Related Conditions and Lactation: Upon an employee's request, the School will make reasonable accommodations wherever necessary for all employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition. If employees believe they may need accommodations under this policy, they are encouraged to discuss the matter with the School's Director of Executive Support and Recruitment or the Associate Heads of School. Employees who are nursing will be provided with reasonable breaks to express breast milk as frequently as needed for up to one year after the birth of a child. McLean will provide a private place to express milk, other than a bathroom, that is shielded from view and free from intrusion. Employees will not be retaliated against for exercising their rights to this policy.

McLean expressly prohibits discrimination against any woman on the bases of pregnancy or childbirth or related conditions and/or the decision to express breast milk at work.

Sincerely-Held Religious Beliefs: Upon an employee's request, the School will make a reasonable accommodation for an employee whose sincerely-held religious belief, practice, or observance conflicts with a work requirement, unless doing so would pose an undue hardship on McLean.

Harassment Policy

Consistent with the policy prohibiting discrimination, McLean School expects that all employees will treat each other with fairness and respect, and is committed to a work environment which is free of all forms of unlawful harassment. Harassment is conduct which is unwelcome and which has the purpose or effect of unreasonably interfering with an individual's work performance or has the purpose or effect of creating an intimidating, hostile or offensive work environment based upon an individual's Protected Characteristics, as defined in the Non-Discrimination Section above. Harassment may take the form of verbal or written statements (e.g., derogatory

comments, slurs, or jokes), whether spoken or written in an email, text, social media post or elsewhere; gestures, cartoons, pictures, posters, pranks, intimidation, physical assaults or contact, violence, intentional blocking or impeding or interfering with movement and work, or other conduct or communications.

Sexual Harassment

Sexual harassment is a type of harassment which deserves special mention. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, or other verbal or physical acts of a sexual or sex-based nature where, for example, (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or otherwise creates an intimidating, hostile, or offensive working environment. Sexual harassment may involve individuals of the same or different sex and may include a range of behaviors including, for example: words, signs, jokes, pranks, sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, intimidation, physical contact, or violence.

Reporting Harassment

All McLean employees, and particularly supervisors and Administrators, have a responsibility for keeping our work environment free of harassment. Conduct that takes place outside of the School's physical workspace but impacts the workplace is subject to this policy.

Any person who believes that they are experiencing harassment, or who believed they have witness harassment, should immediately bring that conduct to the attention of their supervisor, appropriate Division Head, Associate Heads of School, or the Director of Executive Support and Recruitment. Any complaint about the conduct of a Division Head, Associate Head of School, or the Director of Executive Support and Recruitment should be brought to the Head of School. Any complaint about the Head of School should be immediately brought to the attention of the Chair of the Board of Trustees who will thoroughly investigate the allegations and take appropriate action.

Employees should raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Retaliation against individuals who report harassment or otherwise participate in the investigation of harassment is strictly prohibited.

Additionally, employees may communicate directly with the alleged harasser to convey that the behavior is unacceptable, offensive or inappropriate, but are not required to do so. The School likewise encourages all employees to help promote a safe environment by letting colleagues know when their conduct is inappropriate, even when they are not the subject or victim or otherwise offended by the conduct. In any event, it is essential, however, that employees who become aware of an incident of harassment, whether by witnessing the incident or being told of it, promptly report it. The School wants to help every employee feel safe at work, and it cannot help

fix a problem it does not know about. Failure to report conduct prohibited under this policy may be considered a violation of this policy.

The School's Response to Reports of Harassment

If the initial report provides sufficient information, or if the School learns of sufficient information in its subsequent follow up, the School will designate an individual to conduct an impartial investigation. Such individual may be another McLean employee or, when necessary or appropriate, a third-party. The investigation may include, but is not limited to, interviews with the complainant(s), respondent(s), reporting person(s), and any other persons who may have relevant information, as well as gathering any documents, emails, text messages or other information. Investigations will be as prompt and thorough as possible. Throughout an investigation, efforts will be made to keep all parties informed, to the extent that confidentiality, impartiality and the integrity of the investigation will allow.

It may be necessary at some point either in the conduct of an investigation to disclose the identity of persons involved. The School will, however, take reasonable measures to protect the identity and confidentiality of any complainant or witness, and no retaliatory action will be taken against them.

When an investigation finds that an allegation has been substantiated and a violation of the School's Harassment Policy has occurred, the violator will receive discipline that can range from counseling to discharge depending on the seriousness of the violation. A written record of discipline imposed will be placed in the offending employee's personnel file, as appropriate, and will reflect the offending conduct and the discipline imposed.

Prohibition on Retaliation

The School does not permit retaliation against any employee for bringing forward a good faith concern about possible unlawful harassment, or for cooperating with the School's investigation of such concerns. Anyone found to be retaliating against another employee for reporting harassment or participating in an investigation of harassment will be subject to disciplinary action, up to and including termination of employment. If an employee feels that they have been retaliated against for making a good faith complaint, or for participating in an investigation regarding a complaint, the employee should report the retaliation in the same manner as reporting a harassment complaint.

Employee Fraternization

McLean strives to provide a working environment that is collegial, respectful and free from unlawful harassment or discrimination. Further to that aim, and in order to avoid potential conflicts of interests or breaches of professional standards, McLean prohibits any supervisor to have or pursue a romantic or sexual relationship with any employee who reports to them, or over whom the employee has the authority and/or responsibility to hire, promote, discipline, evaluate assign or direct. If any such relationship exists, both the supervisor and the involved employee must report the relationship to the Associate Heads of School or the Head of School, who will take

appropriate action with due consideration for the interests of all parties involved. Any employees who become aware of a relationship prohibited by this policy must report the relationship to the Associate Heads of School or the Head of School.

Privacy of Medical Information

Employee and student medical information is always viewed by the School as confidential. This information is retained in a locked file separate from other employee and student records with limited access. Only the Head of School, the Associate Heads of School, and the School nurses have access to this information. Additional access, if requested for any legitimate school-based reason, must be granted and approved by the Heads of School.

Since the School nurses distribute medicine to students at the direction of a student's physician and keep a log of the distribution, the nurses can have access to students' medical information so as to effectively carry out their responsibility for these students. The School nurses may share student health information with classroom teachers and administrators in order to safeguard the student's well-being.

Open Door Policy

Should an employee have or foresee a problem that may interfere with the performance of their responsibilities, the employee should first discuss the matter with their immediate supervisor. If the problem is with the supervisor, the employee should discuss the issue with the Associate Heads of School or the Head of School. It is the policy and intent of McLean School to maintain an open-door policy where all employees are able to discuss concerns with a supervisor.

Whistleblower Policy

This policy aims to provide an avenue for all employees to raise concerns regarding: Incorrect financial reporting; unlawful activity; fraud and misrepresenting the School in public forums and activities that amount to serious improper conduct.

This policy is not intended as a vehicle for reporting violations of the School's applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or any form of unlawful harassment, all of which should be reported and dealt with in accordance with applicable School policies for such matters.

Safeguards

Retaliation or Interference – Retaliation for reporting concerns under this policy will not be tolerated. There will be no interference with faculty or staff making a report under this policy, nor any retaliation against an employee who makes a report under this policy.

Confidentiality – Every effort will be made to treat the complainant’s identity with appropriate regard for confidentiality, with the understanding that the details of complaints may need to be shared with others in order to investigate such complaints properly.

Anonymous Allegations – The School encourages faculty and staff to put their names to allegations as appropriate follow-up questions and investigations may not be possible unless the source of the information is identified. Nonetheless, concerns expressed anonymously will be explored appropriately, with consideration given to the seriousness of the issue raised; the credibility of the concern; and the likelihood of confirming the allegation from attributable sources.

Allegations made in bad faith may result in disciplinary action. Although a complainant is not expected to prove the truth of an allegation, they should be able to demonstrate that they have made a report in good faith.

Procedures

The School intends this policy to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting or unethical or illegal conduct, may be reported directly to the Associate Heads of School or the Head of School. In the event that an individual’s concern rises to the level that they reasonably believe that notice to the Associate Heads of School or the Head of School will be disregarded or otherwise not fairly considered, including but not limited to when the concern is regarding the conduct of these individuals, the complainant may report violations or suspected violations to the Chair of the Board of Trustees. The action taken by the School in response to a concern reported under this policy will depend on the nature of the concern.

Upon receiving a report, the Associate Heads of School, the Head of School or Chair of the Board, as applicable, shall make an initial inquiry to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for further investigation.

If it is found that an investigation is warranted, the Associate Heads of School, Head of School or the Chair of the Board of Trustees will appoint an individual(s) to investigate the allegations made in the complaint, as deemed appropriate. The investigation generally will include, but will not be limited to, discussion with the complaining faculty/staff, the party against whom allegations have been made, and witnesses, if appropriate.

In the event that an investigation establishes that an individual has engaged in conduct or action prohibited by this policy, the appropriate corrective and/or disciplinary action will be taken. In the event that the investigation reveals that the complaint was made in bad faith or without reasonable basis, appropriate action will be taken against the employee.

Workplace Violence Prevention

McLean School is committed to preventing workplace violence and to maintaining a safe environment for all employees, students, parents, and visitors. The School has adopted the following guidelines to deal with intimidation or other threats of (or actual) violence that may occur on School grounds.

All employees, students, parents, and visitors shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of McLean School.

Conduct that threatens, intimidates, or coerces another employee, a student, parent, or a member of the public at any time will not be tolerated. All threats of (or actual) violence, both direct and indirect, and any suspicious individuals or activities should be immediately brought to the attention of the Associate Heads of School, the -Head of School, or Administrator on Duty who will determine the appropriate School response. When reporting a threat of violence or suspicious individual, be as specific and detailed as possible. When necessary, the School may also deem it appropriate to contact the police.

All reports are to be immediately brought to the attention of the Co-Heads of School or Administrator on Duty who will determine the appropriate School response. McLean School will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

In order to maintain workplace safety anyone any employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including immediate termination of employment.

Employees should not place themselves in peril. If employees see or hear a violent or threatening commotion or disturbance they should not try to intercede; instead, they should contact a supervisor immediately.

CONDITIONS OF EMPLOYMENT

Attendance

Faculty

The classroom hours for full-time faculty members are 8:00 am to 3:30 pm, Monday through Friday during the academic year, unless earlier or later meetings or duties are scheduled. School schedules and work hours are subject to change at the discretion of the Head of School or Associate Heads of School for operation, health, safety, and other reasons.

In the event of an emergency, teachers should contact a substitute teacher and inform their Division Head as soon as possible. If a teacher has difficulty arranging for a substitute, it is the teacher's responsibility to make certain classes are covered at all times. In this instance, when a teacher is absent, the teacher should fill out the electronic leave form as soon as possible which can be found on the Faculty & Staff Employment Resources web-page.

Teachers should provide the substitute with the following information:

- Lesson Plans
- Homeroom or Advisee List
- Period Schedule and Class List
- Information on any particular student health issues or other concerns
- Teacher Duty List

Participation in Back-to-School Night is a requirement of all full- and part-time faculty. Only the appropriate Division Head can excuse a faculty member from participation in Back-to-School Night. Similarly, participation in professional development days are a requirement for all full- and part-time faculty and staff.

Staff

School business takes place throughout the year. Administrative Team members are responsible for ensuring that their departments or offices are staffed to respond to the needs of our students and parents. Administrator and staff hours are from 8:00 am to 4:30 pm five days per week, unless a prior arrangement is approved by the employee's supervisor.

During the summer months (one week after graduation until two weeks prior to the start of school), the following guidelines will apply for 12-month employees:

Remote Days:

- All employees not directly supporting SummerEdge may work remotely on Mondays and Fridays during normal working hours (8:00 am-4:30 pm) with the permission of their direct supervisor. Remote work is optional, and employees may elect to come into the school to work on these days.
- When working remotely, employees must be available and accessible via phone, Zoom, email, or other agreed-upon communication methods during normal workday hours. When working remotely, employees are responsible for responding promptly to any work-related inquiries or tasks and for ensuring access to all required technology and connectivity to work effectively remotely.
- Given various school priorities, employees may need to come into school and not work remotely at the request of a direct supervisor, Associate Head of School, or Head of School. Such requests will be made with as much advance notice as possible, but employees should be prepared for some last-minute requests or urgent needs.

- Some departments may be unable to work remotely given the nature of their job and the needs of that department. In those cases, supervisors will work closely with their department members to incorporate flexibility when possible.

Non-remote Days

- All employees are expected to be on-site during normal working hours on Tuesdays, Wednesdays, and Thursdays unless otherwise pre-arranged with a direct supervisor.
- Throughout the summer, an Administrator will be on duty each day in order to make decisions or take action at the leadership level.

Faculty and Staff

If faculty or staff are unable to report for work, if they will be late to work, or have to leave early, they must notify their supervisor as soon as they are aware of the situation and complete the electronic leave form. All absences except those of an immediate emergency nature, must be cleared in advance with the employee's supervisor.

From time to time, all-school, division, department, and grade level meetings or conferences may be scheduled before or after school, which will require faculty and/or staff attendance. Faculty, staff, and administrators are also expected to attend special school events designated by supervisors and informed about in advance, especially those involving the students in their Division. Everyone is encouraged to attend sports games and community-building events.

Background Checks and Changes to Criminal History

In compliance with Maryland Law, McLean School requires that all full- and part-time employees (including but not limited to, faculty, administrative assistants, administrators, staff, substitutes, tutors, and coaches) be fingerprinted and pass a federal and state criminal background check every three years. The School will reimburse full and part-time employees for the cost of the fingerprint background check. In addition, no employee can begin work without completing the Maryland State Department of Education Child Sexual Abuse and Sexual Misconduct screening. The School will determine, in its discretion, whether the results of the employee's background check makes them fit for employment/continued employment, to the extent permissible under applicable law. Failure to turn in any required background check consent forms or other information related to the background check process, or refusal to comply with this process in any way, will be grounds for termination.

Employees who are arrested or charged with any crime, whether a felony or misdemeanor, or are the subject of any criminal or civil investigation, or in any circumstance which might bring disrepute upon the employee or compromise the ability of the employee in their work, must notify their supervisor and the Associate Heads of School on the next working day following any arrest or charging, or learning of the investigation, whichever occurs first. Failure to do so, is grounds for disciplinary action, up to and including dismissal. The School will determine the appropriate steps

based on the circumstances and giving due consideration for the privacy and protection of all parties involved.

Employment Authorization

In compliance with the Immigration Reform and Control Act of 1986, the School requires all newly hired employees to present documented proof of identity and eligibility to work in the United States. Federal law requires that every employee complete Section 1 of the Employment Eligibility Verification Form (commonly called the I-9) at the time of hire and provide the School with the necessary documentation for the School to complete Section 2 (documentation establishing identity) within three (3) workdays of the employee's start of work. Failure to provide such documents will result in termination of employment.

This information and documentation will be used only for compliance with applicable federal immigration laws and shall not be used for any employment-related decisions or for any other unlawful purpose.

If an employee's immigration status and/or work authorization changes or terminates after the start date of their employment, the employee is required to inform the School accordingly. If an employee is authorized to work in the U.S. for a limited time, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period.

Acceptable Use of Business Systems

McLean provides and utilizes a variety of technology and communications systems, including but not limited to computer, email, telephone, facsimile, and copying systems, as well as internet access and the related hardware, which includes but is not limited to School computers (collectively, "**Business Systems**"), to facilitate the School's work and its business communications. These Business Systems belong to McLean or are used pursuant to a license granted to McLean and are to be used only in connection with an employee's duties at the School, except as otherwise noted below.

Likewise, all electronic versions of records, files, communications, work product, letters, memoranda, databases, and searches relating to McLean's business and on the Business Systems or copied in electronic form from the Business Systems are the property of McLean. Employees may not transfer them to persons outside of McLean except in conducting McLean's business.

The School has the right to restrict and/or terminate an employee's access to the Business Systems, including network privileges and/or access to the internet, at any time for any reason.

Employees shall not be entitled to any right, title, or interest (including any copyrights, trademarks, trade secrets, patents, moral rights and similar rights) in and to any files, messages, and other material authored, created, developed or otherwise placed in or on McLean's Business Systems.

McLean Email

All employees will be provided with a School email address, and it is their responsibility to check this account regularly, including during the summer vacation and other School breaks, with the exception of nonexempt employees, who are only asked to check email during working hours, unless they are notified otherwise by the School. Further, all School business, including communications with students, parents or colleagues, should be conducted using the employee's McLean email account, and not using a personal email address or via any other form of electronic communication, including text messaging or messaging features available through a social media account.

McLean employees should be thoughtful and professional in all their email communications.

Responsible Use of Business Systems

While the School's Business Systems are intended to be used primarily for work related reasons, McLean permits limited incidental and occasional personal use of its Business Systems so long as personal use is governed by the rules set forth below:

- Such use is kept to a minimum during working hours and is not excessive or abused by employees;
- Such use does not result in additional costs to the School and does not interfere with School work; and
- Employees understand (and are hereby informed) that all messages transmitted or received on the Business Systems, of whatever nature, remain fully subject to all of the provisions of this policy (thus, for example, even personal messages constitute the School's property in which employees have no right of privacy and which may be stored, monitored, or disclosed at any time by the School).

Employees are under a strict obligation to protect the School's confidential and proprietary information. McLean asks that all Business Systems users exercise great care and caution when transmitting such information over the Business Systems, to ensure that information is password-protected when necessary and only being sent to the intended recipient.

Impermissible Uses

All Internet data that is composed, transmitted, or received via McLean's Business Systems is considered to be part of the official records of McLean School and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in email messages and other transmissions are accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via McLean's Business Systems must **not** contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee, student, parent, or other person. This includes but is not limited to the following:

- For any illegal, fraudulent, or unauthorized purpose;
- To solicit or to address employees regarding commercial, religious, political, or non-McLean fundraising causes, except when such is done during non-working time;
- To knowingly send, receive, download, store, or post any messages, files, or other materials that are derogatory, defamatory, discriminatory, obscene, pornographic, offensive, sexually oriented, or otherwise inappropriate; to harass, threaten, or intimidate another person; and/or to otherwise violate any other School policy;
- To disseminate or print copyrighted materials, including articles and software, in violation of copyright laws;
- To send, receive, print, or otherwise disseminate proprietary data, trade secrets, or other confidential McLean information in violation of School policy or other proprietary agreements;
- To operate a business, usurp business opportunities, solicit money for personal gain, or search for jobs outside McLean;
- To disseminate chain letters or jokes; and/or
- To access the electronic accounts of other employees or third parties unless directed to do so by the Head of School.

Employee abuse of McLean's Business Systems provided by McLean School in violation of law or School policies will result in disciplinary action up to and including termination of employment. In addition, excessive or improper personal use of McLean's business systems may be grounds for disciplinary action, up to and including separation.

No Expectation of Privacy

All information and data sent or received through McLean's Business Systems belongs to McLean, regardless of the device on which those records, files, or information were accessed or may reside. Employees should have no expectation of privacy from the use of McLean's Business Systems. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the School's ownership of the electronic information, the hardware or software, of any School-related accounts. McLean reserves the right to override any personal passwords and review information maintained on an employee's School account or device. The School may, without notice, monitor internet usage, telephone calls, and email communications, including reviewing frequency, content, files, and related information.

Software

The School prohibits illegal copying, distribution, reverse assembly, reverse compiling, translation, or alterations to computer software used at McLean, whether on a personal computer or the School's network. It is also against McLean's policy for any employee to load unauthorized software onto a McLean device.

Equipment

McLean provides standard equipment for use by its employees. This equipment, including but not limited to telephones, smartphones, computers, laptops, etc., is and remains McLean's property. Employees who believe that their equipment does not meet the requirements of their positions or who have any special needs should discuss the situation with their supervisor. McLean provides support for School-owned equipment and assists with technology services during normal business hours. McLean neither supports nor services personal equipment, except as otherwise noted in this policy.

If an employee loses or breaks a School-owned laptop computer, tablet, phone or other electronic device, the employee must immediately notify the Director of Technology and Institutional Research and may be responsible for compensating the School for loss of the equipment. When a McLean employee leaves, or at any time prior if requested by the School, it is their responsibility to return all School equipment to the Director of Technology and Institutional Research or their designee. Deleting, cleansing, wiping, or resetting to factory settings is expressly prohibited.

Employees may also be held personally liable for any violations of this policy.

Letters of Employment

Letters of Employment are traditionally issued in early spring by the Head of School. All faculty and staff are expected to fulfill the terms of the employment letter. If the employee fails to return the agreement by its due date, the offer will expire.

Teachers are generally offered a position to begin at the start of the academic year which commences with approximately two weeks of professional development. New faculty also must participate in a week-long orientation program prior to the start of professional development and may also be asked to attend a 7-day Teacher Training Institute at the discretion of their Division Head.

Teachers may elect to be paid on a ten or twelve-month basis. McLean's teachers' benefits cover twelve months, September 1 to August 31. Administrators and administrative staff are typically expected to work year-round and are paid on a 12-month basis.

Termination of Employment

Employees who are resigning should submit a letter of resignation to the Head of School. The resignation becomes effective upon submission of the letter. The Head of School may discharge an employee, thereby terminating the employment agreement. The Head of School is the only individuals who may terminate an employee.

BENEFITS

McLean School provides a high level of benefits to its full-time and eligible part-time employees. The overall employee benefit package is reviewed annually by the Associate Head of School in consultation with the School's Administrative Team and Finance Committee of the Board of Trustees and is subject to change or termination at the sole discretion of McLean School.

Eligible employees will receive annually from the Business Office a Benefits Guide with detailed information on the specific benefits being offered for the coming year. At designated open enrollment periods, usually in November, employees may elect to enroll in the various group plans for the upcoming calendar year. Any questions about benefits should be directed to the Director of Executive Support and Recruitment or the Associate Head of School. The terms, conditions, and eligibility requirements for benefits are set forth in formal plans and policies. For any specific benefit, the documents describing those formal plans and policies govern in the event of any inconsistencies with the overview information provided by the Business Office. McLean School and its benefit plan administrators reserve the right to determine eligibility, interpretation, and administration with respect to benefit plans.

Paid holidays, discretionary and sick leave, as well as vacation (for 12-month staff and Administrators), are described below in the Leave section of this Handbook.

Among the benefits that McLean School offers to full- and eligible part-time employees are the following:

- **Health Insurance:** McLean School provides a health insurance plan for full-time and eligible part-time employees and their dependents. This includes medical, dental, and vision benefits. Employees may need to contribute to the cost of the insurance premium depending on the type of plan they select. Currently, the employee contribution is 25 percent of the health insurance premium. All employee payments for health insurance premiums are made through payroll deductions.
- **Life Insurance:** The School provides its employees and their dependents important financial protection. After the first day of employment, all full-time and eligible part-time employees are provided with a \$50,000 life insurance policy, which includes Accidental Death and Dismemberment benefits. The premium for this policy is covered by the School. Employees may elect to purchase additional life insurance coverage through the School's carrier.
- **Retirement Plan:** Upon commencing employment, all full- and eligible part-time employees may elect to participate in the School's 403(b) retirement plan. Employees may make pre-tax contributions to their individual retirement accounts. In addition, McLean matches employee contributions up to a limit designated by the Board of Trustees. Currently, the School's matching contribution is 2.5 percent of an employee's salary for employees who have either completed one year of service at McLean or 7 years of prior independent school service; and 3.5 percent for employees with 5 or more years of service

at McLean. Employees who also contribute to their retirement plan accounts receive an additional .5% from the School.

- **Tuition Remission:** Upon commencing employment at McLean, full-time employees are offered a 50 percent reduction in tuition for their qualified children to attend McLean School. Employees are welcome to enroll their children attending McLean in the 3:20 Club after school program and Middle School Study Hall program at no charge. After school Mustang Activities operated by McLean School staff is offered to employee children at a 50 percent reduction. No remission is provided for after school programs conducted by an outside vendor. Please note, remission is similarly not provided for OT and SLP services as well as travel programs.

For eligible part-time employees (those working between 24-39 hours a week), the amount of tuition remission will be prorated based on the number of hours they work (e.g., those working 24 hours – 60 percent time – will receive a 30 percent reduction in tuition). McLean is committed to offering financial assistance to those in need, including for employees who qualify.

For purposes of the above benefits, eligible part-time employees are those who work a minimum of 20 hours a week (1,040 hours a year) or a 50 percent course load for faculty.

McLean School considers employees in a domestic partnership as having the same relationship as those in a relationship legally defined as marriage. As such domestic partners of full- and eligible part-time employees are eligible for dependent health and life insurance coverage. A domestic partner is an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined as marriage by the state in which the partner resides.

In some instances, health benefits provided to a domestic partner can be considered by the IRS as a taxable fringe benefit that must be included in the employee's gross income. Unless notified in writing by the employee, McLean School will consider a domestic partner to be a "qualifying relative" and exempt from this provision. Under 26 USC 152(b) a partner is a "qualifying relative if the partner:

- Is not a qualifying child of any taxpayer.
- Is a citizen, national, or legal resident of the US.
- Is a member of the employee's household for the full tax year.
- Receives more than half of their support from the employee.

Employees are encouraged to consult with their personal tax advisor to determine if their domestic partner can be considered a "qualifying relative" as negative tax consequences could occur.

The following benefits apply to all employees (full- and part-time):

- **Workers Compensation:** The School, in accordance with applicable laws of the State of Maryland, provides Workers' Compensation Insurance to all employees regardless of number of hours worked. McLean seeks to report claims when they happen or at the latest

within 24 hours after the occurrence. All potential Workers Compensation injuries should be immediately reported to the School Nurse who will document and report the claim. This insurance covers the cost of medical care and lost wages as a result of on- the-job accidents.

- **Flexible Spending Plan (Section 125 Plan):** Whether or not an employee participates in the School's Health Insurance Program, they may elect to contribute a portion of their pre-tax earnings to a Flexible Spending Account. These funds can be used to help defray certain out-of-pocket medical, dental, and dependent care expenses that are not covered by other benefit plans.
 - To qualify for the dependent care component, both the employee and their spouse/partner must be employed, unless the employee is a single parent or caregiver. There are exceptions to the employment status of the spouse/partner, such as disability or full-time student enrollment. Child care expenses (day care, preschool, day camp, etc.) for children under the age of 13 years are considered "dependent care." Furthermore, this plan provides for costs associated with the care of an elderly or disabled parent whom the employee claims as a dependent on their income taxes.
 - Qualified expenses may be incurred from the beginning of the plan year, January 1 to March 15 of the next year. The deadline to submit claims is April 15. Employees who elect to contribute to the Section 125 Plan should note that according to IRS regulations, any funds that remain in their account as of April 15 will become the property of the School and are forfeited by the employee.
 - Once an election is made to contribute to a Section 125 Plan, it cannot be altered until the next plan year. Allowable changes can only be made if one of the following events occurs: marriage, divorce, the death of a spouse/partner, the birth or death of a child, or the death of a parent/family member for whom the employee was primary caregiver.
- **Employee Assistance Program (EAP)** - The employee assistance program helps employees and their immediate family members deal with personal and/or work-related problems that may impact their job performance, health, or mental and/or emotional well-being. Free consulting services are available on issues ranging from childcare and eldercare referrals, health information, financial planning assistance, to stress management referrals. This program is voluntary and completely confidential. For more information, employees should contact the Business Office.
- **Long-Term Disability Insurance:** In the event an employee is unable to work for more than a 90-day period, the employee becomes eligible for coverage under the School's long-term disability insurance. Under this policy, an employee will receive 60 percent of their monthly salary up to a maximum benefit of \$7,500 per month. The benefit amount received will be reduced by any other primary or family income benefits from Social Security or a similar plan or act for which the employee is eligible. The law states that payments are subject to federal and state income taxes. However, if the employee pays their own premium with after tax dollars, the disability benefit will be tax-free. Therefore, it is a McLean School

requirement that all employees pay the insurance premium with after tax income. McLean automatically deducts these premiums from all paychecks.

- **Legal Resources:** McLean has retained the services of a company to provide legal information to participating employees. The company has contracted with a number of area law firms specializing in a variety of legal services. The program is optional and employees may enroll at their own expense.
- **Short Term Disability:** McLean School does not provide short-term disability insurance for any employee who is unable to work due to non-work-related illness, injury, or disability. Employees may use their accumulated discretionary days (see Leave section below) to cover a short-term absence from work.

LEAVE

The School provides a number of different leave opportunities to its employees, as more fully discussed below. For salaried part-time employees the number of days of leave are prorated based on their part-time schedule (e.g., those working half-time will receive half the number of allotted leave days). Any accrued but unused leave is forfeited when an employee terminates their employment with the School.

Hourly employees do not receive the leave benefits covered by this Section, unless otherwise required by law.

Bereavement/Funeral Leave

Three (3) days paid leave will be granted to all employees for absences due to the death of a loved one. Additional days will be considered upon request. “A loved one” for the purposes of this policy is defined as a spouse or domestic partner, children (including foster children), parents, siblings, grandparents, grandchildren, aunts, uncles, cousins, parents-in-law and brothers- and sisters- in-law.

Discretionary Leave

Faculty and staff may request time off from work to attend to personal and family business. This discretionary leave can only be granted by an employee’s Division Head or immediate supervisor. Unless of an emergency nature, discretionary leave can only be taken with the express advance permission of an employee’s supervisor. Discretionary leave accrues monthly.

Employees are eligible for the following discretionary leave each year.

- 10-month, full-time employees: 3 days
- 12-month, full-time employees: 4 days

Discretionary leave for part-time employees is prorated based on the percentage of time they work as specified in their employment agreement. Part-time employees working less than 1,040 hours a year (20 hours a week) are not eligible for discretionary leave.

Faculty and staff may **not** use discretionary or medical/sick leave to extend school holidays. In extraordinary circumstances, exceptions can be made by the appropriate Division Head/Supervisor in consultation as necessary with the Head of School.

Unused discretionary leave as of June 30th of each year, becomes accrued short-term disability leave up to a total of 90 days of accrued and short-term disability leave.

Within 24-hours of returning to work after discretionary leave, employees are required to complete and submit an Electronic Leave Form noting the specific dates of their absence. This form may be found on the Faculty & Staff Employment Resources web-page.

The Business Office will keep track of all employee discretionary leave and provide this information to employees upon request.

As with Medical/Sick Leave, when taking discretionary leave, it is the responsibility of the employee, in consultation with their Division Head or immediate supervisor, to ensure adequate coverage of their position's responsibilities.

Family and Medical Leave Act (FMLA)

The federal Family and Medical Leave Act of 1993 (the “**FMLA**”) allows eligible employees to take job-protected, unpaid leave for the birth of a child, adoption of a child, or placement of a child for foster care. The law also allows eligible employees to take unpaid leave when the employee is needed to care for a family member with a serious health condition, or when the employee has a serious health condition. The FMLA also allows leave for military caregivers and in certain exigent situations related to the service of an employee's family member in the military or National Guard.

All references in this policy to “weeks” refer to work weeks.

To be eligible for FMLA, employees must (1) have been employed at McLean for at least 12 months; and (2) worked at least 1,250 hours in the previous twelve months.

Twelve (12) work weeks of unpaid Family and Medical Leave may be taken in a 12-month period for one or more of the following reasons:

- An employee's own serious health condition
- Care for a child, parent, or spouse with a serious health condition
- The birth, adoption, or foster placement of a child
- Military exigency

In addition, employees can receive 26 weeks of leave to care for a covered service member (spouse, son, daughter, parent, next of kin) with a serious injury or illness.

Serious Health Condition

A serious health condition includes an illness, injury, impairment, or physical or mental condition connected with inpatient care in a hospital, hospice or residential medical-care facility; or continuing treatment or supervision by a health care provider involving a period of incapacity: (1) requiring absence of more than three (3) consecutive calendar days from work, school or other activities; (2) due to a chronic or long term condition for which treatment may be ineffective; (3) absences to receive multiple treatments (including recovery periods) for a condition that, left untreated, likely would result in incapacity of more than three days or (4) due to any incapacity related to pregnancy or for prenatal care.

Military Family Leave

- Qualifying Exigency Leave: Under the FMLA, an employee will be granted up to twelve (12) weeks of unpaid leave for a qualifying exigency arising out of the fact that:
 - a spouse, child or parent, as an active duty member of the regular Armed Forces, is deployed to a foreign country; or
 - a spouse, child or parent, as a member of the National Guard or Reserves, is deployed to a foreign country under a call or order to active duty.

Qualifying exigencies may include issues arising from short notice deployment, attending military events and other activities related to the service member's deployment, arranging for alternative childcare or care of the service member's parent who is incapable of self-care, making financial and legal arrangements to address the service member's absence while the service member is deployed, attending counseling sessions, spending time with service member while on rest and recuperation leave (limited to fifteen calendar days) and attending post-deployment reintegration briefings.

- Military Caregiver Leave: Under the FMLA, an employee may be granted up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period in order to care for a spouse, child, parent or next of kin who is a covered service member. A covered service member is:
 - a veteran of the Armed Forces, including the National Guard or Reserves, who was discharged within the five (5) years period preceding the first day the employee takes leave and who is undergoing medical treatment, recuperation or therapy for a qualifying serious injury or illness; or
 - a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness; or is in outpatient status or is on the temporary disability retired list for a qualifying serious injury or illness.

For the purposes of this policy, a serious injury or illness is an injury or illness incurred or aggravated by a covered service member or veteran in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Intermittent/Reduced Schedule Leave

Under certain circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time they work each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt School operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the School's approval.

In calculating the period of time covered by FMLA leave, the following applies:

Holiday/Break	Effect on FMLA	Example
Holiday occurs within full week of FMLA	Whole week counted as FMLA	Martin Luther King, Jr's Holiday counts as FMLA if employee on FMLA that whole week
Holiday occurs when FMLA used for less than one week	Holiday is not counted as FMLA unless otherwise scheduled to work	Employee takes FMLA Mon, Tues, Wed, and holiday occurs on Mon. Mon does NOT count as FMLA (unless scheduled to work)
School is closed (and employees generally are not expected to report for work for 1 or more weeks)	Days the School is closed do not count as FMLA	Employee is on FMLA from December 5, 2014 - January 15, 2015 and there is a one-week winter break. That week does not count as FMLA Summer break does not count as FMLA for 10-month employees

Employees are required to first apply earned Medical/Sick leave, second Discretionary Leave, third accrued vacation time (as applicable), and fourth accrued Short-term Disability leave to receive compensation during their FMLA absence. Employees who use accrued paid leave during FMLA leave will not be able to extend the length of any available FMLA leave; using available paid leave only allows the employee to receive pay during periods of FMLA leave which would otherwise be without pay. In order to use such paid time off for FMLA leave, employees must comply with the School's normal paid leave policies.

Nothing in the FMLA supersedes any provision of state or local law that affords greater family or medical leave rights than those provided by the FMLA. If leave qualifies under the FMLA and under state law, the leave used counts against the employee's entitlement under both laws.

When leave is foreseeable, an employee is expected to give at least thirty (30) days written notice of their plan to take leave (or as much notice as is possible under the circumstances) so that the School can take appropriate measures to ensure adequate coverage during this leave period.

Employees must provide sufficient information for the School to determine if the leave may qualify for FMLA, as well as the anticipated timing and duration of the leave. Sufficient information that the leave may be covered by FMLA may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the School if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a medical certification and periodic recertification supporting the need for leave. The School may, in some instances and at its expense, request second or third medical opinions regarding the employee's or employee's family member's serious health condition or other recertifications during the period of leave. If certification is requested, the School will provide the employee with the necessary forms. The School may request that an employee out on FMLA leave report periodically on their her or his status and intention to return to work.

If both spouses/partners work for McLean School and both are eligible for leave, they are combined entitled to twelve (12) weeks leave per year for the birth of a child, adoption, or care of a family member. But if either spouse/partner develops a serious health condition and is unable to perform the essential functions of the job, each would be entitled to the full twelve (12) weeks of unpaid leave per year for personal illness. If both spouses/partners are the caregiver for an injured military officer or personnel, then the combined leave period is 26 weeks.

At the conclusion of their FMLA leave, employees will be restored to their previous position or an equivalent position with equivalent benefits, pay or other terms and conditions of employment. However, an employee on FMLA leave has no greater right to employment than if the employee had not taken leave; if employment would have been terminated anyway, the employee has no right to reinstatement. For example, if an employee's position was terminated due to lack of funding, and the employee would have been terminated even if he or she had been continuously employed, the employee would not have a right to reinstatement.

Medical coverage for an employee enrolled under the School's group health plan will continue while on Family and Medical Leave under the same terms and conditions as when the employee was working.

If an employee fails to return to work from Family and Medical Leave, the employee must reimburse McLean School for premiums it paid for continuing medical coverage. If an employee cannot return to work because of continuing or recurring health problems or for other reasons beyond their control, the employee will not be required to reimburse McLean School for premiums paid. Employees returning to work from Family and Medical Leave must give at least one week's notice to the Business Office prior to returning from leave. Those employees not intending to return after completion of leave must also provide the Business Office with at least one week's notice of their intent not to return after leave. Failure to return to work on the scheduled date of return will indicate that the employee has resigned their employment with McLean School.

Special School Rules

In accordance with the Special School Rules under the FMLA, the School may require faculty members to:

- Take leave for periods of particular duration not to exceed the planned medical treatment or supervision (if the leave was foreseeable and the employee would be on leave for greater than twenty percent (20%) of the total number of working days during which the leave would extend); or
- Transfer temporarily to an available alternative position offered by the School for which the employee is qualified, which has equivalent pay and benefits, and better accommodates the recurring periods of leave than the employee's regular employment position.

In addition, if the faculty member begins family or medical leave more than five (5) weeks before the end of the academic term, the School may require the faculty member to continue to take leave until the end of the term if:

- the leave is at least three (3) weeks in duration; and
- the return to employment would occur during the three (3) week period before the end of the academic term.

If the faculty member begins leave during the period that commences from more than three (3) weeks and up to and including five (5) weeks before the end of the academic term, the School may require the faculty member to continue to take leave until the end of the term if:

- the leave is greater than two (2) weeks in duration; and
- the return to employment would occur during the two (2) week period before the end of the academic term.

If the faculty member begins leave during the period that commences three (3) weeks or fewer before the end of the academic term and the duration of the leave is greater than five (5) working days, the School may require the employee to continue to take leave until the end of the term.

Holidays

All full- and part-time employees who are not on an unpaid leave status are paid for the holidays that the School observes each year. Hourly wage employees are not paid for the days that the School is closed and for which they cannot work.

The School observes the following legal holidays:

- Labor Day
- Thanksgiving
- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day

In addition, the School traditionally closes for Rosh Hashanah (1 day), Yom Kippur, Head's Holiday, Good Friday, and one or more additional days around the Thanksgiving holiday. There are two vacation periods during which the School is closed: Winter Break and Spring Break.

Employees who are on short-term disability leave will be required to continue to use their short-term disability leave during holidays and other school closures.

Leave for the observance of religious holidays in which the School is not closed will be granted but counted as discretionary or vacation leave. The dates of when the School is closed vary each year and are set by the School's Administrative Team and distributed in the annual school calendar and posted on the School's Portal.

Jury Duty

McLean School recognizes that jury duty is a civic responsibility for every U.S. citizen and paid leave will be provided to any employee selected to serve on a jury. The School does reserve the right to ask the court to excuse an employee if their absence would cause undue hardship on the School.

McLean also recognizes that employees may at times be summoned or subpoenaed for a court appearance as a witness. The School will grant employees paid leave for time spent as a nonparty witness in court.

Copies of all summons and court documentation for time spent away from the School must be turned into the Business Office. Employees should give their immediate supervisors as much notice as possible of their need for leave under this policy.

Leave Without Pay

In limited circumstances, an employee can request leave without pay. Granting this leave (other than in the context of the Family and Medical Leave Act) is at the sole discretion of the employee's Division Head and must also be approved by the Associate Head of School. In determining whether or not to grant this leave, the Division Head should consider such factors as available coverage for the position and an employee's overall service to the School.

Maternity/Paternity/Adoption Leave

McLean provides full-time employees with 30 workdays of paid maternity/paternity/adoption leave for each pregnancy/adoption. After this leave has been used, all other accumulated leave may be used, including vacation, Medical/Sick leave, Discretionary Leave, and Short Term Disability up to the maximum 12-weeks of total leave allowed under the Family and Medical Leave Act.

Employees hired prior to September 2015 may elect to follow McLean's old maternity/paternity/adoption policy. Under that policy, McLean provided one week of paid

maternity/paternity/adoption leave for each year of service at McLean after two full years of employment. The total amount of leave available to an employee remains at 12 weeks. Once used, maternity/paternity/adoption leave based on seniority is not available for later maternity/paternity events.

Sick And Safe Leave Policy

McLean School provides full-time employees with sick and safe leave, to be accrued as provided below:

- 10-month, full-time employees: 7 days per year
- 12-month, full-time employees: 8 days per year

Part-Time and Hourly Employees are provided 1 hour of sick/safe leave for every thirty (30) hours worked, not to exceed forty (40) hours of sick/safe leave in a year.

Employees are not permitted to use leave during the first 106 calendar days of their employment without the prior consent of their supervisor and the Head of School.

An employee is allowed to use earned sick and safe leave for the following reasons:

- To care for or treat the employee's mental or physical illness, injury or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, sibling, or legal guardian.

Employees are permitted to use their sick and safe leave in increments of not less than 4 hours. Within 24-hours of returning to work, employees are required to complete and submit an Electronic Leave Form noting the specific dates of their absence. This form may be found on the Faculty & Staff Employment Resources web-page.

If the need to use sick and safe leave is foreseeable (for example a scheduled doctor's appointment), the employee must provide notice 7 days prior to leave use to their supervisor. If the need to use leave is not foreseeable, the employee must provide notice as soon as practicable. A request for earned sick and safe leave may be denied if the employee fails to provide the required notice.

Employees using earned sick and safe leave for unauthorized purposes or who have demonstrated a pattern of abusing sick and safe leave may be denied the right to use sick and safe leave in the future.

If an employee is on sick/safe leave at the beginning of a holiday or School closure period, they will not be required to use sick/safe leave during the days that the School is closed.

Any unused sick/safe leave at the end of the fiscal year is accrued as short term disability leave up to a maximum of 90 days of short term disability leave.

When taking sick/safe leave, it is the responsibility of the employee, in consultation with their Division Head, to ensure adequate coverage of their position's responsibilities.

Military Leave

The School offers military leave to eligible employees, consistent with the regulatory provisions of USERRA – Uniformed Services Employment and Reemployment Rights Act. Full-time employees called to reserve or active duty are eligible for unpaid leave under this policy. These employees may apply earned and accrued, but unused, Medical/Sick Leave, Discretionary Leave, and accrued vacation time so that a portion of the leave may be paid by the School. While on military leave, benefit accrual for pension and related time-related benefits such as vacation ceases until the employee returns to work and resumes their full-time status.

A written request for military leave must be submitted in advance to the employee's Division Head and the Associate Head of School along with a statement from the military branch of service indicating dates of leave. The advanced notice requirement may be waived for employees called up for immediate active service.

An employee returning to McLean, after completion of their military leave, will be reemployed as long as reemployment would not be impossible, unreasonable, or impose an undue hardship on the School. The employee normally will be assigned to the same position or an equivalent position, if their employment had continued.

Short-Term Disability

Employees can accrue up to 90 days of sick/safe and discretionary leave as short-term disability leave. Short-term disability can only be taken after an employee has exhausted all available discretionary, sick/safe and vacation leave.

Short-term disability covers medical conditions that preclude an employee from working for an extended period of time lasting three (3) or more days. In order for an absence to be considered for short-term disability coverage, an employee must provide the Business Office with appropriate documentation from a physician. A return-to-work authorization from the employee's physician must be provided to the Business Office before return is approved.

Employees who are on short-term disability leave will be required to continue to use their leave during holidays and other school closures.

As special circumstances warrant, exceptions to this policy can be made by the Head of School in consultation with the appropriate Administrative Team member.

Time Off to Vote

McLean School encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee is unable to vote in an election during their non-working hours, the School will grant up to two hours of paid time off to vote in municipal, county, statewide, District of Columbia, or federal elections.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work day, whichever provides the least disruption to the normal School schedule.

Vacation

Full-time, 12-month staff and administrators are entitled to paid vacation. Vacation requests must be submitted in advance to an employee's supervisor for approval. Every consideration will be given to granting vacation leave as requested. In considering vacation requests, supervisors need to ensure adequate staffing to maintain School operations.

Paid vacation is awarded according to the following schedule:

FULL-TIME, 12-MONTH STAFF	
0 – 6 Months of Service	No Vacation Time
6 Months – 1 Year of Service	5 business days per annum
1 – 5 Years of Service	10 business days per annum
6-10 Years of Service	15 business days per annum
11+ Years of Service	20 business days per annum

ADMINISTRATORS	
0 – 1 Years of Service	15 business days per annum
1+ Years of Service	20 business days per annum

For purposes of this section, administrators are the Head of School; Associate Heads of School; and other Administrative Team members, including the Heads of all three academic divisions, Director of Athletics, Coaching, & Mentoring, Director of Community Inclusion & External Relations, Director of Enrollment & Financial Assistance, Director of Development, Director of Equity, Inclusion & Social-Emotional Learning, Director of Technology & Institutional Research,

Co-Directors of Communications & Marketing, and the Director of Executive Support and Recruitment.

Vacation is accrued on a monthly basis starting on September 1 of each academic year. All employees are required to use their earned vacation time by September 1 of each year. Unused vacation as of this date will be forfeited. Exceptions to this policy can only be made in writing by the Head of School based on the employee's job responsibilities and the needs of the School.

Teaching faculty and 10-month employees are not required to work at the School during the summer break (from mid-June to mid-August).

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Under applicable law known as "COBRA," McLean School provides employees with certain rights to continue healthcare coverage at the employee's expense for up to 18 months upon the occurrence of certain qualifying events such as termination or reduction of hours to part-time status. Employees are not eligible for COBRA benefits if they are terminated for gross misconduct.

Under certain circumstances (e.g., divorce, and legal separation) an employee's spouse/partner and dependents may also have rights to continue their healthcare coverage. Employees are responsible for informing the Business Office of changes in marital status and/or number of dependents so that the School may notify dependents of their rights under COBRA. Employees will be notified of the specific COBRA benefits they are entitled to at the time of their separation of employment from the School or the reduction of hours to part time status.

Employee Loans

The School discourages the use of salary advances, but it realizes, from time-to-time, employees encounter emergency hardships (e.g., for unexpected medical expenses). In order to assist employees, the School may advance employees at no interest an amount up to fifty percent (50%) of their gross monthly take-home pay. All advances are to be repaid over a 12-month period through salary reductions. (Employees on a 10-month pay cycle with loans stretching through the summer, will have the 2 summer payments deducted from their regular paychecks once the next academic year resumes.) Employees will be required to sign a Wage Advance Agreement agreeing to the terms of the repayment and expressly authorizing the School to deduct any remaining balance from their final pay should employment end prior to the pay-off of the advance. Any request for a loan is to be submitted to the Associate Head of School for consideration and approval. Once a loan is repaid, under normal circumstances, employees will not be eligible to request another loan for a period of one year without the prior approval of the Associate Head of School.

Seniority Service Benefit

As an expression of the School's appreciation for continued service, at the end of each academic year full-time employees receive a token of the School's appreciation upon completing the

following years of service: 5 years; 8 years; 10 years; 15 years; 20 years; 25 years; 30 years. Members of the School's Administrative Team are not eligible for this benefit.

ACADEMIC AFFAIRS

AI Guidelines

McLean School recognizes that AI technology is rapidly evolving and comes with many implications for education. With this in mind, the following principles are intended to guide how employees can approach using AI as a teaching and planning tool. If ever in doubt, employees should refer to their division heads or the IT department for clarification.

- AI tools should be used with careful consideration of limitations, including possible biases or misinformation. Employees must check all generated content for accuracy by verifying information with trusted sources. In addition, employees should edit AI generated content so that it accurately reflects their voice and style.
- AI-generated content should be used for educational purposes; intentionally creating harmful or misleading content is prohibited.
- AI tools should be used in an age appropriate manner. Employees must check the use limitations of all AI programs before using them in a classroom setting, seeking parental approval for student use of an AI program if required by it or by law.
- When using AI-generated content, it should be used to advance learning objectives and extend and transform the learning experience for students. AI tools should never replace one's own intellectual work or be a substitute for learning crucial skills and content. Employees are encouraged to edit and reshape any AI-generated content to better reflect their own intentions.
- If allowing students to use AI tools, teachers should communicate to students when and which AI tools are permitted. It is important to be transparent about the use of AI and to clearly communicate to students expectations and policies.
- Use of AI tools to generate large amounts of text, images or audio should be approached with caution and transparency. Employees should give appropriate attribution when using large amounts of AI-generated content. They should also use careful discretion if using AI-powered technology, such as predictive text, to help shape their work.
- Data privacy and student safety is paramount, and employees must protect this information accordingly. Many AI tools store inputted data and use the information to improve their services. Employees should NOT input personal, sensitive or confidential information, especially related to student data. Some guidance can be found on [Common Sense Media's Guide to Chat GPT](#).
- "Writing is thinking. To write well is to think clearly. That's why it is so hard." -- David McCullough. Teachers should work with students to understand that AI should never take the place of original thinking.
- If student plagiarism is suspected, employees can use AI detectors as one tool in addition to other strategies to determine culpability. While there are many AI detectors that claim to

detect plagiarism and AI-generated content, many of these technologies are not consistent enough to make reliable conclusions on plagiarism.

- It's permissible for faculty to use AI when drafting communication and correspondence but employees must carefully edit the work to ensure it's in their voice and accurately reflects their viewpoint.

Curriculum Syllabus

By Back-to-School Night all teachers are expected to update and modify their current curriculum syllabus. Syllabi should include an outline of topics to be covered in a particular subject area during the year. This should encompass a breakdown of the subject by topics; typical class procedures; amount of homework and class work; and supplementary materials, textbooks, workbooks, and technology used.

Field Trips

All teachers are encouraged to take advantage of opportunities for educational field trips for a class or an entire grade. Field trips should have some bearing on what is being taught in the classroom. Division Heads are responsible for determining which field trips are appropriate for their division and ensuring that costs associated with the field trip meet established budgetary guidelines.

- Field Trip Forms must be completed two weeks prior to the scheduled date of the trip. Field Trip Forms are available on the Faculty and Staff Employment Resources webpage and must be scheduled on the Master Calendar and with the Business Office, to arrange transportation, before permission slips are sent home with students.
- Permission Forms should be sent home to parents and guardians two weeks prior to the field trip. The Permission Forms should detail the trip, explain its purpose, required student attire, and suggested spending money, if appropriate. These Forms must be signed, unaltered, by the parent or guardian and returned prior to the trip. No one may attend a field trip without the signed, unaltered Permission Form.
- The Health Room should be notified at least one week prior to a field trip so the School Nurses can determine if any medication needs to be given to the student while on the trip. Trip chaperones are responsible for student medication and must return the medical field trip bag directly to the School nurse immediately following the conclusion of the field trip.

Reserving Shared Use Spaces

All use of shared spaces including, but not limited to, Lochinver APR, Falls APR, Gym, Learning Commons, Sports Fields and conference rooms must be reserved in Brightly well in advance of the event. Use of shared spaces must be approved in Brightly, in advance **by the appropriate school staff**. For all events taking place after 3:00 pm, the Assistant Director of Auxiliary Programs and the Director of Athletics, Coaching and Mentoring must also approve space usage. Due to high demand and competing needs, the Administrative Team will resolve any conflicting priorities.

Meetings

Each Division has mandatory meetings that their faculty and staff are required to attend. Times for these meetings are established by the respective Division Heads. In addition, all faculty and staff are expected to attend periodic meetings convened by the Head of School.

Missing Student Guidelines

Every situation is different and it will be up to the Administrators present in the building to exercise their best judgment in addressing each incident. The following is intended to help inform and guide these situations:

If a student is missing during the school day:

1. The person who notices a missing student should immediately notify the appropriate Division Head or Assistant Head. If neither is available, they should notify the Administrator on Duty.
2. The Division Head or Administrator on Duty should:
 - a. Page the student on the PA system (dial #00* from any phone) on the Lochinver Campus.
 - b. Assess the situation and formulate a response. As appropriate, arrange for members of the division to begin a search for the student (i) inside the building, checking all rooms, including bathrooms and locker rooms, (ii) on the School grounds, and (iii) by car in the neighborhood.
 - c. Ensure that staff conducting the search carry, when available, a cell phone or walkie talkie so that they can be in contact with the Division Head. (The Division Head needs to make sure that the staff member has their cell phone number.)
 - d. Instruct all teachers in the division to take attendance in their class and determine if any other students are missing.
3. Once the immediate response is initiated, the Division Head or Administrator on Duty should:
 - a. Remain on campus to coordinate the response from those searching for the student.
 - b. Determine whether it is appropriate to activate the “Secure Campus” Plan as outlined in the School’s Emergency Operations Plan.
 - i. At Lochinver Lane Dial #00* from any phone and announce the “Secure Campus” is in effect.
 - ii. At Falls Road, use your walkie-talkie to announce the “Secure Campus” is in effect.
 - c. Notify the receptionist of the incident and provide instructions on how to respond if the student, their parents, or anyone else calls the School regarding the missing student.
 - d. Inform the Head of School and the Associate Heads of School of the nature of the incident.

4. The Administrator on Duty will arrange for other administrators or staff to be of assistance to the Division Head, ensuring a coordinated response.
5. If the child is not found in a timely manner and the Division Head believes the situation needs to be elevated, the Division Head should notify Montgomery County Police (MCPD) (dial 911) and the student's family.
 - a. Division Head will need to provide police with a photo of the student which can be obtained from last year's yearbook or from the online Student Directory.
6. After the student is located, each staff member involved should independently write an incident report, documenting what happened, time it occurred, and the response. The reports should be filed with the Head of School and an after action review will be conducted by the Administrative Team to determine if any changes are needed to the School's protocols.

If a student is missing from a school sponsored event off campus:

1. The person who notices a missing student should immediately notify the faculty member in charge of chaperoning the trip.
2. The faculty member in charge should:
 - a. Assess the situation and formulate a response
 - b. As appropriate, arrange for other faculty chaperones to begin a search for the student – (i) inside the facility where the trip is taking place, checking all rooms, including bathrooms, and (ii) in the immediate vicinity of where the student was last seen. Staff conducting the search should carry, when available, a cell phone so that they can be in contact with one another.
 - c. Take attendance of all students participating in the event to determine if any other students are missing.
 - d. Once the immediate response is initiated, the faculty member in charge of the trip should notify the appropriate Division Head and explain the situation.
3. The Division Head should
 - a. Notify the receptionist of the incident and provide instructions on how to respond if the student, their parents, or anyone else calls the School with regard to the missing student.
 - b. Inform the Head of School and the Associate Head of School of the nature of the incident.
4. If the child is not found in a timely manner the faculty member in charge of the event should notify the local police (dial 911).
5. The Division Head should provide the faculty member with a photo of the student to share with the responding police officers. Student photos can be obtained from the last year's yearbook or from the online Student Directory.
6. After the student is located, each staff member involved should independently write an incident report, documenting what happened, time it occurred, and the response. The reports should be filed with the Head of School and an after action review will be conducted by the Administrative Team to determine if any changes are needed to the School's protocols.

If a student is missing after normal dismissal time:

1. The person who notices a missing student should immediately notify the Administrator on Duty (AOD) and receptionist or security guard. The AOD's name and phone numbers can be found at the Front Desk Reception.
2. At Lochinver Lane, the receptionist/security guard will page the student on the PA system (dial #00* from any phone).
3. At Falls Road, the receptionist/security guard will page the student using the walkie-talkies.
4. The AOD will
 - a. activate the "Secure Campus" Plan as outlined in the School's Emergency Operations Plan.
 - b. request assistance from all available staff in the building.
 - c. station an administrator or staff person outside at the front and rear of the School to be on the lookout for the student.
 - d. arrange for available staff to sweep the School looking for the student.
5. Staff conducting the search should carry, when available, a cell phone or walkie talkie so that they can be in contact with the AOD. (AOD needs to make sure the staff has their cell phone number.)
6. All rooms in the School, including bathrooms, should be searched. If it is believed that the student has left the building, AOD will arrange for staff to sweep the perimeter – parking lot, upper and lower field, path behind the School, stormwater management pond, workshop area, etc.
7. If child is not found in the sweep, is known to have left campus, and/or the AOD believes the situation needs to be elevated, the AOD will notify Montgomery County Police (MCPD) (dial 911) and the student's family.
 - a. AOD will need to provide police with a photo of the student which can be obtained from last year's yearbook or from the online Student Directory.
8. After notifying MCPD and the student's family, AOD should notify Head of School, the Associate Heads of School, and the appropriate Division Head. (Their cell numbers can be found at the Front Desk Reception)
9. After the student is located, each staff member involved (AOD, person who noticed student missing, those responsible for student at time they went missing) should each independently write an incident report, documenting what happened, time it occurred, and the response. The reports should be filed with the Head of School and an after action review will be conducted by the Administrative Team to determine if any changes are needed to the School's protocols.

Student Discipline

Students are **never** disciplined by corporal punishment. Student disciplinary measures should be determined by the appropriate Division Head or Assistant Division Head, in consultation, when necessary with the Head of School. Anyone who becomes aware of an incident of corporal punishment should immediately notify the Head of School.

Student Records

Student files contain the following information: professional psychological testing, report cards from McLean, and report cards and transcripts from other schools. Student files are available to the faculty and staff of McLean School on a need-to-know basis. Parents or guardians may also have access to their child's file but not to any child who is no longer a minor. Parents or guardians wishing to review their child's file must make an appointment, for a mutually acceptable time, when the file can be reviewed by the parent or guardian with the Head of School, Associate Head of School, or Division Head to help explain the information in the file. Tutors working with students may access files with written parental permission.

With a written release from the parent or guardian, McLean will directly release student transcripts to other educational institutions. However, McLean cannot release reports or evaluations generated by outside sources.

Administrators and faculty should check with the Associate Head of School before releasing any student records (including transcripts and letters of recommendation) to ensure that the family's account with the School is current. McLean will not release any student information for families whose account is in financial arrears.

PROFESSIONAL GROWTH AND DEVELOPMENT

McLean School values and encourages employee professional development and seeks to foster it among all faculty and staff.

Essential Expectations

McLean seeks to maintain a faculty and staff of uncommon excellence. A continuing process of employee evaluation takes place for administrators, faculty, and staff, including a formal evaluation – Essential Expectations. The School aims to assist administration, faculty, and staff to reach maximum professional and human potential, through constructive counseling, classroom support and observation, and the use of resources on- and off-campus for continued growth and renewal.

We expect employees to meet all Essential Expectations (below). Twice a year, formal evaluations will occur to ensure these Expectations are being met. Ultimate responsibility for improvement rests with the employee. The direct supervisor is responsible for monitoring the progress of employees' professional development. If the supervisor or employee has any concerns about the review process, they should consult with the Associate Heads of School.

McLean's Essential Expectations

All Employees:

1. Support and act accordingly with the school's mission and core values (creativity, innovation, intellectual curiosity and academic achievement; flexibility; respect; wellness; and a welcoming community).

2. Foster a safe and supportive community.
3. Embrace and reflect McLean's commitment to Justice, Equity, Diversity, and Inclusion.
4. Comply with the policies and procedures as articulated in the school's Faculty Handbook, including professional standards of personal presentation, punctuality, professional courtesy and discretion, while completing work in a consistent, accurate, and timely manner.
5. Respond to questions and concerns of parents, students, and colleagues in an appropriate and timely manner.
6. Adopt a growth mindset and authentically engage in self-reflection to acknowledge strengths and areas of challenge, learn, and grow.
7. Collaborate with teachers, parents, students, administration, counselors, tutors, and specialists to support student learning and social-emotional growth.

Student Facing Employees:

8. Plan instruction that engages all students in high-quality tasks directly related to curricular objectives and employ strategies to differentiate instruction to meet the needs of all learners
9. Understand the impacts of learning challenges on students academically, emotionally, and behaviorally and constructively support students.
10. Plan and implement a responsive, positive, and consistent classroom management approach.

Constructive Counseling

When an employee experiences difficulties carrying out the responsibilities of their job, the following progressive steps are generally taken to help the employee address the situation. Depending on the severity of the problem, any or all steps may be taken in whatever order is deemed appropriate by the School or the School may adopt an alternative approach.

- Informal exchange of notes and conversations between the employee and direct supervisor.
- Formal meetings and/or exchange of memoranda between the employee and direct supervisor.
- Written warnings.
- Probationary notice.
- Removal of probation, continuation of probation, or termination.

College Course Reimbursement

McLean School will consider reimbursing employees wishing to pursue advanced college coursework that is relevant to their work at McLean and the overall Mission of the School. The amount of funds available for this benefit will be established annually in the overall budget process with the Board of Trustees.

Preference will be given to those who have already begun a degree or certificate program with the School's assistance. Both those who previously received college course reimbursement and those applying for assistance for the first time, must:

1. Submit requests for college course reimbursement in writing by no later than **June 1 for the fall semester, October 1 for the spring semester, and February 1 for the summer semester.**
2. Forward the following information to the Associate Head of School who will bring the request to the Program Planning Group for consideration:
 - a. Title of the course to be taken
 - b. Name of the university or college
 - c. Brief course description
 - d. Brief written explanation of the relevance of the proposed coursework to the employee's current job responsibilities
 - e. Course dates
 - f. Number of credits
 - g. Number of courses remaining to complete degree or certificate program
 - h. Amount of tuition
3. Discuss the request with their supervisor and obtain their written approval to proceed with the request process as outlined below.
4. Earn a grade of "B" or better in the college course being reimbursed and submit an official transcript for verification within 45 days of class completion. Books and other fees are not reimbursable.

Masters/Doctoral programs need to be pre-approved with a college plan submitted to an employee's Division Head and then to the Program Planning Group. Course reimbursement benefits may terminate if McLean determines that the faculty/staff member is not making appropriate progress toward their degree. Even when the Program Planning Group has approved an employee's participation in a Masters/Doctoral program, each semester the employee has to request tuition reimbursement for specific courses to be taken that semester.

To be eligible to participate in this program, employees must complete a minimum of two years of service to the School. The maximum amount of reimbursement offered by the school is set forth below:

Years of Service Completed at McLean	Tuition Benefit
2-3	75% of the tuition for 1 course per academic year with the amount of reimbursement not to exceed \$1,500
4-5	75% of the tuition per course for up to 2 courses per academic year with the amount of reimbursement for each course not to exceed \$1,500 (total allowable reimbursement of \$3,000)

more years of service	75% of the tuition per course for up to 3 courses per academic year with the amount of reimbursement for each course not to exceed \$1,500 (total allowable reimbursement of \$4,500)
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For benefits-eligible part-time employees, approved reimbursement will equal the percent of full-time employment stated in their offer letter.

After completing courses with financial assistance from McLean School, the School requires employees to complete a minimum of two additional years of service. The School will reimburse the employee for approved course fees over a period of two years with equal installments reimbursed each month. If the employee leaves the School before completing two additional years of service, they forfeit the right to any remaining reimbursement installments.

Professional Development (Other Than College Courses)

The School encourages its employees to enhance their professional growth and standing as well as to present at professional conferences and symposia. The amount of funds available to support professional development will be established annually in the overall budget process with the Board of Trustees.

In order to be eligible for reimbursement, participation in all professional development opportunities must first be approved in writing by either the appropriate Division Head, or the Head of School. If applicable, the employee awarded Professional Development Funds must share with peers information learned from their Professional Development opportunity in an agreed upon setting with the Department or Division Head.

The overall amount and items to be reimbursed will be at the discretion of the appropriate Division Head or the Head of School. The employee's Division head will pay for the registration fees once approved. Unless an employee is specifically requested to participate in a professional development activity by their supervisor, reimbursements generally will be made according to the following parameters:

Type of Professional Development Opportunity	Eligible for Reimbursement
Local or online professional development events	Registration fees. Pre-approval from a Department or Division Head is required.
Out-of-town professional development events at which the employee is presenting or participating	Registration, meals, hotel and travel fees are eligible for reimbursement. Employees are expected to manage these costs in line with the Mission of the School. Pre-approval from a Department or Division Head is required.

To apply for professional development other than advanced college courses, employees are required to:

- Submit a formal request to their Division Head through the McLean School [Professional Development Request Form](#) found on the Employee Resource web-page.
- Once approved, work with the Business Office prior to registration to take advantage of any discounts available to McLean School.
- Upon completing the professional development, make a brief presentation or formally share on lessons learned to the appropriate faculty or staff.

Additional Professional Development Funds

There are three funds at McLean that support professional development: The Nancy Milstein Fund for Faculty Enrichment; the Peter L. and Friends Fund for Faculty Enrichment; and the Chair Lys Endowment for Global Belonging and World Languages.

The Milstein Fund is awarded annually to a faculty member “to further the mission of the school through enrichment study.” The Peter L. and Friends Fund supports “independent professional development projects to be completed over the summer.” The Chai Lys Endowment focuses on enriching the School’s social justice work.

Faculty are invited each spring to submit grant proposals for independent professional development projects to be supported by these three funds.

GENERAL OPERATIONS

Building Access

Lochinver Lane Campus

The building is open from 6:30 am to 8:00 pm Monday through Friday. A receptionist will be at the front desk from 7:30 am - 4:00 pm and a private security guard from 4:00 pm - 8:00 pm Monday through Friday. All employees are issued a DataWatch building access card or FOB which they can use to access the building when the doors are locked.

Employees are also issued a code to disarm and arm the School’s alarm system if they need to enter the building outside of normal operating hours. When entering the building after hours, all employees must ensure that they deactivate the alarm and sign in on the log sheet by the front door. Upon leaving the building the employee should sign out and check the log sheet to ensure that no one else is in the facility. If the employee is the last person in the building, the employee should rearm the system. (Please refer to Appendix B for step-by-step instructions to set and disarm the alarm.)

Montgomery County Police will respond to incidents in which the alarm is triggered and the School can be fined for false alarms. It is thus incumbent upon all employees entering the building after hours to adhere closely to this policy.

Falls Road Campus

All Lower School employees are issued a building access card or ID. The building is only accessible to employees from 7:00am to 7:00pm Monday through Friday. No access is permitted apart from these hours or on weekends unless previously approved by the Lower School Division Head, Associate Head of School, or Head of School.

Cancellation, Early Closing, and Emergency Procedures

McLean will generally follow the weather closing decisions of Montgomery County Public Schools (MCPS).

If MCPS is closed for multiple consecutive days as a result of a weather event, the School may deviate from the practice of MCPS. When the Head of School, in consultation with the Administrative Team, believe that the continued closure of County schools is due to considerations that would not affect the safety of the McLean Community, McLean School may elect to open school. In these cases, the School will provide advance notification through its telephone, text, and email messaging system as well as on its website.

In cases that may necessitate an unscheduled early dismissal or affect after-school activities, the School will make an independent decision as to the time of the dismissal and the status of after-school activities. In some cases, cancellation of athletic events will be dictated by decisions of other schools.

If there is inclement weather on a day when MCPS is already scheduled to be closed, McLean will make an independent decision regarding whether to close for the day, to open on a delayed schedule, or to open on time. Every effort will be made to make School closing or delay decisions prior to 6:00 am as the School recognizes and appreciates that some faculty and parents have long commute times.

Information regarding inclement weather decisions is posted on the School's website and recorded on the School's voicemail greeting.

For weather-related or other emergency situations, faculty and staff should make their own decisions about the safety of road conditions. If employees think that it is unsafe to travel to the School, the School will make every reasonable effort to accommodate the employee's situation.

On days when the School is closed due to inclement weather, all Administrators and staff in non-student facing positions are expected to telework or come in and work from School. It is recognized that daycare and other family/weather-related issues may prevent this from occurring and exceptions can be made by contacting an individual's supervisor.

In the event of a prolonged School closure (lasting more than 2 days), McLean may elect to switch to some form of age appropriate home-based instruction. If this were to occur, Division Heads will

communicate the plan to their faculty and students and parents will be notified by email and the School's emergency response system.

Change of Personal Information

It is the responsibility of each employee to promptly notify, in writing, the School's Business Office of any changes in personal data. Personal mailing addresses, telephone numbers, names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, should be accurate and current at all times. McLean School is not responsible for the non-delivery of business-related mail such as, but not limited to, year-end W-2s, etc.

Chaperoning Students and Transporting Students

Employees responsible for chaperoning students, including coaches, must remain with the student until picked up by the student's parent or another adult designated by the parent, or given other instructions by the parent in writing/email/text. Whenever possible, employees should avoid being alone with a student after school hours. The chaperone is expected to exercise their best judgment to safeguard the student and, if necessary, can consult with the Administrator on Duty for that day.

Employees should avoid situations in which they transport a single student who is not a member of their family to and from school events. If a situation arises in which this is unavoidable, employees should (1) contact the student's parent and receive permission (preferably by email or text) to transport the student; and (2) arrange for another adult or student to be present in the vehicle at all times. If it is not possible to have someone else present in the vehicle, the employee should have the parent on speakerphone throughout the entire time the employee is transporting the student.

McLean School does not recommend the use of Uber, Lyft, or other ridesharing or taxi services for its students. These drivers have not been vetted to the same extent as School employees and bus drivers. Their criminal records have not been checked nor has anyone ascertained that they do not have any child abuse convictions.

Nonetheless, the School recognizes that the decision to use these services is one generally best made by the parent or guardian. However, faculty and staff should:

- Not release any student in K-6 to a ridesharing service or taxi.
- Not release any student, regardless of grade, being sent home due to illness by a School nurse to a ridesharing service or taxi.
- For students in grades 9-12 using a ridesharing service or taxi, both parents must have signed a release agreeing to hold the School and its employees harmless from any event arising from the use of this service. A copy of the required release is attached as Appendix A. Parents must also notify, by email or phone call, the Head of the Upper School that the student will be using a particular rideshare service.
- Students in grades 7 and 8 may not use a ridesharing service to leave campus during the course of the School Day. If they are using the service after school hours, parents must first

sign the Release Agreement (Appendix A), and must also provide the School with the license plate number of the car and name of the driver so the School can check to make sure the student is picked up by the correct vehicle.

- In no event, can a student use a rideshare service or taxi in place of the School's regularly scheduled bus service.

Communications

Clear, respectful, and timely communication with parents is a cornerstone of a McLean education. All faculty and staff are expected to return calls, emails, etc. from parents **within a 24-hour period**. In communicating with parents and students via email, employees should only use their McLean School email address and not use a personal email address.

If a student is having difficulty in a course, parents should be notified on a regular basis, and a teacher should explain the difficulties and demonstrate ways the student can improve the situation. In the Middle and Upper School, student report cards are distributed on a quarterly basis and twice a year in the Lower School. All faculty are expected to complete their reports and comments in a timely fashion based on guidelines established by their Division Head.

Employees should not share their personal cell phone number with students. If for pedagogical purposes it is necessary to text a student, the employee should include the parent(s) in the text message.

Contracts

Agreements with all external vendors or service providers must be in writing.

- Division & Department Heads may approve purchases or contracts less than \$1,000 as long as they are within the established budget framework for their division or department.
- Employees must secure written approval from the Associate Head of School for any contract or purchase greater than \$1,000.
- Contracts over \$50,000 must be approved by both the Head of School and the Associate Head of School.

Copiers/Printers

Faculty and staff are not permitted to use the copiers/printers for personal use. To help reduce costs, whenever possible, employees are asked to copy and print in black and white and not color. Students are only permitted to use copiers with teacher authorization for educational purposes.

Copyright Policy

McLean School adheres to all United States Copyright laws in all formats: print, illustrations, videos, recordings, computer software, and Internet. Photocopying materials for students may be done if there is a license agreement, or under limited terms. Fair use explicitly allows use of

copyrighted materials for educational purposes such as criticism, comment, news reporting, teaching, scholarship, and research. Copyright law provides four standards for determination of the fair use exemption:

- Purpose of use: Copying and using selected parts of copyrighted works for specific educational purposes qualifies as fair use, especially if the copies are made spontaneously, are used temporarily, and are not part of an anthology.
- Nature of the work: For copying paragraphs from a copyrighted source, fair use easily applies. For copying a chapter, fair use may be questionable.
- Proportion/extent of the material used: Duplicating excerpts that are short in relation to the entire copyrighted work or segments that do not reflect the “essence” of the work is usually considered fair use.
- The effect on marketability: If there will be no reduction in sales because of copying or distribution, the fair use exemption is likely to apply.

A license fee is paid annually to allow videos to be used for instruction/entertainment; and software to be used for School business. Videos must remain on campus. Employees may not take a video from the School and show it at another location unless that location is covered by the same license. Software with one license may be used only on one school computer. For further information, employees should contact the Learning Commons Librarian.

Coverage on Days Before School Holidays

McLean appreciates the desire for staff to leave school promptly on days before a school holiday (e.g., Thanksgiving Break, Winter Break, Spring Break). However, our responsibility to our students and their parents/guardians does not end until all students are off the bus and with their appropriate parent or guardian. In addition, there can be important school business that needs to be concluded at these times.

- Support staff (Business Office, Admission, IT, Communications & Marketing, Development) should plan to work until 1 1/2 hours after student dismissal. Administrators may exercise discretion in releasing some staff early as long as adequate coverage is maintained.
- The receptionist should remain on duty until the School has heard from the bus company that all bus runs have been completed and students are safely with their parent or guardian.
- Two Administrators on Duty will be scheduled on these days and will remain on campus allowing time for all bus runs to be completed and any urgent school business to be transacted.

Direct Deposit

All employees are paid through direct deposit to the employees’ designated checking or savings accounts. Employees must provide the Business Office with the specific banking information needed for automatic payroll deposits. Similarly, if their banking information changes, they are responsible for providing updated information to the Business Office in a timely manner.

Document Retention

Faculty and staff are to work with their Division Heads or Supervisors to retain electronically or physically pertinent school records according to the following guidelines. Physical records can be stored either in an appropriate location at School or at the School's offsite storage facility. Anyone wishing to store records at the offsite facility should arrange this with the Business Office. Documents should be shredded or otherwise appropriately disposed after the designated retention period below.

General Records (found in more than one department)	Retention Period
Correspondence pertaining to legal or other important matters	Permanently
Inventories of products, materials, and supplies	7 years
Long range/strategic plans	Permanently
Articles of incorporation or charter, and bylaws	Permanently
Minutes of board meetings	Permanently

Business Records	Retention Period
Accounts payable ledgers and schedules	7 years
Annual reports	Permanently
Auditor's reports/work papers	Permanently
Authorization and appropriations for expenditures (conflict of interest process documents)	7 years
Bank reconciliations	7 years
Bank statements	7 years
Budgets	7 years
Cash disbursement journals	Permanently
Checks (canceled)	7 years
Contracts for services, goods, etc.	3 years (non-sales contracts) 4 years (sales contracts) 12 years (contracts under seal)
Contracts and leases of property (School leasing from someone else or someone else leasing from School)	Permanently
Copyright, patent, and trademark registrations	Permanently
Deeds, mortgages, easements, and bills of sale	Permanently
Deposit slips (duplicate)	7 years
Depreciation schedules	Permanently
Employee Expense Reports	7 Years
Endowment and investment records and reports	Permanently
Expense analyses/expense distribution schedules	7 years
Financial statements (year end)	Permanently
990s	Permanently

Income tax returns (federal, state and local)	Permanently
Independent contractor agreements	7 years
Insurance Policies (expired)	Permanently
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	Permanently
Invoices (from vendors)	7 years
Legal claims and litigation files	Permanently
Payments for continuing education and professional development for faculty and staff	7 years
Payroll records and summaries	7 years after termination of employee
Petty cash vouchers	7 years
Property records, including costs, depreciation reserves, year-end trail balances, blueprints and plans	Permanently
Publications or other manuscripts or materials drafted for sale or distribution	Permanently
Retirement plan records (includes tax returns)	For life of plan plus 7 years
Tax returns and worksheets	Permanently
Withholding tax statements	7 years

Employee Records	Retention Period
Employee accident reports	5 years (30 years for significant adverse reactions and allegations relating to occupational exposure)
Employment applications	3 years after termination of employee
Employment authorization (I-9 Form)	1 year after termination; OR 3 years after date of hire, whichever is longer
Employment Agreements and Offer Letters	7 Years
ERISA plan documents/related medical documents	6 years after termination
Family and Medical Leave-related forms	3 years from use of FMLA
Pension and retirement plans and records	Permanently
Personnel files (other than those specified in this Employee Records section)	3 years from date of separation

Student Records	Retention Period
Admission records	See “Other Departmental Records.”
Student transcripts	Permanently
Student billing/accounts receivable ledgers	7 years
Accommodations made for disabilities	4 years after student’s graduation, transfer, or withdrawal or student attains age of 18 (whichever is greater)
Expulsion, dismissal, withdrawal or other status change that would be reported to a college	3 years after student’s graduation, transfer, withdrawal or student attains age of 18 (whichever is greater)
Student health records (including records of required medications)	Later of 3 years after the student attains age of 18 or 5 years after the record or report is made (whichever is greater) ¹
Student injury records	3 years after student attains age of eighteen or student attains age of 18 (whichever is greater)
Lists of enrolled students	Permanently
Other student records	5 years after student’s graduation, transfer or withdrawal

Other Departmental Records	Retention Period
Admission files: Students who enroll	3 years after student’s graduation, transfer, or withdrawal or after student attains the age of 18 (whichever is greater)
Contribution records	7 years
Donor and prospective donor files	7 years
Financial Assistance records	3 years after graduation for students who enroll; 3 years from date of application for students who do not enroll and who do not receive financial aid
Form letters, advertising literature, circulars, or 3 rd class mail requiring no follow-up or reference	None
Internal forms submitted for action (which have no further value after action taken), or other types of school correspondence requiring no follow-up	None

or reference; announcements and bulletin board notices; superseded directories and mailing list changes	
Letters and notes which require no follow-up, such as notes of appreciation	None
Preliminary drafts, work sheets, and internal notes	None
Sexual abuse records	Permanently
Electronic mail – other than documents that fall under any of the categories listed in this Schedule of	90 days (depending upon school's needs)
Records that are provided with specific retention	
periods	

Records not listed above, but containing confidential or sensitive information (social security numbers, credit card numbers, financial or accounting statements, health records, contracts, board minutes, information related to students, and any other personally identifying information or information related to the business operations of the School) must be shredded or completely erased before disposal, and should be disposed of as soon as they are no longer needed for School operations.

Duties

McLean values the commitment of its employees to enrich the lives of our students. All employees are expected to assume responsibilities that may periodically be assigned to them to fulfill the School's Mission. Duties will be assigned by Division Heads and Administrators as appropriate.

End of the Year Checklist

The last few weeks of the academic year can be hectic as the School winds down the academic year and prepares for the start of SummerEdge, our summer camp program, which is an integral part of the overall School program. Admissions continues to offer tours to applicant families over the summer, as well. Faculty and staff must make certain they meet all responsibilities for the closing of the year, including leaving their classrooms in an orderly and inviting fashion for SummerEdge or Admissions Tours. Faculty will receive a digital checklist and are required to complete and receive a sign-off from an Administrator before leaving for the summer.

Electronic Or Paperless Pay Stubs

As part of McLean's commitment to the environment, employees can opt to receive electronic paystubs. Those electing to receive electronic pay stubs will also receive an electronic version (and not a paper version) of their W-2 at the end of the calendar year. If you are interested in going paperless, please contact the Business Office and they will provide the necessary details.

Equipment

All employees will be issued a key to their office or classroom, a fob to gain entry into the Lochinver Lane Campus and for Lower School employees an access card for the Falls Road campus, a school authorized laptop, and such other items they may need to conduct their official McLean responsibilities. Employees are required to return all of these items in proper working order to the Business Office and IT Department upon the end of their employment.

Employee Emergency Contact Form

McLean cares deeply about all of its employees and wishes to safeguard their health. Accidents and other medical emergencies, unfortunately, do periodically occur at School. In an emergency, our School Nurses need to know who to contact on your behalf. All employees are thus required to complete an Emergency Contact Form each year and provide it to the Health Room so that we have the most current information. The Form is available on the Faculty and Staff Employment Resources webpage. Employee cell phone numbers must be provided as part of the contact information so the school can text you in case of last minute closures.

In addition, if employees wish, they can provide the School Nurses with basic medical information (e.g., pre-existing conditions, medication being taken) that could be helpful to first responders in an emergency. Providing this information is totally voluntary and any information provided to the nurses will be kept strictly confidential.

Events

To ensure smooth coordination of shared spaces, resources, and schedules, any event that occurs at McLean must be requested and approved in advance through the official Event Request Form found in the McLean Bookmarks. The form should be submitted at least two weeks in advance of the proposed event date. This policy supports clear communication and avoids disruption to normal operations as well as teaching and learning.

This policy applies to all events that:

- Use shared or common spaces (e.g., gym, learning commons, multipurpose rooms, outdoor areas, meeting rooms,)
- Involve multiple classes, grades, or departments
- Require a changes to standard class schedules or room usage
- Need support from facilities, IT, or other operational staff
- Appear on the school's internal and external calendar

In completing the Event Request Form, please be sure to include the following information: Event name and purpose

- Event name and purpose
- Requested date(s) and time(s)
- Locations and rooms to be used
- Staffing and logistical needs (AV, maintenance, etc.)

- Any deviation from the regular class schedule

Requests will be reviewed by the Events Committee in collaboration with necessary personnel to ensure there are no scheduling conflicts and appropriate resources are available to support the proposed activity.

Facility Usage

With permission, employees are free to use their classroom, fitness room, and gym space at Lochinver Lane so long as this use does not interfere with scheduled school activities. The Director of Auxiliary Programs must approve, in advance, this use of the building.

Facility Work Orders

Lochinver Lane Campus: Request for routine repair and maintenance should be sent directly to the Director of Facilities by email (gpederson@mcleanschool.org).

Falls Road Campus: Requests for routine repair and maintenance should be sent directly to the Head or Assistant Head of the Lower School.

Faculty Lounge

Faculty and staff should be considerate of one another. It is incumbent upon all faculty and staff to help maintain the appearance of the faculty lounge at Lochinver Lane and the Kitchen at Falls Road and to clean-up after themselves. Dirty dishes and cups should never be left in the sink. Nor should anyone eat another person's food left in the refrigerator or freezer.

On the last Friday of each month, the School's facilities team will thoroughly clean the refrigerator in the lounge and discard any items in it. All faculty and staff should be sure to remove any food or other personal items from the refrigerator by 3:00 pm on that day. A reminder email will be sent to faculty and staff at the end of each month.

Faculty with Children at McLean

McLean School is a strong community with a tight-knit group of educators. The familial environment often draws faculty to enroll their own children at McLean, and our collegial atmosphere creates a comfortable environment for faculty and staff. Occasionally, challenging conversations can occur between teachers who are parents at McLean and their colleagues. Parent-teachers* (who are faculty with children at McLean), and colleague-teachers* (who teach these students), may face challenges due to the overlapping nature of their roles. To ensure parent-teachers and colleague-teachers maintain healthy boundaries, expectations to support all faculty and staff and the students in these relationships is desirable.

Please be aware of the following guidelines:

- Applications for admission are held to the same standards. Faculty and staff will complete requirements of the normal application process when applying to McLean for their child.

- In dealing with the student of a McLean teacher or staff, colleague-teachers should treat parent-teachers like any other parent and parent-teachers should follow the same guidelines as if they did not work at McLean. Put another way, parent-teachers should behave the same way they would want parents of students in their classes to behave. Colleague-teachers should treat the children of McLean teachers and staff the same as they do all other students in their class.
- Communication between colleagues should occur as typical within the community. Specifically:
 - Chats in the hallway about parent-teacher child(ren) should be avoided
 - All conversations or meetings should be formally scheduled
 - Professional email etiquette should be used between individuals
- Expectations for participation in any grade/division level focused meetings, where the faculty member is also a parent of the child in that grade/division, should be discussed with them in advance and expectations clarified for the team.
- Parent-teachers should not share confidential school-related information with their children.
- Clear expectations should exist regarding faculty children's presence while at school.
- Parent-teachers should set age and division appropriate expectations with their children regarding in-school behavior.
- Students should not visit parents throughout the day and need to remain with their class during events such as fire drills or emergency situations.
- Colleague-teachers should not have students seek out or meet with their parents during the school day.
- Faculty children in K-8 should be supervised after school by either their parent in a classroom/office or in 3:20 Club.
- The schooling experience of parent-teachers' child(ren) should not affect their job performance.
- Parent-teachers should always assume positive intent from administrators and colleague-teachers working with their children and follow the appropriate avenues to offer feedback (i.e. do not share negative viewpoints with colleagues about their experience).
- Should a parent-teacher or colleague-teacher feel uncomfortable about any aspects of their relationship, they should seek out the appropriate Division Head for support. Do NOT let conflicts fester.

* Terms come from Lipsky/Siegel [article](#) of 2019

Fire Drills and Other Emergency Procedures

The school will conduct periodic fire and other emergency drills throughout the year on both campuses. All employees should familiarize themselves with the School's emergency response plans along with the Emergency Evacuation and Severe Weather maps located in each classroom and office in both buildings. Employees should also locate the fire call boxes, fire extinguishers as well as the AED devices.

Food Policy

A number of McLean students have severe food allergies. It is incumbent on all employees to help keep these students safe. At the same time, we want to respect the intentions of our parents who bring food into the School to help celebrate a special event.

To avoid difficult situations, it is important that all faculty and staff adhere to and enforce the following policy.

- At the Falls Road Campus, food containing shellfish, pork or nuts is prohibited. If you have a student with these restricted foods, please call the nurse to remove the foods and offer the student a school lunch. The nurse can email the parent asking them to refrain from sending these foods in the future.
- All food deliveries (e.g., UberEATS) must be left with the front desk at Lochinver Lane and the security desk at Falls Road. No food deliveries can go straight up to a classroom or office. Faculty and staff must pick up their food delivery from the designated area.
- Students are not permitted to bring food, including candy, into the Lower or Middle School to distribute to classmates. Faculty, staff, and Administrators should likewise refrain from distributing candy or other food items to Lower or Middle School students.
- Parents may bring food to share in **Lower School** classrooms for birthdays or curricular events, provided that the food has been approved a minimum of 3 days prior to the event by the homeroom teacher AND a School nurse. All food for sharing must be store bought, commercially packaged, and labeled with ingredients and allergy-relevant warnings. All food must be delivered to the school before 9:00 am and must be approved by the School nurse before being shared with students. Unlabeled food, food containing allergens, and food that arrives after 9:00 am cannot be served.
- In the **Middle School**, parents and students are not permitted to bring food into the classroom. Middle School teachers may only bring in food items for curriculum related purposes. These food items must be approved a minimum of 3 days prior to the event by the School nurse. Any food items brought in for students must be store bought, commercially packaged, and labeled with ingredients and allergy-relevant warnings.
- For **all divisions**, classroom teachers should plan any curricular activity involving food with the full consideration of student allergies and restrictions, promoting healthy eating, and with the advance approval of the School nurse.

Gifts

Students and their families often express their gratitude to faculty and staff through gifts (generally at holiday time or at the end of the year). However, gifts to classrooms and/or teachers can easily become conflicts of interest.

Employees should exercise discretion in accepting personal gifts from parents that have more than a token value. In case of doubt, they should discuss such gifts with their Division Head or Supervisor.

Teachers should not request that parents contribute items to their classroom (computers, printers, shelving, etc.). Parents who wish to help the School should be encouraged to do so through contributions to the Annual Fund and in consultation with the Director of Development and the Associate Head of School or Head of School. Specific discussions with classroom teachers can undermine general facilities purchases and plans. If teachers need help in this area, please see the Director of Development.

Solicitation of Gifts: All fundraising must be approved by the Development Office. This is particularly important for solicitation of parents. Parents making gifts directly benefiting their children to the exclusion of other children may violate the “arms-length transaction” provision of IRS law and the gift may not be tax-deductible. The “arm’s length” principle in IRS code provides that only those gifts whose benefits do not inure to the donor’s own family to the exclusion of others, are tax deductible.

Graduation

Celebrating the graduation of our seniors is an important milestone in the School. All full- and part-time faculty and employees are expected to attend and fully participate in graduation. Only the Head of School, based on a recommendation from the appropriate Division Head or Supervisor, can excuse an employee from participation in graduation.

Leave Request Form

To ensure a consistent process for employees to request time off, faculty and staff must fill out an electronic Leave Request Form which can be found on the Faculty and Staff Employment Resources webpage.

Employees should indicate the dates of the leave and the total hours or days to be taken along with the type of leave (e.g., medical, discretionary, bereavement, jury duty, professional development and vacation). It is the employee’s responsibility to confirm the requested leave is available. Available leave is noted on each paystub.

The employee’s Division Head or supervisor is responsible for approving all leave requests. If the request for time off is denied because it undermines the work of the School or conflicts with other priorities, the Division Head or supervisor must convey this to the employee in a timely manner.

Managing Conflicts Between McLean’s and Other School Calendars

McLean understands that its School Calendar does not always align with local public school calendars and those of other independent schools. We appreciate that this may cause a hardship for faculty and staff who have children attending these other schools. In these cases, faculty are expected to make alternative arrangements. When this is not possible, with the approval of their supervisor, faculty and staff can take discretionary day(s) to remain home with their children.

Having non-McLean students in the building during school hours can disrupt the school day as well as possibly present health and safety concerns. To avoid this, faculty and staff are asked to abide by the following guidelines:

- Do not bring any children to school who have a fever or any other potentially communicable illness (e.g., cold, sore throat, pink eye, etc.).
- Do not bring to school any children 11 years old or younger.
- May bring children 12 years old or older to school as long as they are able to sit quietly in the Learning Commons or the faculty/staff's classroom or office.

Media Inquiries

There may be times when employees are contacted by the press or other media with questions relating to the School, its students, or employees. While maintaining a friendly and gracious tone, any and all such calls should be referred to the Co-Directors of Communications and Marketing, the Head of School, or the Associate Heads of School without comment. This is necessary so that the School may present itself to the public with one voice. Furthermore, except with permission from or upon instruction by the Head of School or the Co-Director of Communications and Marketing, employees may not initiate contact with the media concerning the School's operations (including its services, policies, and procedures), its students, or its employees. Distributions of the School's directory to persons not affiliated with the School is expressly prohibited. This provision is not intended to restrict any employee's right to engage in any activity protected under the law.

Mileage Reimbursement

Occasionally, situations arise in which faculty or staff must use their own vehicles for approved school-related purposes. The School will reimburse for mileage and tolls during such situations in accordance with the IRS established Mileage Reimbursement schedule which is updated yearly.

Operating School Vehicles and Renting Vehicles for School Business

Any full- or part-time employee (including faculty, coaches, and staff) who might operate a school vehicle, must provide the School's Business Office with a copy of their current driver's license and any other information needed to conduct an annual department of motor vehicle driving record check. No employee will be allowed to drive a school vehicle without prior submission of this information.

McLean's insurance company will also screen employee driving records before adding anyone to the School's liability policy. At McLean's sole discretion, the School reserves the right to disallow anyone from driving school vehicles.

Employees operating a school vehicle or renting a vehicle for school-related purposes are prohibited from using a cell phone, including hands-free calls, texting, and hand-held operations, at any time while driving.

Personal use of any school-owned, leased, or rented vehicle is prohibited.

Parking

At the **Lochinver Lane Campus**, McLean School has had to enter into an agreement with its landlord, MCPS, and the surrounding neighborhood associations to limit vehicle traffic coming to and from School. As part of this effort, anyone entering the School lot must display a Campus Pass in their front windshield and those parking in the School lot must also display a campus decal on their car. Faculty and staff are also asked to drive slowly in the surrounding neighborhoods and to be courteous to neighbors trying to leave and enter their driveways. Handicapped spaces are located by the main entrance and the entrance to the Middle School.

Street parking is only allowed between McLean's Lochinver Lane Campus' two driveways on Lochinver Lane on the School side only. Other parts of Lochinver Lane are designated as No Parking Zones and violators may be ticketed.

On days when a special program is taking place on campus, certain employees at Lochinver Lane Campus may be asked to park at a designated off-campus location, typically the Inverness Pool parking lot on Deborah Drive. When possible, bus transportation between campus and the satellite parking location will be provided.

At the **Falls Road Campus**, Faculty and Staff should park in the designated McLean School parking lot which is the first lot on the right side as you enter. Double parking in front of the school or parking in other lots is not permitted at any time. In parking in the lot, faculty must display a Campus Pass in their front windshield.

Paydays

Employees are normally paid via direct deposit, semi-monthly on the 15th and the last working day of the month. In the event that the 15th of the month falls on a weekend, employees will receive their paychecks on the preceding Friday. Paychecks include earnings for work performed through the end of the preceding payroll reporting period.

All McLean employees classified as non-exempt under the provisions of the Fair Labor Standards Act are eligible for overtime payments when they work more than 40 hours in a workweek. Faculty and Administrators are classified as "exempt" under the provisions of the Act. Other employees should consult with the Director of Executive Support and Recruitment to determine their classification. This payment for overtime equals 1.5 times the employee's normal hourly rate. Overtime must be approved in advance by the employee's direct supervisor in consultation with the Head of School or Associate Head of School.

Personnel File

The School maintains a personnel file on all employees. It contains an employee's initial application for employment, required supporting employment documentation, resume, letters of

employment, academic achievements, and any correspondence with the employee regarding job performance or evaluations. Employees may request to view their personnel file by contacting the Associate Head of School.

Pet Policy

Many of us love pets. However, other members of our school community are highly allergic to them. In the School's effort to foster a caring workplace, faculty, staff, administrators, and parents are not permitted to bring pets into either the Lochinver Lane or Falls Road building at any time. This prohibition does not include service animals.

Exceptions to this policy can be made for pedagogical purposes, including those animals in the STEM rooms. However, in these instances a written request must be provided to the appropriate Division Head for approval and the Head of School or Associate Head of School needs to be notified so they can inform members of the School community with severe allergies.

Petty Cash

Receipts for petty cash withdrawals must be submitted to the Business Office within three business days of receipt of a cash advance.

Postage Machine

There is a postage machine located in the Administrative area of the Lochinver Lane Campus. It is solely for School business use. Falls Road Employees may come to Lochinver Lane to use the postage machine or request stamps from the Falls Road Receptionist for school business only.

Professional Appearance

Faculty and staff are expected to dress at all times in professionally appropriate attire. This includes: pants, khakis, and capris; dress, crewneck, or polo shirts; as well as skirts and dresses (professional style-length). Casual dress (jeans, yoga pants, t-shirts, shorts, sandals, and the like) have a place in school only if the adult is accompanying a student group on an activity where that attire would be the norm with the permission of their Division Head. Jeans are normally not permitted except on days designated by Division Heads or Supervisors. Although summer suggests more casual attire, those who work during the summer are still expected to dress appropriately. Division Heads and Supervisors may at their discretion make exceptions to this policy.

Purchase Orders and Reimbursements

Faculty and staff needing the School to purchase something for their classroom or office use (e.g., books, art supplies, furniture, equipment, etc.) should make their request through a Purchase Order. Purchase Orders can be obtained from their Division Head or the Business Office.

- Purchase Orders must be approved in writing by the appropriate Division Head, who will ensure purchases remain within established budget parameters, and signed by the employee. If a request exceeds the established budget, the division head or supervisor should seek the approval of the Assistant Head of School before proceeding.
- The Business Office will process the request and forward it to the appropriate supplier.
- Faculty and staff may also elect to purchase items on their own and seek reimbursement from the school so long as the total purchase does not exceed \$250.
 - In this event, the employee should complete a Check Request/Reimbursement Form and once approved by their Division Head or supervisor, submit it to the Business Office.
 - The Business Office will reimburse employees for any out-of-pocket expenses within two weeks of the submitted Reimbursement Form.
 - Please note: McLean does not pay sales tax by virtue of its tax-exempt status. It will not reimburse employees for any sales tax they may incur. Upon request, the Business Office will provide employees with a copy of the School's tax-exempt certificate that they can use when making School related purchases.
- Employees are responsible for verifying that items received match what was ordered. Packing slips should be checked against the contents delivered and the initial order. Employees should immediately notify the Business Office of any discrepancies or merchandise damaged in shipping. The Business Office will follow up with the vendor as necessary.

Recycling

In compliance with Montgomery County regulations, McLean School has developed a recycling program. Please separate paper from bottles and cans needing to be recycled. Paper recycling bins are located in all classrooms and offices. Recycling bins for cans and bottles are located in hallways and in the Faculty Lounge and Falls Rd Kitchen. The School also has a composting service and a compost bin is located in the APR for Lochinver Lane food waste.

Employees are encouraged not to use plastic water bottles or cups. To help with this effort, faculty, staff, and students receive a reusable McLean water bottle and water bottle filling stations are located throughout the school.

Restrooms

The School provides several gender-neutral bathrooms on both campuses for use by faculty, staff, visitors, and students (i.e., gender and gender non-conforming students or students with specific health issues). Faculty and staff may also utilize appropriate gender specific restroom facilities. Restroom facilities in the Lochinver Lane Health Room should only be used by those receiving medical attention from the School nurse.

Security Cameras

McLean School makes limited use of video cameras to promote and foster a safe and secure teaching and learning environment for students and staff, and to foster public safety for community members. Both campuses contain security cameras in various public places, including several stairwells, hallways, community spaces, and the outside of building entrances. Information obtained from the cameras may be used to address security and safety issues that arise involving students and/or faculty and staff, and, when appropriate, for law enforcement purposes. The system is not intended as a method for tracking the productivity or work habits of employees or students.

Images captured by the system are monitored periodically during the School day to help ensure the safety of School personnel and the security of School property. Video images are archived and can be accessed with permission of the Head of School, Associate Heads of School, or one of the Division Heads. They are generally not made available to employees, students, parents or visitors to the School.

Employees, parents, and students should be aware that video surveillance coverage is limited and does not cover all areas of the School.

Smoking, Alcohol, and Drug-Free Facility

McLean is a non-smoking, non-alcohol, and drug-free facility. Smoking (including e-cigarettes) or the consumption of drugs or alcoholic beverages on School property is not allowed.

Software Vetting and Approval

The school is committed to protecting student information and complying with all applicable laws. Software that collects or stores student data must: Have a clear and compliant privacy policy; not sell or misuse data; and allow for school or parent consent where required.

To protect student data, ensure instructional quality, and maintain the integrity of the school's technology systems, all software, applications, and digital tools used at McLean or on McLean School equipment must be vetted and approved prior to implementation. This includes instructional apps, assessment platforms, classroom management tools, communication apps, and productivity software. This policy ensures that tools align with our educational goals and comply with legal and security standards.

Any employee wishing to use or recommend new software, web-based service, mobile app, browser extension, or cloud-based platform for instructional, administrative, or extracurricular purposes should submit a helpdesk support ticket to helpdesk@mcleanschool.org. The request should include:

- Name and purpose of the software
- Intended users (faculty, students, staff)
- Grade level(s) or department(s) involved

- Description of how it supports teaching, learning, or operations
- Any data collected or stored (especially student data)

All software requests will be reviewed by the IT Department, and, when relevant, the Academic Technology Coordinator and Division Leadership.

Faculty and staff may not use unvetted or unapproved software with students. Free or trial versions of apps that collect student information are subject to the review and approval process above. In addition, faculty and Staff may not utilize software licensed to them personally and may not personally pay for the use of software on School equipment.

Approved software is subject to periodic review. The Technology Department reserves the right to discontinue the use of any tool that no longer meets the school's standards or poses a risk to privacy or security.

Solicitations

To limit the distractions to our employees during work time, faculty and staff should not solicit and distribute non-School related information in work areas at School. The information includes, but is not limited to: subscriptions, donations, or contributions.

Persons not employed by the School may not, at any time, solicit or distribute literature or other printed materials on School property for any purpose.

Solicitations for School-sponsored non-profit entities or activities may occur with prior approval of either the Head of School or Associate Head of School. Non-School employees are not permitted to be involved with these internal and approved solicitations.

Student Supervision Before and After School

The School is responsible for the supervision of students during regular school hours (8:00 am - 3:30 pm). No student should be in either building before 7:45 am, except with permission.

All students in kindergarten through grade 8 in the building after 3:30 pm, who are not involved in a school or teacher supervised activity, must be sent to 3:20 Club or Study Hall. If a faculty member/staff regularly works with a student or conducts an extracurricular class after school, they must inform the Director of Auxiliary Programs.

US students in the building outside of normal school hours are expected to be in a public area of the School. This is a privilege and any student who does not act in accordance with the Schools guidelines, may have this privilege rescinded.

Supplies

The School regularly stocks commonly needed supplies (tissues, hand sanitizer, markers, pens, pencils, etc.) At the Lochinver Campus, they are located either in the cabinets in the hallway near

the Development and Communications/Marketing Offices or inside the Business Office. At the Falls Road Campus, they are located in the Kitchen.

Supplies are available for faculty and staff use only and are not intended for student use. Many items are kept in stock. If an employee requires a specialty item, they should complete a Purchase Order and it will be ordered for them by the Business Office. If an employee sees that an item is running low, they are asked to notify the Business Office so that it can quickly be reordered.

Telephones

Telephones are primarily for faculty use only, not for student use. Teachers should not make calls when students are present in class. During the school day, incoming calls for teachers will not be transferred to the classrooms. Teachers should check their voicemail at least once a day. Families have been encouraged to email teachers and, if necessary, make an appointment to speak with a particular teacher.

Tutoring and Supplemental Work with Students

McLean recognizes that many teachers and staff provide support to students outside of the classroom and regular school day. This can include, but is not limited to, academic tutoring, personal training and coaching, music lessons, as well as speech-language and occupational therapy. The School is happy to support these efforts both on and off campus.

The following general guidelines are offered to help protect and inform faculty, students, and parents:

- Faculty and staff providing support outside of the normal school day should regularly communicate with the student's parents or guardian about their progress and the specific nature of the support being offered.
- Faculty and staff should enter into a written agreement with the parent or guardian specifying the services to be provided; amount of remuneration; and expected time commitment. It is recommended that faculty and staff secure their own professional liability insurance as they will not be covered by the School's policy for this work.
- Throughout the academic year faculty and staff cannot provide tutoring services to the students in their grade or current classes. During the summer, faculty and staff cannot provide tutoring services to students entering their grade or class. Specialists can tutor students as long as the specialist is not providing a grade to that student in a grade or class.
- When working with a student, faculty and staff should ensure that they are visible to others and not alone behind closed doors whether in a home or office.
- Faculty and staff should inform the student's teachers (whether at McLean or another school) of the services being performed and the progress made or challenges so as to best coordinate their respective efforts.
- For McLean students being supported on or off campus, faculty and staff must notify their Division Head of the arrangement.

- Administrators may not receive payment for outside services.

When using McLean's campus for support purposes for McLean and outside students, faculty and staff must:

- Notify in advance the Director of Summer and After School programs of the dates, times, and location that services are being provided.
- Notify the receptionist or security guard of any visitors to campus.
- Meet and return all guests (student and adult) at the Front Desk.
- Remain with the student at all times that they are in the building and not leave any student unattended.
- Arrange for any parents or guardians wishing to remain on campus during the support session, to sign in at the Front Desk and complete the School's Visitor ID protocol.
- Work with the student in a classroom or office whose door is open at all times.
- Report any behavioral (emotional or social) issues or problems to an Administrator in a timely manner.
- Abide and follow all policies and procedures as outlined in the Employee Handbook.
- It is strongly recommended that support services be provided on campus only on days when school is in session and when the receptionist or security guard is on duty (e.g., up to 8:00 pm). If the building is being used at other times, the employee is responsible for disarming and then re-arming the School's security system and ensuring all doors are properly secured.

Visitors

As a tight-knit community, the School welcomes many visitors onto campus to participate in our events and support our students. On both campuses, all visitors must check in at the Front Desk upon arrival to receive a temporary identification badge which clearly indicates the visitor's name and date of visit.

Employees are responsible for the conduct and safety of their visitors. Visitors must be escorted while on the premises, and their movement should be limited to the spaces necessary to achieve the purpose of their visit.

If an unauthorized individual is observed on campus, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

HEALTH AND SAFETY

Preventing and Responding to the Spread of Infectious Diseases

Vaccination: McLean school strongly encourages all employees to be fully vaccinated and boosted against COVID-19 and the Flu. Whenever possible, the School will offer vaccine clinics to all employees based on Health department and CDC recommendations for yearly boosters.

Symptoms While at School: Anyone exhibiting COVID-19, Flu or other similar symptoms will be sent home or requested to stay at home until symptoms subside. Employees who test positive for Covid-19 will be required to leave school immediately and should contact their primary health care physician. They will be expected to remain home until fever free for 24-hours without any fever reducing medication. The School will follow local county and CDC health guidelines to determine any modification to this policy.

Privacy: The School respects the right to privacy of any employee who has a communicable disease, including COVID-19. All employee records or information regarding communicable diseases will be confidentially maintained in a secure area, apart from the employee's personnel file. The employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to others, including co-workers. The School will comply with federal and state laws that address confidentiality and privacy requirements.

Assumption Of Risk: Despite the safety protocols and other measures the School puts in place to mitigate the risk of transmission of COVID-19 and other infectious diseases on campus, there are inherent risks that employees may become exposed to or infected with COVID-19 and other infectious diseases by coming to campus. It is possible that an employee is already an asymptomatic carrier of a virus before reporting to campus and that the employee may infect other students, employees, or other individuals at the School. By working at McLean School, employees understand, acknowledge, and voluntarily assume these risks.

Bloodborne Pathogens

Detailed information concerning McLean's response to the spread of Bloodborne Pathogens (BBP), such as Human Immunodeficiency Virus (HIV) and Hepatitis, is available in the Exposure Control Plan located in the health room. The McLean School of Maryland, in compliance with the Occupational Safety and Health Administration (OSHA), encourages employees with occupational risk for exposure to bloodborne pathogens to receive the Hepatitis A & B immunization. Yearly training is provided to the staff and faculty to increase understanding of the dangers of infection and the safe procedures to minimize risk. Employees may also view videos on mitigating these risks which the School nurses are happy to provide.

Given the serious consequences of these diseases, the School has formulated a policy and operating procedure to guide the School in making responsible, sensitive and effective decisions concerning the assignment of employees identified as having a BBP caused disease. As a private educational institution, the School must be concerned for the health and welfare of its student body. Participation in classroom activities by a teacher or student with HIV or another BBP does not, in and of itself, present a medical concern. If, however, conditions exist which bring into doubt the advisability of the teacher or student participating in classroom activities, the welfare of the students will be the controlling consideration.

Reporting - An employee infected with a BBP related disease is strongly encouraged to inform the Head of School and the School Nurse promptly of the employee's condition so that the School can effectively implement the provisions of this policy. It is the School's expectation that the employee will provide such information within twenty-four hours of receiving the diagnosis. This

initial notification should be made verbally, with a written report submitted to the Head of School as soon as possible thereafter. The written report should contain full and complete information on the condition of the employee, including the diagnosis and prognosis. A copy of the physician's diagnostic report should be attached to the report submitted to the Head of School. All information received by the Head of School and School Nurse concerning the employee's medical condition shall be treated as confidential information.

Mandatory Reporting Guidelines

McLean School is committed to ensuring the safety of its students at all times. The School complies with all laws addressing abuse and neglect of children. Any employee or volunteer responsible for the care of children (including, but not limited to, school officials, teachers, athletic coaches) is a mandated reporter and required to alert the appropriate authority when that professional has reasonable cause to believe that a child under the age of 18 is suffering or is in immediate danger of suffering from mental, emotional, sexual or physical abuse or neglect. The report must be made in the jurisdiction where the abuse is believed to have taken place. This means that if the abuse is suspected to have taken place in the District of Columbia, the abuse should be reported to the District of Columbia's Child and Family Services Agency. Similarly, if the abuse is suspected to have taken place in Virginia, Child and Family Services should be contacted; in Maryland, reports of abuse are made to Child Protective Services. In Virginia and in Maryland, reports are made in the individual counties where the abuse is suspected to have taken place.

When considering whether or not a report should be made to the appropriate child welfare agency, it is important to note that mandated reporters are required to report if there is **reasonable cause** to believe that abuse or neglect **may** have taken place. It is not the job of the mandated reporter to investigate or to confirm that the abuse has actually occurred. It is common practice to anonymously call and consult with the appropriate child welfare agency to ask whether a situation falls under the mandated reporting obligation.

Steps for Mandatory Reporting:

- If an employee or volunteer at the School learns of a possible reportable incident, that employee or adult must document in detail, with date and time, the information was received or observed.
- The employee or other adult should then immediately inform the counselor and/or Division Head or other designee. If the incident occurs during the summer, in addition to the administrators listed above, the employee can inform the Director of Auxiliary Programs, Head of School, Associate Heads of School, or other designee. The counselor or other Administrator who receives the written report should enter it in Magnus Health and the employee/volunteer should not maintain a copy.
- The notified Division Head or designee and/or the counselor in consultation with the employee, and others who may have knowledge regarding the incident and/or other

relevant information, determine whether the matter meets the requirements for reporting to the appropriate child welfare agency.

- If the incident **is determined** to be a reportable event, a call must be made immediately to the appropriate agency and a plan for supporting and/or protecting the child should be put in place.
- The individual making the call must record pertinent information such as: date and time of the call; the telephone number and agency called; the name of the individual reporting the incident; other School representatives on the call; a short description of the report being made; and other relevant information regarding the representative at the agency receiving the report.
- If the employee is not present when the call is made, that employee has a legal obligation to follow up with the Division Head or designee to ensure that a report was made.
- A determination should be made by the Division Head in consultation with the Head of School as to whether or not to inform the family. If it is determined that the family should be notified, the Head of School or designee should decide who will make that call.
- **“If There Is Any Doubt About Whether to Report Abuse or Neglect, Always Err in Favor of Making the Report.** Reporting does **not** require **proof** that child abuse or neglect has occurred. Incidents are to be reported as soon as they are suspected. Waiting for proof may involve grave risk to the child and impede services to the family.” -Maryland Department of Health and Human Services
- For more information about what constitutes child abuse as defined by the State of Maryland please click on the following link : <http://dhs.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/mandated-reporters/>

Prescription Medications

Only a School nurse or in the absence of a nurse, a member of the Administrative Team is authorized to accept from a parent medication for a student. Medication should never be accepted directly from a student. Faculty and staff should not accept a student's prescription medication(s).

If a School nurse is not present and a member of the Administrative Team accepts prescription medication, they should lock it in their office until the next time a nurse is on duty. The Administrator should also send an email to the nurse notifying the nurse that they have possession of the medication. If a prescription medication needs to be refrigerated, the Administrator should store it in the refrigerator in the Health Room.

Prescription medicine should only be accepted when it is in a pharmacy bottle clearly labeled with the student's name, physician's name, name of pharmacy, name of medication and prescribed dosage.

Procedures for Incidents that Indicate a Student's Health or Safety is at Risk (e.g., Suicide Ideation, Self Harm, Harm to Others)

Information pertaining to the health and well-being of a student or any threat to the School, faculty, and staff which comes to a teacher, advisor, counselor, nurse, or other adult in the community must immediately be shared with the Division Head who will then determine who else needs to know the information. Faculty and staff are professionally bound to pass on this information.

If this is an incident of suspected child abuse, we are ALL mandated reporters. The procedure on how/who to report is described in the Mandatory Reporting Guidelines above. In cases involving possible physical symptoms or injuries (i.e. suspected physical abuse, self-injury, substance use), the School nurse and/or a School Counselor should evaluate the student in order to assist with recommendations and documentation. McLean has Counselors for each division.

Faculty and Staff should assume that information received about a student cannot remain confidential as others in and out of the School may need to be notified. They should inform the student and/or their parents of this fact. Information about students, however, is not to be shared with other parents.

It is often difficult to determine whether statements made in the written work or art work of a student (e.g. suicide, abuse, violence) are intended to alert employees about a potential crisis issue or are merely experiments with language or with an artistic concept. If an employee is in any way uncomfortable with what a student's work contains, they should speak with the student, a school counselor and/or the appropriate Division Head. Again, information that an employee receives, even of a seemingly confidential nature, should be shared with a Division Head. Faculty may risk personal liability and professional stature by encouraging confidences from or becoming the confidant of a student.

Troubled students call out for our concern and our help. This intense need presents a risk that a staff person may become over-involved or may cross the physical and emotional boundaries between student and staff. Students at risk may be confused by physical touch, invitation to personal or private spaces (including a home) or terms of endearment; it is the duty of staff to be mindful of professional boundaries and respect those boundaries.

If a faculty or staff member is concerned about an incident or condition that indicates a student's health or safety is at risk, such as self harm, suicidal ideation, and threat of harm to others, the faculty or staff member must immediately bring the situation to the attention of a school Counselor, School Nurse, and/or the appropriate Division Head (or Assistant Division Head).

The Counselor, Division Head, and/or the School Nurse will evaluate the situation and determine appropriate next steps, including.

1. Who should notify the parents and what should be said?
2. Should someone meet individually with the student?
3. Should the student be sent home?
4. Does the student need supervision until the parents arrive?

5. Does any outside agency need to be contacted (e.g., Child Protection Services, Hospital)?
6. Should faculty and staff be notified?

At the discretion of the Division Head, in consultation with the Counselors, a student may need to be placed on [medical leave](#). If a student is placed on medical leave, the School will require an outside licensed mental health professional to evaluate the student and provide the School with an opinion as to whether or not the student can safely return to school. The outside mental health professional will also be required to complete the **Mental Health Crisis and Fitness to Return to School Letter** and have a verbal conversation with the Counselor or Administrator to review and discuss a proposed re-entry plan. It will then be up to the School Counselor and Division Head to determine if, when, and how the student is able to return to school. Any information about a student's Medical Leave and Re-entry must be promptly communicated to the School nurse and Head of School.

If returning to School, a re-entry meeting will be held with the student, parents, counselors and (Assistant) Division Head before the student's return.

Suicide attempt on Campus or at School-related event

Call 911 and then contact the school nurse.

- a. Do not attempt to move the student
- b. Do not leave the student alone.
- c. If in visible location - Ask another adult or student to notify an administrator to put in place the medical emergency protocol
- d. If in a classroom or space where others are present, clear the room or space of students and have another adult be present with them.
- e. Secure all weapons, pills and notes.
- f. Immediately, when able, administrator, counselor or nurse will contact the student's parent/guardian and advise them of the situation and that they will contact them with the hospital transport information as soon as it is available

APPENDIX A: ADMINISTRATOR DIRECTORY WITH TITLES

Head of School	Barry Davis
Associate Heads of School	Jeffrey Berman and Melissa Gray-Hughes
Assistant Head of School for Educational Programs & Head of Middle School	David Roth
Head of Lower School & Director of Auxiliary Programs	Jenny Whichard
Head of Upper School	Chapin Miller
Co-Directors of Communications & Marketing	Laura Barney and Elizabeth Shannon
Director of Equity, Inclusion & Social-Emotional Curriculum	Michelle Belton
Director of Technology & Interim Director of Operations	Oren Marckettell
Director of Community Inclusion & External Relations	Bobby Edwards
Director of Development	Michelle Ellis
Director of Enrollment & Financial Assistance	Cathy Patterson
Director of Athletics, Coaching & Mentoring	Da'Mon Perry
Director of Executive Support & Recruitment	Robin Speller

APPENDIX B: PARENT ACKNOWLEDGMENT FOR STUDENT USE OF RIDESHARE SERVICES

Student Name:

McLean School (“McLean” or the “School”) understands that many families are now choosing to use rideshare services (“Rideshare Services”) to transport their children to and from School. The School does not advise as to the use of Rideshare Services, however, the School seeks to establish the respective roles and responsibilities as between the parent(s)/guardian(s) (“Parents”) listed below and the School for the use of Rideshare Services by the Parents for the above-named student (“Student”).

1. Rideshare Service Arrangements: Parents understand and acknowledge that they have the sole and exclusive responsibility for any and all aspects regarding or related to the use of a Rideshare Service for the Student, including but not limited to, coordinating the date, time and location of any such Rideshare Service pick-up and drop-off; communicating with any such Rideshare Service as necessary to ensure pick-up and drop-off are completed; communicating with the Student to advise them of the intended use of a Rideshare Service; and ensuring that the Student is properly educated as to their use of a Rideshare Service, including such safety precautions as confirming the name of the driver, wearing a seatbelt and other such measures.

The School has no responsibility regarding or related to the decision to use Rideshare Services, the use of Rideshare Services, the safety or risks associated with the use of Rideshare Services or transportation of the Student using the same.

2. Recognition and Assumption of the Risk: Parents acknowledge that they are fully cognizant of the potential risks and hazards associated with the use of a Rideshare Service, including but not limited to surcharges, traffic accidents, personal liability risk of personal injury to the Student, including disability or death, and loss or damage to property belonging to the Student. Parents acknowledge that they are aware of and have had an opportunity to evaluate these risks, and that Parents voluntarily choose to permit the Student to use a Rideshare Service. Parents also acknowledge that they are aware that many ridesharing services require an adult to accompany an underage rider – typically under 18 years of age – often defined by the rideshare company.

3. Waiver and Release of Liability: Parents, on behalf of themselves and the Student and to the maximum extent permitted by law, do hereby release and forever waive and discharge and agree to hold harmless the School, its trustees, officers, employees, subsidiaries, affiliates, representatives, agents, successors and assigns thereof, in their official and individual capacities (collectively, the “Releasees”) from any and all liability and from all claims, demands, and causes of action for loss of or damage to property, bodily or personal injury, illness, loss of companionship or support, or death sustained by the Student or third parties, and all liability, claims and demands of any nature whatsoever which may be incurred, directly or indirectly, now or in the future, by reason of Student’s use of a Rideshare Service, including that which is caused solely or in part by the fault (including but not limited to negligence, gross negligence and/or recklessness) of the Releasees.

4. **Indemnification:** Parents, on behalf of themselves and the Student, hereby release, discharge, indemnify, and hold harmless Releasees from any and all losses, financial liability or expenses, obligations, claims, judgments, liabilities (including attorney's fees) of any nature arising out of, or in consequence of the Student's use of a Rideshare Service, including but not limited to Student's acts, words, conduct, behavior or actions, in connection with Student's use of a Rideshare Service, damage to property, bodily or personal injuries, illness, loss of companionship or support or death sustained by any person(s) as a result of Student's actions, activity or inactivity which Student may cause or contribute to during Student's use of a Rideshare Service.

By signing below, the Parents acknowledge that they have reviewed and understand the foregoing Acknowledgment and will act in compliance with its provisions.

Parent/Guardian 1

Parent/Guardian 2

SIGNATURE

SIGNATURE

DATE

DATE

APPENDIX C: McLean School Lochinver Lane Campus DataWatch Alarm Procedures

The McLean School campus is open Monday–Friday from 6:30 am to 11:00 pm. You may enter the front or back doors by swiping your key fob during these hours. You may exit any one of these doors by simply walking out at any time. The doors ALWAYS open out!

To **ENTER** the building after school hours or on weekends:

Enter only through the **FRONT DOUBLE DOORS**.



WIPE YOUR DataWatch KEYFOB on the **Datawatch Box** to the right of the front of the double doors. When the light turns **GREEN**, you have 60 seconds to enter before the alarm is activated.



After entering the building, go to the **KEYPAD** inside the lobby (on the wall to the right between the front double doors and the Reception Office Door). **TYPE YOUR 4-DIGIT CODE AND PRESS "1"** (OFF). Please ask your Division Head if you do not know your code.



please be sure to sign your name on the **SIGN IN ON THE SHEET**. This is located to the right of the keypad.



To EXIT the building after school hours or on weekends:

When leaving the building, always **SIGN OUT ON THE SHEET** that you originally signed in on.



If you are the last one out of the building, you must **ALSO SET THE ALARM** using the **DataWatch KEY FOB**, in the lobby, by the front double doors. **TYPE YOUR 4- DIGIT CODE** and **PRESS “2” (AWAY)**. Again, please ask your Division Head if you do not know your code.



If the alarm is set properly, the DataWatch screen will display: **“ARMED***AWAY***You may exit now.”**



If the keypad screen displays **“FAULT,”** a door is open or someone has activated a motion sensor somewhere in the building.

See the map on the sign-in sheet clipboard (under the sign-in sheets) to match the fault number to its locations.

If the fault is an **OPEN DOOR**, secure that door before arming the system.

If the fault is a **MOTION**, use the phone at the reception desk, and **DIAL # 00***. The phone will ring, and then you will hear a beep. After the beep, you will say “If there is anyone in the building, please come to the main entrance, or call extension 600.”



After successfully setting the alarm, make sure that the **DOORS ARE COMPLETELY CLOSED** (i.e. connect) before you exit the building. The light on the DataWatch Card reader outside the front double doors will turn **RED** when the alarm is set.



<p>6. For EMERGENCY 24/7 ASSISTANCE with setting the alarm, you may CONTACT:</p> <p>JEFF BERMAN 202.330.1777 GLEN PEDERSEN 240.994.7465</p> <p>If you cannot reach any of the people above, call DataWatch at 301.655.3282. McLean's account number is: C-279-C-277</p>	
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APPENDIX D: EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING OF EMPLOYEE HANDBOOK

I acknowledge that I have received, read, and understood the 2025-2026 McLean School Employee Handbook (“Handbook”) and the policies contained therein. I understand that I am bound by these policies.

I further understand that, with the exception of the at-will policy, the content of this Handbook, including information on policies, procedures, and benefits, is subject to modification by the School at any time without prior notice.

I understand that the Handbook is not a contract between the School and its employees, and that only the Head of McLean School has the authority to revise or make exceptions to any school policies.

Changes to the Handbook and to School Policies announced elsewhere are effective upon implementation after notice is given to McLean employees.

Date

NAME (Typed or Printed)

EMPLOYEE SIGNATURE