

# **BLACKSTONE VALLEY PREP MAYORAL ACADEMY**

**Today we learn. Tomorrow we lead.**



Employee Policies

August 1, 2019

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## GENERAL POLICIES AND PROCEDURES

### **Equal Opportunity Employment Policy**

1. In order to provide equal employment and advancement opportunities to all individuals, Blackstone Valley Prep will base employment decisions on merit, qualifications, and abilities.
2. Blackstone Valley Prep does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender identity/expression, national or ethnic origin, handicap, age, sexual orientation, or any other characteristics protected by law.
3. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
4. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his or her immediate supervisor or the Chief Executive Officer. In cases where the situation may involve the Chief Executive Officer the employee may approach the Board of Directors.
5. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination such as hate-related behavior, harassment, or retaliation will be subject to disciplinary action, up to and including termination of employment.

### **Immigration Law Compliance Policy**

1. Blackstone Valley Prep will employ only United States citizens and individuals authorized to work in the United States. Blackstone Valley Prep does not discriminate on the basis of citizenship or national origin.
2. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees whom Blackstone Valley Pre rehires must also complete the form if they have not completed an I-9 with Blackstone Valley Prep within the past three years, or if their previous I-9 is no longer retained or valid.
3. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chief Executive Officer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **Americans with Disabilities Act (ADA) Policy**

1. In 1990, Congress passed a civil rights law prohibiting discrimination on the basis of disability in the private and public sectors. As an employer, we are obligated to inform you that the Americans with Disabilities Act gives civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.
2. Subject to applicable law, Blackstone Valley Prep will comply with the requirement to provide a reasonable accommodation to any qualified employee or applicant with a qualified disability, unless it would impose an undue hardship on Blackstone Valley Prep.

3. Individuals who believe they need an accommodation to perform their job(s) should submit a written request to the Human Resources department with appropriate medical documentation to support their request, including a description of the activities that they can and cannot perform. If an employee does not provide the appropriate documentation in a timely manner, Blackstone Valley Prep may delay or deny a request for an accommodation.

### **Transgender Employee Policy**

1. Blackstone Valley Prep will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, such as those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed. Blackstone Valley Prep will update, in a timely manner, any photographs, name placards, business cards, and other items that identify the employee's name and/or gender at the transitioning employee's workplace so the transitioning employee's gender identity and expression are represented accurately.
2. A transgender employee has the right to be addressed by the name and pronoun corresponding to the employee's gender identity. A court ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity can constitute harassment and is a violation of this policy.
3. When entering into a new health insurance contract, Blackstone Valley Prep will actively research coverage for transition-related care up to and including surgery.
4. Employees shall have access to the restroom corresponding to their gender identity. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single stall restroom, when available. No employee, however, shall be required to use such a restroom. All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. That is, transgender women must be permitted to use the women's restroom, and transgender men must be permitted to use the men's restroom. The decision should be left to the transgender employee to determine the most appropriate and safe option for them.

## **WORKPLACE HEALTH AND SAFETY POLICIES**

### **School Safety Policy**

1. Blackstone Valley Prep is committed to providing the best possible working conditions for all its scholars, visitors, and staff members. To accomplish this, Blackstone Valley Prep shall comply with current occupational health, safety, and environmental laws, and shall develop the operations, procedures, technologies, and policies needed to provide such conditions.

### **Occupational Safety and Health Act (OSHA) Policy**

1. Consistent with federal OSHA requirements, and to protect the well-being of employees, Blackstone Valley Prep recognizes a need to limit the potential harmful effects of occupational exposure to blood and other potentially infectious bodily fluids, where exposure to these materials (primarily hepatitis B and human immunodeficiency virus (HIV/AIDS)) could result in the infection, illness, or death of employees.
2. The Health Safety Policy covers all Blackstone Valley Prep employees, but particularly those who may reasonably anticipate coming into contact with these materials because of their job duties.
3. As recommended in the CDC's publication, "Exposure to Blood-What Healthcare Workers Need to Know," employees whose skin or mucous membranes are exposed to blood or bodily fluids during the performance of their job shall do the following as soon as feasible following contact:
  - a. Wash needle sticks and cuts with soap and water
  - b. Flush the nose, mouth, or skin with water
  - c. Irrigate eyes with clean water, saline, or sterile solutions
4. If your job duties potentially put you into contact with blood or bodily fluids, Blackstone Valley Prep's nurse will provide you with appropriate information.

### **Workplace Safety Policy**

1. Staff members are required to report immediately any unsafe conditions, or any workplace safety incidents, at Blackstone Valley Prep to their supervisor or the Chief Executive Officer.
2. Staff members are also encouraged to raise their ideas, concerns, and suggestions with respect to school safety (anonymously, if they choose). Blackstone Valley Prep will not retaliate against staff members who make such reports in good faith.

### **Workplace Violence Policy**

1. Blackstone Valley Prep is committed to providing an environment free from acts, or threats, of violence. In keeping with this commitment, Blackstone Valley Prep has established a strict policy that prohibits any staff member from threatening, or committing, any act of violence at Blackstone Valley Prep, while on duty, while on school-related business, or while operating any vehicle or equipment that Blackstone Valley Prep owns or leases.



2. Blackstone Valley Prep will not tolerate staff members who make threats, engage in threatening behavior, or commit acts of violence against staff members, scholars, or visitors.

**School Nurse Policy**

1. A school nurse is available at posted hours. These hours are typically posted on the Blackstone Valley Prep nurse's office door (or are available from the Office of the Head of School).
2. If a scholar is injured, the faculty member in charge must bring him or her to the Blackstone Valley Prep nurse.
3. In a medical emergency at the school, the faculty member should notify the Blackstone Valley Prep nurse immediately.
4. Only the Blackstone Valley Prep nurse may determine if a child must go home for medical reasons.
5. In the event that a school nurse is not present, Blackstone Valley Prep must receive permission from a child's parent/guardian to allow the child to go home for medical reasons.
6. Blackstone Valley Prep never allows children to leave campus on their own without being signed out of the building by a parent/guardian, or authorized pick-up person.

**Medication Administration Policy**

1. Only registered nurses and physicians, who have proper authorization and training, are permitted to administer medication of any kind (including over-the-counter medication such as Tylenol, Motrin, cough medicine, herbal remedies, etc.) to scholars.
2. Furthermore, scholars may not have prescription or non-prescription medication in their possession without the express written consent of the school's medical staff.
3. In the absence of the school nurse, a staff member whom the school nurse or a licensed physician has authorized and trained in safely administering medications may administer oral, topical, inhalant, or injectable medications.
4. No prescription medication should be administered to any scholar without the written order of a licensed physician, licensed dentist, advanced practice registered nurse, or physician assistant, and the written authorization of a parent/guardian. Non-prescription should not be administered without the written authorization of a parent/guardian.
5. The school nurse or authorized staff member shall record the administration of medications as prescribed on the Scholar Medication Form. As each form is completed, the Blackstone Valley Prep nurse will file it in the scholar's cumulative health record.

**Psychotropic Medication Policy**

1. Blackstone Valley Prep prohibits its personnel from recommending the use of psychotropic drugs for any child. For the purposes of this policy, the term – recommend – shall mean to suggest directly or indirectly that a child should use or would benefit from psychotropic drugs.

**Medical Evaluation Policy**

1. Nothing in this policy shall be construed to prohibit a planning and placement team, or medical staff, from discussing with the parents/guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners, or to prohibit school personnel from consulting with appropriate medical practitioners with the consent of the parents/guardians of a child.

## PROCEDURES FOR REPORTING CHILD ABUSE

### Child Abuse/Neglect Reporting Policy

1. The state of Rhode Island defines an abused and/or neglected child as, “a child whose physical or mental health or welfare is harmed or threatened with harm when his or her parent/guardian or other person responsible for his or her welfare: (a) Inflicts or allows to be inflicted upon the child physical or mental injury... (b) Creates or allows to be created a substantial risk of physical or mental injury... (c) Commits or allows to be committed against the child an act of sexual abuse or (d) Fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so... (e) Fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his or her unwillingness or inability to do so... or (f) Abandons or deserts the child.” For a complete list of acts that may constitute child abuse, see Rhode Island General Laws 40-11-2.
2. The law requires that anyone who knows or has reasonable cause to suspect that a child is being abused, neglected, or is the victim of sexual abuse report it within 24 hours to the Child Abuse Hotline at 1(800)-742-4453. Professional Child Protective Investigators staff the hotline 24 hours a day, seven days a week.
3. Any school employee who knows or has reasonable cause to suspect that a BVP scholar is being abused, neglected, or is the victim of sexual abuse must comply with RI law in conjunction with the school’s policy:
  - a. The school employee will report the information to the School Social Worker within 24 hours of learning of the abuse/neglect or of calling the Child Abuse Hotline.
    - i. In the absence of the School Social Worker, school employee will report to the Head of School.
    - ii. In the absence of both the School Social Worker and the Head of School, school employee will report to the Chief Executive Officer.
  - b. School employee will fill out a DCYF Form documenting the call made to the Child Abuse Hotline.
    - i. School employee will submit a copy to the School Social Worker and the Head of School within 72 hours of the call, to be included in the scholar’s file.
  - c. If a school employee is uncertain about whether the situation warrants a call to the Child Abuse Hotline, they will discuss the situation with the School Social Worker or Head of School.
    - i. In absence of the School Social Worker or Head of School, a school employee can call the Child Abuse Hotline to discuss the situation with a professional Child Protective Investigator.
4. School employees shall maintain confidentiality and exercise caution in regards to all information relating to abuse and/or neglect.

### Bullying and Cyber Bullying Policy

1. Blackstone Valley Prep is committed to a safe, caring, friendly environment free from harassment, intimidation, and bullying/cyber bullying. Consequentially, BVP has adopted the Rhode Island Statewide Bullying Policy, also known as the Safe School Act. Bullying of another scholar creates a climate of fear and disrespect that can seriously

- impair the bullied scholar's health and negatively affect learning. Bullying undermines the safe learning environment that scholars need to achieve their full potential.
2. Bullying means the use by one or more scholars of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof directed at another scholar that:
    - a. Causes physical or emotional harm to the scholar or damage to the scholar's property;
    - b. Places the scholar in reasonable fear of harm to himself/herself or of damage to his/her property;
    - c. Creates an intimidating, threatening, hostile, or abusive educational environment for the scholar;
    - d. Infringes on the rights of the scholar to participate in school activities; or
    - e. Materially and substantially disrupts the education process or the orderly operation of a school.
  3. The expression, physical act, or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as the following: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability, intellectual ability, or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).
  4. In most circumstances, bullying does not include a mutual fight between two scholars of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.
  5. Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.
  6. At school means:
    - a. on school premises,
    - b. at any school-sponsored activity or event whether or not it is held on school premises,
    - c. on a school-transportation vehicle,
    - d. at an official school bus stop,
    - e. using property or equipment provided by the school, or
    - f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.
  7. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying, or retaliation shall include, but not be limited to:
    - a. Loss of the opportunity to participate in extracurricular activities.
    - b. Loss of the opportunity to participate in school social activities.
    - c. Loss of the opportunity to participate in graduation exercises.
    - d. Loss of school bus transportation.
    - e. Transfer to another school.
    - f. Assignment of additional homework or community service.
    - g. In-school suspension.

- h. Short term school suspension (10 or fewer days of suspension) or long term school suspension (suspension for more than 10 days).
    - i. Admonishments, warnings, and/or counseling.
- 8. The Head of School will establish, and prominently publicize to scholars, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place, may file a report of bullying. Any scholar or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher, or administrator.
- 9. Reports of bullying or cyber bullying can be made directly through the Blackstone Valley Prep "Report an Incident" link located at the bottom of each page of the BVP website, or accessed directly at <https://blackstonevalleyprep.org/bullying/>.
- 10. Parents/Guardians of the victim of bullying and parents/guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the Head of School.
- 11. Responsibility of Staff: BVP staff who observe an act of bullying, or who have reasonable grounds to believe that bullying is taking place, must report the bullying to school authorities. Failure to do so may result in disciplinary action. In this context, staff includes volunteers working at the school.
- 12. Instruction in the Prevention of Bullying/Cyber Bullying: Blackstone Valley Prep shall give scholars and staff instruction in policies and regulations against bullying and cyber bullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction on how to file a complaint against bullying/cyber bullying and the disciplinary action that the school may take against those who commit acts of bullying/cyber bullying.
- 13. Responsibility of Scholars: Scholars who observe an act of bullying, or who have reasonable grounds to believe that bullying is taking place, must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Scholar reports of bullying or retaliation may be made anonymously. No disciplinary action shall be taken against an accused scholar on the basis of an anonymous report.
- 14. Investigation of Bullying/Cyber Bullying: The Head of School, or his/her designee, shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. Additional BVP staff may be utilized to mediate bullying situations. The investigation will include an assessment of what effect the bullying has had on the victim.
- 15. Help for the Victim of Bullying/Cyber Bullying: If bullying/cyber bullying has placed the victim's mental health at risk, the school will make appropriate referrals. If the bullying/cyber bullying included a violent criminal offense, the victim of the bullying will be informed of any school transfer rights he/she may have.
- 16. 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. Retaliation or threats

- of retaliation will result in the imposition of discipline in accordance with the school behavior code.
17. Prohibition against False Reports of Bullying/Cyber Bullying: A BVP employee, school volunteer, or scholar who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code, including short or long-term suspension from school.
  18. Individualized Scholar Safety Plan: If a scholar is the victim of serious or persistent bullying/cyber bullying, the Head of School will prepare a written school safety plan outlining what steps will be taken to provide the scholar with a safe educational environment. This plan will be developed, if possible, with input from the parents/guardians of the scholar. Staff members who are to implement the plan will help formulate it.
  19. Police Notification: When the bullying/cyber-bullying involves conduct that violates criminal law, the police shall be notified.
  20. Mediation Board: The Head of School may establish a board to resolve complaints of bullying/cyber bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board may, when appropriate, include scholars.
  21. Voluntary Participation in Mediation: No scholar who is the victim of bullying/cyber bullying shall be required to participate in mediation or to accept any apology tendered by the bullying scholar. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the scholar who has committed an act of bullying.
  22. Bullying/Cyber Bullying Prevention Task Force: The Chief Executive Officer of Blackstone Valley Prep shall establish a Bullying/Cyber Bullying Prevention Task Force. This Task Force may include parents/guardians, school staff, and law enforcement officers, community members, and if age allows, scholars. The purpose of this Task Force will be to develop policies and programs to educate scholars and staff about the harm caused by bullying/cyber bullying. The Task Force may also create programs to prevent or diminish bullying. The program recommendations of the Task Force shall be subject to review by the School Board before the programs are implemented. The duties of the Bullying/Cyber Bullying Prevention Task Force may be assigned to the school's scholar intervention team.
  23. School Atmosphere: Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying, or the investigation thereof, is prohibited at Blackstone Valley Prep. School staff will take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities for staff members, family workshops, and scholar assemblies. Heads of School, teachers, and staff of Blackstone Valley Prep will model courteous behavior to each other, scholars, and school visitors at all times. Abusive or humiliating language or demeanor will not be accepted. Additionally, scholars and their families are expected to exhibit courteous behavior to all members of the BVP community in school and at school sponsored events.
  24. Reports to the Head of School: The Head of School will provide the Chief Executive Officer and/or the Board of Directors with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.
  25. Social Skills Training: The school health program and school counseling services will include appropriate social skills training to help scholars avoid isolation and to help them interact in a healthy manner.

## HARASSMENT POLICY

### Policy Prohibiting Harassment

1. It is the policy of Blackstone Valley Prep to maintain a work environment in which all individuals are treated with respect and dignity.
2. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, age, handicap, disability, or any other category protected by law.
3. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated by Blackstone Valley Prep.
4. The purposes of this policy against harassment are to educate all Blackstone Valley Prep staff members about what may constitute harassment, to notify everyone who works at Blackstone Valley Prep that Blackstone Valley Prep will not condone or tolerate harassment, and to establish a procedure which encourages anyone who feels they have been subjected to harassment to report such conduct to representatives of Blackstone Valley Prep, who will investigate and respond to any report.

### Definition of Harassment

1. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, sexual orientation, age, handicap or disability, or that of persons with whom the individual associates.
  - a. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features);
  - b. Religious harassment may include demands that a staff member alter or renounce some religious belief in exchange for job benefits;
  - c. Sexual harassment is defined more specifically below.
2. Blackstone Valley Prep's policy is to prohibit behavior based on a person's race, color, religion, sex, national origin, sexual orientation, age, handicap or disability that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.
3. Regardless of whether any single instance of improper behavior described below rises to the level of harassment prohibited by law, it is Blackstone Valley Prep's policy that such behavior is inappropriate and offensive, and it will not be tolerated. Examples of behavior that violate this policy and may constitute harassing conduct include, but are not limited to:
  - a. epithets, slurs, quips, or negative stereotyping that relate to race, color, religion, sex, national origin, sexual orientation, age, handicap, disability, or any other category protected by law;
  - b. threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, sexual orientation, age, handicap or disability;
  - c. written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, sexual orientation, age, handicap or disability and that is placed



- on walls, bulletin boards, or elsewhere on Blackstone Valley Prep's premises, or circulated or displayed in the workplace; or
- d. "Jokes," "pranks" or other forms of "humor" that is demeaning or hostile with regard to race, color, religion, sex, national origin, sexual orientation, age, handicap or disability.

### **Definition of Sexual Harassment**

1. As defined by the courts and by the Equal Employment Opportunity Commission, sexual harassment includes unwelcome or unwanted sex-based conduct: (1) when a staff member's submission to or rejection of this conduct affects decisions regarding hiring, evaluation, promotion or any other aspect of employment; or (2) when such conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.
2. Blackstone Valley Prep prohibits any inappropriate or offensive behavior including, but not limited to:
  - a. coerced sexual acts;
  - b. express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment; touching or assaulting an individual's body, or staring, in a sexual manner;
  - c. graphic, verbal commentary about an individual's body or sexuality;
  - d. unwelcome flirtations, advances, or propositions;
  - e. sexually suggestive, or obscene comments or gestures;
  - f. the display in the workplace of graphic and sexually suggestive objects, pictures or graffiti;
  - g. negative statements or disparaging remarks targeted at one sex (either men or women), even if the content of the verbal abuse is not sexual in nature; or
  - h. Any form of retaliation against a staff member for complaining about the type of behavior described above or supporting the complaint of an alleged victim.
3. The type of behavior described above as examples of sexual harassment or harassment based on race, color, religion, sex, national origin, sexual orientation, age, handicap or disability is unacceptable not only in the workplace, but also in other work-related settings such as business trips or business-related social events.

### **Individuals Covered by the Harassment Policy**

1. This policy covers all Blackstone Valley Prep School staff members whether or not they are on school premises, provided that such staff members are conducting school-related business or are participating in a school-sponsored event or function.
2. Any type of harassment, whether engaged in by fellow staff members, supervisors, or by non-staff members with whom the staff member comes into contact with in the course of employment (e.g., service providers or contractors), violates this policy and will not be tolerated.
3. Blackstone Valley Prep encourages the reporting of all incidents of harassment, regardless of who the offender may be.



## Reporting and Investigating a Harassment Complaint

- ~~1. Blackstone Valley Prep encourages individuals who believe they are being harassed to firmly and promptly notify the alleged offender that his or her behavior is offensive or unwelcome. ¶~~
- ~~2. Whether or not you choose to discuss the incident with the alleged offender, we require that you report the incident to your supervisor, Head of School, or Chief Executive Officer. ¶~~
- ~~3. We encourage prompt reporting of complaints so that rapid and appropriate action may be taken. Supervisors and managers are required to report to the Chief Executive Officer all conduct they believe may violate this policy, whether they directly observe the conduct or it is reported to them. ¶~~
- ~~4. A staff member's failure to fulfill this obligation could affect his or her right to pursue legal action.~~
5. BVP shall have a grievance procedure to ensure prompt and effective investigations into allegations of discrimination, including sexual harassment.
6. Any individual who has actual knowledge or knows of allegations of discrimination, including sexual harassment can provide notice to BVP in person, by mail, by telephone, or by email, using the Title IX Coordinator's contact information and can be made at any time, including non-business hours.
7. Any employee who has actual knowledge of sexual harassment or knows of allegations of sexual harassment, must notify the Title IX Coordinator.
8. A Complainant may file a Formal Complaint at any time with the Title IX Coordinator.
9. In the event that a party other than the Complainant provides the Title IX Coordinator with allegations of sexual harassment or discrimination, the Title IX Coordinator is to sign the complaint triggering an investigation.
10. Once a Formal Complaint is filed, an Investigation shall be triggered.
11. Blackstone Valley Prep will not retaliate in any way against an individual who makes a report of perceived harassment; nor will we permit any supervisor or staff member to do so.
12. Retaliation is a serious violation of Blackstone Valley Prep's harassment policy and anyone who feels they have been subjected to any acts of retaliation should immediately report such conduct.
  - Any person who retaliates against another individual for reporting any perceived acts of harassment will be subject to disciplinary action up to and including discharge.
  - Blackstone Valley Prep shall consider materially adverse acts or omissions that would be sufficient to discourage a reasonable staff member from making or supporting a complaint of discrimination or harassment as acts of retaliation.
13. Blackstone Valley Prep also encourages individuals to report perceived acts of harassment by non-staff members, such as clients, vendors, contract personnel, other service providers and any other non-staff members. Employees should make those reports to their supervisor, Head of School, or the Chief Executive Officer

- ~~14. Blackstone Valley Prep will promptly investigate all allegations of harassment. Blackstone Valley Prep will endeavor to maintain confidentiality throughout the investigative process to the extent practical and appropriate under the circumstances.~~
15. The Title IX Coordinator is responsible for promptly contacting Complainant to discuss the availability of supportive measures, consider the Complainant's wishes, inform the Complainant of the availability of supportive measures with or without filing of a Formal Complaint, and explain the process for filing a Formal Complaint.
16. Both Complainant and Respondent shall be treated equitably by BVP through the offering of supportive measures to both parties and by following the grievance process as provided within this policy.
17. Title IX Coordinator shall provide written notice to all parties when a formal complaint has been filed. The Respondent shall be provided notice with sufficient time to prepare a response prior to an initial interview. If the investigation expands, new notice shall be given.
18. In the event that an investigation reveals that the alleged action or actions does not constitute discrimination or harassment as defined in this policy, but that the underlying conduct may meet the definition of bullying or cyberbullying as set forth in BVP's bullying policies, then the result of the investigation should be forwarded and/or reviewed in conjunction with the provisions of that policy. If necessary, the investigation may be re-opened under the parameters of that policy.
19. Blackstone Valley Prep, however, has a legal obligation to act on all information it receives if it believes an individual may be engaging in wrongful conduct or violation of law.
20. Blackstone Valley Prep's primary goal is to take prompt remedial action to stop the discriminatory, harassing, or offensive conduct if Blackstone Valley Prep finds a violation of this policy. Blackstone Valley Prep's secondary goal is to assure that the violation will not reoccur. Even where Blackstone Valley Prep does not find a violation, it may be appropriate to counsel individuals regarding their behavior.
21. The Decision Maker shall be an individual other than the Investigator or Title IX Coordinator. The Decision Maker shall apply a more likely than not standard of evidence and issue a written determination of responsibility that:
  - Identifies the allegations;
  - Describes BVP's procedural steps taken;
  - Includes findings of fact;
  - Includes conclusions regarding application of the Scholar Code of Conduct and the Educators Code of Professional Responsibility to the facts;
  - For each allegation, includes a statement of, and a rational for, a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or

preserve equal access to BVP's educational program or activity will be provided to the Complainant; and

- Includes procedures and permissible basis for appeal.

### **Disciplinary Action for Violating the Harassment Policy**

1. If Blackstone Valley Prep finds that this policy has been violated, the violator may be subject to appropriate disciplinary action.
2. Although the specific corrective and disciplinary actions against the alleged violator will be within Blackstone Valley Prep's discretion, it may include verbal or written reprimand; referral to appropriate counseling and/or training; withholding of a promotion or bonus; reassignment; temporary suspension; and/or discharge.
3. Blackstone Valley Prep recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly falsely accused another person of harassment, the complainant will be subject to disciplinary action, up to and including discharge.

## **PERSONNEL FILES POLICIES**

### **Access to Personnel Files Policy**

1. Blackstone Valley Prep maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, job description, resume, records of trainings, documentation of performance evaluation, and other employment records.
2. Personnel files are the property of Blackstone Valley Prep, and access to the information they contain is restricted. Generally, Blackstone Valley Prep allows only supervisors and management personnel who have a legitimate reason to review information in a file to do so.
3. Employees and former employees who wish to review their own file should contact the Director of Human Capital. With advanced notice in writing, employees may review their own personnel files in Blackstone Valley Prep's offices and in the presence of an individual appointed by Blackstone Valley Prep to maintain the files.
4. Blackstone Valley Prep keeps any medical information pertaining to employees confidential and files it separately from the personnel file, records, and any other employee forms.

### **Personal Data Changes Policy**

1. It is the responsibility of each employee to promptly notify Blackstone Valley Prep of any changes in personal data.
2. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times.
3. If any personal data has changed, notify the Director of Human Capital.

### **Performance Evaluation Policy**

1. Supervisors and employees are strongly encouraged to discuss job performance on an ongoing basis.
2. Blackstone Valley Prep will conduct annual performance evaluations for all employees. Teachers, Support Professionals, and Building Administrators will be evaluated with the Rhode Island Model Evaluation and Support System.

### **Employment Reference Checks Policy**

1. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.
2. The Director of Human Capital will respond to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rate, and position(s) held.

## EMPLOYMENT CATEGORIES

1. It is the intent of Blackstone Valley Prep to clarify the definitions of employment classification so that employees understand their employment status and benefit eligibility.
2. Each employee is either non-exempt or exempt from federal and state wage and hour laws.
3. Exempt staff members are, generally, instructional staff, professional, and administrative staff. Exempt staff are not eligible for overtime pay.
4. Non-exempt employees are, generally, non-instructional staff who Blackstone Valley Prep compensates on an hourly basis or who earn an annual salary less than \$47,476. Non-exempt employees are entitled overtime pay under specific provisions of federal and state laws.
5. The Fair Labor Standards Act (FLSA) of 1938 sets forth criteria for employees that are exempt (defined as executive, administrative, or professional employees).
6. The FLSA excludes exempt employees from specific provisions of federal and state wage and hour laws.
7. In addition to the above categories, each employee will belong to one other employment category:
  - a. Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Blackstone Valley Prep's standard eight-hour day. Generally, they are eligible for Blackstone Valley Prep's benefit package, subject to the terms, conditions, and limitations of each benefit program. These employees may include teachers, administrators, and support staff of the school.
  - b. Temporary/Part-Time employees are those who Blackstone Valley Prep hires as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and part-time employees retain that status unless and until notified of a change. While temporary or part time employees receive all legally mandated benefits (such as workers' compensation insurance and social security), they are ineligible for all other Blackstone Valley Prep benefit programs. Those part-time employees who meet/exceed 80% of full time status may be eligible for some or all Blackstone Valley Prep benefits.
  - c. Consultants are independent contractors hired by Blackstone Valley Prep, who provide temporary services on a per diem or contract basis. All consultants hired by Blackstone Valley Prep must meet the IRS's definition of independent contractor. No benefits are paid to consultants, except reimbursement for project-related expenses agreed upon in the Memorandum of Agreement for consultants.

## **EMPLOYMENT AT-WILL POLICY**

1. Blackstone Valley Prep employs all employees on an “at-will” basis.
2. “At-will” means the employment relationship may be terminated by either party, with or without cause, at any time.
3. Blackstone Valley Prep may terminate your employment for any reason, with or without cause, which need not be disclosed to you. In cases where Blackstone Valley Prep terminates you without cause, it will do so by giving you 30 days’ notice in writing. During the thirty-day period, Blackstone Valley Prep can choose to continue to have you work for the thirty-day period, or direct you to take a leave with pay for the thirty-day period. Notwithstanding the above, Blackstone Valley Prep is not obliged to give you any more than 30 days written notice prior to terminating your employment without cause and shall have no obligation to pay you any compensation, severance, or other benefits other than 30 days of base compensation if it terminates your employment without cause. If Blackstone Valley Prep terminates your employment for cause, your termination is effective immediately.
4. The policies and procedures contained in this Employee Handbook, and in other Blackstone Valley Prep materials, are not intended to, and shall not be construed to, modify the “at-will” status of Blackstone Valley Prep employees.

## CONFIDENTIALITY POLICIES

### **Confidentiality Policy**

1. Employees of Blackstone Valley Prep shall not, in any way, release any information about Blackstone Valley Prep, its activities, or the activities of its personnel, except as normally required by their duties, expressly permitted by the Chief Executive Officer, and in conformity with the requirements of applicable Freedom of Information Laws, the Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act, and any other applicable federal, state, or local law or regulation on school policy or regulation.
2. No employee shall publish, disclose, use, or authorize anyone else to publish, disclose, use, or in any way cause to be published, disclosed, or used, any private information which such employee may in any way acquire, learn, develop, or create by reason of employment with this school, unless otherwise expressly stated or provided by the Chief Executive Officer.
3. Any employee approached by a member of the public for records of the school should refer the person to a designated public records officer of Blackstone Valley Prep.

### **Personnel Inquiries Policy**

1. No one in this school other than the Board of Directors, Chief Executive Officer, or an authorized designee is authorized to respond either verbally or in writing to personnel inquiries of any type about any employee of Blackstone Valley Prep. Only designated public records officers of Blackstone Valley Prep may respond to requests from the public for records.
2. Your obligations under this policy continue after your termination of employment.

### **Scholar Inquiries Policy**

1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of scholar education records.
2. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education, which includes Blackstone Valley Prep.
3. FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level.
4. Scholars to whom the rights have transferred are "eligible scholars."
5. Parents/guardians or eligible scholars have the right to inspect and review the scholar's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible scholars to review the records. Schools may charge a fee for copies.
6. Parents/guardians or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible scholar then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information.

7. Generally, schools must have written permission from the parent/guardian or eligible scholar in order to release any information from a scholar's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties, or under the following conditions (34 CFR § 99.31):
  - a. School officials with legitimate educational interest;
  - b. Other schools to which a scholar is transferring;
  - c. Specified officials for audit or evaluation purposes;
  - d. Appropriate parties in connection with financial aid to a scholar;
  - e. Organizations conducting certain studies for or on behalf of the school;
  - f. Accrediting organizations;
  - g. To comply with a judicial order or lawfully issued subpoena;
  - h. Appropriate officials in cases of health and safety emergencies; and
  - i. State and local authorities, within a juvenile justice system, pursuant to specific state law.
8. Schools may disclose, without consent, "directory" information such as a scholar's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible scholars about directory information and allow parents/guardians and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them.
9. Schools must notify parents/guardians and eligible scholars annually of their rights under FERPA.
10. The actual means of notification (special letter, inclusion in a PTA bulletin, scholar handbook, or newspaper article) is left to the discretion of each school.

### **Privileged Information Policy**

1. This policy reiterates Blackstone Valley Prep's need for confidentiality in all aspects of an individual's employment. During an individual's employment at Blackstone Valley Prep, he/she may learn, work with, and/or be entrusted with confidential and/or privileged information about fellow employees, administrators, school parents/guardians, scholars, or applicants. He/she must exercise the highest degree of care not to disclose any such information, even inadvertently, to any unauthorized person in or outside of Blackstone Valley Prep.
2. An employee may not disclose any confidential or privileged information except to persons specifically designated in advance and in writing by the Chief Executive Officer.
3. Confidential information includes but is not limited to:
  - a. Scholar records
  - b. Financial information
  - c. Personnel records
  - d. Payroll records
  - e. Computer programs, codes, processes, and passwords
  - f. Personal information regarding school parents/guardians and scholars
  - g. Sexual orientation, gender identity, or gender expression of scholars and staff
4. If you believe, confidential information must be disclosed to a third party, you should consult with the Chief Executive Officer prior to the disclosure.
5. There is no excuse for the disclosure of confidential information. Failure to follow this policy will result in disciplinary action.



6. Your obligations under this policy continue after your termination of employment.

## **COPYRIGHTS POLICY**

1. You acknowledge that the entire right, title, and interest of any and all writings and other creations that you may prepare, create, write, initiate, or otherwise develop, as part of your efforts while employed by Blackstone Valley Prep, shall be considered the property of Blackstone Valley Prep. This includes, but is not limited to, any development of curriculum.
2. These works will be “works for hire” and shall be the school’s sole and exclusive property, copyright, patent, and trademark. For items covered by this paragraph, you hereby assign and transfer all rights, title, and interests in all such items, including without limitation, all patent, trademark, and copyright rights that now exist or may exist in the future.
3. You further agree to, at any reasonable time upon request, and without further compensation or limitation, execute and deliver any and all papers or instruments including assignments, declarations, applications, powers of attorney, and other documents, that in Blackstone Valley Prep’s opinion may be necessary or desirable to secure Blackstone Valley Prep’s full enjoyment of all right, title, interest, and properties herein assigned.
4. You agree to not charge the school for use of your copyrighted, trademarked, and patented materials.
5. Blackstone Valley Prep hereby grants all employees a perpetual license to use all writings and other creations that you may have prepared, created, written, initiated, or otherwise developed as part of your efforts while employed by Blackstone Valley Prep.

## CURRICULUM AND INTELLECTUAL PROPERTY POLICY

1. During the course of each teacher or staff member's employment with Blackstone Valley Prep, the teacher or staff member shall have access to and the right to use, reproduce, modify, distribute, and disclose materials owned by Blackstone Valley Prep and made generally available to its staff members (the "Collection of Materials").
2. Following any termination of employment with Blackstone Valley Prep, each former teacher or staff member shall have the right to reproduce a reasonable number of copies of materials included in the Collection of Materials.
3. As a staff member of the Blackstone Valley Prep family, all staff members are expected to develop curriculum, assessment, educational, and other similar materials for the direct and indirect benefit of Blackstone Valley Prep, including use by teachers and other staff members of Blackstone Valley Prep in their classrooms and offices.
4. All materials and products created, developed and/or prepared by teachers or other staff during the course of his/her employment with Blackstone Valley Prep, including, but not limited to, any forms, software, presentations, rubrics, and curriculum and assessment materials (collectively, the "Materials") are the property of Blackstone Valley Prep and all rights, title, and interest therein shall vest in Blackstone Valley Prep and shall be deemed to be a "work made for hire" under the United States copyright law and made in the course of your employment with Blackstone Valley Prep.
5. To the extent that title to any Materials may not, by operation of law, vest in Blackstone Valley Prep, or that any Materials may not be considered to be work made for hire, all rights, title, and interest therein are hereby irrevocably assigned by teachers and staff to Blackstone Valley Prep.
6. In accordance with the foregoing, the Materials shall belong exclusively to Blackstone Valley Prep with Blackstone Valley Prep having the right to obtain and to hold in its own name, copyrights, trademarks, patents, registrations, or such other protection relating to the Materials as may be appropriate to the subject matter, and any extensions and renewals thereof, and the right to transfer the Materials or grant licenses of the Collection of Materials (and to make modifications thereto) for use, distribution, and disclosure solely in the grantee's classroom at any educational institution at which he/she is subsequently employed. All reproductions and copies of the Collection of Materials permitted to be made by the former teacher or staff member shall contain the copyright notice and any other similar markings contained in the original; provided, however, that any reproductions or copies of the Collection of Materials that contain substantial or substantive modifications made by the former teacher or staff member shall contain the following additional marking within close proximity of the original copyright notice: "Revisions made with the permission of, but not approved by, Blackstone Valley Prep".
7. All teachers and staff members will be given copies of this policy before they are asked to create materials in conjunction with their employment at Blackstone Valley Prep.
8. Blackstone Valley Prep hereby grants Blackstone Valley Prep employees an irrevocable license to use all developed curriculum, assessment, educational, and other similar materials developed by Blackstone Valley Prep.

## USE OF SCHOOL PROPERTY, FACILITIES, AND EQUIPMENT

### Laptops Policy

1. Each staff member is responsible for safeguarding their computer and printer in his/her office/classroom.
  - a. Offices/classrooms should be locked after normal business hours, when a staff member is working at another location, or when the area will be unattended.
  - b. Blackstone Valley Prep has purchased computers for instructional staff and some administrative staff. These computers/laptops should be signed out through the office of the Director of Operations.
  - c. Laptops and portable printers are highly susceptible to theft so extra caution should be taken to protect them. Do not let scholars use your laptop.

Alternatives for securing laptops include:

    - i. Locking them in an office, a desk, or a file cabinet;
    - ii. Powering them down, locking them, and leaving them with a trustworthy employee
    - iii. Carrying the machines with you
2. If these guidelines are not followed and a laptop is lost, stolen, or damaged, then the employee will be responsible for repairing or replacing the laptop.

### Computer, Electronic, and Voice Mail Systems Policy

1. This policy establishes rules governing employee use of Blackstone Valley Prep's computer network, electronic mail ("e-mail"), telephone message handling ("voicemail") services, and Internet access.
2. Blackstone Valley Prep has developed these rules to ensure that everyone understands how these options function and the limits which properly apply.
3. All Blackstone Valley Prep equipment, including desks, computers and computer systems, computer software, diskettes, e-mail, voicemail, and other physical and electronic items are for business use only, provided that you may receive necessary and appropriate personal messages on your office voicemail and/or through office e-mail.
4. All communications and information transmitted by, received from, or stored in these systems are school records and property of Blackstone Valley Prep. You have no right of personal privacy in any matter stored in, created, received, or sent over Blackstone Valley Prep computer, email, internet, or voicemail systems.
5. Blackstone Valley Prep, at all times, retains the right, without notice, to search all indices, diskettes, files, databases, e-mail messages, voicemail messages, Internet access logs, and any other electronic transmissions contained in or used in conjunction with Blackstone Valley Prep's computer, e-mail, voicemail, and Internet access systems and equipment.
6. Computer, e-mail, and voicemail messages you delete or erase may remain stored in the Blackstone Valley Prep computer server or telephone system. By placing information on the Blackstone Valley Prep computer system, you give Blackstone Valley Prep the right to edit, delete, copy, republish, and distribute such information.
7. Blackstone Valley Prep's Harassment Prevention Policy and Blackstone Valley Prep's Policy with respect to Confidential Information apply to all forms of communication including written, e-mail, and voicemail.

8. All Blackstone Valley Prep systems require users to identify themselves with a user ID and password to obtain network access. Unauthorized use of systems without making this identification or by bypassing this process is a violation of Blackstone Valley Prep policy. You should make every effort to safeguard your password and you must immediately notify your supervisor if you believe a breach in security has occurred.
9. Sharing your network access with other users is strictly prohibited.
10. If Blackstone Valley Prep provides you access to an Internet service such as web-browsing, such access is only for business use. This restriction includes any Internet service which is accessed on or from Blackstone Valley Prep premises using Blackstone Valley Prep computer equipment or via Blackstone Valley Prep -paid access methods and/or used in a manner that identifies you with Blackstone Valley Prep, including usage of Blackstone Valley Prep equipment utilized from a private or public (non-school) residence. Very limited or incidental use of Internet services for personal, non-business purposes is acceptable. However, personal use must be infrequent, during lunch, breaks, or when school is not in session and must not:
  - a. Involve any prohibited activity (gambling, pornography);
  - b. Interfere with your productivity or the productivity of your co-workers;
  - c. Consume system resources or storage capacity on an ongoing basis; or
  - d. Involve large file transfers or otherwise deplete system resources available for business purposes.
11. Note: Employees must take the necessary anti-virus precautions before downloading or copying any file. If you become aware of any potential virus, notify your supervisor immediately.
12. The following guidelines have been established to help ensure responsible and productive Internet usage. You are strictly prohibited from using Blackstone Valley Prep-provided computer, e-mail, voice-mail, and Internet access services in a manner contrary to the following:
  - a. All Internet data composed, transmitted, or received is subject to disclosure to law enforcement or third parties. Therefore, all information must be accurate, appropriate, ethical, and lawful.
  - b. Data composed, transmitted, accessed, or received must not contain content that could be considered discriminatory, offensive, pornographic, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religion or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Sending uninvited e-mail of a personal nature is also prohibited.
  - c. The unauthorized use, installation, copying, receipt, or distribution of copyrighted, trademarked, or patented material is prohibited.
  - d. The deliberate alteration of system files or accessing any restricted files of Blackstone Valley Prep is prohibited, as is the use of Blackstone Valley Prep's computer resources to create or propagate computer viruses, cause damage to the Blackstone Valley Prep computer files, or to disrupt computer services.
13. Making changes to computer configurations without permission from the Technology Office is strictly prohibited and is a violation of Blackstone Valley Prep policy. Prohibited changes to computer configurations include, but are not limited to, installing

software, modifying the operating system or installed applications, adding additional hardware, or moving computer systems from their assigned locations.

14. Blackstone Valley Prep purchases and licenses the use of various computer software programs for business purposes only and does not own the copyright to this software or its related documentation. Therefore, Blackstone Valley Prep does not have the right to reproduce such software for use except as expressly provided in the license or purchase agreement. Blackstone Valley Prep expressly prohibits the illegal duplication of software and its related documentation.
15. As an employee, you should not expect privacy with respect to any of your activities using Blackstone Valley Prep-provided e-mail, voice-mail or Internet access or services. Blackstone Valley Prep reserves the right to review or otherwise monitor any files, messages, or communications sent, received or stored in the Blackstone Valley Prep computer or telephone systems.
16. If you violate this policy, you are subject to discipline, up to and including termination of employment. If you use the Blackstone Valley Prep computer system for defamatory, illegal, or fraudulent purposes, you may also be subject to civil liability and/or criminal prosecution.

#### **Use of Phones, Copiers, and Mail Systems Policy**

1. Blackstone Valley Prep's phones are provided for business use. Personal calls to and from Blackstone Valley Prep are to be held to a minimum. You must charge any personal toll calls/long distance to your home phone or to a phone card.
2. Charges above and beyond Blackstone Valley Prep's cellular voice and data plan, such as international calls, fee-based apps, texting and messaging images will be the responsibility of the employee.
3. You may not use photocopiers for personal purposes without permission, and you may not photocopy copyrighted materials without prior authorization.
4. You may not use the Blackstone Valley Prep postage meters and fax machines for personal use unless otherwise authorized by a supervisor or the Office of the Chief Executive Officer.

## **OTHER WORK EXPECTATIONS & CLASSROOM MANAGEMENT ISSUES**

### **Entering and Departing Blackstone Valley Prep Facility Policy**

1. Any employee leaving the building during school hours should notify the main office with the details of the departure and return time.

### **Use of Private Motor Vehicle to Transport Scholars**

1. BVP provides bus transportation for scholars to and from school and BVP sponsored activities. BVP staff must not transport scholars in private motor vehicles without express permission from the Chief Executive Officer.
2. In emergency circumstances the Chief Executive Officer may permit the use of a private vehicle to transport BVP scholars. In these cases, there must be at least two BVP staff members present in the vehicle with the scholar(s). The BVP staff member driving the vehicle assumes personal responsibility according to their own private insurance policies. Emergency circumstances for these purposes includes but is not limited to:
  - a. A scholar is not picked up from school or a BVP activity and prolonged, repeated attempts to contact all contacts on a scholar's pickup list have not been successful
  - b. An immediate threat to a scholar's safety exists at school or at a BVP sponsored activity and repeated attempts to contact all contacts on a scholar's pickup list have not been successful

### **Partners & Volunteers Policy**

1. Bringing in outside people to enhance the curriculum with their area of expertise or to provide real life examples to a lesson or concept being taught is ideal.
2. Every volunteer must be cleared by the Office of the Chief Executive Officer and the necessary paperwork will be filed to allow the volunteer to participate in the school activity. Volunteers are not to be left alone with scholars. The teacher of record must be there in a co-teaching/facilitating role.
3. Volunteers have a lot of knowledge that the scholars can benefit from but they are not trained as teachers in the area of classroom management. It is essential that Blackstone Valley Prep employees apply their experience to help them be successful volunteers with the scholars. Whenever a volunteer is leaving after visiting, the volunteer must sign out at the main office.

### **Lesson Plans Policy**

1. Lesson plans are regularly submitted and reviewed prior to implementation. Details for the timing and expectations of plan submissions are at the discretion of the Head of School.

### **Staff Meetings Policy**

1. Blackstone Valley Prep will hold staff meetings on a regular basis, which will be set by the Office of the Chief Executive Officer.
2. All required staff meetings will be considered part the required duties of the job and considered normal working hours.

### **Family Conference Policy**

1. Teachers are encouraged to meet with families as deemed necessary for positive academic support. Appointments should be scheduled at times that do not conflict with teaching or supervisory duties. Please invite parents/guardians to participate in scholar report presentations, exhibitions, or simply as a “guest.”
2. Blackstone Valley Prep requires regular family conferences after normal school hours. All family conferences or meetings will be considered part the required duties of the job and considered normal working hours.

### **Staff Parent/Guardian Policy**

3. Staff parents/guardians are encouraged to participate in family engagement activities. However, staff parents/guardians are not allowed to hold leadership offices with in the Family Leadership Council (FLC).

### **Scholar Discipline Policy**

1. A spirit of respect for others and mutual cooperation are essential elements of the learning environment. Scholars are expected to act with courtesy and respect toward one another and toward all members of the staff.
2. A scholar who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices.
3. Appropriate discipline within the classroom may not include public humiliation or corporal punishment. Each Blackstone Valley Prep campus will provide a Family Policy Manual which will include details regarding the behavior systems for that campus.
4. For severe infractions that require administrative intervention, the teacher, the Head of School, or the Office of the Chief Executive Officer will discuss the issue at hand; however, the consequences are at the discretion of the Office of the Chief Executive Officer.

### **Fire Drill/Evacuation Policy**

1. Blackstone Valley Prep conducts fire and other emergency drills in accordance with applicable state and local laws.
2. All staff members are expected to participate in such drills, as building and safety personnel require.
3. Knowing the best way out during an emergency will ensure a quick and safe exit for the entire Blackstone Valley Prep community.

### **Emergency Closing Policy**

1. At times, emergencies such as severe weather, fires, power failures, or any natural disaster can disrupt the Blackstone Valley Prep’s operation.
2. In extreme cases, these circumstances may require the closing of Blackstone Valley Prep offices/school.
3. If it becomes necessary for Blackstone Valley Prep to close, staff will be notified either by telephone, electronic message, or posting on local news cancellation sites of the



closing. The Office of the Chief Executive Officer will make the decision of any school closing or delay.

4. Scholars and families are notified of school closings through local television and radio announcements, ideally no later than 5:30 a.m. of the school day.
5. When school operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.
6. From time to time, staff members in essential operations roles may be asked to work on a day when operations are officially closed.
7. Further, during weather emergencies staff may be required to come to a school site to work, plan, or train should the weather allow it.

### **Return of Property Policy**

1. Employees are responsible for all property, materials, or written information issued to them or in their possession or control. For clarity, the term property includes all donated or gifted books, materials, and other gifted or donated tools as well as issued property for use at Blackstone Valley Prep.
2. Employees must return all Blackstone Valley Prep property immediately upon request or upon termination of employment.
3. Employees will be held liable for the cost of repair or replacing equipment or material that are either damaged or lost, as determined by the Office of the Chief Executive Officer, while in their possession.
4. Blackstone Valley Prep may also take any action deemed appropriate to recover or protect its property.

### **Employees' Personal Belongings Policy**

1. Employees bring and/or use personal items at Blackstone Valley Prep, or its activities, at their own risk.
2. Employees' property is their responsibility during their working hours. If personal equipment, clothing, or other personal items are lost, stolen, or damaged during an individual's working hours, the employee is responsible for repair/replacement of those item(s).
3. Employees who bring medication to work, whether over-the-counter or prescription, are required to secure the medication at all times and ensure scholars never have access to the medication.

### **Certification Policy**

1. To the extent required by Rhode Island state law, it is the responsibility of all Blackstone Valley Prep staff members to acquire the necessary educator certification as it may pertain to their current position.
2. Unless otherwise agreed upon in writing between the staff member and Blackstone Valley Prep, the costs of gaining certification, including the costs of all tests, courses, or application fees, are the responsibility of the individual staff member.
3. Blackstone Valley Prep can be a helpful resource in guiding staff members through the certification process. It is, however, the individual staff member's responsibility to work toward achieving and maintaining his or her certification status.

## **HIRING PROCESS POLICIES**

### **Employment Applications Policy**

1. Blackstone Valley Prep relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.
2. Any misrepresentation, falsifications, or material omissions in any of this information or data may result in Blackstone Valley Prep's exclusion of the individual from further consideration for employment.
3. If the person has already been hired, this may result in the termination of employment.

### **Background Checks Policy**

1. As a school providing educational programming and services to scholars and families, Blackstone Valley Prep undertakes a responsibility to ensure the protection of the scholars and families.
2. In light of this obligation, Blackstone Valley Prep will require a recent Bureau of Criminal Investigation (BCI) from every potential employee and consultant prior to their being hired.
3. This process will be repeated periodically as long as the employee or consultant is engaged by Blackstone Valley Prep.
4. If a check reveals a criminal record that runs counter to the ideals and philosophies of Blackstone Valley Prep, the person will be considered permanently ineligible for employment of any kind.

### **Nepotism Policy**

1. It is the policy of Blackstone Valley Prep to seek the best-qualified applicants for positions and to further the careers of those employed regardless of whether they have relatives already employed at or attending Blackstone Valley Prep.
2. The basic criteria for appointment and retention are appropriate qualifications and professional development.
3. Family relationships referred to in this policy are defined as parents-in-law, spouses, children and their spouses, siblings and their spouses and their children.
4. Notwithstanding, the forgoing, no (2) two persons of the same family may hold positions in which one of them is directly responsible for recommendations or decisions involving the other in such matters as initial appointment, retention, promotion, salary, leave of absence, or any other job-related function of a supervisory or evaluative nature.
5. In cases where a nepotism conflict develops, the subordinate family member will be assigned to another supervisor at the appropriate level for all recommendations, decisions, or evaluations.

## **CONFLICT OF INTEREST AND/OR COMMITMENT POLICY**

### **Purpose**

1. The participation of employees in external activities that enhance their professional skills and constitute public service can be beneficial to Blackstone Valley Prep as well as the individual employee. However, external activities can lead to conflicts of commitment or conflicts of interest with regard to an employee's responsibilities, along with the misuse of Blackstone Valley Prep's resources.
2. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
3. The purpose of this policy is to remove or control the possibility of personal influence that might impact an individual's decision in his or her capacity as an employee of Blackstone Valley Prep.

### **Conflict of Interest**

1. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Blackstone Valley Prep's business dealings.
2. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
3. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Blackstone Valley Prep does business, but also when an employee or relative receives any reimbursement, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving Blackstone Valley Prep.
4. Blackstone Valley Prep requires that any employee who has, or whose relative has, a financial or proprietary interest in any contract, sale, lease, purchase, the provision of services, or any other transaction by or with the school shall complete and submit a Disclosure Form to the office of the Chief Executive Officer.
5. It will be the responsibility of each employee to keep the disclosure current.
6. If such an interest exists, the employee shall refrain from participating in the decision, contract, sale, or purchase in any manner.
7. No "interference or conflict" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions including but not limited to purchases, contracts, or leases, it is imperative that they disclose to the Office of the Chief Executive Officer.

### **Conflicts of Commitment**

1. Conflicts of commitment are prohibited. Conflicts of commitment occur when the time or effort that an employee devotes to external activities interferes with the employee's fulfillment of assigned Blackstone Valley Prep responsibilities, or when an employee makes unauthorized use of school resources in the course of an external activity.
2. External activities not related to Blackstone Valley Prep responsibilities shall take place outside of the employee's designated work activities or during periods of authorized leave.

## GENERAL POLICIES FOR BEHAVIOR AT WORK

### Professionalism Policy

1. Blackstone Valley Prep is committed to maintaining a professional work environment and expects all employees to maintain professionalism at all times such that an employee's behavior and action(s) are not harmful to the school or workplace and such that an employee's behavior and action(s) are not harmful to working relationship with teachers, staff members, supervisors, administrators, scholars, families, vendors or others.
2. BVP commends staff members who take a sincere professional interest in scholars. The teachers and administrators who inspire, guide, and help scholars can have a lasting influence on scholars throughout their lives. Scholars and staff members should interact with each other in a warm, open, and positive fashion. However, employees must maintain a certain distance between scholars and staff in order to preserve the businesslike atmosphere necessary to achieve the educational mission of the school.
3. BVP considers it obvious and universally accepted that teachers and administrators are role models. BVP has a duty to take steps to prevent activities which adversely intrude into the educational process and which could lead to undesirable consequences.
4. In order to maintain and preserve the appropriate environment necessary to achieve the educational mission of the school, any unprofessional, unethical, or immoral behavior or action(s) harmful to BVP or the workplace, or any such behavior or action(s) harmful to working relationships with coworkers, supervisors, administrators, scholars, families, vendors or others, that occur on or off BVP campuses, or through social media, may lead to disciplinary action under applicable corrective action policies, up to and including termination of employment.
5. BVP staff are expected to use social media in professional ways at all times, on or off BVP campuses. Any social media use during the school day must pertain to the employees work and not be of a personal nature. As an employee of BVP, all social media posts relating to BVP in any way, at any time, needs to be positively framed.
6. All social media accounts, even when designated as private by the individual, may not in any way lead to the disruption of the educational environment.
7. In order to maintain and preserve the appropriate environment necessary to achieve the educational mission of the school, any criminal charges that are brought before an employee must be brought to the attention of the school within one (1) business day. At such time, the Chief Executive Officer will review the charges and make a determination as to whether the situation warrants any action that may include suspension with pay, suspension without pay, or termination.
8. Criminal convictions that rise to the level of the equivalent of BCI ineligibility to teach in Rhode Island result in immediate termination

### Alcohol and Other Drug Use Policy

1. It is Blackstone Valley Prep's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

2. While on Blackstone Valley Prep premises and while conducting business-related activities off Blackstone Valley Prep premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.
3. The legal use of drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner, and that does not endanger other individuals in the workplace.
4. Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.
5. Such violations may also have legal consequences.
6. Employees with questions on this policy or issues related to alcohol, or other drug use in the workplace, should raise their concerns with their supervisor or the Chief Executive Officer without fear of reprisal.

### **Tobacco Use Policy**

1. Blackstone Valley Prep is a smoke-free workplace. In keeping with Blackstone Valley Prep's intent to provide a safe and healthful work environment, cigarette smoking, or other tobacco use is prohibited throughout the workplace and at any other site supervised by Blackstone Valley Prep staff.

### **Attendance and Punctuality Policy**

1. To maintain a safe and productive work environment, Blackstone Valley Prep expects employees to be reliable and to be punctual in reporting for scheduled work.
2. Absenteeism and tardiness place a burden on other employees and on Blackstone Valley Prep. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.
3. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### **Work Schedule Policy**

1. Blackstone Valley Prep typical school hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday. Your actual work schedule may vary depending on your school site, position, staffing needs and school operational demands.
2. Due to the nature of the school, employees will need to work evenings, weekends, or other atypical hours to meet the requirements of their position.
3. Employees should contact their supervisor with any questions relative to the work schedule.
4. Non-exempt employees will receive compensation for all hours worked in accordance with state and federal laws and regulations.
5. Exempt employees' compensation is based on an annual salary, not actual hours worked, in accordance with RI and DOL requirements.

## **Personal Appearance and Appropriate Language Policy**

1. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Blackstone Valley Prep presents to the community.
2. During business hours, employees are expected to present a clean and neat appearance and to dress professionally according to the requirements of their positions.
3. In addition, it is assumed that all employees will use language free of profanity and racial slurs or other demeaning language.

## **Dress Code Policy**

1. Professional, modest dress is expected of all staff members at all times. Staff members should take extra care to ensure that their dress communicates professionalism and high expectations for conduct. In this sense, please keep the following norms in mind.
2. Transgender and gender non-conforming employees have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.
3. For all employees, the following policies apply:
  - a. Tattoos are to be covered
  - b. Facial rings may be no larger than a pinhead
  - c. Jeans are acceptable only on approved dress-down days
  - d. College t-shirts and sweatshirts are allowed only on dress-down and college day events
  - e. Consult your supervisor or the Office of the Chief Executive Officer if you have questions as to what constitutes appropriate attire or language
  - f. PE teachers wear PE gear on PE-only days; on all other days, PE teachers should dress to meet the above requirements
4. For women, the following policies apply:
  - a. Professional, modest dress avoids showing cleavage, midriff, lower back, and undergarments
  - b. Skirts and dresses should be at the knee or longer and staff members should be mindful of skirts and dresses with slits, regardless of length
  - c. Sleeveless shirts are acceptable for women, although straps should be at least the width of three fingers and spaghetti straps and strapless shirts or dresses are unacceptable
  - d. Dress shoes are required and shoes may be either open-toe (i.e., peep-toes) or open-heel (i.e., clogs or sling backs), but not both
  - e. Sandals are not acceptable
  - f. Shorts are not allowed without express permission by the Head of School
  - g. Leggings are not acceptable as pants but can be paired with modest skirts or dresses
5. For men, the following policies apply:
  - a. Collared shirts and ties or jackets are required
  - b. Pants and belts are required
  - c. Dress shoes must be closed toe and closed heel
  - d. Polo shirts are allowed on days over 75 degrees

## **Corrective Action Policy**

1. The purpose of this policy is to state Blackstone Valley Prep's position on administering equitable and consistent discipline for unsatisfactory conduct and/or performance in the workplace.
2. Blackstone Valley Prep's own best interest lies in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform, and impartial.
3. The major purpose of any corrective action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.
4. Corrective action may call for any of four steps depending on the severity of the problem and the number of occurrences:
  - a. Verbal warning
  - b. Written warning
  - c. Suspension with or without pay
  - d. Termination of employment
5. Blackstone Valley Prep recognizes that there are certain types of employee actions that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual corrective discipline steps.
6. By using corrective action, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Blackstone Valley Prep.
7. As a school serving children and families of the community, Blackstone Valley Prep will engage and fully cooperate with local and state law enforcement officials to assist in any matter that would require their involvement.

## **Problem Resolution Policy**

1. Blackstone Valley Prep is committed to providing the best possible working conditions for its employees.
2. Blackstone Valley Prep strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect.
3. Employees are encouraged to offer positive and constructive feedback. In turn, supervisors/management will respond in a timely manner.
4. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Blackstone Valley Prep in a reasonable, business-like manner, or for using the problem resolution procedure.
5. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.
  - a. Employee presents problem to immediate supervisor or acting supervisor after incident occurs.
  - b. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion and resolution with employee.
  - c. If problem is unresolved, then the employee presents problem to Director of Human Capital. The Director of Human Capital counsels and advises the employee, assists in putting problem in writing, visits with employee's supervisor(s), and documents discussions and resolution with employee.



- d. If the problem continues to be unresolved, the employee may contact the Board of Directors for an appointment to review the situation. The Board of Directors conducts a thorough investigation which may include communication with all individuals involved. The Board of Directors has full authority to make any adjustment deemed appropriate to resolve the problem. This may include seeking legal counsel representation.
6. Please note that not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.



## TIME AND ATTENDANCE POLICIES

### Definitions

1. Teachers, support professionals, instructional aides, personal care attendants, and other school year staff members whose work year primarily involves direct contact with scholars and scholar support are all considered school-year employees unless otherwise designated in writing. The school year begins August 1 and ends June 30 of the following calendar year, but under the At-Will Policy, performing services during part of a school year does not guarantee employment for the remainder of the school year.
2. All network support team members, heads of school, deans, operations associates, and office managers are considered twelve-month employees unless otherwise designated in writing. The work year is considered from August 1 to July 31 of the following calendar year, but, under the At-Will Policy, performing services during part of a work year does not guarantee employment for the entire work year.

### Religious Holiday Policy

1. If you observe religious holidays widely celebrated in the United States on which Blackstone Valley Prep is not closed, as detailed in the school calendar, you should alert your manager by August 20 or within two weeks of beginning employment.
2. Absence on these days will be allowed without having them counted as personal or vacation days, not to exceed 2 days.

### Bereavement Policy

1. Bereavement leave is available as follows, if you have been employed by Blackstone Valley Prep continuously for thirty (30) days or more.
2. If you suffer the loss of an immediate family member, you will be entitled to bereavement pay for up to five (5) consecutive days.
3. You may be granted additional time without pay or you may use earned, unused personal or sick days for additional bereavement leave.
4. You should notify your supervisor as soon as possible for the reason for and expected length of your absence.
5. As used in this paragraph "immediate family member" means a spouse, domestic partner, parent, parent-in-law, child, stepchild, son/daughter-in-law, brother, sister, grandparent, or grandchild of the employee. We realize this list is illustrative, not exhaustive and that there are many non-traditional relationships that can be no less important to an employee. If you believe that bereavement leave is appropriate in your circumstance, please let your manager know and we will work with you.

### Military Duty Policy

1. If you are a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves, or Public Health Service, you will be granted up to three weeks of paid leave and unpaid thereafter for military absence requiring service, training, or related obligations in accordance with the Unified Services Employment and Re-employment Act of 1995 (USERRA).

### **Jury Duty and Witness Subpoenas Policy**

1. You will be granted jury duty leave when summoned for jury duty.
2. Blackstone Valley Prep will pay full-time employees (and reduced-time or part-time employees if their hours cannot be rearranged to avoid loss of work time) normal straight-time pay, up to a maximum of two weeks (10 workdays) for actual time served on jury duty.
3. If you are paid under paragraph 2 by Blackstone Valley Prep for a day of jury service, you must remit to Blackstone Valley Prep the daily fee paid by the court for such service. You are not required to remit amounts paid to you by the court for transportation, parking, meals, or lodging.
4. You are required to report to work whenever the court schedule permits.
5. You must report your anticipated jury duty to your supervisor immediately upon receipt of the summons.
6. Upon completion of jury duty service, you must provide a copy of your "Completion of Jury Duty" notice to your supervisor who will forward a copy to the Office of the Chief Executive Officer for inclusion in your personnel file.
7. Blackstone Valley Prep encourages you to fulfill your civic responsibility to serve jury duty, however, Blackstone Valley Prep may ask you to request an excuse from jury duty if, in Blackstone Valley Prep's judgment, your absence would create serious operational difficulties.
8. Please consult with your supervisor or the Office of the Chief Executive Officer if you foresee any difficulties arising from your jury duty summons.
9. You will continue to earn all benefits and, if applicable, vacation and annual leave during jury duty leave for up to three weeks.
10. If you receive a duly issued subpoena to appear as a witness during work time, immediately notify your supervisor. All subpoenas involving possible testimony about Blackstone Valley Prep, and your employment at Blackstone Valley Prep, must also be immediately reported to the Chief Executive Officer.
11. The party issuing the subpoena is responsible to compensate you for appropriate witness fees and for your absence from work. Blackstone Valley Prep will not pay you for hours/days not worked.

### **Leaves with or without Pay Policy**

1. The Chief Executive Officer has the authority to approve a leave with or without pay providing that it is in the best interest of Blackstone Valley Prep and the staff member.
2. Before taking any leave, we recommend you make an appointment with the Office of the Chief Executive Officer.

### **Work Days and Work Week Policy**

1. The standard work week is 40 hours, eight hours per day Monday through Friday. All employees are expected to work the established work week hours as determined by their supervisor.
2. In addition, all returning employees will be expected to participate in one hour of professional development per month, outside of the standard 40 hour work week. New to Blackstone Valley Prep staff will be expected to participate in one additional hour of

professional development per month, for a total of two hours per month outside of the standard 40 hour work week.

3. 12-Month Staff are required to work three of the following four days for a minimum of four hours each: BVP 5K, Scholar Art Show, Back to School Celebration, Graduation.
4. Classroom instructional staff is expected to work such hours that ensure the timely start of the school day, an orderly process for ending the school day, and sufficient interaction with other instructional staff and administrators to help support the educational mission of the School.
5. Blackstone Valley Prep will issue school year employees a mobile phone that employees will monitor for school and family questions Monday through Friday. Employees will return missed calls within one (1) business day.
6. School year employees have flexibility in their daily schedule with prior approval from their immediate supervisor.
7. During the academic year and during scheduled school breaks, including summer, twelve-month employees work regular hours unless otherwise instructed by the Office of the Chief Executive Officer.
8. Employees who need to engage in personal business during the workday outside of their lunch or break period must receive prior approval from their immediate supervisor.

### **Pay Periods Policy**

1. Pay periods are semi-monthly; the first pay period is from the 1st day of the month up to and including the 15th day of the month; the second pay period of the month is from the 16th day up to and including the last day of the month.

### **Paychecks Policy**

1. Direct Deposits
  - a. All employees are requested to have their pay directly deposited into their checking and/or savings account.
  - b. Employees must complete the necessary paperwork, which can be obtained from the Office of the Chief Executive Officer in order to use direct deposit.
  - c. On payday, employees using direct deposit will receive a pay stub/report, instead of a paycheck.
  - d. If you want someone else to pick up your paycheck or stub, we must have a note on file from you stating who is authorized to do so.
2. Twenty-Four Payment Pay Plan: full-time exempt school year employees will receive compensation for their eleven months of work in 24 payments spread out over twelve months (August 1-July 31).
3. Any full-time exempt school year employee with a signed offer letter for the following school year who fails to maintain their employment with Blackstone Valley Prep through the first day of school for scholars the following year will owe Blackstone Valley Prep any payments received after August 1. Failure to remit payment will result the employee being referred to a collections agency.
4. Any full-time exempt school year employee who leaves during the school year forfeits any wages accrued that were originally to be paid out during the month of July.

5. In the case that an employee is hired after the commencement of the school year, the payments made in the month of July will be pro-rated based on the percentage of working days completed by the new hire.
6. Lost Paychecks: In the event of a lost paycheck, the Office of the Chief Executive Officer must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the Office of the Chief Executive Officer identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check within 24 hours.

### **Paid Deductions and Garnishments Policy**

1. Deductions from your paycheck are those required by law or authorized in writing by you. Your check stub identifies each deduction and should be kept as a permanent record.
2. Blackstone Valley Prep may also make paid deductions in response to a garnishment notice received from a court or other legal authority, and for excessive use of sick and personal days (see Sick and Personal Day policy below).

### **Time Recording Policy**

1. In order to receive compensation for time worked at Blackstone Valley Prep, employees are required to check in each day. Employees must sign in and out at the beginning of each day or for anytime leaving campus, in order to communicate most effectively in case of emergency. Employees are not permitted to sign in or out for another employee.
2. Hourly employees must sign in and out at the beginning and end of each day in order for hours to be calculated correctly. There is a five-minute grace period.
3. For non-exempt employees there is a 45 minute unpaid lunch period and a 15-minute break built into your daily schedule; therefore, if for whatever reason you need to shorten your lunch period or break; you must receive permission from your immediate supervisor.
4. All lateness is accounted for by the Office of the Chief Executive Officer. After 4 hours of lateness is, accumulated, four hours will be deducted from your Personal Days.
5. If excessive lateness is a problem, the Office of the Chief Executive Officer will contact your supervisor. A lateness problem can affect your yearly review and in egregious cases can affect your continued employment. It is very important that you arrive to work each day on time and are prepared to start your day.
6. Altering, falsifying, or tampering with time records, or recording time for another employee may result in disciplinary action, up to and including termination of employment. Such action may also result in charges of civil or criminal theft or fraud.

### **Overtime Policy**

1. Exempt employees, as defined by law or other regulation, including all instructional employees, are not eligible automatically to earn compensatory time leave ("Comp Time Leave") because of working more than the required minimum work day or minimum work week. Although all hours worked should be noted on the sign in sheets, Exempt Employees will not be paid for such "overtime."
2. If you are a non-exempt staff employee, overtime consists of extra hours worked in a given work week with the prior approval of your supervisor, who must pre-approve any overtime work.

3. All overtime requests must be submitted in writing to the Office of the Chief Executive Officer.
4. As a non-exempt employee, you will be compensated at 1.5 times your regular rate of pay for work that is in excess of 40 hours per workweek (the workweek starts on Sunday and ends on Saturday). For example, if you work 8 hours a day Monday through Saturday, you will be paid 40 hours at your regular rate and 8 hours at time and a half.
5. You receive overtime pay only for time in excess of 40 hours worked. For example, if you are off for a holiday on Monday and then physically work Tuesday through Saturday, 8 hours per day, you will be paid at the regular rate for 40 hours.
6. In the event a non-exempt employee is requested and agrees to work on Sunday or certain holidays (New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, July 4, Labor Day, Columbus Day, Veterans Day, Thanksgiving, or Christmas), the non-exempt employee will be compensated at 1.5 time the non-exempt employee's regular rate of pay for the hours worked on the Sunday or holiday.

### **Personal Days Policy**

1. Personal days are for self-treated illnesses and emergencies or personal business that must be accomplished during work hours.
2. Personal days should not be thought of as vacation and cannot be used to extend time before or after the school is closed for a holiday/vacation.
3. If a staff member is out for two or more days due to an illness, a written doctor's note allowing them to return to work including an explanation for the leave is required.
4. If a staff member is out for two or more weeks without an approved leave, there may be cause for termination.
5. Personal days are prorated if you begin work after August 1st and are not paid out if you leave Blackstone Valley Prep prior to the end of the school year.
6. Employees with unused sick and personal days at the end of the year are compensated for each unused day at a rate of \$200 per day for a maximum of \$1,000.
7. The Board may choose to award those employees with perfect attendance additional compensation.
8. Unless otherwise provided for or as approved by the Chief Executive Officer, personal days for school year full-time employees shall be accrued as follows:
9. Each employee, entering year 0-2 at Blackstone Valley Prep is granted seven (7) personal days on August 1st of the school year. Employees entering year three or more at Blackstone Valley Prep are granted nine (9) personal days on August 1st of the school year. If you are a new hire, you are ineligible for personal day usage until after 2 months of employment.
10. Employees hired after August 1st in any given year are granted a pro rata portion of the seven (7) personal days for that 11-month period immediately upon the first day of employment, rounded up to the next highest 1/2 -day increment.

### **Personal Days Usage Policy**

1. Unless otherwise provided for, or as approved by the Office of the Chief Executive Officer, personal leave is to be used by regular, full-time employees in accordance with the following provisions:

- a. Notice of absence from work should be provided to your immediate supervisor by 6:30 am on the day of the absence, if possible, or as soon thereafter as is reasonable, allowing reasonably enough time for your supervisor or the Office of the Chief Executive Officer to find temporary help.
- b. Personal days may be used in increments of one-half day and must be used for time out of building greater than 2 hours. Coverage up to 2 hours can be extended as a courtesy with supervisor approval.
- c. When possible, such as in the event of foreseeable personal business, advance notice of the use of personal days should be given to your direct supervisor and the Office of the Chief Executive Officer. Employees should request foreseeable personal days a minimum of two (2) weeks in advance.
- d. If you are requesting more than one consecutive personal day you must discuss your reasoning with your direct supervisor. If your supervisor approves the time off, you will not receive a letter in your personnel file. If your supervisor does not approve the time off and you choose to take the time off, you will receive a letter in your personnel file. The leave request form has a section for your supervisor to indicate approval and must be submitted to the Office of the Chief Executive Officer.
- e. Personal days will be used to cover any lateness accumulating to four hours or more.
- f. Personal days taken before or after a break or a three (3) day weekend will be counted as the use of two (2) personal days.
- g. An employee that misses more than their allotted number of personal days during an academic year, and is not eligible for additional time off under one of the paid leave policies, may be deducted one day's pay for every day missed over their allotted number of personal days, either seven (7) or nine (9).
- h. If an employee exceeds the allotted personal time, this problem can affect his/her yearly review and may affect his/her continued employment.
- i. An employee who does not abide by the personal day policies may be subject to disciplinary action, including termination.

### **Other Leave Request Form Policy**

1. The Other Leave Request Form is for Bereavement, Family Medical Leave, Jury Duty, or School Business. This form must be signed by your supervisor and then submitted to the Office of the Chief Executive Officer.
2. All School Business must be approved at least a week before the date you are requesting to be out of the school.

### **Unauthorized Absence Policy**

1. An employee is deemed to be on unauthorized leave at such time, and on such occasions, as the employee may absent him/herself from required duties. This would cover nonperformance, unauthorized use of sick leave, unauthorized use of other leave benefits, nonattendance at required meetings, and failure to perform assigned functions at school-sponsored activities.
2. An employee who is absent for a period of at least three days without notifying his/her immediate supervisor will be considered to have resigned without giving the required



two-week (non-instructional staff) or thirty-day (instructional staff) notice, with such resignation effective on the initial date of absence.

3. The Office of the Chief Executive Officer will make the determination of unauthorized absence.

### **Verification of Absence Policy**

1. The employees' immediate supervisor shall require a physician's note or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the staff member's claim for absence.
2. Such verification shall be made within five working days of the end of the absence.

### **Holidays and Vacation Policy**

1. School year employees are not eligible for vacation and holidays because they follow the school calendar during the school year.
2. Each year the Office of the Chief Executive Officer will establish a School Calendar that complies with the Rhode Island State Education Law relating to compulsory attendance.
3. Blackstone Valley Prep has discretion with regard to the dates of attendance; however, in most instances it will follow the calendar established by the Rhode Island Department of Education.
4. The school will be closed on all legal holidays. The School Calendar should be consulted for other dates that the school is closed.
5. Administrators and administrative staff who are employed by Blackstone Valley Prep on a twelve-month basis are entitled to certain paid, legal holidays each year, with a minimum of ten (10) holidays per year.
  - a. Those holidays will include, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, and Independence Day. Additionally, the school closes the Wednesday before and Friday after Thanksgiving, and the period between Christmas Day and New Year's Day, and the week of the Fourth of July

### **12-Month Staff Vacation Leave Policy**

1. 12-Month Staff that is employed by Blackstone Valley Prep on a twelve-month basis is entitled to three (3) weeks' paid vacation.
2. 12-Month Staff that is employed by Blackstone Valley Prep on a twelve-month basis, entering year five (5) or more, is entitled to four (4) weeks' paid vacation.
3. 12-month Staff are encouraged to use their vacation days during time when scholars and professional development are not occurring, 12-Month Staff who wish to take vacation days during these times must have both supervisor and CEO approval at least thirty (30) days in advance. Vacation taken during other times (i.e. school vacation weeks or July) must have supervisor approval a minimum of two (2) weeks in advance. Time taken without supervisor approval will be considered the use of personal days.
4. Unused vacation may not be rolled over unless previously approved by the Office of the Chief Executive Officer, with a maximum accumulation of ten (10) days.
5. Assuming the proper notice was given, twelve month staff that resign or are terminated during the year are entitled to payment for prorated accrued vacation.

- a. If you have used vacation time beyond your accrued allotment, a deduction will be taken from your final paycheck.
- b. For example, assume a twelve-month employee in years 1-4 of employment resigns on January 31. This is one-half of the year, so the employee was entitled to 7.5 days of vacation. If the employee had taken 5 days of vacation, then Blackstone Valley Prep would pay the employee for 2.5 days' vacation when they leave. If the employee had taken 10 days of vacation, his or her final paycheck would be reduced by 2.5 days' pay.



## PERSONAL EXPENSES POLICIES

### Reimbursable Expenses Policy

1. We understand there are times when Blackstone Valley Prep staff members will have to incur expenses on the behalf of Blackstone Valley Prep. In general, reimbursable expenses should be limited to travel expenses. Any other reimbursable expenses should be approved in advance by your direct supervisor or the Office of the Chief Executive Officer.
2. Blackstone Valley Prep will reimburse staff members for approved out-of-town travel for professional purposes. Prior written approval should be received for overnight travel, for air or train travel, and for participation in seminars or other business events.
3. Employees will not be reimbursed for expenses over \$25 for which they do not have a receipt.
4. Employee travel expenses will only be reimbursed if it is submitted with a Blackstone Valley Prep expense report and limitations will be based on the per diem rates set by the Unites States General Services Administration (“GSA”) for lodging and meals and incidental expenses. As specified by the GSA, incidental expenses includes: “fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships; transportation between places of lodging or business and places where meals are taken.” The per diem rates are available via the GSA website ([www.gsa.gov](http://www.gsa.gov)).
5. Blackstone Valley Prep may reimburse properly authorized staff members for school-related travel. Blackstone Valley Prep does not reimburse staff members for automobile trips of less than 50 roundtrip miles. For trips greater than 50 roundtrip miles, Blackstone Valley Prep will reimburse drivers authorized to take such trips at the current IRS mileage reimbursement rate. Note that this rate includes the cost of gasoline, but does not include tolls or parking, which can be reimbursed separately.
6. Air travel should be by coach-class only at the lowest reasonable rates. Blackstone Valley Prep does not reimburse airline baggage fees for trips shorter than three nights.
7. Please note that Blackstone Valley Prep is exempt from state and federal tax, and therefore the staff member should strive to have vendors recognize Blackstone Valley Prep’s tax-exempt status whenever possible. Staff members can obtain a copy of the Tax Exempt Certificate from the Office of the Chief Executive Officer.
8. To receive reimbursement, the staff member should submit an Expense Report. Expense Reports should be completed and submitted within the month that the expenses were incurred or in the month directly following. Blackstone Valley Prep will not reimburse any expenses incurred in a prior fiscal year. Blackstone Valley Prep’s fiscal year is from July 1-June 30.
9. All expense reports are reviewed and approved by a supervisor, processed by the Office of the Chief Executive Officer, and reimbursed through a check separate from payroll. Expense reports submitted by a supervisor should be approved by the Chief Executive Officer. Expense reports must be approved by the relevant supervisor before they can be processed.
10. In the event that an employee chooses to spend more than the limits outlined above, the employee is responsible for using personal funds to cover the expense, but may submit the expense for reimbursement of the limit amount. This includes situations in which Blackstone Valley Prep will reimburse for a double-occupancy hotel room, but the

employee chooses single occupancy. Blackstone Valley Prep credit cards are never to be used for expenses in excess of the limits outlined in this section.

11. Receipts substantiating reimbursable expenses are required for reimbursement. Receipts should be annotated to indicate the nature of the expense and the names of the staff members involved and originals should be attached to the expense submission report.
12. Blackstone Valley Prep maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:
  - a. First class tickets or upgrades
  - b. When lodging accommodations have been arranged by Blackstone Valley Prep and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Blackstone Valley Prep. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
  - c. Limousine travel
  - d. Movies, liquor, or bar costs
  - e. Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
  - f. Clothing purchases
  - g. Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies an employee on a trip, it is the responsibility of the employee to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request. Corporate credit cards are not to be used for spouse, friend or relative expenses.

### **Parking and Moving Violation Fines Policy**

1. Blackstone Valley Prep will not pay parking or other moving violation tickets (e.g. speeding tickets, etc.) for any staff member. Staff members are expected to park legally, and staff members, are expected to abide by all driving and parking laws.

## PERSONAL LEAVE POLICIES

### Family and Medical Leave Act (FMLA) Policy

1. In accordance with the Family and Medical Leave Act of 1993, Blackstone Valley Prep may provide family or medical leaves of absence without pay to eligible employees for:
  - a. Your own serious health condition or serious illness
  - b. The serious health condition or serious illness of your spouse, child, or parent
  - c. The birth of your child or the placement of an eligible child for adoption or foster care
2. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continued treatment by a health care provider.
3. To be eligible for a family/medical leave, an employee must have been employed by Blackstone Valley Prep for at least 12 months (in the previous seven years) and performed at least 1,250 hours of service during the 12-month period before the beginning of the leave.
4. Eligible employees are required to request, in writing, for family or medical leave to their supervisors at least 30 days in advance of foreseeable events or as soon as possible after any unforeseeable events.
5. Employees requesting family or medical leave related to a serious health condition must submit documentation from a health provider. The health care provider's statement should verify the need for family or medical leave, its beginning and expected ending dates, and the estimated leave time required.
6. Eligible employees may request up to a maximum of 13 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed the maximum limit.
7. Employees will be required to use any accrued paid leave time concurrently with the FML leave time.
8. Married or partnered employee couples may be restricted to a combined total of 13 weeks leave within a 12-month period for childbirth, adoption, placement of a foster child, or the care of a parent with a serious health condition.
9. Subject to the terms, conditions, and limitations of the applicable plans, Blackstone Valley Prep will provide health insurance benefits during the approved family/medical leave.
  - a. Employees must make arrangements with the Director of Finance to continue payment for their employee contribution premium payments, either through payroll deductions, or by direct payment to Blackstone Valley Prep.
  - b. If an employee's contribution is more than 30 days late, Blackstone Valley Prep may terminate the employee's insurance coverage.
10. Benefit accruals, such as sick time or holiday benefits, will be suspended during the leave and will resume upon return to active employment.
11. So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Blackstone Valley Prep with at least two weeks advance notice of the date the employee intends to return to work. When the leaves ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
12. If an employee fails to report to work promptly at the end of the approved leave period, Blackstone Valley Prep will assume that the employee has resigned.

### **Maternity, Paternity, and Adoption Leaves Policy**

1. In addition to the time away provided through FML, Blackstone Valley Prep provides additional leave opportunities for employees. Specifically, employees are able to use their annual personal days for the birth of their child.
2. Blackstone Valley Prep provides mothers with short-term disability insurance, which provides financial support (see Disability Insurance).
3. In addition, Blackstone Valley Prep provides all employees two weeks of paid leave upon the birth or adoption of a child.
4. In addition, Blackstone Valley Prep provides the birth mother or primary caregiver the opportunity to accrue one and one-half additional weeks of paid leave for each year of service (up to a maximum of five accrued weeks of paid leave).
  - a. Example one: an employee father who is not the primary caregiver – granted two weeks of paid leave, regardless of length of service.
  - b. Example two: an employee birth mother who has worked at Blackstone Valley Prep for two years – granted a total of five weeks of paid leave (two weeks for all employees plus three weeks for years of service) in addition to any short-term disability payments.
  - c. Example three: an employee birth mother who has worked at Blackstone Valley Prep for seven years – granted a total of seven weeks of paid leave (two weeks for all employees plus five weeks accrued) in addition to any short-term disability payments.

### **Personal Leave Policy**

1. Blackstone Valley Prep may allow a leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations.
2. Employees in certain employment classification(s) are eligible to request personal leave from their supervisor or the Office of the Chief Executive Officer as described in this policy:
3. All employees must request from his/her supervisor personal time of any sort at least two (2) weeks in advance.
4. Blackstone Valley Prep will evaluate requests for personal leave based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.
5. Subject to the terms, conditions and limitations of the applicable plans, Blackstone Valley Prep will provide health insurance benefits until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs at the group rate of these benefits if they wish coverage to continue. When the employee returns from personal leave, Blackstone Valley Prep will again provide benefits according to the applicable plans.
6. Benefit accruals, such as sick time or holiday benefits, will be suspended during the leave and will resume upon return to active employment.
7. When a personal leave ends, Blackstone Valley Prep will make every reasonable effort to return the employee to the same position; however, the employee understands that he/she may be assigned to another supervisor or role within Blackstone Valley Prep.
8. If an employee fails to report to work promptly at the expiration of the approved leave period, Blackstone Valley Prep will assume the employee has resigned.

## EMPLOYEE BENEFITS POLICIES

### Employee Eligibility Policy

1. Benefits are available to full-time employees of Blackstone Valley Prep. Full-time employment is employment that is regularly scheduled more than 34 hours of work per week. If you are a full-time employee and have your salary spread over 12 months, then benefit coverage will be for 12 months.
2. Part-time employees who are regularly scheduled to work over 24 hours per week and who have their pay spread over 12 months are eligible for prorated benefits. If the benefit requires an employee co-pay (Health and Dental), then part-time employees will pay the co-pay plus a prorated portion of Blackstone Valley Prep cost. For example if full-time employees pay \$40 a month for health benefits and Blackstone Valley Prep contributes \$308 a month, then a part-time employee working 25 hours a week will pay \$120.08.
  - a.  $25/34 \text{ hours} = 74\%$  covered by Blackstone Valley Prep
  - b.  $100\% - 74\% = 26\%$  to be covered by employee
  - c.  $26\% * \$308 = \$80.08$ , which when added to \$40 co-pay = \$120.08
3. Part-time employees regularly scheduled to work over 24 hours per week are eligible for life insurance, short-term disability, and long-term disability.

### Domestic Partnerships and Benefit Eligibility Policy

1. Domestic partners and their dependent children are eligible for medical and dental insurance. An employee must confirm a domestic partnership by presenting an Affidavit of Domestic Partnership.
2. The Internal Revenue Service, but not the State of Rhode Island, requires that the employee pay income taxes on the "fair market value" of the portion of the premium for the domestic partner's coverage that is paid by the employer. The IRS has not defined fair market value. It could be interpreted to mean the difference between the cost of single coverage and that for domestic partner coverage, less any amount paid by the employee, and this is the amount that will be included by Blackstone Valley Prep on employees' forms W-2 as federal wages; however, this adjustment will not be included on employees' forms W-2 as state wages.

### Medical Insurance Policy

1. Medical insurance is available on the first day of employment. This medical insurance plan may include more than one option of provider or provider networks that Blackstone Valley Prep will provide to each full-time regular employee.
2. Employee co-payment for health care coverage will be required, and will vary depending upon the level of coverage selected by the employee (individual, individual plus spouse/domestic partner, family, etc.).
3. The Employer will contribute 80% of the cost, with the employee paying 20%. Employee contributions for health care coverage will be published annually. Employees are notified of the annual contribution rates prior to selecting coverage. The employee is required to review available plan(s) in advance of the enrollment deadlines and outlined annually. These contributions will be withheld from employee paychecks.

4. Employees may elect a before-tax salary reduction to pay for premium contributions. Open enrollment is the month of August and benefit elections are generally for the full plan year. Elections can only be changed during the enrollment period or during the plan year if an IRS-defined life status change occurs. Please see the Office of the Chief Executive Officer for more information.
5. Provider paperwork must be completed for coverage to take effect.

### **COBRA Policy**

1. The Consolidated Omnibus Budget Reconciliation Act (COBRA) was passed in 1986. The law amended the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code, and the Public Health Service Act to provide continuation of group health coverage that otherwise would be terminated for individuals who fall into one of the following categories: termination of employment, death or divorce of a parent or change of status of a dependent, or reduction of work hours. The law gives them the right to temporary continuation of health coverage at group rates. Specific information on COBRA will be forwarded to you soon after a qualifying event occurs. For more information on COBRA and your group health plan, contact the Office of the Chief Executive Officer.
2. For domestic partners, we provide continuation coverage provided the employee elects Cobra. When the employee's coverage ends, the partner's coverage also ends. If a domestic partnership ends by reason of dissolution, legal separation, or nullity, the domestic partner will have the same rights to continuation coverage as a divorcing spouse would in the same circumstances.

### **Dental Insurance Policy**

1. Dental insurance is available starting on the first day of employment. The rates for individual, plus spouse/domestic partner or family, are published to all employees.
2. Employee contributions for dental care coverage will be published annually. Employees will be notified of the annual contribution rates prior to selecting coverage. These contributions will be withheld from employee paychecks pre-tax. Open enrollment is the month of August and benefit elections are generally for the full plan year. Elections can only be changed during the enrollment period or during plan year if an IRS-defined life status change occurs. Please see the Office of the Chief Executive Officer for more information.
3. Provider paperwork must be completed for coverage to take effect

### **Life Insurance Policy**

1. Employees are provided with life insurance and accidental death & dismemberment (AD&D) coverage on their second day of employment. The face amount of the policy is equal to an employee's annual base pay, to a maximum of \$50,000. This maximum amount is reduced by 35% at age 70 and 50% at age 75.



### **Workers' Compensation Policy**

1. Blackstone Valley Prep, in accordance with State of Rhode Island Law, will provide Workers' Compensation to its employees.
2. Workers' Compensation provides benefits to employees involved in work-related accidents, injuries, and occupational diseases or illnesses. To protect your compensation benefits and prevent delays in payment, you are required by law to report all work-related injuries immediately to your supervisor and the Office of the Chief Executive Officer.
3. Neither Blackstone Valley Prep nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Blackstone Valley Prep.

### **Disability Insurance Policy**

1. The school carries short-term disability insurance in accordance with State of Rhode Island Law. Such insurance allows payment in the event of certain injuries, illnesses, or other disabilities occurring outside of the workplace. Any employee wishing to claim disability pay must file appropriate reports and forms with the Office of the Chief Executive Officer. Such employee is also responsible for filing any other necessary forms, applications, or other information as required by applicable government policies.
2. Blackstone Valley Prep also carries private short-term and long-term disability. Short-term disability covers 60% of the employee's weekly salary. This benefit is available after 8 calendar days for illness and 0 days for an accident, up to a total of 26 weeks for an accident or an illness.
3. Short-term disability also provides a one-time payment to mothers giving birth (six weeks at 60% of the employee's weekly salary for non-C-section delivery and eight weeks at 60% of the employee's weekly salary for a C-section delivery).
4. Long-term disability is available after the 26 weeks of short-term disability. Long-term disability covers 60% of the employee's monthly salary.
5. Disability status will be determined by the insurance company's underwriters.

### **Declination of Insurance Benefits Policy**

1. Any employee who wishes not to accept any of the insurance benefits offered by the school is required to submit such a request in writing to the Office of the Chief Executive Officer and provide evidence of separate medical coverage. Blackstone Valley Prep offers a declination incentive of 25% of the total cost of insurance for a single employee who provides evidence of separate medical coverage within the first thirty (30) days of employment. Employees who are otherwise covered by a Blackstone Valley Prep plan are ineligible to also receive a declination incentive (e.g. a married couple working at Blackstone Valley Prep may not have family coverage and receive a declination incentive).

### **Reservation of Rights Policy**

1. Blackstone Valley Prep reserves the right to alter the benefits package made available to employees at any time, consistent with all applicable laws. Employees will be notified of any alteration in the benefits package.

### **Unemployment Compensation Policy**

1. This School contributes to Unemployment Compensation Insurance administered by the State of Rhode Island.

### **401(k) Savings Plan Policy**

1. Blackstone Valley Prep maintains a 401(k) plan for the benefit of its employees. Please see the Summary Plan Description for information about the 401(k) plan.

### **Tuition Payment/Educational Assistance Policy**

1. Blackstone Valley Prep may make payments relating to the continuing education of its eligible employees. An employee shall submit a request for tuition or other payments in advance and in writing to the Office of the Chief Executive Officer. Such request shall include a declaration of how such education or training will benefit Blackstone Valley Prep and the employee. Payments shall be authorized only upon approval of this request by the Office of the Chief Executive Officer.
2. Eligible employees will be reimbursed for the amount specified below for an undergraduate or graduate level or specialization course if the following conditions are met:
  - a. He or she is the employee of Blackstone Valley Prep when the course is completed.
  - b. The courses have a clear relation to the employee's work and professional development or will benefit Blackstone Valley Prep in the future in the same or other capacity.
  - c. He or she earns a grade of B or higher, or pass in a pass/fail course.
3. The maximum amount of reimbursement per course is 100% of the tuition cost of each course for a total of up to \$1,500.00 per school year.

### **Children of Staff Enrollment Exemption Policy**

1. Blackstone Valley Prep, consistent with the Federal Non-regulatory Guidance (April 2011) and Rhode Island Department of Education Non-regulatory Guidance (February 2012), exempts from the lottery the scholars of the "charter school's founders, teachers, and staff (so long as the total number of scholars allowed under this exemption constitutes only a small percentage of the school's total enrollment)."
2. Blackstone Valley Prep defines "small percentage" as less than 3% of the total program enrollment. A special lottery for children of staff will be held if the number of such applicants would exceed 3% of the total program enrollment.
3. The Children of Staff Enrollment Exemption only applies to those who reside within the State of Rhode Island. Should a staff member separate from Blackstone Valley Prep, their child may continue to attend Blackstone Valley Prep so long as they reside in the



defined enrollment area of Blackstone Valley Prep; otherwise, the child must withdraw at the conclusion of the trimester in which the parent/guardian ends employment. Blackstone Valley Prep will not provide special transportation outside of the enrollment area.

4. Staff members electing to enroll children at Blackstone Valley Prep are responsible for providing childcare before and after school hours, as required. Neither Blackstone Valley Prep nor its staff will provide on-site childcare.

**Appendix A:**  
**Employee Acknowledgement Form**



# Blackstone Valley Prep Mayoral Academy

**PERSEVERANCE. RESPECT. INTEGRITY. DISCIPLINE. ENTHUSIASM.**

## **EMPLOYEE ACKNOWLEDGEMENT FORM**

I acknowledge that I have received and reviewed a copy of the Blackstone Valley Prep Employee Policies adopted by the Blackstone Valley Prep Board of Directors. I understand that it is my responsibility to read and comply with the provisions of these Policies. I also understand that Blackstone Valley Prep reserves the right to change or cancel any of the provisions of these Policies at any time, without prior notice, and that changes to the Policies will become effective as soon as authorized by authorized management and distributed to me. Distribution may be through paper or electronic means.

I acknowledge that these Policies are a statement of policies and procedures and are not a guarantee of employment. I am fully aware that the Office of the Chief Executive Officer is willing to explain any section of these Policies, which I may wish to discuss, or about which I have a question.

I understand and agree that my employment with Blackstone Valley Prep is on an “at-will” basis. This means that both Blackstone Valley Prep and I have the right to terminate the employment relationship at any time, with or without a reason.

\_\_\_\_\_  
Employee Name (Printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Blackstone Valley Prep Administration

\_\_\_\_\_  
Date