



## **2015-2016 Employee Handbook**

**Fall, 2015**

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## **Introduction**

### **020 Mission Statement**

Lincoln School is an independent college preparatory school for girls where high academic and ethical standards challenge students from Pre-Kindergarten through Grade 12 to nurture their special talents and interests. Drawing on its Quaker heritage, Lincoln School focuses on character values, as well as knowledge, simplicity, cooperation, mutual respect and nonviolent resolution of conflict. The aims of a Lincoln education are confidence, achievement, a commitment to service, and a life-long love of learning.

### **025 Statement on Diversity**

We believe that diversity is an essential part of education. Reflecting its Quaker heritage, Lincoln School strives to help each student develop an appreciation of her uniqueness, a respect for others, and a sense of responsibility for the community at large. At Lincoln, we recognize that there is diversity in the languages we speak, the colors of our skin, our genders, ages, traditions, family structures, and our financial and educational resources. Our separate heritages, beliefs and choices of expression help to define us as individuals; our commitment to learning about one another and the larger world unites us as a community. We acknowledge and explore our differences with enthusiasm and respect for the dignity of each individual. In our recruitment of students, faculty and staff, Lincoln School strives to create a community that reflects the increasing diversity of the region in which we reside. In our curriculum, in ways that are developmentally appropriate, we study race, ethnicity, family structure, gender, religion, sexual orientation and economic differences. In our assemblies, special events, guest lectures and activities, we work to further our commitment to diversity. While the family is the primary source of customs, traditions and celebrations, the school can serve both to affirm the distinct identity of each individual, and to help students learn to appreciate the ways of others. We invite families to join us in promoting multicultural perspectives. We believe that excellence in education enables students to value themselves as individuals, at the same time preparing them to participate with confidence in a rich, complex, and changing society. Lincoln School is a place where young women learn to listen, question, challenge, probe, and thereby gain knowledge and a measure of confidence that allows them to think for themselves about the workings of the world. When they graduate, we hope that Lincoln students will carry with them a strong sense of their own identity, a willingness to see the common threads that run through all our lives, a commitment to the wider community, and a high regard for the value and breadth of differences. – *Approved by the Board of Trustees, June 1997*

### **050 Board of Trustees**

A list of the Board of Trustees can be found at [www.lincolnschool.org/trustees](http://www.lincolnschool.org/trustees)

## **100 Employment Information**

### **100 Nature of Employment**

The Lincoln School Faculty and Staff Handbook provides a summary of the expectations, policies and procedures

that assist us in our work and support our commitment to the young people in our care. This Handbook is meant to provide you with guidance and information under one cover; this is NOT a contract of employment or a warranty or promise of benefits. Neither the policies described in this Handbook nor any other written or verbal communication by a Department Head, Division Director, Head of School, manager, or other representative of the School are intended to create a contract of employment for a definite term or a warranty or promise of benefits. This Handbook supersedes and replaces any and all prior handbooks, policies, procedures and practices of the School. Lincoln retains the right to change, add to, or delete any policies or provisions of this Handbook at any time, in its sole discretion, without notice, except that we will not modify, amend or alter our policy of employment-at-will. You will be informed of any such revisions.

Lincoln has a policy of employment-at-will, which allows the School or the employee to end the employment relationship at any time, with or without notice, for any reason or no reason at all. Neither statements of policy which appear or may appear from time to time in this Handbook or other School publications, nor oral statements or School practice shall affect or modify in any way Lincoln's policy that employment with the School is at-will. No representative of the School, other than the Head of School, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing; provided, however, that the Head of School may enter into such an agreement on behalf of the School only by a signed writing.

This Handbook is not intended to take the place of more detailed benefit plan documents, and in the event of conflict with those plan documents, such documents will be deemed controlling.

Please review this Handbook carefully and keep it accessible while you are employed at Lincoln School. This is provided to you in this format to permit annual updates. Questions regarding any specific guidelines, or any questions not answered in this Handbook, may be directed to your supervisor, the Business Manager or the Head of School

### **110 Equal Opportunity Employment**

Lincoln is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, genetic information, national origin or disability, and any other category protected by federal, state or local law. Equal employment opportunities include opportunities with respect to employment, upgrading and promotion, transfer, recruitment, recruitment advertising, selection for training, and all school-sponsored educational, social, and recreational programs. Unlawful employment discrimination by anyone affiliated with Lincoln will not be tolerated. If you believe that you have been discriminated against in the terms and conditions of your employment on the basis of your membership in a legally protected class, you should contact your Division Director or the Business Manager. The laws prohibiting employment discrimination, including workplace harassment, are enforced by:

The Rhode Island Commission for Human Rights  
180 Westminster Street, Third Floor,  
Providence, Rhode Island, 02903 (401-222-2662) and  
The Equal Employment Opportunity Commission,  
John F. Kennedy Federal Building,  
Government Center, 4th Floor, Room 475,  
Boston, Massachusetts 02203  
(617-565-3200).

### **115 Confidentiality**

Lincoln School employees are required to preserve the confidentiality of any and all records containing personally identifiable information. Student and staff records may be confidential by virtue of the Family

Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), state privacy laws, and other laws and regulations. Employees of the School may not disclose personally identifiable information about students or employees unless they are certain that such disclosure is permitted by law.

See FERPA at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

See IDEA at <http://idea.ed.gov/>.

If in doubt about either the confidentiality of a record or the legality of disclosing information, including to other personnel within the School, employees should consult with their supervisors or the Business Manager, who may in turn consult with legal counsel.

## **120 Ethics and Conduct**

The reputation and successful operation of Lincoln School are built upon the principles of fair dealing and ethical conduct of its employees. The School's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity. Lincoln School is an independent, non-profit school. Its continued success is dependent upon the trust and confidence of the students, families, and community that it serves. Employees owe a duty to their colleagues and the Board of Trustees to act in ways that maintain that trust and confidence. Lincoln School will comply with all applicable laws and regulations. Employees, Trustees, and volunteers are expected to conduct operations and programs of the School in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. If a situation arises where it is difficult to determine the proper course of action, discuss the matter with your supervisor or, if appropriate, the Head of School or Business Manager.

## **125 Harassment**

Lincoln strives to provide an environment free from discrimination or harassment based on race, color, religion, age, sex, national origin, disability, sexual orientation, gender identity or expression, genetic information or any other legally protected category. The School will not tolerate verbal or physical conduct by anyone that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile work environment.

The School prohibits such harassment, whether in the office, in work assignments outside the office, or at School-sponsored social functions. The School will take all steps within its power to prevent the harassment of its employees not only by School personnel, but also by persons who are not School employees and who are on School property or have a business relationship with the School.

Each employee has a responsibility to attempt to maintain an environment free of sexual harassment. Sexual harassment includes any unwanted or unsolicited conduct or communication on account of an individual's sex which adversely affects that individual's conditions of employment or working environment. Harassment may occur when:

- submission to such conduct or advances or requests is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct or advances or requests by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct or advances or requests have the purpose or effect of substantially interfering with an individual's work performance or creating a hostile, intimidating, or offensive working environment.

In other words, no supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's

refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, benefits or any other aspect of employment or career advancement. In addition, no supervisor is to favor in any way any applicant or employee because that person has performed or shown a willingness to perform sexual favors for the supervisor. Other sexually harassing conduct in the work place, such as:

- any abusive or degrading verbal or physical conduct,
- contact of an offensive and unwelcome nature, or
- any conduct that interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment, by any personnel is also prohibited.

Each Lincoln employee is personally responsible for ensuring that his or her conduct does not harass, sexually or otherwise, any other employee or non-employee in the workplace.

The following is a partial list of behavior that may be considered sexual harassment:

- Unwelcome and unwanted sexual jokes, language, epithets, advances or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- Display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies;
- Asking questions about sexual conduct;
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual;
- Unwelcome touching, leering, whistling, or suggestive, insulting or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of the same;
- Assault or coerced sexual acts.
- Lincoln similarly prohibits all offensive behavior directed at a person's race, ethnicity, religion, age, sex, sexual orientation, gender identity or expression, or disability, as well as any other legally protected status. Racial, ethnic or other harassment is conduct that has the effect of substantially interfering with an individual's work performance and creating a hostile, intimidating or offensive working environment.
- Actions constituting such prohibited conduct include, among other things:
  - Displaying material that is demeaning to or derogatory of a person because of his or her race, ethnicity, religion, age, disability, sex, sexual orientation, gender identity or expression, or any other legally protected status, including material intended as humor;
  - Bringing to work for the purpose of sharing or communicating with other employees any material that is demeaning to or derogatory of a person because of his or her race, ethnicity, religion, age, disability, sex, sexual orientation, gender identity or expression, or any other legally protected status, including material intended as humor; or

- Communicating to any employee any comment that is demeaning to or derogatory of any person because of his or her race, ethnicity, religion, age, disability, sex, sexual orientation, gender identity or expression, genetic information or any other legally protected status, including comments that are intended as humor.

The School considers harassment of any kind to be a serious offense. Any supervisor or employee found to have engaged in harassment will be subject to appropriate disciplinary procedures, including termination of employment.

The School will not tolerate retaliation of any kind against anyone who complains about harassment or anyone who participates in good faith in an investigation of a harassment complaint.

The Rhode Island Commission for Human Rights is the state agency responsible for enforcement of employment discrimination actions.

Rhode Island Commission for Human Rights  
180 Westminster Street  
Providence, RI 02903  
(401) 222-2662

The United States Equal Employment Opportunity Commission (EEOC) is the federal agency responsible for enforcement of employment discrimination actions.

Equal Employment Opportunity Commission  
John F. Kennedy Federal Building  
Government Center, Fourth Floor, Room 475  
Boston, MA 02203  
(800) 669-400

Complaint Procedures: Harassment and Discrimination

It is the goal of this policy and its procedures to create an environment in which people who have experienced harassment or who have concerns about harassment or discrimination issues will feel free to discuss those concerns with someone in a position to do something about them. Upon receipt of a complaint, either oral or written, an investigation will be undertaken immediately and prompt corrective action will be taken wherever necessary. If your initial complaint is oral, we may ask you to write down all the details in order to assist in the investigation. Although prompt reporting is important, as it allows the School to investigate while the facts are fresh and to take prompt corrective action, employees should bring their concerns about possible harassment to the appropriate personnel at any time. If you believe that you have been the victim of discrimination, harassment, or offensive communications on account of your race, ethnicity, age, disability or sex, or any other legally protected status, you should use the following complaint procedure:

Notify your immediate Supervisor, Department Head, Division Director, or the Business Manager. If your complaint is against one of those individuals, notify one of the other individuals. Do not assume that we are aware of your problems.

The person receiving the complaint should immediately notify the business manager, who will conduct (or oversee) a prompt investigation of the complaint. The investigation will be conducted in as confidential a manner as possible. Depending on the circumstances, the investigation may involve interviews of any witnesses and the alleged harasser. Retaliation or reprisal against any employee for making such a complaint or for filing any discrimination charge with any federal or local agency is strictly prohibited. Similarly, retaliation or reprisal against any employee participating in good faith in an investigation of a harassment complaint is strictly prohibited.

Any employee who is found, after appropriate investigation, to have violated any School policies concerning

discrimination or harassment will be subject to appropriate discipline. Disciplinary action will be taken within the complete discretion of the School, and may consist of a range of actions, including but not limited to warning, reassignment, suspension, mandatory counseling, and termination of employment. The disciplinary action taken will depend on the seriousness of the violation, as well as the employee's overall disciplinary record.

Any non-employee found to have committed an act of harassment or discrimination may be removed or barred from the School's premises, or other appropriate action may be taken.

Each employee is responsible for cooperating in any investigation of alleged harassment if requested to do so by the person conducting the investigation.

All employees have the responsibility and duty to report any incidents of harassment to their Division Director, Department Head, Supervisor, or the Business Manager in order to allow the School to investigate and take corrective action as soon as possible in order to ensure that such incidents will not occur again. Any employee who has knowledge of such behavior and fails to report it is subject to disciplinary action.

All management and supervisory personnel have the explicit responsibility and duty to report any sexual, racial, ethnic, or other harassment of our employees. Failure to so report will subject that person to disciplinary action.

## **200 Employment Status and Records**

### **200 Access to Personnel Files**

Lincoln School maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of Lincoln School, and access to the information they contain is restricted. Only supervisors and management personnel of the School who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Business Office staff. With reasonable advance notice, employees may review their own personnel files in the School's offices and in the presence of an individual responsible for maintaining the files.

### **205 Employment Classifications:**

Lincoln School intends to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the School.

Positions within The Lincoln School are generally designed to require full-time faculty and staff. In certain functions and during some seasons, work schedules and School needs may require the services of part-time employees.

Because there is a wide range of duties in a school work environment, the determination of a person's status as either "full" or "part-time" employee is made by the Head of School.

Full-time administrative and support staff generally work forty hours per week with duties assigned by the immediate supervisor. REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a minimum 40 hours per week. Generally, they are eligible for the School's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-time administrative or support staff are hired to work for twenty hours or fewer per week.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week.

Regular part-time employees are eligible for some benefits subject to the terms, conditions, and limitations of each benefit program.

Provisions in federal law (the Fair Labor Standards Act), divide all employees into two categories, exempt and nonexempt, with respect to eligibility for overtime pay. They shall be defined as:

**Exempt:** An employee considered to be either executive, administrative, or professional (including faculty and administration).

**Nonexempt:** An employee who devotes most of his or her hours in activities that are not executive, administrative or professional (including support staff).

**Overtime:**

On occasion, we may ask employees to work beyond their regular scheduled hours. We expect employees to work overtime as needed; this is a job requirement.

We will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

Exempt employees will not be paid for working beyond their regular scheduled hours. Nonexempt employees are entitled to payment for overtime, according to the rules set forth below.

All overtime work must be approved in writing, in advance, by the employee's supervisor. Working overtime without permission violates School policy and may result in disciplinary action.

For purposes of calculating how many hours an employee has worked in a day or week, our workweek begins at 12:01 a.m. on Sunday and ends at midnight on Saturday. Our workday begins at 12:01 a.m. and ends at midnight each day.

Nonexempt employees will be paid 1 ½ times their regular hourly rate of pay for every hour worked in excess of forty. Only time actually spent working counts as hours worked. Vacation time, sick days, holidays, or any other paid time during which an employee did not actually work will not count as hours worked.

TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Long-term substitute teachers are also considered temporary employees. Employment assignments in this category are generally for 60-90 calendar days or less. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified in writing of a change.

While temporary employees receive all legally mandated benefits (such as Workers' Compensation insurance and Social Security), they are not eligible for other benefit programs, except holiday pay.

PER DIEM employees are hired on a day to day basis to replace classroom teachers, certified staff, specialists, Teaching Partners, and After School Staff. They receive all legally mandated benefits (Workers' Compensation insurance, Social Security, and SUI), and they are not eligible for other benefit programs.

## **210 Background Checks / Release of Personal Information**

The State of Rhode Island General Law, Sections 16-2-18.1 and 16-2-18.2 mandates that any person seeking employment with a private school who has not been previously employed by a private school in Rhode Island during the past twelve months, must obtain a state and national criminal background check. Lincoln School relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Lincoln School's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

All employees are required to agree to a criminal background investigation (commonly referred to as BCI) and a driver's record check that will be conducted at no cost to the employee (school will reimburse; see instructions below). All offers of employment with Lincoln School are contingent on successfully passing the background check.

Results of that criminal background investigation and the driver's record check will be relayed to the employee. Information discovered during the course of this criminal background investigation and driver's record check may result in Lincoln School rescinding an offer of employment. Please see the Business Office.

Fingerprinting/Background Check:  
Attorney General's Office  
150 South Main St  
Providence, RI 02903  
Hours: Monday – Friday 8:30am – 4:30pm  
401-274-4400

The fee is \$40 and they only accept check or money order. No cash. Please be sure to get your receipt because it is necessary for your reimbursement.

### **215 References**

Inquiries by outside parties (i.e. employers, credit agencies, etc) with regard to former or current Faculty employees should be directed to the Head of School prior to providing a reference. Inquiries of former Staff

Employees should be directed to the supervisor who will receive approval from the Head of School. Written inquiries must be on the stationary of the company, organization or school requesting information.

### **300 Employee Benefit Programs**

#### **LEAVES:**

#### **300 Absences/Sick Leave**

See Section 400 as well.

Paid sick leave is a benefit the School provides because of an illness or injury that is not job-related. (Job-related illnesses and injuries are covered by Workers' Compensation Insurance.) Paid sick days may also be used for appointments with health care providers for yourself or your dependents. Employees may use paid sick leave only in the event of sickness or for appointments with health care providers. All employees receive five (5) paid sick days and three (3) personal days per calendar year, provided they have completed three (3) months

employment with the School, and are currently on the School's active payroll.

In the case of part-time employees working at least twenty hours per week, the employee will receive paid sick leave in an amount proportionate to their normal work week. Employees may use sick leave in segments of at least two hours.

**To be eligible for paid sick leave, you must have reported your illness to your Department Head, Division Director or Supervisor no later than the time your workday is scheduled to begin.** If you are prevented from doing so by an emergency, you must notify the School as soon as possible thereafter. To use a sick day for a scheduled appointment with a health care provider, you must have reported the appointment to your Department Head, Division Director or Supervisor at least one week prior to the appointment. You should take into account the scheduling needs of your department when scheduling such appointments.

#### **A. Reporting Absences:**

The School will require satisfactory medical evidence of illness or injury, including a doctor's certificate and/or physical examination, when the employee has been absent for more than three (3) consecutive working days or for repeated periods of lesser duration. All absences of more than three consecutive work days must be reported to the Business office. Sick leave is to be used only for actual illness or injury. Abuse of sick days is grounds for discipline, up to and including discharge.

All sick and vacation time should be tracked and recorded by the employee's immediate supervisor and reported on a monthly basis to the Business Office.

#### **305 Leave of Absence Without Pay**

If, after four or more years of full-time employment at Lincoln School, an employee wishes to take an unpaid leave of absence, the employee must make the request in writing to the Head of School for action. Leaves of absence are limited to one year. If the leave is granted, the individual must commit in writing to return to the employ of the school for at least one year;

- the School will continue any medical coverage in effect at the full expense of the employee;
- that if an annuity is in effect, the School will not contribute to it;
- the School will not pay tuition for children unless financial aid is granted through the regular procedure.

#### **310 Family & Medical Leave (FML)**

**Reasons for Leave:** Lincoln will grant a leave ("FML leave") of up to a total of 13 workweeks during any 12 month period (as defined below) to an eligible employee for:

- The birth, adoption or foster care placement of a child and to care for such child;
- The care of the employee's spouse (including civil unions under RI law), child or parent who has a serious health condition; The employee's own serious health condition that makes the employee unable to perform the functions of his or her position;

Under Rhode Island law, up to 10 hours per year to attend school conferences or school related activities for a child of whom the employee is the parent, foster parent or guardian; and any "qualifying exigency" arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

Lincoln will also grant Service member Family Leave (“SFL Leave”) of up to 26 weeks during a 12-month period (as defined below) to an eligible employee who is the spouse, child, parent, or next of kin of a Covered Service member to care for the Service member. “Covered Service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The leave described in this paragraph shall only be available during a single 12-month period.

The maximum amount of FML and SFL leave that may be taken in any 12-month period (as defined below) is 26 weeks.

**Eligible Employee:** To be eligible for either FML or SFL, an employee must have been employed by Lincoln for at least 12 months and have worked at least 1,250 hours during the 12month period immediately preceding the first day of leave. If an employee does not satisfy these eligibility requirements, or if an employee has exhausted his or her FML/SFL leave allotment, the employee may be eligible instead for a non-FML/SFL leave. The granting of a non-FML/SFL leave is within Lincoln’s discretion and will be based on a variety of factors, such as other legal obligations, the needs of the School, and any appropriate individual factors. Please contact the Business Office for additional information if necessary.

**Twelve-Month Period:** An eligible employee may take up to 13 weeks of leave in any rolling 12month period measured backward from the date an employee uses any FML leave. This means that at any point in time, the amount of leave available for FML leave is 13 weeks less the amount of leave used during the preceding 12 months. An eligible employee may take up to 26 weeks of leave in any rolling 12month period measured backward from the date an employee uses any SFL leave. This means that at any point in time, the amount of leave available for SFL leave is 26 weeks less the amount of leave used during the preceding 12 months. An employee may also take a combination of up to 13 weeks of FML leave and up to 26 weeks of SFL leave, as long as the total leave taken does not exceed 26 weeks in the 12-month period.

**Special Limitations on Leaves:** If Lincoln employs both spouses and both spouses request leaves for the birth, adoption or foster care placement of a child, for the care of that child, or to care for a parent with a serious health condition, then the aggregate, combined leave for both employees for that purpose shall be limited to 13 weeks during any rolling 12month period. FML leave for the birth, adoption or foster care placement of a child or for the care of that child must be completed within 12 months of the child’s birth, adoption or foster care placement. If Lincoln employs both spouses they may take an aggregate of 26 workweeks of SFL leave or a combination of SFL and FML leave.

**Intermittent or Reduced Schedule Leaves:** Upon receipt of medical certification of the need for leave on an intermittent or reduced schedule basis, Lincoln will grant such leave for purposes of the employee’s own serious health condition or to care for a parent, child or spouse with a serious health condition, or SFL leave. Lincoln may transfer the employee temporarily to an alternate position for which the employee is qualified and which better accommodates the intermittent or reduced schedule during the leave. The employee will receive his or her same salary while working in the alternate position. When scheduling intermittent or reduced leave, the employee must make every effort to take into account the scheduling needs of the School.

**Notice and Scheduling of Leave:** If the need for leave is foreseeable, the employee must request FML leave at least 30 days in advance of the date on which he or she intends to begin a leave of absence. If the employee is unable to foresee the need for leave 30 days in advance, then the employee must give Lincoln notice as soon as is reasonably possible. If the leave is requested for purposes of planned medical treatment for the employee or his or her spouse, parent or child, the leave must be scheduled at a time which is least disruptive to Lincoln’s operations to the extent feasible. So, for example, elective non-emergent surgery must be scheduled during school vacation periods. When the need for SFL leave is foreseeable, the employee shall provide such notice as is reasonable and practicable. Employees who require a leave must complete a Leave Request Form, which can be obtained from the Business Office.

**Certification of Serious Health Condition:** Lincoln may condition its approval of a leave for purposes of personal or family illness or to care for a Service member on the employee's submission of a satisfactory Form from the employee's, family member's, or Service member's health care provider. Lincoln will provide the employee with a Form for this purpose, and it is the employee's responsibility to ensure that the health care provider submits a fully completed form to Lincoln in a timely manner. Lincoln may, in its discretion and at its expense, require the employee to obtain second or third medical opinions from independent health care providers. Lincoln may also require an employee on leave to submit periodic recertification's throughout the leave, but generally will not do so more often than every 30 days unless there is a change in circumstances or other circumstances warranting an earlier recertification. Failure to provide an appropriate certification or recertification, upon request, may result in the postponement, denial, or curtailment of leave.

**Periodic Status Reports:** Lincoln may require an employee on leave to report periodically on the employee's status and intent to return to work.

**Special Rules for Instructional Employees:** Special rules apply to the taking of intermittent leave or reduced leave by instructional employees (teachers, athletic coaches, driving instructors and special education assistants). Under those rules, if the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the School may require the employee to take leave for a period of particular duration, or transfer to an available alternative position for which the employee is qualified, with equivalent pay and benefits, which better accommodates recurring periods of leave. Special rules also apply to leaves that include time during the five weeks before the end of an academic term. Consult the Business Office if you have questions about a leave including that period.

**Reinstatement from Leave and Fitness-for-Duty Certification:** An employee who has complied with his or her obligations under this policy will be reinstated to the position he or she held prior to leave or to an equivalent position, unless business conditions resulted in the elimination of the employee's former position during the leave or the employee would not otherwise have continued to be employed had he or she continued in active employment. Lincoln however, may refuse to restore those employees considered to be "key," for purposes of the Family and Medical Leave Act, to their previous positions under certain circumstances. An employee who has taken a leave in excess of five (5) days due to a personal illness must submit a medical certification from his or her health care provider verifying that the employee is able to return to work and perform his or her regular job duties. Reinstatement may be delayed until a satisfactory medical certification has been provided.

**Active Duty or Call to Active Duty Certification:** Lincoln reserves the right to condition approval of a leave under this policy on timely receipt of certification of the family member's active duty or call to active duty.

**Compensation during Leave:** FML leave is unpaid. An employee who uses FML leave for his or her own serious health condition, or the serious health condition of a qualified family member, must use up his or her accrued, unused sick and vacation days and any available short-term and long-term disability benefits at the beginning of the leave (during any time the employee is not receiving disability benefits). In addition, an employee on FML for any other reason or on SFL leave must use up all earned and unused vacation days during his or her leave.

As noted elsewhere, faculty do not receive vacation that they can use at their option. In the event that an employee elects to use accrued, unused sick days at the beginning of the leave, those days are expired and so not available to be used at any other time. In the event that an employee elects not to use accrued, unused sick days at the beginning of the leave, that employee may not extend their leave period by using accrued, unused sick days at the back end of the leave period.

In the event that the employee requires at least ten consecutive business days of leave, but does not have sufficient paid time to cover those ten days, Lincoln School will pay the employee the difference between the employee's available paid leave and the equivalent of five days pay. The remaining portion of the FML leave will

be unpaid.

Employees who require more than five business day's medical or family leave may be eligible for payments under the Rhode Island Temporary Disability Insurance ("TDI") or the Rhode Island Temporary Caregiver Insurance ("TCI") programs. Employees must contact the Rhode Island Department of Labor and Training

**Benefits during Leave:** During a leave, the employee will remain covered under Lincoln's health insurance plan on the same conditions as coverage would have been provided had the employee not been on leave. Upon requesting a leave, an employee will be advised of the procedures for making his or her health care premium contributions during the leave period. If the employee fails to return to active employment for at least 30 calendar days after an unpaid FML/SFL leave, Lincoln may exercise its right to recover its share of health insurance premiums from the employee, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

**Benefits upon Reinstatement from Leave:** An employee who returns from leave will retain the same benefit status he or she held prior to going on leave. The employee, however, will not accrue any additional benefits or seniority during unpaid FML/SFL leave.

**General Provisions:** This policy does not create any employment rights or any rights to employment, except as specifically stated. The Lincoln School may modify this policy, consistent with applicable law, at any time and from time to time. In those instances in which Rhode Island law provides greater family or medical leave rights, Lincoln School will comply with the provisions of state law.

**Specific Situations:** Anyone who has questions about particular provisions of the policy or its applicability to any employee should direct his or her questions to the Business Office.

### **315 Military Leave**

Regular full-time, regular part-time, or part-time employees of Lincoln School who are called for training or active duty in the Uniformed Services of the United States are eligible for military leave. The School will fully comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) with respect to compensation, benefit continuation, and job reinstatement rights. The School will follow federal requirements for any provisions not contained in this policy. United States Military reservists or members of the National Guard continue to receive their regular pay and benefits for up to two weeks per calendar year when they are away from their positions at Lincoln School on account of a national, state, or local emergency, or for military training duty. They must remit to Lincoln School compensation received for military duty, excluding payments for room and board. Copies of military orders and pay documentation must be submitted to their supervisors and to the Business Office.

Members of the Uniformed Services with at least six months of service with Lincoln School who are called to active duty (including extended training) are eligible for supplemental pay equal to the difference between the military compensation, excluding payments for room and board, and the employees' regular rate of pay for up to two months of active military service. Copies of military orders and pay documentation must be submitted to the Business Office. An employee will not receive both two weeks of regular pay and two months of supplemental pay for the same military leave request.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave. Employees on leave for up to 30 days are required to return to work on the first regularly scheduled day after the end of service, allowing for reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and applicable state laws. Employees returning from military leave will be placed in the positions they would have attained had they remained continuously employed, or comparable ones depending on the length of military service. They will be treated as though they were

continuously employed for purposes of determining benefits based on length of service.

### **320 Sabbatical Leave**

Sabbatical leaves are an opportunity for faculty members who have completed the equivalent of seven years of full-time employment at Lincoln for refreshment and for renewal of their professional commitment to the school. Faculty seeking a sabbatical must make a written request to the Head of School by November 1 of the academic year preceding the proposed sabbatical. The request should outline the purpose for which the leave is to be used and the length of time required. Sabbatical leave will be for one to twelve months at one-half salary for the duration of the leave. The school will continue full benefits to which the individual is entitled during the sabbatical. Sabbatical salary will be calculated as half of the salary received in the year application is made. In the event of multiple applications, seniority will be taken into account. A sabbatical year counts the same as any year of service in determining Lincoln service.

### **325 Bereavement Leave**

Bereavement leave of up to three (3) working days with pay will be granted immediately following the death of a member of the immediate family. Immediate family is defined as spouse, significant other, child, mother, father, step-child, sister, brother, parent, step-parent, grandparent, mother-in-law, and father-in-law.

### **330 Jury Duty**

Employees required to serve on a jury will continue to receive their regular salary. If an employee is eligible to receive salary during jury duty, the employee must submit his/her jury duty checks to the School as a condition of receiving salary. The school reserves the right to request that an employee be excused from jury duty during the academic school year

## **INSURANCE PLANS AVAILABLE:**

### **340 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the School's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays full cost of coverage at the School's group rates plus an allowance administration fee (maximum of 102% of the normal group rate). Lincoln School provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the School's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **345 Dental Insurance**

The school offers the opportunity to participate in a dental insurance program to faculty members who work at least twenty hours per week during the academic year, and to staff members who work at least thirty hours per week during the calendar year. During the 2014-2015 medical plan year (July 1, 2014 through June 30, 2015) eligible employees may participate in the Blue Cross Dental plan. In order to activate the coverage, employees must sign up in the Business Office. Eligible employees will not be covered until either October 1st or the first day of the first month following employment or following signing up for coverage in the Business Office, whichever is later.

Election to join must be made within the first sixty (60) days of employment. Any change in membership status must also be made within sixty (60) days of the date of change (marriage, divorce, children, etc.). Otherwise the

type of coverage may be changed only on the anniversary date of the group plan (July 1). A detail of the plan coverage is explained in the Plan booklet available in the Business Office.

Link to Blue Cross Blue Shield: [www.bcbsri.com](http://www.bcbsri.com)

Link to Cornerstone Consultant: [ssmith@teamcornerstone.com](mailto:ssmith@teamcornerstone.com)

### **348 Flexible Benefits Plan**

The Lincoln School Flexible Benefits Plan, as provided for via IRC Section 125, allows employees to pay certain out of pocket medical and dependent care expenses on a pre-tax basis. The effect of paying these expenses on a pre-tax basis is a reduced Social Security contribution (7.65%) and RI TDI deduction (1.3%), as well as reduced taxable income for both federal and state tax purposes. Further details are available from the Business Office.

### **350 Group Term Life and AD&D Insurance**

The group insurance coverage is a level \$30,000 coverage and includes AD&D benefits as well. It is available to employees after one full year of service. In addition, Lincoln offers a voluntary group life insurance program to all eligible employees. This program allows the employee to purchase up to \$300,000 of term insurance, not to exceed five times the employee's current salary. Coverage is also available for one's spouse and children. Further details are available in the Business Office.

The Plan Booklet for group life insurance is available, on request, from the Business Office.

Link: [www.isminc.com](http://www.isminc.com)

### **355 Health Insurance**

The School offers the opportunity to participate in a health insurance program to faculty members who work at least twenty hours per week during the academic year (faculty) or calendar year (staff).

During the 2014-2015 medical plan year (July 1, 2014 through June 30, ), eligible employees may participate in one of two plans:

Healthmate Coast to Coast (\$500 deductible for individual plan and \$1,000 deductible for family plan)

Health Savings Account (\$2,000 deductible for individual plan and \$4,000 deductible for family plan)

Employees must sign up in the Business Office before any health insurance coverage can be activated. Employees may change their coverage once a year during the open enrollment period (July 1). If an employee needs to change to a family plan prior to the open enrollment, the employee will need to submit a HIPPA certificate stating their dependents no longer have medical coverage through another company.

Eligible employees will not be covered until either October 1st or the first day of the first month following employment or following signing up for coverage in the Business Office, whichever is later. Election to join a plan must be made within the first sixty (60) days of employment. Any change in membership status must also be made within sixty (60) days of the date of change (marriage, divorce, children, etc.).

Otherwise the type of coverage may be changed only on the anniversary date of the group plan (July 1).

A detail of the plan coverage is explained in the Plan booklet available in the Business Office.

Link to Blue Cross Blue Shield: [www.bcbsri.com](http://www.bcbsri.com)

Link to Cornerstone Consultant: [ssmith@teamcornerstone.com](mailto:ssmith@teamcornerstone.com)

### **360 Long Term Disability**

After completing one year of service, faculty members who work at least twenty hours per week during the academic year, and staff members who work at least twenty hours per week during the calendar year, are eligible for long term disability. The group long-term disability plan is mandatory and the employee pays for the premium as a payroll deduction. Should you become disabled and found eligible for benefits, your disability income will be tax free. The elimination period for the long-term disability plan is 180 days. Additional coverage issues are highlighted in the booklet. The Plan Booklet for long-term disability is available, on request, from the Business Office

Link: [www.isminc.com](http://www.isminc.com)

Link: [www.dlt.ri.gov/tdi/](http://www.dlt.ri.gov/tdi/)

### **365 Short Term (Rhode Island) Temporary Disability Insurance (TDI)**

This mandatory insurance covers every employee and provides a weekly benefit if you are disabled, unable to work for more than five consecutive days and are qualified. A premium of 1.3% of your salary is deducted from each paycheck. Further information is available in the Business Office. Please note that determination for qualification is determined by the Rhode Island Department of Labor and Training (TDI) at 401-462-8420. It is the employee's responsibility to contact TDI to determine qualification requirements for TDI coverage.

TDI payments are 66.67% of regular weekly wages up to a limit of \$1,500 per week. Employees who are unable to return to work after 26 weeks may be eligible for long term disability benefits. (Long Term Disability Insurance.)

Link: [www.dlt.ri.gov/tdi/](http://www.dlt.ri.gov/tdi/)

### **366 Short Term (Rhode Island) Temporary Caregiver Insurance**

Commencing on January 1, 2014, this mandatory insurance covers every employee and provides a weekly benefit, up to four weeks in a benefit year, if you are needed to care for a newborn, newly adopted child, or sick relative (e.g., child, spouse, domestic partner, parent, parent-in-law, or grandparent) for more than five consecutive days. A premium is deducted from your salary from each paycheck. Further information is available in the Business Office. Please note that determination for qualification is determined by the Rhode Island Department of Labor and Training at 401-462-8420. It is the employee's responsibility to contact RIDLT to determine qualification requirements for TCI coverage.

### **370 Vision Plan**

This plan is an employee paid plan and is offered to any employee who works at least thirty (30) hours per week during the calendar year. Details on the plan's coverage are explained in a booklet available in the Business Office.

Link: [www.vsp.com](http://www.vsp.com)

### **373 Workers' Compensation**

The State of Rhode Island assures all employees the statutory benefits of Workers' Compensation insurance

under a program financed by the school and approved. Injuries or accidents involving school employees must be reported to the appropriate supervisor or manager within 48 hours of the incident.

Every employee is covered by Workers' Compensation if she/he is injured on the school premises or while on school business. No matter how slight, please be certain to report all injuries and accidents to the Health Services Provider. It is most important that a written report is filed with the Health Services Provider for any on-the-job accident no matter how slight it may seem at the time. Official forms are available from the Nurse or the Business Office.

Link: [www.dlt.ri.gov/wc/](http://www.dlt.ri.gov/wc/)

Link:

#### **OTHER EMPLOYEE BENEFITS:**

##### **375 Technology Loan Program**

A maximum of ten employees per year may take a technology loan. The maximum amount is \$1,000.00 and can be payroll deducted from July 1 through June 30. The employee must purchase the item and bring the receipt to the Business Office to get reimbursed and begin payroll deductions.

##### **380 Holiday Schedule**

The following are holidays during which offices and school buildings will be closed.

4<sup>th</sup> of July Observance  
Victory Day  
Labor Day  
Rosh Hashanah\*  
Yom Kippur  
Columbus Day Observance  
Veterans Day Observance  
Thanksgiving Recess\*  
Winter Recess  
Martin Luther King Jr.  
President's Weekend  
Spring Break\*\*  
Good Friday  
Memorial Day

\*Maintenance staff vacation, holiday and emergency coverage required as assigned by the Facilities Supervisor. Little School staff follows a different schedule as provided by the Director of Little School. Staff vacation weeks should be staggered so that School is open both weeks during Spring Break.

\*\*Staff may select either week with their Supervisor's approval to ensure that Department workload and scheduling needs are met.

In addition the School will be closed every Sunday and no events will be scheduled on several Saturdays during the school year.

##### **383 LUNCH PROGRAM**

During the school year, lunch is provided as a benefit of employment to all Lincoln faculty and staff and should be eaten in the Dining Room unless your lunch hour requires meetings or supervisory duties in other areas.

### 385 Retirement Benefit (TIAA/CREF)

All employees may join the retirement plan on a voluntary basis on the first of the month following employment. Lincoln will match your contributions to the retirement plan after one year's service and upon reaching age 26. Employees contribute 3.5% of their gross salary, and the school contributes 8.5% of gross salary. Employee contributions can be made by salary deduction or by salary reduction (tax deferred). Further details are covered in the booklet "Your Retirement Annuity" available in the Business Office.

Link: [www.tiaa-cref.org/](http://www.tiaa-cref.org/)

### 387 Supplemental Retirement Annuities

Any employee of Lincoln School may contribute to a Supplemental Retirement Annuity during employment. Details are available in the Business Office.

Link: [www.tiaa-cref.org/](http://www.tiaa-cref.org/)

### 390 Tuition Remission Eligibility Policy (TREP) -

Approved by the Board of Trustees April 18, 2006 Updated, January 2013, tuition remission is available to eligible employees after they have completed two full years of employment.

**Effective July 1, 2012 all employees must pay a \$500 remission fee to receive a remission award.**

Tuition remission is available to eligible employees after they have completed two full years of employment.

In order to be eligible for tuition remission, employees must work at least 50% of a full-time schedule. Full-time staff are those who work 2080 hours per year. Full-time faculty are those who teach an average of twenty (20) periods over the course of the academic year. Therefore, to be eligible for tuition remission, staff members must work at least 1040 hours per calendar year, and faculty members must teach an average of at least ten (10) periods per week over the course of the academic year.

For faculty and staff hired prior to January 1, 2013, the remission award will decrease 5% each year from 100% for FYE 2013 to a maximum of 80% remission for full-time faculty and staff in FYE 2017. Faculty and staff who work part-time will decrease proportionally.

	Remission Award					
	Full-time	Part-time*				
<b>2012-2013</b>	100.00%	87.00%	80.00%	75.00%	60.00%	50.00%
<b>2013-2014</b>	95.00%	82.75%	76.00%	71.25%	57.00%	47.50%
<b>2014-2015</b>	90.00%	78.50%	72.00%	67.50%	54.00%	45.00%
<b>2015-2016</b>	85.00%	74.25%	68.00%	63.75%	51.00%	42.50%
<b>2016-2017</b>	80.00%	70.00%	64.00%	60.00%	48.00%	40.00%
* Pro-rated based on time worked						

The portion of tuition not covered by remission is not eligible for financial aid. However, if the reduced award creates a financial hardship for an employee, they may apply for assistance from the Fogarty Fund.

For faculty and staff hired subsequent to December 31, 2012, 80% remission will be awarded to full-time faculty and staff after completion of two year employment. Remission will be awarded to faculty and staff who work less than full-time, but at least 50% of a full-time schedule, on a pro-rated basis. The portion of tuition not covered by remission is not eligible for financial aid. The percentage of time worked by faculty and staff will be determined by the Head of School and the appropriate supervisor.

The School allots seven percent (7%) of budgeted gross tuition revenue as of school opening day each fiscal year ("remission allotment") to tuition remission. Therefore, if there is a gap between the amount of remission awarded to eligible faculty and staff and the remission allotment (the "deficit"), employees receiving this benefit will be required to make a tuition payment to cover that deficit ("deficit payment"). The payments required to cover the deficit will be distributed proportionally among all employees receiving tuition remission.

To ensure consistent and equitable application of this policy, awarding of remission will be overseen by the Tuition Remission Committee, which will meet as needed.

TREP applies to one daughter only, and may not be transferred to another daughter. Students must meet the academic requirements of the school to receive remission and continuation of remission is dependent on continuing satisfactory academic performance.

*All employees who are parents of boys* Parents of boys are eligible to apply for TREP. Unlike the policy for girls, a boy's unused tuition can be transferred one time only to his brother or sister. If it is transferred to a brother, each child can attend Nursery, Prekindergarten and Kindergarten. If it is transferred to a sister, she is eligible for tuition remission from Grade 1 through Grade 12 at Lincoln School.

**Note:** This Policy does not constitute a contract, nor is it a component or element of a contract of employment. This Policy cannot be changed without approval by the Head of School and the Lincoln School Board of Trustees.

### **395 Vacation/Recess**

Faculty vacation times coincide with student vacations. There are two recesses during the school year - the Winter Break and Spring Break. Faculty members are employed on a ten-month basis, and the summer break is not considered as "vacation time."

Full-time senior administrative employees receive four weeks paid vacation annually (20 days). Vacation is scheduled through the Head of School's office to ensure coverage as needed within the department. Vacation time that is not used by June 30 of each year cannot be carried over.

Full-time staff and instructional staff employees can earn three weeks paid vacation annually (15 days). Beginning July 1 of each year, vacation is accrued at the rate of 1.25 days per month. An employee out on any type of leave does not accrue vacation days during the month(s) they are out of work. Vacation is scheduled to ensure coverage as needed within the department. Part-time staff employees who work at least twenty hours per week receive paid vacation equivalent to fifteen of their normal work days. Vacation should be scheduled to ensure coverage as needed within the department. **Vacation time that is not used by June 30 of each year cannot be carried over.** Accrued unused vacation time will be paid out upon separation of employment.

### **Summer Work Hours - 12 month full time staff**

The summer hours for office staff are 8:30 a.m. to 3:00 p.m., five days each week in June and August and four days each week (Fridays closed) in July, or as designated by the Head of School. Summer hours generally begin the Monday following Upper School commencement and end the Friday before school starts.

## **400 Employment Policies, Procedures, and Information**

### **Policies:**

#### **400 Computers and the Internet**

Lincoln maintains a policy of open use of designated computers in labs and classrooms throughout the school. The use of these computers and the networking and software associated with them are resources made available to the entire Lincoln community—students, faculty and staff. Their use is not a right, it is a service that the school pays for and maintains, and therefore reserves the right to limit as it deems necessary. These services include Internet access; file server access, file transfer, electronic mail and electronic conferences. All computer systems and equipment as well as all communications transmitted by, received from or stored in these systems are the property of the School and are subject to monitoring. Faculty, staff and students have no legitimate expectation of privacy with respect to computers and e-mail. Computers and e-mail are for School-related purposes only and are not to be used for personal purposes. Internet access is available to members of the Lincoln School community through an agreement with the Rhode Island Network for Educational Technology (RINET), a consortium of the University of Rhode Island, Brown University, the Rhode Island Department of Education, and the Rhode Island Office of Library and Information Services.

The Internet is an electronic communications network connecting thousands of computers and millions of individuals all over the world. The Internet provides vast, diverse and unique resources. Through the Internet, members of the Lincoln School community have access to electronic mail worldwide, news and information resources, discussion groups and collaborative projects, public domain and shareware resources, government agencies, colleges and universities, and library catalogs all over the world. Lincoln's goal in providing Internet access is to promote educational excellence commensurate with the school's mission by facilitating resource sharing, innovation, and communication. The school believes that the educational benefits of the Internet far outweigh the risks inherent in procuring controversial material that may not be consistent with the expectations of the school. While Lincoln actively discourages users from intentionally accessing such material and attempts to safeguard students from accidentally doing so, we do not have control of information on the Internet.

#### ***Rules and Guidelines***

School use during school time.

Use computers and the Internet at school only in pursuit of the educational goals or mission of Lincoln School. Use such as the recreational viewing of movies and/or television programming or other recreational activities as gaming are not allowed. Note that the computer network is monitored for activity and administrators may "drop in" on any computer on the network without notification.

You may not use computers or the Internet for personal purposes, for illegal or inappropriate purposes, including conducting an outside business for personal gain, for gaining unauthorized access to other computer systems, participation in chat rooms, or for the accessing, retrieval, viewing, storage or transmittal of offensive material including, but not limited to, sexually oriented material.

No recreational use of "chat" rooms.

Refrain from wasteful use of Internet resources and/or printing facilities, such as fan sites and horoscopes.

Refrain from degrading the level of network resources by obtaining and/or listening to media resources (especially music and video) over the school network and on school computers.

Obey applicable laws.

Use computers and the Internet at school in compliance with all applicable laws and regulations, such as state and federal regulations, as well as those of networks provided by outside vendors (e.g., the library online catalog). This includes, but is not limited to copyrighted material, cheating, plagiarism, theft, vandalism, pornography, software piracy, threatening materials, and material protected by trade secret.

Obey the rules of “netiquette” (network etiquette).

Be polite. Use appropriate language. Offensive, abusive, profane, racist, sexist language is explicitly prohibited. Your behavior on the Internet and on the school intranet must be consistent with the behavior expected of you at Lincoln School.

Do not provide your personal address or telephone number, or those of anyone else, over e-mail, on the Internet, or on any other network.

Respect others’ privacy: Do not read, copy, or print material that is not intended for public viewing or for you personally. Consider e-mail and personal files to be private property, but realize that some accounts are accessible to many users. In addition, system administrators have access to all server file folders and e-mail. Messages relating to illegal activities may be reported to the authorities.

Do not change or vandalize computers. Vandalism: Do not attempt to harm, destroy or alter hardware, software, another person’s data, or network setups. This includes creating or importing viruses.

Do not download or otherwise install proprietary software of commercial Internet vendors, such as America Online and Internet Messenger. Use of this software can cause a switch in network services and make the computer involved no longer accessible to Lincoln School file server services thereby interfering with other people’s ability to work.

Do not change names of computers and/or their hard drives. Some network services rely on these names and changing them can cause an interruption of service to a computer.

Do not permanently change any of the settings in Control Panels.

Do not permanently change desktop patterns or pictures. Some people find certain patterns annoying and distracting. If you feel the need to change these patterns while you use a computer, return it to its original neutral pattern when you leave.

Obey security rules. Do not share passwords or use another person’s account without explicit permission from that person.

Do not attempt to log on to the system as an administrator.

If you feel you can identify a security problem, you are obligated to inform the Director of Technology. Do not talk about or demonstrate the problem to other users.

Lincoln School is not responsible for damages suffered by users, such as loss of data, or for the accuracy or quality of information obtained via the Internet. The system administrators of Lincoln School reserve the right to monitor all activity on the network and to determine which activities are not in compliance with the above guidelines.

#### **402 Email Policy**

Lincoln School establishes email accounts for its students (Grades 6-12) and employees. It is expected that its

appropriate use be in accordance with the standards set forth in the Computers and the Internet section of this document. Note that this is a service provided by Lincoln and the system administrator has access to all accounts. Email accounts remain in effect as long as faculty, staff or student remains at Lincoln.

As is noted in the Computers and the Internet section above, "The use of these computers and the networking and software associated with them are resources made available to the entire Lincoln community—students, faculty and staff. Their use is not a right, it is a service that the school pays for and maintains, and therefore reserves the right to limit as it deems necessary. It should be remembered that Lincoln email is not the US Postal Service and is not an inalienable right. Administrators of the email system have the ability and right to monitor all accounts and look at and save any content found therein.

The email account of any employee who has left Lincoln in good standing remains in the system for a maximum of 30 days to allow him/her to establish other email service and notify contacts. Because Lincoln's email system is also used for in-house conferences, it is standard practice to remove all conferences from the accounts immediately since they are concerned with school business. This will leave only the email mailbox and address book until the account is deleted. Access to email is terminated immediately for employees who are terminated for cause. Student accounts remain for 30 days after graduation. The accounts of students who withdraw or otherwise leave the school are terminated immediately

#### **410 Employee Code of Conduct**

Lincoln School recognizes the professionalism of its faculty and staff, and expects all employees to abide by the policies and practices stated in this handbook or otherwise communicated to you by the School. Unacceptable conduct, including failure to follow any of the School's policies or work procedures, is sufficient grounds for disciplinary action ranging from a verbal warning to the immediate termination of employment, depending upon the employee's overall record and the seriousness of the offense.

##### **Unacceptable Conduct**

Listed below are examples of conduct the School deems serious enough to warrant administrative response, up to and including immediate termination of employment. The examples are not exhaustive.

- Poor work performance;
- Insubordination;
- Misusing leave, chronic lateness, or unexcused absence;
- Violating any of the School's policies set forth in this Handbook;
- Forming inappropriate relationships with students;
- Inflicting corporal punishment on students or co-workers;
- Behaving in an immoral or indecent manner on School property;
- Defacing, destroying, possessing unlawfully, or stealing property of students, co-workers, or the School;
- Fraudulent or dishonest conduct;
- Conviction of a crime;
- Giving false or misleading information on your employment application, or on forms requesting personal or fringe benefit data for the Payroll Department;
- Altering or falsifying of School records [e.g. financial records, grades, time records, deposit slips, department inventories, etc.];
- Using without authorization, either on or off campus, School equipment, vehicles, machines, tools, labs, shops, or other facilities;
- Accepting significant gifts, gratuities, or favors from firms, organizations, or individuals doing business with the School;
- Being discourteous, abusive or rude to students or visitors, or in the presence of students or visitors;
- Voicing personal complaints to students or visitors, or in the presence of students or visitors;
- Disclosing student-related confidential information

## **412 Exit Policy**

All faculty and staff members leaving the school's employ must return all supplies, including computers, handbooks and manuals, and keys to their supervisor. A departing employee may also be asked to participate in an exit interview.

## **414 Faculty Laptop Policy**

Laptops are issued for school use. Faculty are expected to maintain an up to date website containing a course syllabus, weekly assignments and major assignments. Laptops are not to be used as primarily home computers. The expectation is that the laptop will accompany you to school on a regular basis and be used primarily for school-related business and communications. Family members should not be given regular access to a school laptop - we will not create separate accounts for other non-Lincoln users.

Security - It is expected that the laptop will be kept in a reasonably secure environment when unattended, whether at school, at home, or traveling. If a laptop is kept in an unlocked classroom, it is the school's responsibility to provide a locking classroom door, cabinet or drawer in which to store it while the faculty member is away. Otherwise, we ask that the laptop be kept out of sight in locked cars, secured in a safe location in unoccupied dwellings, and otherwise kept close by your person while traveling.

Theft - If in the unfortunate circumstance a laptop is stolen, it will be replaced by Lincoln at no cost to the faculty or staff member provided reasonable security precautions were made according to the "Security" section above. If the theft occurs at home and homeowner's or renter's insurance covers the loss, arrangements should be made to reimburse the school for the replacement cost using the insurance claim reward.

Repairs - Lincoln will be responsible for repairs of failed components, however, the age and condition of the machine will be taken into consideration if the laptop is otherwise headed for retirement. Repair of a damaged laptop is the responsibility of Lincoln School only when the damage is strictly accidental and not due to negligence or failure to take reasonable safety precautions, e.g. liquid spill, dropped without proper case or protection, rough handling, etc.

AC Power Adapters - Your laptop's power adapter is a reasonably tough device that is expected to last the life of your laptop. Therefore if your laptop's power adapter should fail due to mistreatment or negligence, e.g. pet chews on the wires or it is run over by a chair, we expect you to purchase or reimburse the school personally for a replacement adapter.

Software - Do not install any file-sharing programs on school-owned laptops, e.g. Limewire, Transmission, or other file-sharing clients or similar applications.

Administrator rights - Initially you do not have administrator rights for your user account on your laptop. This means that you need the administrator password in order to make changes such as installing software or adjusting some system settings. Admin rights can be granted on an as-needed basis, but they are a big responsibility to the user, as they give extra capabilities that can potentially slow down or corrupt a laptop's software unnecessarily. Therefore, these rights are given only after user has received appropriate administrator training, which will be offered periodically throughout the year. Once a user has administrative rights, he or she will be expected to maintain the laptop's software and applications with reduced assistance from the tech staff.

Personal information - any personal data, such as documents, music, movies, or pictures, that is not uploaded for school or teaching purposes, should be backed up by the user on external media like a USB thumb drive or external hard drive. This data is not the responsibility of the tech team to preserve during laptop updates or repairs.

Users violating these rules and guidelines may be denied access to computers or the Internet through Lincoln

School, and may be subject to discipline up to and including termination.

#### **415 Fraudulent or Dishonest Conduct Policy**

The principles under which Lincoln School operates require any individual of the Lincoln School community to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Lincoln School, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations. Further, School administration is responsible for maintaining a system of management controls which detect and deter fraudulent or dishonest conduct.

Fraudulent or dishonest conduct is defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

1. Forgery or alteration of documents
2. Unauthorized alteration or manipulation of computer files
3. Fraudulent financial reporting
4. Pursuit of a benefit or advantage in violation of the Lincoln School conflict of interest policy
5. Misappropriation or misuse of Lincoln resources, such as funds, supplies, or other assets
6. Authorizing or receiving compensation for goods not received or services not performed
7. Authorizing or receiving compensation for hours not worked

If you suspect anyone of engaging in fraudulent or dishonest conduct, please report it immediately to the Head of School, or the Business Manager. Lincoln School will investigate any possible fraudulent or dishonest use or misuse of Lincoln resources or property by trustees, management, employees, or volunteers. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the School, and civil or criminal prosecution when warranted. Anyone found to have made allegations of fraudulent or dishonest conduct in bad faith will be subject to disciplinary action.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Accordingly, if you suspect a colleague of misconduct, you:

- Should not contact the person suspected.
- Should not discuss the case with anyone other than the President of Board of Trustees, Head of School, Business Manager, Lincoln legal counsel, or a duly authorized law enforcement officer;
- Should direct all inquiries from any attorney retained by the suspected individual to Lincoln legal counsel;
- Should direct all inquiries from the media to the Head of School, Director of Finance & Operations, or in the event that either cannot be contacted, to Lincoln legal Counsel.

Individuals with questions regarding this policy should contact the Head of School or the President of the Board of Trustees.

#### **420 Workplace Violence Policy**

Lincoln seeks to provide a work environment free from violence or threats of violence against individuals or groups, or against School property, including domestic violence that may occur on our property. This policy requires all individuals on Lincoln premises, or who are representing Lincoln, to conduct themselves in a

professional manner consistent with good business practices and in conformity with non-violence principles and standards.

Definition. For purposes of this policy, “workplace violence” and “acts of violence” are defined to include any behavior or series of behaviors which constitute actual, potential or seeming assault, battery, harassment, intimidation, threats or similar actions, attempted destruction of or threats to Lincoln or its employees, visitors, guests or its/their personal property.

The following list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging School property or property of another employee, student, visitor or guest;
- Possession of a weapon while on School property or while on School business;
- Committing acts motivated by, or related to, harassment or domestic violence.

School Policy- Lincoln will not, under any circumstances, tolerate workplace violence, the possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, harassment or intimidation, or acts of violence committed by or against employees, visitors, guests, or other individuals on Lincoln property. This prohibition also applies to such conduct off of Lincoln property that: (a) is committed while an individual is engaged in Lincoln business; (b) uses Lincoln resources; or (c) negatively impacts the workplace.

Violations of this policy by employees will lead to disciplinary action, up to and including discharge, and the involvement of appropriate law enforcement authorities as needed. Non-employees who engage in acts of violence on the School’s premises will be reported to the proper authorities and fully prosecuted.

Any person who makes threats, exhibits threatening behavior, or engages in acts of violence on School premises shall be removed from the premises as quickly as safety permits, and may be asked to remain away from School premises pending the outcome of an investigation into the incident.

When threatening behavior is exhibited or acts of violence are committed, Lincoln will initiate the response that it deems appropriate. This response may include, but is not limited to, suspension and/or termination of any business relationship, suspension or termination of employment, and/or criminal prosecution of the person/persons involved. No existing Lincoln policy, practice, or procedure should be interpreted to prohibit School actions designed to respond to an incident of workplace violence or to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

The School will assume that any threat to harm someone else was serious and intended. Weapons of any type (including pocket knives), whether carried by an individual or in an employee’s motor vehicle, are not permitted on School property at any time. The School reserves the right to inspect an employee’s property or motor vehicle that is on School property.

Reporting Procedure - Lincoln employees are responsible for notifying the Business Office or a School Head or another member of the administration of any potentially dangerous situations, including acts of violence that they observe on School property or threats to commit harm that they hear at work, or that they have been told another person has witnessed or received – including those related to domestic violence. Even in the absence of an actual threat, employees should also report any behavior they have witnessed which they regard as

threatening or violent, when that behavior is job-related or might be carried out on a Lincoln-controlled site or is connected to Lincoln employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were the focus of the threatening behavior. If the designated representative is not available, the employee should report the threat to his/her supervisor or another member of the management team. Supervisors must report all incidents to the Business Office without delay. Any employee who believes that he or she may need police protection while at work or while leaving work should immediately inform his/her supervisor and the Business Office.

Confidentiality and Investigation. Consistent with the values of Lincoln, employees should take action in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to address the situation. All reports received will be investigated in as confidential a manner as deemed appropriate by the School. If necessary, the investigation will include internal security personnel and/or outside law enforcement officials.

Protective or Restraining Orders. Any individual who applies for and obtains a protective or restraining order which lists Lincoln locations as being protected areas must provide to the designated management representative a copy of the petition and order.

Awareness. While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the School Head or the Business Manager if any employee exhibits behavior which could be a sign of potential danger. Such behavior may include:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

An employee who confronts or encounters an armed or dangerous person should not attempt to challenge or disarm the individual. The employee should remain calm and talk to the individual.

The employee should notify a supervisor of the need for assistance, if it is possible to do so without endangering the safety of the employee or others. Otherwise, the employee should cooperate and follow the instructions given by the individual.

Lincoln encourages employees to seek assistance in addressing personal issues that could result in workplace violence. Any employee who believes that he or she needs assistance in handling anger, or dealing with violent tendencies, should contact the Business Office for the appropriate referral.

#### **425 Non-Disclosure Policy**

The nature of the School is such that employees may handle information that must be held in confidence to protect the welfare and interests of students, other employees and Lincoln. Any and all inquiries by members of the media concerning Lincoln School, their students or employees should be referred to the Head of School.

#### **430 Photocopying & Copyright Law**

Report any photocopying problem immediately to Betsy Hunt. Please do not use any machine for personal business.

Congressional guidelines dealing with photocopying effective January 1, 1978 state that for use in scholarly research, or in teaching, or in preparation for teaching a class, teachers may make a single copy of a chapter from a book; an article from a periodical or newspaper; a short story, short essay, short poem, or short musical work, whether or not from a collected work; and a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. They may make multiple copies for classroom use only and not to exceed one per student in a class, of a complete poem, if it is less than 250 words and printed on not more than two pages; an excerpt from a longer poem, if it is less than 250 words, an excerpt from a prose work, if it is less than 1,000 words or 10% of the work, whichever is less; and one chart, graph, diagram, drawing, cartoon, or picture per book or periodical. Teachers may not: make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; or make a copy of "consumable materials," such as workbooks.

For inter-Library loan purposes, a Library may: make up to six copies a year of a periodical published within the past five years; make up to six copies a year of small excerpts from longer works; make copies of unpublished works for purposes of preservation and security; make copies of published works for purposes of replacement of damaged copies; and make copies of out-of-print works that cannot be obtained at a fair price.

Additionally, any unauthorized copying of computer software (pirating) is considered to be an act of theft. Please follow appropriate and legal guidelines and see that the students do also. Details of computer software duplication restrictions are available from the librarians.

All use of AV materials should be handled through the Library as use of such materials in the school is also subject to the copyright law. Details of the copyright law as it applies to use of AV materials are available from the librarians.

### **432 Social Media Policy**

The use of social media is becoming increasingly popular. Social networking can be a useful marketing tool. However, if improperly used, social networking can result in a variety of adverse consequences, such as disclosure of sensitive or confidential information and potential damage to the School's reputation.

"Social networking" means participating in, contributing to, and/or communicating with others in online communities for social or professional purposes. Typically, this interaction occurs on "social media" websites like Facebook, Twitter, LinkedIn, YouTube, and Yelp, but can also occur on "media sites" or blogs that are offered by television networks, newspapers, magazines, corporations, groups, and/or individuals and permit users to post comments or contribute content. Generally, employees should use good judgment and take personal and professional responsibility for what they create on and contribute to social media, especially when providing content for or about the School.

Remember that the School's other employee policies – including Harassment and Discrimination, Non-Aggression, and Confidential Information – apply to its employees' online conduct, including via social media.

This policy applies to all types of social networking activity while: (a) using School computers, mobile devices, or other technology, and (b) using non-School technology when linked to School's systems or referencing the School in any way. Before participating in any social media forums pertaining to the School or its employees, faculty or students, employees must review this Social Media Policy.

Remember, you represent our School to students, prospective students, families, faculty, and vendors every day and know our services better than anyone else. As we begin to leverage social media to engage with students

and prospective students, we want to provide you with the rules of the road, so that you can participate with confidence. These guidelines are designed to help protect you and our business. Overall, the most important guiding principle is to use good judgment and consider how your participation will be perceived.

### **Use of Social Media for Personal Purposes**

Employees using social media for personal purposes must adhere to the following guidelines:

- Do not specifically mention a School employee, faculty member, or student in social media without their prior permission.
- Do not post, comment, blog, or contribute to your personal social media during business hours. Personal use of social media must not interfere with your work or productivity.
- Most social networking, blogging and related online activities should take place on personal time, unless required by your job.
- Do not use a School e-mail address to register for your personal social media. Do not use School resources to set-up or attend to your personal social media.
- The FTC prohibits endorsement of an organization's services by an employee of that organization unless the individual identifies him or herself as an employee of the organization. Employees with personal blogs that discuss School's services must disclose that they are employed by School and must include the following disclaimer in a visually prominent place on their blog: *"The views expressed on this [blog; web site] are my own and do not necessarily reflect the views of Lincoln School. I am not a School spokesperson."* Such a disclosure and disclaimer should also be conveyed if appearing in a personal video discussing School's business, services, employees, faculty, students or competitors.
- Do not share proprietary or confidential information of the School, its employees, faculty, students or competitors via your personal social media.
- Consider whether connecting to other School employees on your personal social media is appropriate for your level, position, and responsibilities. **Employees may not "friend" any current Lincoln student.** Not everyone wants to be your friend and it may be awkward to refuse or to "unfriend" a co-worker. To the extent that you do connect to other School employees on your personal social media, consider using any filters available on social media to block inappropriate, unprofessional, or overly personal information about you from such people.

### **Use of Social Media for School's Business Purposes**

The School has and will continue to expand the promotion of its services via social media, including through its official pages on Facebook.

Employees are prohibited from launching new social media groups, fan pages, or followings without the explicit permission of the Director of Operational Affairs. All School social presences are managed by the School's Communications Team. If you see an unmet need or have ideas, please send a suggestion to the Director of Operational Affairs.

Employees creating content or using social media for the School's business purposes must understand that they are representing the interests of the School, and must adhere to the following guidelines:

- Use good professional judgment in creating/submitted content.
- Add value to the conversation by providing thought-provoking contributions that will help the entire community and add value by providing relevant, insightful information.
- Be respectful to the School, its employees, faculty, students, and competition. Avoid comments about a specific competitor and focus on broader industry trends. Make sure that what you say is factual and that it does not disparage any competitors or persons.
- Social media is not the appropriate forum to disparage any employee. Any concerns or complaints surrounding those matters should be discussed with your immediate supervisor or Business Manager.

- Do not share proprietary or confidential information of the School, its students, employees or faculty.
- Make sure to respect others' privacy. Do not specifically mention a School employee, faculty member or student in social media without their prior permission.
- Do not post anything that is false, misleading, obscene, defamatory, profane, discriminatory, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity.
- Use your best professional judgment when linking to third party web sites or videos.
- Identify yourself as an employee if failing to do so could be misleading to readers or viewers. **If you endorse the School you must identify yourself as a School employee. Do not engage in covert advocacy for the School. Whenever you provide content about the School, identify yourself as a School employee.**
- Contributing to the School's social media must not interfere with your work or productivity.
- Refrain from posting any content that could be characterized as plagiarism or a copyright violation.
- Do not post anything, including photographs or other images, that would potentially embarrass you or the School, or call into question your or the School's reputation.
- Do not discuss the School business or students, unless School authorizes you to do so.
- Ensure that your posting is accurate, truthful, respectful, and is spelled correctly with appropriate grammar, language, and tone.
- Use the same judgment in writing your postings that you would in writing any formal letter. Post only content that you would be comfortable having the Dean, your colleagues, and the general public read, hear, or see.
- Be sure your tone (e.g., humor, sarcasm) is appropriate and is coming through clearly. Readers do not know you and can only assess your tone by your words and how you present them (e.g., all CAPS, grammar).
- It is okay to disagree, but stick to the facts and check them first.
- Obtain approval from Head of School before responding to an inaccurate, accusatory, or negative comment about the School, its employees, students or faculty; inquiries from journalists on issues related to the School, its employees, students or faculty; or an inquiry about any other legal matter.

**Limited Approval:** Use of the School's IT systems to access social networking sites is permitted for business purposes, but should: be limited, not interfere with or impact normal business operations of the School, comply with all School policies, not compromise the security or reputation of the School, not burden the School with unreasonable incremental costs, and comply with all other provisions of this policy. Social media must not unduly interfere with productivity. Employees who participate in social networking sites on the School's IT systems for work-related reasons, for example on Facebook or Twitter, may do so only if that social networking site has been specifically approved for use by the Director of Operational Affairs.

**Social Networking Site Terms of Use:** Anyone participating in social networking for any reason is responsible for reading, understanding, and complying with the site's terms of use. Any concerns about the terms of use for a site should be reported the Director of Operational Affairs.

**Content of Postings:** Some social networking sites may provide an appropriate forum to keep current on matters of interest, to make professional connections, and to locate links to other pertinent sources. Users must be careful, however, that their online postings do not adversely impact or create problems for the School, its employees, its faculty, or its students. Users are personally responsible for all content they post on social networking sites. Remember that it is difficult to delete content once posted to a site, so be cautious when writing any posting. If you are about to publish something that makes you even the slightest bit uncomfortable, do not shrug it off and hit "send". Try to figure out what is bothering you, and then fix it. If you are still unsure, discuss it with the Director of Operational Affairs before posting.

**Prohibition on Pretexting:** While the use of the internet and certain social networking sites can be valuable for research, using social networking sites for "pretexting," that is, posing as a confidante or as one who is seeking a genuine social or business relationship in order to obtain confidential or non-public information, has significant ethical and legal implications. All employees are therefore prohibited from using social networking sites for pretexting.

**Violations of This Policy:** Due to the importance of this policy, the School cannot tolerate violations. Accordingly, this policy may be enforced through the imposition of sanctions on violators. All School personnel are subject to sanctions for violations of this policy, up to and including termination of employment. If you have any questions about this policy, please contact the Director of Operational Affairs.

Nothing in this Use of Social Media policy is intended to prohibit employees from communicating in good faith about the terms and conditions of their employment or the employment of their co-workers.

### **435 Social Networking**

Online interactions with students: Any online teacher-student interaction, whether it is through Lincoln's website or another service, can be a very positive and academically useful dialogue. However, inhibitions and boundaries in online relationships have a way of becoming looser and less professional, which is decidedly not appropriate for a student-teacher interaction. Therefore, these guidelines offer a suggestion for how to conduct professional, appropriate discussions with students online:

All online teacher-student interactions should follow the same code of conduct as they would in person; online teacher-student interactions should always be professional and educational.

Students and teachers interacting online should be careful to establish and maintain appropriate boundaries. To that end, school employees must NOT be "friends" with students on any social networking sites that the employees use for otherwise personal purposes. School employees and students are not "friends" in the student-to-student sense of the word, and furthermore a teacher who invites or accepts the invitation of "friendship" may be seen as playing favorites and create an atmosphere of perceived preferential treatment for the students involved.

School employees who see any evidence of inappropriate content or a violation of school policy (or worse) on a student's social networking profile should intervene and notify the appropriate authorities, generally Lincoln administrators.

### **437 Tutoring Policy**

#### **Lincoln School Tutoring Policy**

*For tutors who are hired by families to work with Lincoln students during school and after-school hours on Lincoln premises.*

#### **Distinction of terms:**

Lincoln makes a distinction between *tutoring* and *enrichment*.

**Tutoring** is considered to be remedial in nature in that it seeks to bring the student who may be having difficulty with comprehension or practice to the level of the current general classroom curriculum. Its purpose is to help bring the student to a level with most other members of the class. Tutoring typically occurs in a one-to-one relationship between the student and the tutor and is contracted between the parents/guardians and the tutor.

**Enrichment** is considered to be additional experience in a subject that is currently beyond the level of the current classroom curriculum and is not necessary to bring a student to class level. Enrichment usually takes

place in a group situation. Lincoln provides a variety of enrichment activities after regular school hours. If enrichment in a particular area is not already provided in the school's Enrichment Program, please make a suggestion to Kim Lough so that such programming can be included and offered to a wider range of students.

It is Lincoln's policy to supply tutoring space during the school year at no cost (a) during school hours, (b) after school days between 3:00 and 4:30 p.m. if the tutor is not a faculty member, (c) and after school days between the hours of 4:30 and 6:00 p.m. Enrichment can only be arranged through the school's Enrichment Program and may not be accommodated for individual students.

Providing tutoring space during the summer is entirely at the discretion of the School and is dependent on facilities needs. A tutor must make a formal request for such space in the summer well in advance of the beginning of the tutoring sessions and in the case of Lower School students, must remain with the student the entire time she is on campus.

Tutoring may be arranged during the school day or after school for a Middle or Upper School student as accommodated by her class schedule. Lower School tutoring should only be arranged in after-school sessions between the hours of 3:00–5:30 p.m. except for cases in which a student's educational profile (e.g., speech and/or hearing pathology and similar medical needs) warrants time being arranged during the school day.

Tutoring of students in all three divisions should take place in designated semi-public spaces *unless otherwise booked for school meetings or functions*—the Levinger Dining Room, the Leonard Library including the conference room, and the "bridge" area connecting Faxon Hall with the Gifford Science Wing on the second floor level. During the day, tutors should sign in with the Upper School office in Faxon Hall.

**Lincoln faculty may not arrange to tutor their own students.** They may, of course, give extra help when needed, or they may tutor other Lincoln students but should only arrange to do so after 4:30 in the afternoon when their official time commitment to Lincoln ends. All tutoring must be completed by 6:00 pm.

The Division Heads must be notified in advance of any tutoring arrangement.

Tutoring is available **ONLY** for Lincoln School students. Faculty are not allowed to tutor non-Lincoln students using Lincoln's facilities.

### **Background/Fingerprinting Check:**

*All* tutors regardless of their connection with the school (e.g., parents or guardians) are required to pass a background check and fingerprinting record. Individuals who are actually employed by the school, as in the case of those who are offering classes in the Enrichment Program, will be reimbursed for the cost of the background check. Those individuals who are merely using Lincoln space for private tutoring contracts must bear the cost of the background check themselves.

The background check should be completed by going to the Attorney General's Office.

150 South Main St  
Providence, RI 02903  
Hours: Monday–Friday 8:30am – 4:30pm  
401-274-4400

The fee is \$40 to be paid only by check or money order; no cash or credit/debit cards.

### **440 Whistleblower Policy**

Lincoln School is committed to maintaining an environment where individuals are free to raise good faith concerns regarding the School's practices and all members of the Lincoln community are encouraged to report possible fraudulent or dishonest conduct (i.e., be a whistleblower). An individual should report his or her

concerns directly to the Head of School, the Business Manager or President of the Lincoln School Board of Trustees.

A “whistleblower” is an individual who informs the Head of School, the Business Manager or Lincoln Board President about an activity which that person believes to be fraudulent or dishonest.

- The School expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against individuals who raise suspected violations, cooperate in inquiries or investigations, or identify potential violations of School policies. Lincoln employees may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment (including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages). A proven complaint of retaliation shall result in an appropriate remedy for the whistleblower and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Lincoln will make every reasonable effort to keep the whistleblower's identity confidential, unless (1) the person agrees to be identified; (2) identification is necessary to allow Lincoln or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of policy violations is entitled to the information as a matter of legal right in disciplinary proceedings.

Individuals with questions regarding this policy should contact the Head of School or the President of the Board of Trustees.

## **Procedures & Information:**

### **442 Absences**

See Section 300 as well.

Regular and timely attendance is an essential function of every position at Lincoln. All employees receive five (5) paid sick days and three (3) personal days each calendar year, provided they have completed three (3) months employment with the School, and are currently on the School’s active payroll. Personal days should be requested in writing to the employee’s direct supervisor with a minimum of 48 hours notice unless it is an emergency. Unused personal days will not carry over to the future fiscal years and any personal time use must be forwarded to the Business Office by the approving supervisor on a monthly basis for tracking purposes.

**In case of illness or family emergency, call your Department Head, Division Director, or office supervisor no later than 7:30 a.m. in order to allow time to arrange for coverage by existing staff or a substitute.** If you are prevented from doing so by an emergency, you must notify your Department Head, Division Director, or office supervisor as soon as possible thereafter. It is your responsibility to ensure that your Department Head, Division Director, or office supervisor is aware of the nature and expected length of your absence. Failure to notify the School of an absence or lateness may result in disciplinary action. An employee who is absent for three (3) consecutive working days without notifying the School will be considered to have voluntarily resigned and will be automatically removed from the payroll. You must provide satisfactory evidence of medical illness or injury if you are absent for more than three (3) consecutive working days due to medical illness or injury.

For personnel on the academic calendar, days taken for personal use beyond the five (5) sick days and three (3) personal days must be approved by your immediate supervisor and the employee will not be paid for those

days.

All sick and vacation time should be tracked and recorded by the employee's immediate supervisor and reported on a monthly basis to the Business Office.

#### **444 Automobiles & Parking**

It is important for the safety of pedestrians and the protection of school property that regulation with regard to parking be understood and closely followed. Cars are to be parked in designated parking areas only. Please follow the designated driving patterns, especially during morning drop-off. The circle in front of school is reserved as a fire lane. Student parking is on nearby streets. All faculty, staff and students are required to register their cars at the Front Desk at the beginning of the school year. Since parking in the area of the school is limited, alternative modes of transportation are encouraged (car pools, public transportation, etc.). Please observe all parking signs, particularly in front of The Little School.

#### **446 Dining Room**

During the school year, lunch is provided as a benefit of employment to all Lincoln faculty and staff and should be eaten in the Dining Room unless your lunch hour requires meetings or supervisory duties in other areas.

Breakfast and snacks may be purchased from 7:00 to 10:30 a.m. Hot beverages will be available for faculty and staff during the same hours Monday through Friday. All food and drinks using school plates and cups must be consumed in the Dining Room. If you wish to take hot drinks out of the Dining Room, you must supply your own cup. All faculty and staff members share the responsibility for maintaining a pleasant and appropriate tone in the Dining Room. Please be sure that everyone clears and cleans the tables thoroughly. Eating lunch or snacks at your desk is strongly discouraged. Please set an example for the student body by rigidly adhering to this policy. Please do not conduct your classes with food or drink in hand.

NOTE: Health Department regulations allow ONLY authorized personnel behind the counter.

And all students and adults are encouraged to use available hand sanitizer before and after eating in the Dining Room.

#### **448 Event Planning**

An Operations Form available through Google must be completed at least two (2) weeks prior to an event and forwarded to the listed names and any other names of people to whom the event may have relevance. In certain situations, the person(s) scheduling the event may be asked to meet with the Director of Operational Affairs to ensure that all operational needs are met.

If an Operations Form is received less than two (2) weeks prior to an event, the School cannot guarantee that all needs can be met specifically as requested. It is therefore imperative that this form be returned as soon as possible in order to schedule an event and have it included in the calendar.

#### **450 Faculty Meetings**

Faculty are required to attend all scheduled meetings. Please see your Division Director if you have an emergency or conflict that would require your absence. If you are unable to attend an All School meeting, please see the Head of School.

#### **452 The Murray Family Athletic Complex at Faxon Farm**

Located at 160 Danforth Street and Route 44 in Rehoboth, Massachusetts, the facility is wonderful for fieldwork, outdoor education, department retreats and meetings. To reserve a time and space, please make arrangements

with the Athletic Director two weeks in advance.

#### **454 Mail**

For the convenience of everyone, stamped U.S. mail may be left in the box in the Faculty Workroom for pick up, usually before noon daily. Mail for school business must be given to the appropriate administrative assistant to apply postage. Please note: all U.S. mail goes out only once a day.

Intra-school mail and notes may be deposited directly in faculty/staff boxes, all of which are in the Faculty Workroom on the Garden level of Faxon Hall with the exception of Lower School which are located in the Lower School. For student mail, please use the designated boxes in the lounges.

#### **456 Payment of Wages**

Lincoln School operates on a ten-month academic calendar and faculty are paid for the work they perform during that ten-month period. However, rather than pay faculty only during the academic year, it has been the policy of Lincoln School to pay faculty for that work over the twelve month period of September 1 through August 31. In other words, payments received by faculty during July and August essentially represent delayed payment for work actually performed during the academic year.

Faculty and ten-month employees who take leave during the course of the academic year (September through June), will not receive full salary payments in July and August. Rather, they will receive payment representing the percentage of the academic year that the faculty member actually worked. In other words, a faculty member who worked for the months of September, October and November, e.g. 30% of the academic year, will receive 30% of the July and August payments.

Paychecks are distributed, or deposited directly to the account(s) you designate, on the 15th of the month. Should the 15th fall on a weekend or holiday, the distribution will be on the day before. Employees may have their salaries and wages deposited directly with their bank. Arrangements for direct deposit should be made through the Business Office.

Maintenance and Little School non-exempt staff will be paid on a weekly basis. Paychecks will be distributed or deposited directly to the account you designate, weekly on Thursday.

#### **458 PAYROLL DEDUCTIONS**

It is Lincoln's policy to compensate employees in compliance with the federal Fair Labor Standards Act (FLSA) and applicable state law. If you are classified as a nonexempt employee, you will receive overtime for all hours worked in excess of forty hours per workweek, as required by law.

If you are classified as an exempt employee, you will be paid on a salary basis. This means your salary is a predetermined amount that does not vary based on the quantity or quality of work you perform in a given pay period. Certain deductions, if permitted by federal and state law, may be withheld from your salary. These include (but are not limited to) deductions for:

- Social security
- Federal, state and local taxes
- Participation in School-sponsored benefit and retirement plans
- Absence from work for one or more full days for personal reasons, other than sickness or disability
- Absence from work for one or more full days because of sickness or disability (including work-related accidents), taken in compliance with the School's sickness or disability policy
- a penalty imposed in good faith on exempt employees for infractions of safety rules of major significance,
- a penalty imposed in good faith for infractions of workplace conduct rules

- full or partial days not worked during the initial or terminal week of employment
- unpaid leave under the Family and Medical Leave Act, whether taken in full or partial day segments

However, deductions from exempt employees' salary may not be made for absences from work caused by Lincoln or by its operating requirements (for example, if Lincoln closes on a scheduled work day), if you are ready, willing and able to work, nor for any other reasons prohibited by federal or state law.

If you have questions about payment of overtime, deductions from your salary, or any other issues regarding your rate of pay, you should contact the Business Office. If you believe that the School has improperly failed to pay you for overtime or that your salary has been subject to improper deductions, you should immediately report your concern to your immediate Supervisor or Manager, or to the Business Office. If you feel uncomfortable complaining to your Supervisor (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Business Office. Every report will be fully investigated and if a violation is found, corrective action will be taken, including but not limited to full reimbursement of inappropriately withheld amounts.

It is against Lincoln's policy to retaliate against any employee who makes a complaint in good faith pursuant to this policy. Any form of retaliation that occurs in violation of this policy may result in disciplinary action, up to and including discharge.

#### **460 Personal Appearance**

All faculty and staff are should dress appropriately for the event, season, and their profession. All personnel are asked to be dressed for the often-occurring occasion of greeting and welcoming visitors. Faculty members provide a professional model for students and are expected to make a special effort to dress accordingly on Fridays when students are required to wear traditional uniform.

#### **462 Problem Resolution Procedure**

In the day-to-day operation of any organization, misunderstandings and problems will develop which require attention. Although this section of the Handbook outlines a formal procedure for the resolution of serious problems, we expect that most problems will be settled through informal discussions among the individuals involved. No employee will ever be penalized or discriminated against in any way for bringing up a problem or registering a complaint. The availability of this procedure does not alter the at-will nature of the employment relationship, and does not vest any rights in employees, or impose obligations on the School.

Employees should feel free to discuss any problem with their Department Head or supervisor informally at any time without the discussion being considered part of a formal procedure. However, at such time as the employee wishes his/her problem to be considered formally by the School, he or she should follow the steps of the Problem Resolution Procedure given below.

If you have a question or complaint, you should first discuss the situation with your immediate Department Head or Supervisor. You should discuss the facts of the incident fully and frankly to ensure that he or she has a complete understanding of the matter. This is usually the easiest and quickest way to resolve a problem and if a decision is required, your Department Head or Supervisor will provide one to you generally within five [5] working days after your meeting. However, if you are not satisfied with your Department Head's or Supervisor's response, you may proceed to step 2 of this Procedure.

If you are not satisfied with your Department Head's or Supervisor's response, you need to put your complaint in writing within three [3] days so that all who read it will have a clear understanding of the facts in your complaint. Your written complaint should be given to your Department Head or supervisor who will immediately make the appropriate submittal to either the Division Director, in the case of faculty, or the Business Manager, in the case of staff, so that a meeting can be set up to discuss the situation with you. The

Division Director, or the Business Manager, will notify you of the School's decision - and the reasons for it - generally within five [5] working days after meeting with you to discuss your written complaint. If you are not satisfied with the decision, you may proceed to step 3 of this Procedure.

If your complaint is still unresolved, you may request an appointment with the Head of School who will generally be able to see you within five [5] working days. He or she will review the facts in your written complaint, investigate the matter, and then try to resolve your situation. Generally, this will be done within ten [10] working days following the meeting between you and the Head of School. The decision of the Head of School will be considered binding and final.

#### **464 Purchases**

The purchase of goods and services (including but not limited to printing, copying, office paper, stationery, business cards, brochures, office equipment, office furniture, capital expenditures), and entering contracts for services require the following procedures:

- For all orders over \$1,000, the Business Office requires bids or quotes from at least two sources.
- Purchases over \$3,000 require signed approval from the Head or Business Manager.
- All requests for purchases must be submitted to the appropriate Division Director and Department Head for approval. The request then goes to the Business Office for processing and purchase order approval. Requests for Library purchases should be submitted to the appropriate librarian. Please do not expect to be compensated for unapproved purchases made beforehand.

#### **466 Solicitations in the Workplace**

In order to prevent disruption to School operations, interference with work, and inconvenience to other employees, employees may not engage in solicitation or distribution of literature of any kind during working time or in work areas except as indicated below. Employees who are not on working time may not solicit any employee who is on working time for any cause or to distribute literature of any kind. Working time does not include lunch periods or other periods during which employees are not required to perform their job duties. Work area does not include the staff rooms. Nothing in this policy prohibits solicitation or distribution (where allowed) during non-working time including rest, break and meal periods. Non-employees are prohibited at all times from soliciting employees or distributing literature on school grounds.

The posting of written solicitations on School bulletin boards is also prohibited. The limited sale of such things as raffle tickets, Girl Scout cookies, or merchandise for charitable causes may be allowed during non-work time in non-work areas if approved by the supervisor.

#### **468 Snow Days and Other Emergency Closings**

In case of snow, hurricane, tornado or other emergency situations that may warrant school closing; an announcement will be given to major media outlets in our area. Please listen for a specific Lincoln School/Providence announcement on all Providence TV stations. A message will be on the switchboard, usually by 5 a.m., at 401-331-9696 and posted on the website [www.lincolnschool.org](http://www.lincolnschool.org). A call will be placed by Connect5 to the emergency number that you have listed in the Faculty Portal.

#### **470 Telephone Calls**

The telephone is provided for School business. Personal telephone calls, both incoming and outgoing, are discouraged, yet occasionally such calls must be made during work hours. We trust that any toll calls will be charged to a personal calling card. School phones are not for student use unless a student is conducting School

business. Students may request use of phones in the Division Office for emergencies or unexpected problems of logistics. There are phones for students located in Middle School and Upper School.

Personal calls on cell phones are made in private spaces.

#### **472 Work Orders & Repairs**

Requests for maintenance work and repairs should be made on an Operations Form which is available in the Faculty Portal at least two weeks in advance and forwarded to a predetermined list of recipients; other names may be added to this list as necessary. The Facilities Director will review the request and schedule it accordingly, based on other priorities and school needs.

#### **500 Health & Safety Regulations & Policies**

##### **500 Automobiles & Auto Liability Insurance**

If a faculty member or any other individual permits a student to ride with them in his or her car for any reason, the faculty member's personal automobile liability insurance is always primary in the event of any injury to the passengers of the vehicle. Lincoln's insurance will not apply to the liability loss or damage to their personal vehicles.

Once the individual's automobile liability insurance limits are exhausted by the loss, Lincoln's non-owned automobile liability insurance coverage then triggers to provide excess limits over the individual's primary personal auto liability in the name of Lincoln School alone.

Lincoln's non-owned automobile liability coverage has the "Employees as Insured" and "Volunteers as Insured" endorsements. These endorsements broaden Lincoln's insurance to cover the driver and owner of the vehicle for limits over their personal exhausted liability limits. This only triggers if the driver or owner of the vehicle is an employee or volunteer in action driving on Lincoln School business at the time of the loss.

Any employee driving a Lincoln School vehicle is fully covered by school insurance.

##### **502 Blood-Borne Pathogen Standard**

###### **Institutional Policy for Universal Body Substance Precautions**

It shall be the policy of Lincoln School that Universal Body Substance Precautions be implemented for all contact with potentially infectious materials. All blood and body fluids are considered potentially infectious regardless of the source or the individual's health status. Universal precautions as outlined by the AMA shall be implemented. All employees shall receive annual mandatory training concerning the risk of infection of AIDS virus (HIV) and hepatitis B virus (HBV) and the blood borne illnesses.

###### **Exposure Control Plan**

The purpose of this plan is to provide a safe workplace by eliminating or minimizing an employee's exposure to blood borne pathogens. This plan contains the following information:

- Exposure determination
- A schedule and method of implementation for
- Methods of compliance
- Hepatitis B Vaccination Post Exposure Follow Up
- Communication of Hazards to Employees
- Recordkeeping

## 504 Bullying Policy & Procedure

**Prohibition against Bullying:** Bullying is prohibited at Lincoln School.

**Definition of Bullying:** Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student.

**At School:** In the context of these regulations the phrase “at school” includes the following places and situations:

- in a classroom
- elsewhere in the school,
- on school property
- immediately adjacent to school property
- on a school bus or other school vehicle
- at school bus stops
- while students are walking to or from school
- at any school-sponsored activity or event, whether or not held on school premises.

**Disciplinary Sanctions:** Disciplinary sanctions for bullying may include:

- Admonitions, warnings and counseling.
- Loss of the opportunity to participate in extracurricular activities.
- Loss of the opportunity to participate in school social activities.
- Loss of the opportunity to participate in graduation exercises.
- Loss of school bus transportation.
- In-house suspension.
- School suspension
- Expulsion

**Reporting Bullying:** A report of bullying may be made to the Head of School or to any faculty member. A faculty member receiving such a report will forward such report to the Head of School for follow-up. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may make a report of bullying.

**Responsibility of Staff:** School staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. In this context the staff includes volunteers working in the school.

**Instruction in the Prevention of Bullying:** Students and faculty shall be given instruction in the School's Policy and Regulations against bullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction in how to file a complaint against bullying, and the disciplinary action that may be taken against those who commit acts of bullying.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, not be subject to discipline for failing to report the bullying.

**Investigation of Bullying:** The Head of School, or her designee, shall investigate all allegations of bullying. If the allegation is found to be credible, appropriate disciplinary sanctions will be imposed. The investigation will include an assessment of the effect the bullying has had on the victim.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the

victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. In most cases retaliation or a threat of retaliation will result in the imposition of a short or long-term school suspension and, in appropriate cases, referral to the police.

**Prohibition against False Reports of Bullying:** False reports concerning bullying will be subject to appropriate school discipline, including short or long term suspension from school.

**Police Notification:** When the bullying involves conduct that potentially violates the criminal law the police shall be notified.

**School Atmosphere:** School staff at all times will model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive or humiliating language or demeanor will not be accepted. An effort will be made to ensure that each student is well known by at least one certified teacher so that the student will have someone to turn to at school if a bullying situation develops. To the extent possible the influence of cliques and other exclusive student groupings will be diminished by the creation of a range of inclusive school activities in which students will be encouraged to participate.

## **508 Child Abuse Prevention**

### **I. State of Rhode Island Policy**

It is the policy of the State of Rhode Island "to protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the mandatory reporting of known or suspected child abuse and neglect, investigation of such reports by a social agency, and provision of services, where needed, to such child and family." R.I. General Laws § 40-11-1.

Lincoln School wholeheartedly endorses the State's policy and will enforce that policy within the School setting. The School will neither condone nor tolerate any form of child abuse or neglect by any employee. Nor will the School accept the failure of any employee to immediately report their reasonable knowledge or suspicion of such child abuse or neglect by any person, including an employee or parent.

### **II. The Law in Rhode Island**

#### **A. Abused or Neglected Child**

An "abused and/or neglected child" is a person under the age of eighteen (18) years whose physical or mental health or welfare is harmed or threatened with harm when his or her parent or other person responsible for his welfare:

1. Inflicts, or allows to be inflicted, upon the child physical or mental injury, including excessive corporal punishment; or
2. Creates or allows to be created a substantial risk of physical or mental injury to the child, including excessive corporal punishment; or
3. Commits or allows to be committed, against the child, an act of sexual abuse; or
4. Fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so; or
5. Fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his unwillingness or inability to do so; or
6. Abandons or deserts the child; or
7. Sexually exploits the child; or
8. Commits or allows to be committed any sexual offense against the child.

R.I. General Laws § 40-11-2(1)

#### **B. Duty to Report**

Any person having “reasonable cause to know or suspect” that any child has been abused or neglected is required to report such knowledge or suspicion within twenty-four (24) hours to DCYF.

R.I. Gen. Laws §40-11-3

DCYF maintains a statewide toll-free telephone number twenty-four hours a day, seven days a week for receiving reports of child abuse or neglect. The DCYF telephone number is 1-800-742-4453 (1-800-RI CHILD). All telephone reports of abuse or neglect are electronically recorded by DCYF, which is required to keep such reports confidential.

R.I. General Laws § 40-11-13

#### **C. Immunity from Liability**

Any person making a “good faith” report of child abuse or neglect to DCYF has immunity from “any liability, civil or criminal.” This immunity extends to the reporter’s participation in any judicial proceeding resulting from such report.

R.I. Gen. Laws § 40-11-4

#### **D. Criminal Penalty for Failure to Report**

Any person required to report known or suspected child abuse or neglect who knowingly fails to do so, or knowingly prevents another person from doing so, is guilty of a misdemeanor and subject to a fine of up to \$500.00 and/or imprisonment for up to one (1) year. In addition, that person is civilly liable for the damages caused by his failure to report or prevention of another person from reporting.

R.I. Gen. Laws § 40-11-6.1

### **III. Procedures**

In the event of a known or suspected case of child abuse or neglect, the School faculty and staff members shall adhere to the following procedures:

#### **A. Mandatory Reporting**

1. Any faculty or staff member having reasonable knowledge or suspicion that any student at the School has been abused or neglected shall immediately inform the Head of School of that knowledge or suspicion and the facts upon which it is based.
2. In addition, the employee must also report the same information to DCYF on the toll-free telephone number within twenty-four (24) hours of learning of the information. Whenever a report is made to DCYF, *the employee shall immediately prepare a written report to the Head of School that includes the date and time of call, the name of the person at DCYF who took the call and a description of the substance of the call.*
3. The failure of any employee to report known or suspected child abuse to the Head of School or to DCYF may result in disciplinary action, including suspension or dismissal from employment.
4. The Head of School will notify the parent(s) of the child who has been abused or neglected unless the Head of School reasonably suspects that the parent(s) of the child are responsible for such abuse or neglect or it would otherwise be inappropriate to do so.

5. The Head of School may meet with the following individuals as soon as possible after receiving a report of child abuse or neglect to discuss the report and determine what, if any, additional action should be taken to protect the child and to fulfill the School's legal obligations: the School's mental health provider, the Business Manager, the School Nurse and the School's attorneys.

6. If the accused is a faculty or staff member, the Head of School will decide whether or not to reprimand, suspend (with or without pay) or dismiss the accused, and will immediately notify the accused in writing of any such action. Any incident will be considered and acted upon on an individual case-by-case basis. The School's action in one case will have no precedent on any other case.

## **B. Confidentiality**

The Head of School will confidentially maintain all reports of child abuse or neglect. Only those persons with a "need to know," including the School's mental health provider, the School Nurse, the Business Manager, and the School's attorneys, will have access to the reports.

## **510 Communicable & Infectious Disease Policy**

Employees with a communicable or infectious disease will not be allowed to remain in their positions where they pose a direct threat to the health or safety of themselves or others. Employees who cannot remain in their positions remain subject to the School's employment policies, including sick leave, temporary disability, and termination. Determining whether an employee with a communicable or infectious disease may retain his or her position will be made by the School on a case-by-case basis.

When an employee has a communicable or infectious disease which renders the employee "disabled" within the meaning of state or federal employment discrimination laws, the School will determine whether the employee can be reasonably accommodated in his or her present position to eliminate any direct threat to the employee or others. In making this determination, the School may request medical documentation from the employee's physician regarding the employee's condition, limitations, and need for any requested accommodation, and may consult with public health officials or physicians with expertise in the diagnosis and treatment of communicable and infectious diseases. An accommodation is not reasonable if it poses undue financial or administrative burdens on the School or fundamental alterations in the nature of the employee's job.

The School may consider all relevant factors when determining whether an employee can be reasonably accommodated or poses a direct threat, including but not limited to:

- The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk.
- The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition.
- The expected type of interaction with others in the school setting.
- Whether the employee's condition interferes with the performance of the essential functions of the job.
- Any other factor reasonably related to the decision.

If a disabled employee cannot be reasonably accommodated in his or her present position, the School may consider reassigning the employee to a vacant position for which the employee is qualified as a reasonable accommodation, if reassignment to the position is reasonable and will not pose a direct threat to the employee or others.

The job assignment of an employee with a disabling communicable or infectious disease will be reevaluated whenever the School has a reasonable belief that (1) the employee's ability to perform essential job functions will be impaired by the condition, or (2) the employee will pose a direct threat to the employee or others due to

the condition.

No employee who is qualified disabled individual will be discriminated against because of his or her disabled status.

The School will treat information regarding the employee's condition as confidential. An employee's medical information will not be disclosed except as permitted or required by law.

Employees who may reasonably anticipate exposure to potentially infectious material must follow federal, state, and local health and safety regulations. These include the regulations and guidelines issued by the federal Centers for Disease Control (CDC) and the Occupational Safety and Health Administration's (OSHA) pathogen standards.

### **515 Crisis Intervention Policies**

In the event of any crisis situation, all employees are asked to refer to a copy of the Emergency Response Handbook, which is located in all administrative offices and at the Front Desk. Employees are instructed to refrain from comment and refer all inquiries from the media to the Office of the Head of School. Detailed instructions for specific events and incidents are listed in the Crisis Handbook and should be followed accordingly.

### **518 Driving**

All operators of school vans carrying children must hold valid Rhode Island Chauffer licenses. The School reserves the right to check driving records and to suspend access to School vehicles in cases of DUI or moving violations. When transporting students, the School must be the point of departure and return. The total number of passengers including driver must not exceed 16. Seat belts should be worn in accordance with RI State Law.

### **520 Drug & Alcohol Policy**

Lincoln School prohibits the use, possession, sale, or transfer of illegal drugs and alcohol on the premises of the School or on school trips. Lincoln School similarly prohibits working under the influence of alcohol or illegal drugs. Violation of this policy will result in discipline up to and including immediate discharge. The School may request urine and/or blood tests as a condition of continued employment if reasonable grounds exist to believe, based on specific objective facts, including but not limited to job performance, appearance, behavior or speech, that the employee is under the influence of drugs or alcohol which adversely affects or could adversely affect the employee's job performance. A positive test will result in referral to a substance abuse professional for assistance. The School will require additional testing in conjunction with the referral. A second positive test result will result in termination. All testing will be done in accordance with applicable law. Refusal to undergo such testing may result in discipline up to and including termination of employment.

This prohibition does not apply to consumption of alcohol at School-sponsored and monitored social events. However, the School expects participants at those events to drink responsibly; failure to do so will result in disciplinary action, up to and including discharge.

### **525 Emergency Procedures**

Emergency procedures regularly reviewed by the Emergency Response Team (ERT) and are described in a separate Emergency Response Handbook, copies of which may be found in Division Offices or Front Office  
**Purpose**

The emergency procedures outlined in the Emergency Response Handbook are designed for the protection of lives and property of Lincoln School. The procedures apply to Lincoln School faculty, staff and students, and to all buildings and grounds operated and maintained by Lincoln School. Members of the faculty and staff are

expected to familiarize themselves with the contents of the manual, to review it periodically, to transmit information on emergency procedures to students when necessary, and to participate in the supervision of students in evacuation situations. At the beginning of each school year, the Division Directors, with the Fire Marshall, will compose and distribute a buddy system list for use during drills and emergencies.

### **527 FIRE SAFETY & (OSHA) Regulations and the State of Rhode Island.**

All staff members are expected to take an active role in promoting and maintaining safe and healthy facilities.

Any unsafe or unhealthy condition should be reported to your supervisor, a member of the maintenance staff, a member of the Safety Committee, or the Business Office.

Staff and students should know the locations of fire extinguishers, the nurses' offices, and all exits.

Staff and students should know the evacuation and lock-down procedures and signals. The School is required by state law to perform 15 fire/evacuation drills and 2 lockdown drills each school year.

Following are several sections of the State of Rhode Island Life Safety Code that apply to schools:

**15.7.4.3** Artwork and teaching materials shall be permitted to be attached directly to (classroom) walls in accordance with the following:

(1) The artwork and teaching materials shall not exceed 20% of the wall area in a building that is not protected by an automatic sprinkler system (PCS Middle School)

(2) The artwork and teaching materials shall not exceed 50% of the wall area in a building that is protected by an approved sprinkler system (PCS Lower School).

#### **7.1.4.1 The walls and ceilings in hallways are required to be fire rated.**

This means no flammable materials shall be permitted to be attached to any walls in any hallway.

#### **7.2.1.8.1 Doors**

A door normally required to be kept closed (e.g. has a door closer) shall not be secured in the open position at any time and shall be self-closing or automatic-closing. (Doors between classrooms are also required to be closed.)

All outside doors (except for the front red door) will be locked. No outside doors will be propped open

#### **7.1.10.1 Egress**

Means of egress shall be continuously maintained free of all obstructions or impediments to ensure full instant use in the case of fire or other emergency. (All doors into hallways and between classrooms must open fully. All hallways, including the hallway in the lower school between room 129 and the gymnasium, must be kept completely clear)

Binders containing Material Data Safety Sheets (MSDS), which list the properties of chemicals stored in the buildings, are located in the main office in the Middle School and the maintenance office and maintenance closet in the Lower School.

The food service provider also maintains binders in the kitchens for items it stores in the School buildings.

## **529 Fire and Safety Drills**

Our concern for safety (and RI State Law) dictates a minimum of 15 fire drills during the year, eight before the end of October. Close windows; proceed quietly out designated exits, close classroom doors. Never deviate from the routine. Even in cases of known false alarms the law requires us to vacate all buildings according to our evacuation plan and not to re-enter until the Fire Department approves. The Fire Marshall (Lenny Estrella) is in charge of all evacuation.

Whenever the fire alarm sounds, every class must follow the evacuation procedures of the school without fail. The buildings should be evacuated in the following manner:

All Lower School students should line up against the hedge on the outer edge of the campus, near the sidewalk.

Middle School students line up by advisor groups south of the Middle School building near the sidewalk.

Upper School students line up on the front lawn outside the Dining Room.

Advisors or homeroom teachers take the roll at each fire drill; every teacher must be outside the building. Every faculty and staff member will have another adult as a "buddy" so that we can keep tabs on one another in a time of crisis. All visitors are to go to the flagpole. The Head of School and the Fire Marshall are to be stationed at the flagpole.

In case of a fire or an emergency, pull the nearest pull station or call 911 and report immediately to the Head of School at the fire drill station at the flagpole. Procedures for safety drills are available in every classroom.

## **532 Injury Procedures**

In case of injury, immediately consult the Crisis Handbook located in all administrative offices and at the Front Desk. **DO NOT MOVE THE VICTIM.** Take charge - be calm and reassuring. Dismiss any other students; keep curious students away.

Dial ext. 3122 or call 401-965-7376 the School Nurse. If there is no reply at once, dial 0 to speak to the Receptionist who will contact the Nurse.

If you are some distance from a telephone, send a runner to the nearest phone or to the Front Desk in the main building. In all cases, state the name of the victim, WHERE the Nurse is needed, and give a brief description of the problem. The nurse will direct the necessary action to have the victim moved to the infirmary, to call the parent, or to order the student sent to the hospital. If you need to call the Fire/Police/ Ambulance - remember to call on an outside line BEFORE DIALING 911. Do not hang up before the operator has finished asking questions.

Members of the faculty and staff who are injured on the job must notify the School Nurse of the injury as soon as practicable after the injury occurs.

## **535 Keys**

Keys are issued to **authorized personnel only**; all requests for keys should be directed to the Facilities Director. Due to insurance issues and liability concerns keys to the buildings are issued on a very limited basis. All keys must be returned at the end of your employment.

## **537 Playground Supervision & Equipment**

When younger students are outdoors, either for recess or for an unscheduled break, a sufficient number of teachers must be on duty at all times. Students may never be left unattended on the playground. If you have playground duty, please station yourself so that you can see all the children under your supervision - those who

are behind you or around the corner of the building need a teacher's watchful eye at all times. This is important not only for reasons of safety, but for legal reasons as well, since liability extends beyond the institution to each individual teacher. Lincoln's maintenance staff, along with the safety inspector will inspect and ensure the safety of the equipment. This should be done annually before the start of school in September.

#### **540 Security & Access**

The School is not responsible for lost, damaged or stolen personal items. To protect your belongings and School property, please lock purses, wallets and equipment when you are not in your room or office. If you observe any suspicious person, action or emergency, notify the Facilities Manager, then immediately inform the Director of Operational Affairs. School buildings are open between the hours of 7:00 a.m. and 6:00 p.m. for general access on School days. All buildings are alarmed.

#### **545 Sexual Abuse And Molestation Prevention Policy**

Lincoln School does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this "zero—tolerance" policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the patient's or child's care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Lincoln School.

#### **Reporting Procedure**

Rhode Island law, R.I.G.L. §40-11-1, et seq., requires that any person who has reasonable cause to know or suspect that any child has been abused or neglected as defined in that statute or has been a victim of sexual abuse by another child shall, within twenty-four (24) hours, transfer such information to the Department of Child, Youth, and Families or its agent who shall cause the report to be investigated immediately. The statute provides that any person participating in good faith in making such a report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

***HOT LINE 1-800-742-4453***

If a faculty or staff member employed by Lincoln School should suspect child abuse or neglect, she/he will act accordingly to the following procedure:

- Immediately notify the School Head and School Nurse of the alleged assault
- Accompany the victim(s) to the Division Office.

The Head of School or Designee will:

- Contact the Crisis Team, if appropriate
- Contact the parent/guardian unless that person is the alleged perpetrator
- Investigate the alleged assault
- Notify Police, if appropriate
- Notify Department of Human Services
- Complete and file an incident report by the end of the school day
- Follow the appropriate disciplinary procedures
- School Head will coordinate the media effort

Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen (18) by a person, including any employee of a residential

facility or any person providing out-of-home-care, who is responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. The term encompasses both acts and omissions on the part of the responsible person.

### **Investigation & Follow Up**

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor's relationship with our organization.

### **Retaliation Prohibited**

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

Lincoln School and its Safety Committee are committed to providing safe and healthy facilities for its students and employees. The School complies with all applicable requirements issued by the federal

### **548 Smoking**

Lincoln School is a smoke-free campus.

R.I.G.L. §23-20.9-1 et seq., the "Smoking Restriction in Schools Act" makes all schools in Rhode Island smoke-free. The Act prohibits the use of any substance or items that contains tobacco including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or the use of snuff or smokeless tobacco. It also prohibits having in one's possession a lighted cigarette, cigar, pipe or other substance or item containing tobacco. The Act applies to all areas of non-residential school buildings (K-12), including, but not limited to, all school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles, and other school buildings whose use is not primarily residential. In addition, tobacco product use is prohibited in all outside areas within twenty-five (25) feet of any school building.

### **560 Visitors in the School Buildings**

In order to provide for the safety and security of students, staff members, and facilities, only authorized visitors are allowed in the School buildings. Visitors are required to initially report to the main office to sign in and receive visitor badges. They will receive directions or be escorted to their destinations. Staff members are responsible for the conduct and safety of their visitors.

During School events that are open to the public, or when groups are invited to School events, sign-in and visitor badge procedures may not be practicable. Staff members and volunteers at the events should be alert and cautious to ensure safety and security.

## **600 Evaluation And Professional Development**

### **601 Expectations of the Lincoln School Professional Community**

Full-time faculty are expected to be at school by 7:45 a.m. on each school day and are expected to be available for meetings and appointments until 4:30 p.m. If a faculty member needs to leave before the end of the school day she/he should get approval from the division director. The academic year begins with the Faculty Day in August and ends at the Closing Faculty Meeting. Administrative staff is expected to be at school from 8:00 a.m. to 4:30 p.m., Monday through Friday, unless otherwise specified; hours for school vacation weeks and summer are 8:30-3:00. In cases of an emergency that requires you to miss school, please call your Division Assistant, Department Head, or Division Director before 7:30 a.m. If an emergency requires you to leave during the school day, please inform your Division Director directly and notify the Front Desk.

### **605 Evaluation Procedures/**

#### **Hiring**

The Head of School makes all hiring decisions based on recommendation from the appropriate members of the Administrative Council. To be considered for employment, a personal interview, a background check, transcripts of collegiate work, and three references may be required along with personal interviews with the immediate supervisor, appropriate staff, members of the Administrative Council as designated, and the Head of School. The Head of School makes the appointment, upon the recommendation of the Supervisor or the search committee, in the case of administrative hires. It is the responsibility of the immediate supervisor to write a full description of each position subject to the review of the Head of School.

### **Professional growth and Performance Review Program**

#### **All documents can be found in the Faculty Portal**

[The Professional Growth and Performance Review Program](#) at Lincoln School is designed to support the ongoing growth and renewal of its teachers. It seeks to provide a supportive, data-driven framework that places the teachers in a lead position to successfully expand daily instructional practice. The program's framework encourages all of Lincoln's teachers to maintain a reflective teaching practice that is student-centered, informed by recent developments in education, and forward-thinking. The program utilizes a three-year cycle that intersperses a comprehensive review year with independent growth years.

### **610 Professional Development Opportunities & Procedures**

Lincoln School supports a variety of professional growth opportunities for the faculty and staff. Lincoln School funds professional growth opportunities that are directly linked to school-wide initiatives as well as individually-driven activities. The Division Directors review all requests for professional development and approve individual requests on a case-by-case basis in consultation with the Head of School. Every effort is made to be fair, prompt, and aware of the school's priorities as it is awarding funds. The Professional Development Request Form is available through the faculty portal and is submitted online.

Professional Development requests are processed through Lincoln funds or City of Providence Title Funds. If Title Funds are used and one has been reimbursed by Lincoln, the faculty member, upon receipt of his/her

reimbursement by the Title Funds, signs the check over to the school.

### **615 Unscheduled Periods for Faculty**

If you must leave the building or the campus during an unscheduled period, please sign out at Lower School or Faxon Hall reception desk.

### **620 NAIS Principles of Good Practice for Teachers**

Entrusted with the education of children, the independent schoolteacher promotes the best interest of the child within the context of the school's philosophy. Those who supervise teachers are responsible for the quality of teaching and for promoting growth in those who teach. The following principles of good practice provide guidelines for teachers and for supervisors of teachers in their joint efforts to educate children.

The teacher has a thorough knowledge appropriate for her/his teaching assignment and stays abreast of recent developments in the field.

The teacher uses a variety of teaching techniques suitable to the age and needs of the students and subject matter being taught.

The teacher establishes positive relationships with students, which, while recognizing the differing roles of adult and child, are characterized by mutual respect and good will.

The teacher collaborates with colleagues and the school's leadership in the design and implementation of curriculum within the context of the school's overall program and mission.

The teacher initiates growth and change in her/his own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn.

The teacher is self-aware and self-monitoring in identifying and solving student, curricular, and school problems. At the same time, the teacher knows the mission and policies of the school and, when questions or concerns arise, raises them with appropriate colleagues and supervisors.

The teacher serves her/his school outside the classroom in a manner established by the individual school and consistent with the responsibilities of a professional educator. For example, teachers often serve as advisors, coaches, or activity sponsors.

The teacher participates in the establishment and maintenance of an atmosphere of collegial support and adherence to professional standards.

The teacher welcomes supervision in the context of clearly defined and well-communicated criteria of evaluation.

The teacher models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender diversity.

National Association of Independent Schools, Fall 1989

### **622 NAIS Principles of Good Practice for Supervisors**

The supervisor has thorough knowledge appropriate to her/his supervisory assignment and stays abreast of recent developments in the field. The supervisor also exemplifies in her/his own work with faculty members the qualities that he/she hopes to develop in the faculty.

The supervisor develops and administers a comprehensive system of hiring, consistent with the policies of the school and teacher. Throughout the hiring and supervisory processes, the supervisor values racial, cultural, and gender diversity.

The supervisor ensures that faculty members new to the school receive orientation and support sufficient for them to work effectively and with confidence that they are carrying out the educational mission, policies, and procedures of the school.

The supervisor ensures that teachers are informed of both praise and criticism of their work and that useful support and assistance are available to each teacher to improve the quality of teaching.

The supervisor makes available to all faculty members on an equitable basis whatever resources the school can provide for professional growth and development, both inside and outside the school.

The supervisor encourages and challenges teachers to initiate curricular improvement by providing the necessary time and resources and by creating structures to foster faculty collaboration on curriculum development.

The supervisor leads faculty members in upholding high standards of professional behavior and responds immediately when behavior occurs that is harmful to children or harmful to the school community.

The supervisor evaluates and works to improve teaching through classroom visits, discussions with teachers, and other methods that are fair and consistent with the practices of the individual school. Evaluation is based on clearly articulated criteria that teachers have helped define and occurs in a context of respect for the teacher's professional knowledge and decision-making capability. The supervisor also monitors her own work by inviting suggestions and critiques from teachers.

When a faculty member's future in the school is in question, the supervisor devotes sufficient attention and resources to ensure that the situation is resolved or that the faculty member's departure from the school is handled with attention to due process and the dignity of the individual.

The supervisor ensures that all personnel policies are clearly articulated to faculty members and makes every effort to promote the establishment of salaries and benefits commensurate with the professional responsibilities of teaching.

National Association of Independent Schools, Fall 1989

### **700 Student Academic Evaluation & Report**

#### **701 Progress Reports**

In Lower School, progress reports are written three times a year - November, March, and June. Progress reports in November and June consist of a curriculum summary for the trimester, a checklist of benchmarks, and comments, while in March progress reports are only the summary and a checklist. Parent conferences are held in October and March as well, and teachers write Conference Notes which are kept in the student's folder.

In Middle and Upper School, progress reports with numerical grades are available online for each student's family in December, March, and in June. In December and in March, reports with grades are shared with parents by the student's advisor at a parent-teacher conference. Additional Interim Trimester reports are written as necessary to keep families informed of changes in students' performances.

#### **School Progress Report Guidelines**

### ***Student data***

Please be accurate when entering the student's name in reports; nicknames can be used only in the body of the report. Upon completion of your reports, please spellcheck, proof, then have a colleague proof them. The reports should then be placed on the server in the appropriate Division School Reports Drop folder before 3pm on the date due.

### ***Comments***

The purpose of comments is to provide a detailed description of the student's efforts and performance and to suggest how the student might continue her growth within the discipline of the course. Each progress report should include a narrative comment. Comments should refer to a student's observable work habits and data from both formative and summative assessments.

Comments need to include the following:

- Recognition for satisfactory to outstanding effort and/or achievement, with specific examples or anecdotes.
- A specific description of notable behavior or accomplishments.
- Constructive and actionable feedback for improvement.
- An explanation of any "Needs Improvement" mark, and specific suggestions for ways to improve.

All grades are to be given as letters, following the numerical equivalents given below. Numerical grades are not given to the students but must be kept accurately in each teacher's grade book and available to the Department Head, Division Director, and Head of School. Remember, your grade book is an official document and thereby subject to review if questions of evaluative accuracy should arise! A specific letter grade must be given (including exam grade, if applicable, trimester grade, and year grade). At the end of each year, the teacher's grades must be placed on file in the Division Office.

The grades must be consistent with the check marks and the comment.

- A** = Work of consistently high caliber  
Participation in class discussion outstanding in quality  
Intellectual enthusiasm  
Considerable initiative and originality in approach  
Ability to apply the factual material learned, draw conclusions, make comparisons, develop general concepts
- B** = Good grasp of subject matter  
Thoughtful applications of facts learned  
Ability to express ideas with facility and fluency  
Meaningful contribution to class discussions
- C** = Adequate understanding and use of subject matter  
Acceptable class participation and preparation
- D** = Work slightly above minimum requirements  
(This level of work at year's end gives little promise of marked success in any further study of the subject.)
- D-** = Work meets only minimum requirements  
(This level of achievement at year's end entitles student to course credit but indicates inadequate background for more advanced study of the subject.)
- F** = Work not meeting minimum standards

The above presupposes that assigned work is completed punctually, is neat, and in proper form.

## **705 Grading System**

<b>A+</b>	97-100	<b>C+</b>	77-79
<b>A</b>	93-96	<b>C</b>	73-76
<b>A-</b>	90-92	<b>C-</b>	70-72
<b>B+</b>	87-89	<b>D+</b>	67-69
<b>B</b>	83-86	<b>D</b>	63-66
<b>B-</b>	80-82	<b>D-</b>	60-62
		<b>F</b>	0-59

## **708 March Exams**

### **710 Parent-Teacher Conferences**

Parent-teacher conferences are held twice a year in all divisions.. In Lower School, conferences are held in the second half of October and in early March. The classroom teacher is responsible for providing information to parents on Parent-Teacher Conference Day; specialists contribute written comments in advance of October conferences and on the March progress report. The Learning Skills Specialist attends conferences for children on her caseload. In Middle and Upper School, parent-advisor conferences are held in December and in March. It is important to gather information from all of a student's teachers the week before parent conferences in order to be prepared for a successful conversation. Whenever deemed helpful, the Division Directors and/or Head of School are available to assist at these conferences.

### **715 Attendance Records of Students**

Daily attendance records must be kept for the state. In Lower School, attendance is taken daily by the classroom teacher through Veracross. Attendance should be submitted by 8:15 a.m.

Division Assistants will telephone the family of any student who is unaccounted for.

We expect all students, unless they are ill, to report to all classes every day. The school firmly discourages special absences, particularly those due to extended vacations. In the case of excused absences, work should be made up within a time frame, generally no more than one week, that is agreed upon by the teacher, Department Head, and Division Director. It is the student's responsibility to collect her assignments in the case of an absence. Assignments can be found on the teacher's web page or can be obtained by emailing a teacher directly.

Attendance should be taken at the beginning of the first period of the day, in each classroom of each Division of the school. All absences should be reported immediately on attendance slips that are sent to the Division Office before 9 a.m.

### **720 Files & Records**

Student files are kept in the Division Office in Lower School and in the Registrar's Office in Middle and Upper School. Files contain comments, test scores, and appropriate correspondence. Every faculty member is free to look at a file of a student in her or his class as long as the file remains in the office and is replaced immediately. Under no circumstances may a file be taken out of the division or registrar's office.

### **722 Study Periods for students**

In the Upper School, study periods may be spent in the Library, on the Bridge, in the Dining Room, or in the Student Center. Any appointment that a faculty member makes with a student supersedes the student's "free time." If a student fails to keep an appointment, please report the absence to the Upper School Office. If the faculty recommends and the Upper School Director concurs, Upper School students may be required to attend supervised study.

In Middle School, students are expected to bring plenty of study materials to their proctored study hall. The students may sign out to use the Library or meet with a teacher only with permission.

## **730 Advising Program**

### **Middle and Upper School Grades 6-12**

The goal of the Advising Program is to promote the students' experience of the school as a setting in which their concerns are heard, they have access to resources to address these concerns, and they become effective decision makers. The Advising Program is designed to facilitate communication among those with interest in and responsibility for each student.

The Middle and Upper School Directors serve as Heads of the Advising Program. They inform Faculty Advisors about issues related to their advisees, and confers with advisors as necessary.

### **Role of the Faculty Advisor**

The Faculty Advisor is responsible for the monitoring of the academic progress of her/his advisees. She/he confers with advisees on a regular basis to provide support and advice on academic and non-academic matters as appropriate. The Faculty Advisor is responsible for informing the Division Director (and others, as necessary) of academic and other concerns of her or his advisees. She/he serves as a liaison connecting the advisees, teachers, parents, and the school. The Faculty Advisor is the advocate of her/his advisees, taking an interest in their progress and well-being and assuming institutional responsibility for them. Sophomores, juniors, and seniors state their preferences for an advisor in May and are assigned advisors before the opening of school; freshmen, middle school students, and new students will be assigned an advisor before school opens.

### **Role of Class Coordinator**

A Class Coordinator is associated with each grade in Upper School. This person is responsible for overseeing the progress and activities of the class and for helping to build the spirit and morale of the group. She or he is the faculty member most closely identified with the class and helps to develop leadership among the students in the class, advising and encouraging the class officers as they plan events, hold class meetings, and discuss those issues which are important to it. A team of faculty members assists the Class Coordinator in class activities such as morning attendance, fire drills, fund raising events, and social activities. The Class Coordinators report to the Upper School Dean of Students and work collaboratively with the Dean to plan and oversee student life programs.

## **745 Diploma Requirements**

The Board of Trustees confers the Lincoln School diploma on the recommendation of the Head of School and Upper School Faculty. The recommendation is based upon the evaluation of the student's successful fulfillment of the diploma requirements, completion of each year's work, and her support of the school's tenets, as defined in the Student Handbook.

The year's work is defined as five full-credit courses plus required enrichment and physical education courses, except in unusual cases approved by the Upper School Director.

Listed below are requirements for a Lincoln School diploma. Most students will elect to take five academic courses each year for a total of twenty credits.

Minimum Academic Requirements - 16 credits

4	English	each year
3	Modern Language	completion of the third level course in one language
3	Mathematics	three one-year courses, with a minimum mastery of Algebra I, II, & Geometry
3	Science	three laboratory sciences – Physics, Chemistry and Biology
3	History	Grade 9 History, U.S. History in Grade 11; one History elective in Grade 10 or 11. non-American year course in grade nine or ten; U.S. History in grade eleven

The above represent 16 academic credits. A good secondary school education includes additional courses in areas of the student’s interest or talent.

**Middle School Grades 6 – 8**

In Middle School, each student is assigned to an advisor who teaches at the student’s grade level. Advisors play an important role as liaison between parent and student from the first day of school: going over schedules, helping with social adjustments, and guiding whenever needed. Throughout the year, advisor groups meet at regularly scheduled and mutually convenient times for one-on-one conferences, and as an advisor group.

The faculty considers homework to be an integral part of the curriculum in every class. Homework is a way for students to extend what has been taught and to prepare them for the next sequential part of the course. Homework teaches thinking skills and independence in learning and must be completed in a required time. The average working time varies from student to student, class to class, and differs on certain days according to our rotating schedule. As a general time frame:

- Grade 6 – up to 30 minutes per subject
- Grade 7 – up to 40 minutes per subject
- Grade 8 – up to 50 minutes per subject

The following rules are in place to help monitor homework.

- Homework must be completed by the beginning of each class.
- Each late or missing homework assignment will result in a lowered grade.
- Homework is an integral part of the grade in every class.
- Individual teachers will establish specific guidelines regarding homework in their classes.
- If a student is absent, homework will be posted on the bulletin board outside of the Middle School administrative office at 3 p.m. A student may call in to ask for it or have a parent or neighbor pick it up for her. Students may prefer to call a classmate to get an assignment.
- If the student is too ill to do the homework over a period of days, teachers will be notified and will arrange to help the student when she returns to school; otherwise homework is due the day the student comes back.
- If a student is absent, it is expected that a family member will call in to the Middle School Office by 8:30 a.m. to inform the school. If a student is absent for any other reason, parents must call the Middle School Director.

## **750 Libraries**

All print and non-print materials can be found in the electronic catalog by author, title or subject. No food or drink is allowed in the libraries at any time.

### **Upper and Middle School Library**

- Student Research: Individual students are welcome to use the libraries at any time, but before sending a group please make sure that the Library and librarian are free for your students. Please check the Library resources before making your research assignments to be sure they are feasible. It is helpful to students, teachers and librarians to have materials available and on reserve if necessary.
- Lost Books: Although there are no fines for late books, teachers are expected to pay the replacement cost for each book un-returned or damaged beyond reasonable wear. It is therefore advisable not to lend materials checked out in your name to students to take home unless you keep accurate records.
- RIISCOOP: Rhode Island Independent School Co-op films and videos are housed at Lincoln School. The circulation period for RIISCOOP is one week.
- Upper and Middle School Library: The Library is open and staffed from 7:45 am to 3:00 pm daily and by appointment after school. Students may use the library after school until Faxon Hall closes for the day.
- Printed Materials: The faculty circulation period is five weeks. Books and AV materials should be checked out and returned at the circulation desk.
- AV Material and Equipment: Films, videos, and filmstrips are housed on the first floor of the Library. A subject catalog of all AV holdings is at the circulation desk. It is recommended that faculty sign up in advance for the AV Room and equipment also at the circulation desk. AV equipment should be returned to the Library by the end of each day.

### **Lower School Library**

- The Lower School Library is open from 8:00 am to 4:30 pm on school days.
- All Library materials should be checked out at the Front Desk before they leave the Library and eventually returned to the book cart near the Front Desk. The faculty is welcome to check out their own books via computer; please see the Librarian for quick and easy instructions.
- Books checked out to Lower School faculty are due at the end of each term; during the term each faculty member periodically receives a list of books she or he has checked out and is requested to return those no longer needed.

## **760 Student Uniform Policy**

The current uniform policy can be found [at www.lincolnschool.org/uniform](http://www.lincolnschool.org/uniform)

## **800 Parents**

Although the majority of our work centers on our students, clear and timely communication and strong relationships with our students' parents makes for the best possible learning experience for our students. It is expected that faculty and staff check their email and voice mail regularly and return all parent communication within a 24-hour time frame. It is also expected that communication with parents is conducted professionally and respectfully. If a faculty or staff member is uncomfortable with the tone of communication from a parent, he/she should report that to his/her immediate supervisor.

Parents and independent schools work together to create and sustain effective partnerships. The following NAIS principles of good practice (Spring, 1991) describe the respective roles and responsibilities of both partners.

### **Parents Working with Schools**

- Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents seek and value the school's perspective on the student.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
- Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

### **Schools Working with Parents**

- The School recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The school seeks and values the parents' perspective on the student.
- Teachers and administrators are accessible to parents and model candid and open dialogue.
- The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
- The school defines clearly how it involves parents when considering major decisions that affect the school community.
- The school offers and supports a variety of parent education opportunities.
- The school suggests effective ways for parents to support the educational process.
- The school actively seeks the knowledge it needs to work effectively with a diverse parent body.
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