



Nonexempt: Nonexempt employees are subject to the minimum wage and overtime provisions of the FLSA and parallel state law. Nonexempt employees are entitled to overtime pay, or “time and one half” when they work more than forty (40) hours per workweek, under the specific provisions of state and federal laws.

Exempt: Exempt employees generally hold a salaried professional, administrative, or executive position, and perform work duties that exempt them from the minimum wage and overtime provisions of the FLSA.

FRCS employs several basic categories of employees:

- 10 Month Employees
- 10 Month & 10 Day Employees
- 12 Month Employees
- Per-Diem Substitutes
- Long Term Substitutes
- Non-Regular Employees (Seasonal, Temporary)

Employment status and benefits eligibility, including paid time off, will be outlined in an employee’s offer letter or other agreement or policy outlined in this Handbook. Employees will be notified in writing of any changes in their employment classifications that occur during their employment.

FRCS may hire Independent Contractors for specific services. Independent Contractors are issued a 1099 at the end of the calendar year and are not considered employees. They have a contract with payment terms and are paid from operating expenses. Independent Contractors are not entitled to benefits and do not receive them.

Unless specified in an agreement in writing from a Supervisor and the Human Resources Director, full time teaching staff, and certain 10-month staff work a schedule of:

- Monday, Tuesday, Thursday, and Friday: 7:30 a.m. until at least 3:00 p.m.
- Wednesday: 7:30 a.m. until at least 4:15 p.m.

1.4 Additional, Non-Teaching Assignments for All Staff

As part of your role in the FRCS community you may be required to join in limited activities outside of regular work hours based on your position, in order to best support the needs of our students and families.

These events may include:

- Staff Meetings
- Faculty-Parent Meetings
- Open Houses



2.4 Attendance and Punctuality

To maintain a productive work environment, FRCS expects all employees to report to work as scheduled, be on time, and be prepared to start work. Additionally, employees are expected to meet their contractual hours by remaining on site until the end of the workday, unless they have pre-arranged time off with their supervisor and logged the time in as sick, personal or vacation time. Small errands off campus may be permitted only during lunch breaks, and employees must sign in and out of the building for safety reasons.

Good attendance is a critical element in the performance of every employee and is essential for the success of our School. To maintain a healthy work environment, employees should stay home if they are sick. Barring extraordinary circumstances, unplanned absences can disrupt work, inconvenience other employees, and affect productivity. Excessive absences and late occurrences may subject the employee to disciplinary action, up to and including termination of employment. In general, the School considers excessive absenteeism when employees are on track to meet or exceed three (3) or more unplanned absences. Three (3) consecutive sick absences require a note from the doctor and may require additional written clearance from a physician to return to work. Additionally, sick days taken before or after holidays, or in the first week of school, or on the last day of school or immediately following a performance review, require a doctor's note.

Teachers are responsible for making sure there is a complete substitute teacher folder which is up to date and kept in an accessible location in your classroom. Information that should be available includes class roster, class schedule, seating chart (if applicable), and copy of lesson plans to be used in the event of an unplanned absence. It is best practice and expectation that teachers have at least 3 weeks' worth of lessons and handouts ready to go in the case of unforeseen long-term absences.

Absent without Leave (AWOL)

Any employee who is absent and fails to contact their Principal or Principal/Supervisor and/or Human Resources for three (3) consecutive business days will be considered to have voluntarily abandoned their employment with FRCS.

2.5 Work Schedules

All employees of FRCS are expected to demonstrate commitment to the mission of the School, quality performance, self-assessment and continuous improvement, and a positive team approach to students, students' families, and co-workers.

Unless otherwise agreed via an employment agreement, offer letter or other documentation approved by Human Resources, employees' work hours are generally 7:30 am to 3:30 pm Monday through Friday for non-teachers. For teaching staff, work hours are from 7:30 am to 3:00 pm Monday, Tuesday, Thursday and Friday and 7:30 am to 4:15 pm on Wednesdays.



Please note that teaching staff are paid 8 total hours a day each day due to the longer day on Wednesday. Thus, employees in the teaching staff category must put in for a **full day** of 8 hours when calling out sick for the day. Failure to do so will require payroll to adjust your time off accordingly. There may be occasions where non-teaching building staff are also required to stay until 4:15 pm on a Wednesday to participate in professional development relevant to their building. Elementary school front office administrative assistants work Monday through Friday from 7:15 am to 3:15 pm with a 45-minute lunch. Middle and High School front office administrative assistants work Monday through Friday from 7:15 am to 3 pm with a 30-minute lunch. In addition to the regular work hours, employees may be required to work extra time, when necessary, based on their position and as determined by the Principal/Supervisor, as referenced in section 1.4.

Academic Calendar

To serve as a guide for which days employees will be on duty, the Leadership Team will develop and distribute a calendar of school days, events, holidays, and vacations each academic year. It may be changed at the discretion of the Executive Leadership team at any time without notice.

Definition of Year

The fiscal school year begins July 1st and ends June 30th, all 12-month employees fall under this category. For all other employees, when benefits, vacations, holidays, or other aspects of employment are described, unless otherwise defined, the “year” is assumed to be the period between Staff Orientation, usually the last week prior to the first day of the school year, and as early as orientation week as determined by the school. The timing of your academic calendar will be determined in your employment agreement.

2.6 Alternative Work Arrangements

FRCS may allow temporary work-from-home status or other alternative work arrangements such as modified schedules on a case-by-case basis, based upon an employee’s role within FRCS. Those in student- facing roles are not eligible for alternative work arrangements (i.e., teachers).

Employees must submit a request for an alternative work arrangement to their Principal/Supervisor, explaining the need to work away from the school. Human Resources must be notified of all requests and approvals to plan for coverage needs and to note the changes in the employee’s personnel file. Employees may refer to the Addendum of the Handbook for further guidelines on remote work (Addendum 4).

All special arrangements (perceived or documented) to individual schedules such as start and end time other than what is stated in this handbook, work locations, or attendance expectations will be reviewed annually by supervisor and HR before the start of the school year. In all cases special arrangements must be documented in detail, explaining the reason for the request,



times, locations, and duration and must be signed off on by the direct supervisor, HR and the director for their department and Executive Director as appropriate.

The School reserves the right to modify or eliminate the alternative work arrangement at any time, with or without notice. This policy does not replace policies regarding reasonable accommodations due to disability, PFML, or FMLA leave (see Sections 1.6, 1.7, 3.10 and Addendum 2).

2.7 Timekeeping

All nonexempt employees (hourly paid) are required to sign in and out by accurately recording their time worked in the electronic timekeeping system. When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked. Employees may not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless directed to do so.

Employees who have questions about when or how many hours they are expected to work should contact their Principal/Supervisor.

It is a violation of FRCS's policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If any employee directed or encouraged to incorrectly report hours worked, or to alter another employee's time records, they should report the incident immediately to a Principal/Supervisor. Principal/Supervisors must review and approve timesheets at the end of each pay period. Timesheets are retained by FRCS as a record of service and must be carefully prepared each week without exception. Altering, falsifying, or tampering with time records; recording on another employee's timesheet; or having another employee alter someone else's timesheet will result in disciplinary action, up to and including termination of employment.

2.8 Overtime

Overtime compensation is paid to all nonexempt employees in accordance with state and federal wage and hour laws. Overtime pay is based on actual hours worked per week above and beyond 40 hours. Any approved paid time off, including sick time, vacation time, holiday pay, or any other type of paid leave, will not be considered hours worked for purposes of calculating overtime. Overtime is paid at "one and one-half" times the "regular rate of pay." Nonexempt employees may not work overtime without authorization from their Principal/Supervisor or an appropriate member of the management team. Failure to obtain prior authorization may result in discipline up to and including termination.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities and are not paid overtime wages; therefore, they are not required to obtain prior authorization for hours that would normally be considered overtime.



Human Resources personnel, or Principal/Supervisors with hiring authority over the referred candidates, are eligible for a referral bonus of \$500, subject to budget funding and if budgeted funds remain. All positions, including substitute referrals, receive the same bonus amount.

- The hired candidate must work for a minimum of 60 full days (not counting paid holidays and school breaks) within the first 90 days of hire and have no disciplinary actions in that time. For per diem substitute referrals, the substitute must work a minimum of 60 days within the first 120 days of employment (not counting holidays and school breaks).
- To be eligible for a referral bonus, the referring employee must submit a referral to Human Resources with an Employee/Substitute Referral Form and the employee must submit an electronic application via FRCS's applicant tracking system (ATS).
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with FRCS policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by FRCS during the hired employee's first 60 days (120 days for per diem substitute referrals) of employment to receive payment of the referral bonus.
- Referral bonuses are paid once all eligibility conditions have been met, generally during the next regularly scheduled payroll, or as soon as administratively possible, but no later than 30 days.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.

2.12 Salary and Wage Adjustments

Salary and wage adjustments will be awarded to employees based on a promotion or job change, or when an equity or administrative adjustment is deemed necessary. Salary adjustments in general are based on previous experience, level of education, internal equity, and market analysis.

Applicability

- Salary increases for all non-union positions of FRCS are covered by this policy.
- Salary increases for union positions are governed by collective bargaining agreement(s).

Annual Salary Increases

- Employees may receive increases at the discretion of the Executive Director based on the Board approved budget.
- On an annual basis, Human Resources will issue a salary statement in the form of a reasonable assurance (renewal) letter that provides salary increases for that fiscal year.
- Salary increases are approved by FRCS, prior to the beginning of the new fiscal year.



- Employees hired in January and thereafter of the current school year are not eligible for a salary increase in the next fiscal year.
- Employees that received a base salary adjustment in January and thereafter of the current school year, are not eligible for a salary increase in the next fiscal year, unless the adjustment was made for the purposes of correcting an erroneous or inequitable base pay and was retroactive to July 1st of the current fiscal year. All increases are subject to budget approval and final approval by the Executive Director and Director of Finance.

Earning a Degree

Payment for Advanced Degrees FRCS is supportive of our employee's education advancement. FRCS may make salary increases for earning a degree, subject to budget funding and in accordance with any collective bargaining agreements, where applicable. If a teacher plans to complete a bachelor's degree or master's degree, they should inform Human Resources of the date in which they expect to graduate no later than January 1st, prior to the year they are expected to receive their degree, so that the employee's salary can be adjusted in the following year's budget. The employee will need to provide proof of a conferred degree to Human Resources, along with contact information for the degree-granting department at the school from which they have graduated.

To confirm your degree with Human Resources, official, conferred degrees must be received directly from the College/University to Human Resources. Forwarded transcripts cannot be accepted. For transcripts to be considered official and original they must meet the following criteria:

- Official Hard Copy (Paper)
- You must provide an original with a seal. This can be mailed to: Foxborough Regional Charter School ATTN: Human Resources 131 Central Street, Foxborough MA 02035
- Official E-Transcript (Electronic)
- You must have your school/university send it directly to the hr@foxboroughrcs.org email address.
- Adjustments for earning degrees during the current school year are contingent upon available funding and approval by the Director of Finance.
- Salary adjustments will be paid within the next payroll period as soon as physically possible by administration when conditions for receiving a salary adjustment for earning a degree are met.

Promotional Increases/Position Changes

- FRCS may make salary increases for promotions or position changes or to address salary inequities, subject to budget funding and in accordance with any collective bargaining agreements, where applicable.
- When an employee is promoted or has a position change, the employee will normally be



awarded a promotional/reclassification increase. The actual increase decision should consider relevant factors such as the individual's qualifications and experience for the position and internal equity. Promotional and reclassification increases are subject to the availability of budget funding.

- An employee who receives a promotion (either by taking on a new job or by reclassifying the employee's current job to a higher salary grade) should receive a prorated salary increase when the promotion becomes effective.
- Promotional increases will require additional justification, review, and approval by both Human Resources, Finance, and Executive Director.

Job Duties

- FRCS reserves that right to change an employee's job duties, schedule, or work location without the employee's consent. However, the Principal/Supervisor or Administrator requiring the change will make every effort to determine the changes in duties and responsibilities in collaboration with the employee. Such changes should be made to serve students and meet overall business objectives more effectively and efficiently.
- Job duty changes will be made in accordance with any existing collective bargaining agreements, where applicable.
- Changes in job duties require justification to meet a business need and must be reviewed and approved by both Human Resources and the Executive Director, and, in some cases, Finance, if a change in salary may be justifiable.

No Principal, Supervisor or Administrator may communicate or extend salary and wage adjustments to the employee or applicant before the necessary approvals have been obtained.



Section 3: Time Off and Leaves of Absence

3.1 Holidays

FRCS will publish a list of observed holidays each school year. Holidays are different from school breaks, such as spring break, summer, or winter break. Certain employees may be required to work during such breaks, such as 12-month employees, who work during holiday break in December, winter break, spring break and summers; such employees may use accrued vacation time during school breaks. Principals will be granted December break off unless otherwise informed.

Holiday Pay Guidelines

- Regular full-time and part-time 12-month employees on FRCS’s active payroll are eligible to receive holiday pay when the holiday falls on a day the employee is regularly scheduled to work.
- No other category of employee will be eligible for holiday pay.
- Employees who are on a continuous leave of absence are not eligible to receive holiday pay. Employees who are on an approved intermittent leave and are not scheduled to work on the day of a School-observed holiday are not eligible for holiday pay.
- Holiday pay will not count toward hours worked in determining overtime.

3.2 Paid Vacation

Unless otherwise specified in an employee’s offer letter or other agreement, 12-month employees are eligible to accrue paid vacation time and 12-month part-time staff accrue a prorated share of paid vacation. Proration is based on the number of hours the employee is regularly scheduled to work.

All other employee types (i.e., 10-month employees) will take vacation time during the school vacation weeks and school summer break. Per diem and temporary staff are ineligible for paid vacation.

The following guidelines for use of vacation time shall apply to most 12-month employees:

Employee Category	Length of Service	Vacation Earned Per School Year	Accrual Rate
Non-Administrators <i>(typically, Administrative and Operational staff)</i>	0 – 5 years	10 days	.84 days per month
	5+ years	15 days	1.25 days per month
	10+ years	20 days	1.67 days per month
Administrators <i>(typically, Directors and Principals*)</i>	N/A	20 days	1.67 days per month



Guidelines & Conditions:

- Employees accrue vacation time each benefit year (July 1 to June 30).
- In general, when an employee is on an approved leave of absence, requesting vacation time to extend the leave may be reviewed on a case-by-case basis with the Principal/Supervisor to determine the department needs.
- Eligible employees must request the use of vacation with as much notice as possible. The granting of vacation time is approved by the employee's supervisor.
- Vacation will be tracked using a time & attendance system managed by Payroll.
- Vacation pay is paid at an employee's base rate and will not be counted towards hours worked for the purposes of determining overtime pay for nonexempt employees.
- When an employee separates from School, whether on a voluntary or involuntary basis, FRCS will pay out all **accrued**, unused vacation time.
- All 12-month employees are typically given the week of July 4th week off, when the building is closed and no business is conducted, unless employees are notified differently.
- *Principals will be given the week of December break off, unless they are notified differently for specific reasons in a given year.
- Non-Administrators: after a 12-month employee's 5th continuous year of employment with FRCS, they are eligible to accrue an additional five (5) days of vacation time, and again at the employee's 10th continuous year of employment (up to 20 weeks max).
- Regardless of the amount of vacation time a person earns each year, employees are only authorized to carry over a maximum of five (5) days into the next fiscal year, unless approved in writing by the Executive Director and Human Resources. Any accrued, unused vacation in excess of that amount shall be forfeited.
- Under very limited circumstances unpaid vacation time may be taken if a written request is made by the employee in advance and submitted to Human Resources and their Principal/Supervisor for approval. Failing to submit a request in writing and obtain prior approval may result in an absenteeism conversation and subsequent disciplinary action. Unpaid time should be extremely rare.

3.3 Sick Time

All employees will receive paid sick time in accordance [Earn Sick Time laws](#) as follows:

Employee Category	Total Sick Days Earned Per School Year	Accrual Rate
12-month employees	12 days	1 day/month
10-month employees and 10-month and 10-day employees	9 days	0.9 days/month
Per Diem Substitutes, Long-Term Substitutes, and Non-Regular Employees (i.e., temporary, and seasonal)	N/A	1 hour accrued for every 30 hours worked



Employees working less than a full-time schedule will accrue a prorated amount of sick time based on their regularly scheduled hours.

Per diem or on-call employees can use earned sick time only for hours they have been scheduled to work. Being “scheduled to work” does not include shifts for which an employee has been asked to be available or on call, unless the employee is required to remain on call on the employer’s premises.

Guidelines & Conditions:

- Sick leave should not be taken the day before or the day after a School-scheduled holiday.
- Under limited circumstances unpaid sick time may be taken if a written request is made by the employee in advance and submitted to Human Resources and their Principal/Supervisor for approval. There may be times where an employee unexpectedly exhausts their sick time and needs additional sick time due to their own illness or to care for a family member. In such cases the employee must contact their supervisor and Human resources. Human Resources can discuss the employee’s options at that time such as PFML, FMLA or other leaves. Failing to submit a request in writing via email and obtain prior approval may result in an absenteeism conversation and subsequent disciplinary action.
- Sick time leave should be used by the employee for the following reasons:
 - (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of the spouse;
 - (2) routine medical or dental appointments (including travel time) of the employee or the employee's child, spouse, parent, or parent of the spouse;
 - (3) to address the effects of domestic violence on the employee or the employee's child; or
 - (4) any other reason covered under state sick law

In general, when an employee is on an approved leave of absence, requesting sick time to extend the leave is not permitted, unless the reason for leave qualifies for one of the above reasons. Each situation may be reviewed on a case-by-case basis by the Human Resources Department.

Notification & Documentation

Notice of the need for sick time leave should be provided to the Principal or Principal/Supervisor as far in advance as possible and must be provided no later than 5:30 am, of the day on which the employee will be absent after which the employee must call their supervisor/principal and email HR so they can ensure coverage is coordinated with HR or the front office. Doing so enables the school to plan coverage more effectively. As stated in Section 2.5, please note that teaching staff are paid 8 total hours a day each day due to the longer day on Wednesday. Thus, **employees in the teaching staff category must put in for a full day of 8 hours when calling out sick for the day.** Failure to do so will require payroll to adjust your time off accordingly. Medical documentation is required for days out sick *exceeding* twenty-four



(24) consecutive work hours (or 3 consecutive days) and must be provided to Human Resources. If an employee fails, without reasonable justification, to provide the required documentation, the School may recoup the sum paid for the sick leave from future pay.

COVID-19 Protocol

The CDC has reported that much of the world has been in the process of shifting from the pandemic phase, which is the unhindered spread of an infectious disease, to the endemic state of COVID-19, much like the flu. That means the number of infections is no longer growing exponentially, and health care systems are not overwhelmed. Additionally emergency funding to support paid leave due to contracting the COVID-19 virus ended and free PCR tests may no longer be available in some communities. If an employee suspects that they are ill due to COVID-19 symptoms, they are advised to take a COVID-19 test. If an employee needs to call out sick for more than three school days, they should provide a note from a medical doctor, or a positive COVID-19 PCR test. Staff must use their sick time for any time off due to contracting COVID-19. If they do not have any remaining accrued sick time, they may use other accrued time or request to take unpaid time, with prior approval from Human Resources.

Staff should continue to inform the building nurse and Human Resources if they do test positive for COVID-19 to ensure they have the most up to date information regarding infection control protocols and the amount of time needed to quarantine to help keep our school community safe.

Carry Forward & Pay Out

Employees who began working at FRCS prior to the SY 2022-2023 are grandfathered to carryover all their accrued sick time from one year to the next. If the accrued time is over 40 days, they will no longer accrue time until the balance falls below 40 days.

Employees hired in SY 2022-2023 or after may only carry up to 40 hours of sick time from one year to the next. The maximum amount of sick time accrued at any given time is capped at 40 days. Unused sick time will not be paid out upon separation of employment.

3.4 Personal Days

Staff and Faculty are eligible for paid personal days as follows.

Employee Category*	Total Personal Days Per School Year
12-month employees	3 days (front loaded at time of hire)
10-month employees and 10-month and 10-day employees	2 days (front loaded at time of hire)

**Employees working less than a full-time schedule will receive a prorated amount of personal time based on their regular schedule. *After each 10 years and 20 years of service, employees earn an additional personal day.*



Except in emergency situations, to request a personal day employees must give verbal notice to their Principal/Supervisor, in addition to using the time and attendance online portal, at least two (2) days in advance. Taking personal leave on the day before and/or the day after a holiday is discouraged for teaching staff. Ideally, no more than two (2) student-facing employees per building will take personal days at the same time. Principals reserve the right to enforce this request. In emergency situations, the employee is expected to notify the HR Substitute Coordinator if the employee requires a substitute while they are out.

In general, when an employee is on an approved leave of absence, requesting personal time to extend the leave is not permitted, unless the reason for leave qualifies for one of the above reasons. Each situation may be reviewed on a case-by-case basis by the supervisor and Human Resources.

Unused personal time will not be paid out upon separation of employment.

3.5 Bereavement Leave

Up to five (5) days of paid bereavement leave will be provided to all full-time employees in the event of the loss of a close family member or close friend to use at their discretion. Special consideration will also be given to the loss of any person whose association with the employee was similar to any of the above relationships. If employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave. Employees should inform their Principal/Supervisor prior to submitting their time off request into the time and attendance system and include any relevant notes for the administrator or supervisor regarding their work. The employee shall also provide the full name and city of the deceased. If an employee needs additional time off beyond 5 days, they may request accrued personal or vacation time, subject to approval. If an employee does not have any accrued time off available, employees shall contact Human Resources to approve any unpaid time.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to five consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood *in loco parentis* to the employee during childhood.
- Employees are allowed up to two days off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations. Bereavement pay is calculated based on the base



Section 5: Health and Safety

5.1 School Safety

FRCS is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury, accident prevention, and employee safety. Maintaining a safe work environment requires the continuous cooperation of all employees. FRCS will maintain safety and health practices consistent with the needs of our industry. If employees are ever in doubt about how to safely perform a job, it is their responsibility to ask their Principal/Supervisor for assistance. Employees must immediately report any suspected unsafe condition and/or any injury that occurs on the job. It is the responsibility of each employee to follow the established safety regulations and procedures. Employees who violate these safety rules may be subject to disciplinary action, up to and including termination of employment.

5.2 Reporting Injuries and Accidents

Any injury, whether or not it requires medical attention, should be reported to FRCS within the first 24 hours of injury. Reporting will ensure that any existing safety hazards are corrected. Federal law (Occupational Safety and Health Administration “OSHA”) requires that FRCS keep records of all illnesses and accidents that occur in the workplace. Workers’ Compensation laws may also require that employees report any workplace illness or injury, no matter how slight. An employee who fails to report an injury may jeopardize their right to collect workers’ compensation payments, as well as health benefits. An employee with any questions or concerns should contact their Principal/Supervisor or Human Resources for more information.

5.3 Personal Electronic Device Use

Employees are expected to exercise discretion when using personally owned electronic devices such as cell phones, smart phones, iPad, tablets, and laptops for work or personal business. Such device usage during work hours can interfere with safety and may be distracting to others. Employees are encouraged to limit the use of personal devices to break times and lunch periods whenever possible. Additionally, employees are responsible for safely storing their personal devices in a locked desk, cabinet, vehicle or other secure location, and out of reach of students when not in use.

5.4 Security Inspections

FRCS wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, weapons, explosives, and other improper materials. To this end, FRCS prohibits the possession, transfer, sale, or use of such materials on its premises.

Desks and other storage devices are provided for the convenience of employees but remain the sole property of FRCS. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of FRCS at any time, either with or without prior



a building, all personnel should remain in a group away from roads and buildings.

5.9 Field Trips

Field trips may be a part of the School's curriculum. A field trip is defined as any time students are taken off school property by school personnel, except in the case of fire or safety drills. All such trips must require advance permission from parents/guardians and be approved in advance by the building Principal who will share FRCS policies and procedures for planning and conducting a field trip, including notifying, and obtaining approval from the Director of Teaching and Learning, and, when appropriate, the Executive Director. School personnel are never permitted to use personal vehicles to transport children or their families for the purposes of a field trip.

Staff who fail to provide Human Resources with more than five (5) days' notice of coverage needs due to a field trip may not be approved to participate in the event, subject to the discretion of their supervisor/supervisor.

5.10 Inclement Weather & Unforeseen Events

Employees should check their email, watch local news, or contact their Principal/Supervisor during periods of adverse weather to find out if the School is closed or if there is a delayed start time. Employees will also be notified by telephone and email if the school is closed due to unforeseen circumstances such as power outages or if the building is deemed unsafe.

Regardless of whether the School is open, employees must determine whether, in their personal circumstances, they believe it is safe to travel to and from work. Employees should notify their Principal/Supervisor if they are unable to come to work. Employees will be charged a Personal Day, and if the employee does not have time available, they will not receive pay for that day.

If the School is announced to be closed, all exempt staff will receive their regular pay for the day of closure. Exempt staff are not required to work remotely when school is closed. Executive leadership team members and other administrative district or building staff may be called for to answer questions or to provide assistance in case of emergencies. Non-exempt staff will receive an amount equivalent to their daily base pay for the day.

Early Closures/Delayed Openings

When potentially dangerous weather develops during the day and a decision is made by FRCS to close early, both exempt and nonexempt employees will be compensated as if they had worked to the end of their regularly scheduled hours for that day. If you elect to leave prior to the time FRCS closes, you will be required to use paid time off in an amount equal to the number of hours between the time you left and the time the School closed. If the School has a delayed start, nonexempt employees will be compensated as if they had worked a full day.



Section 6: Student Welfare

Our primary concern is the well-being of our students. All staff should be familiar with the [Department of Elementary and Secondary Education's Supportive Schools Framework](#). All employees should at all times be aware of taking measures necessary to achieve that and are responsible for immediately reporting any possible problems or concerns regarding the health, safety, or well-being of our students to the Principal/Supervisor who is in turn responsible for reporting matters of student welfare to the Direction of Teaching and Learning and Executive Director as appropriate.

6.1 Student Records

A "student record" is any information maintained by the School regarding an individually identifiable student. As employees, you should be aware that both federal and state laws address the confidentiality of student records and impose strict limitations on the School's ability to disclose them. Both the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations adopted by the Massachusetts Board of Education at 603 CMR 23.00 apply to the School. Both FERPA and the state regulations are designed to ensure parents' and students' rights of confidentiality, inspection, modifying, and destruction of student records and to assist School authorities in carrying out their responsibilities.

Both FERPA and the state regulations place specific restrictions on when and under what circumstances the School may release student records to third parties outside of the School without the specific, written consent of the parents or guardian (or eligible student over the age of 14). Therefore, faculty and employees should never personally provide any records or information pertaining to a student to any person outside of the School without permission from Human Resources.

Bear in mind however, that the School may disclose information regarding a student to appropriate parties after a parent or guardian's consent, in connection with a health or safety emergency if that information is necessary to protect the health or safety of that student or other individuals. Direct all questions regarding the confidentiality of student, employee, or School information to Human Resources.

6.2 Mandated Reporting of Suspected Abuse or Neglect

Educators play an important role in child protection. State law requires that teachers, nurses, guidance counselors, social workers, and school administrators "who, in their professional capacity, have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon them which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition, shall immediately report such condition to the Department of Social Services." Mass. Gen. Laws, c. 119 51A. Therefore, when any employee or faculty member in their professional capacity has reasonable cause to believe that a child under the



students and setting and maintaining appropriate boundaries with students at all times. Because this is a school environment, boundaries may be crossed to relate to students and meet their needs meaningfully and effectively. However, there is some conduct that will always be deemed a violation of healthy boundaries and appropriate adult behavior. The School assumes that its employees individually and collectively possess the wisdom and expertise necessary to conduct themselves in a manner that is educationally sound and acceptable both within the professional community and the community at large.

Verbal Interactions

In the context of student welfare and safety, it is imperative that all interactions between school employees, contractors, trustees, and students adhere to strict guidelines regarding appropriate language and behavior. Any conversation that involves inappropriate or explicit language, use of profanity, innuendos, suggestive comments, or topics of a sexual nature with a student is unequivocally unacceptable and poses a serious risk to the well-being and safety of students. Such conversations can create feelings of discomfort, intimidation, and vulnerability in students, undermining their trust in the school environment and potentially causing lasting emotional harm. Additionally, discussions that involve personal or confidential information about a student's life, family, or circumstances without a legitimate educational or welfare-related purpose are also deemed inappropriate. It is essential for educators and school staff to always maintain professional boundaries and prioritize the physical and emotional safety of students by refraining from engaging in any conversations that could compromise their well-being or violate their rights to a safe and supportive learning environment.

Physical contact

What constitutes appropriate physical contact in one circumstance may be totally inappropriate in another. Appropriateness will depend on a variety of factors, not the least of which will be the student's reaction and responses of other adults.

All physical contact between employees and students must have a valid educational purpose and objective, meeting the student's needs. The use of physical contact (including touching) except in an emergency, is strictly prohibited. Questions of the appropriateness of physical contact will be determined by the context of the contact on a case-by-case basis. Issues such as intent, context, location, circumstances, age, and sex are all considerations that may be relevant. Examples: Holding or comforting a student who has fallen and is crying may be appropriate, whereas placing a hand on a child's head to redirect his attention to the front of the room is not.

If a child or other employee specifically requests that they not be touched, then that request must be honored without question. If the child or other employee has not requested that they not be touched, then the following forms of touching are considered appropriate:



- Hugs given with permission to comfort an anxious or upset child
- Pats on the shoulder or back
- Handshakes
- Light “high fives” and hand slapping
- Touching shoulders
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar comfort or care purposes
- Holding hands while walking with small children or children with significant disabilities for safety
- Reasonable self-defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property
- Physical contact for safety purposes to prevent harm to a child (e.g., pulling a child to safety out of the path of a moving car)

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses
- Corporal punishment
- Sitting students on one’s lap
- Touching buttocks, chests, or genital areas
- Pushing a person or another person’s body part (other than to prevent injury, in self-defense, defense of another person, or defense of property)
- Showing affection, especially in isolated areas
- Wrestling with students or other employees
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection or touch as described in this list
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact
- Grabbing a student by their jacket, backpack, or other clothing (other than to prevent injury, in self-defense, defense of another person, or defense of property)

6.4 Bullying Prevention

We expect that all members of our school community will treat each other with civility and respect. In accordance with both state law and School policy, the School seeks to provide and maintain a learning environment for our students that is free of bullying and any other verbal or



physical misconduct that disrupts the learning environment or makes it unsafe. The School's Bullying Prevention and Intervention Plan, which is provided to all students and their families, is published in response to Massachusetts law against bullying and is an integral part of our efforts to promote learning and prevent behavior that can impede the learning process. All employees are required to be familiar with and abide by the law and the School's anti-bullying plan.

6.5 Physical Restraint

The School will meet the state-mandated requirement for crisis prevention and restraint training for all employees to maintain a safe school environment conducive to learning. De-escalation and restraint training will be administered to all employees at the beginning of each academic year. New hires who are employed after the training will be trained within one (1) month of employment. All employees will receive an overview in administering crisis de-escalation techniques, state restraint regulations, and our program policy, as well as an overview of administering restraint, types of restraint, and restraint safety. The designated individuals, including selected teachers will perform restraints as appropriate.



Section 7: Technology

7.1 Technology Use Agreement

FRCS recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the district encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of FRCS and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. FRCS adopted this policy governing the voluntary use of electronic resources and the Internet to provide guidance to individuals and groups obtaining access to these resources on FRCS-owned equipment.

District Rights and Responsibilities

It is the policy of FRCS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, FRCS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, FRCS retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file server space utilization by users and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To remove a user account from the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to FRCS-owned equipment and, specifically, to exclude those who do not abide by FRCS's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. FRCS reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of FRCS.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.



User Responsibilities

1. Use of the electronic media provided by FRCS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. To maintain the privilege, users agree to learn and comply with all the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of FRCS. Proper codes of conduct in electronic communication must be used. In newsgroups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
2. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
3. All communications and information accessible via the network should be assumed to be private property.
4. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
5. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
6. Only operations and/or IT staff can be in direct communication with vendors for large job copiers, faxes, phones. Employees should not attempt to repair these machines on their own.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, FRCS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. USB and other external storage devices are strictly prohibited. If it is critical that a district-level or executive employee must access information from an external storage device while on the FRCS network, they must obtain prior approval from the Director of IT. Abiding by this policy will increase the District's ability to prevent cyber-attacks and contamination of network.
2. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Excessive use of the network for personal business shall be cause for disciplinary action.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.



7. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
10. The unauthorized installation of any software, including shareware and freeware, for use on FRCS computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
12. FRCS' network may not be used for downloading entertainment software or other files not related to the mission and objectives of FRCS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the FRCS
13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. FRCS cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. FRCS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.



Section 8: Professional Development

8.1 Evaluations

The major purpose of the evaluation process is to maintain and enhance the highest professional standards of performance. The evaluation process is designed to foster effective communication between Principal/Supervisors and employees; to identify and reinforce professional strengths; to identify areas for improvement or emphasis in administrative or teaching performance; and to ensure the mission and values of FRCS.

Periodically, a supervisor will formally evaluate an employee's job performance and assess how satisfactorily the employee is performing the responsibilities of their job. Performance evaluations are an important factor in continued employment. If an employee does not agree with a performance evaluation, they may submit a written response addressing the relevant issues to their supervisor and Human Resources within 10 days. The performance evaluation and any written response an employee may submit will be included in the employee's permanent personnel record.

8.2 Training and Development

All employees are expected to participate in all required professional development unless they obtain prior approval from their Principal/Supervisor to be excused. Employees are required to participate in ½ day professional development (PD) days that are scheduled for early dismissal days during the school year. Employees should refer to the Key Dates Calendar for the current school year to see which dates ½ day professional development is scheduled. The Key Dates Calendar is subject to change and FRCS leadership will make a concerted effort to provide as much advance notice as possible if any change must occur. Employees must verify with their direct Principal/Supervisor whether they are excluded from a specific PD Day due to their role. Employees wishing to be excused from any PD Day must notify their Principal/Supervisor in advance for approval, and the employee must enter their time off for missing PD in the time and attendance system. Employees noted as absent from professional development days who were not excused may be subject to disciplinary action depending on the circumstances and frequency of missed professional development.

FRCS encourages all employees to participate in position-oriented training and development programs that will lead to the accomplishment of both individual and corporate objectives and goals. Before attending a training session or conference, employees must first submit a written request to obtain approval from their Principal/Supervisor. Their request must contain a complete program description along with the total costs (including estimated expenses). As with tuition reimbursement, FRCS retains full discretion to approve or reject requests to attend such training and/or to reimburse employees for their participation. If approved, the employee must notify Human Resources of their coverage needs in their absence no less than five (5) days in advance by reporting their absence in the time and attendance system.



Section 9: Leaving FRCS

9.1 Separation of Employment

Employees and FRCS may terminate the employment relationship at any time unless otherwise stipulated in another agreement. Resignation is a voluntary act initiated by the employee to separate from employment with FRCS. Advance notice is not required, but as a professional courtesy we appreciate being given at least two (2) weeks' written notice.

9.2 Exit Interviews

Prior to an employee's voluntary separation, an exit interview may be scheduled to discuss the reasons for resignation and will afford an opportunity to talk about such issues as employee benefits, suggestions, criticisms, and questions. Discussions concerning the reasons for leaving will assist FRCS in evaluating the effectiveness of our personnel policies and practices. At the time of the exit interview, matters relating to final pay and any other personal considerations will be discussed and the employee shall return any FRCS property at that time.

9.3 Final Pay

Employees who separate from FRCS on a voluntary basis receive their final paycheck in the next regularly scheduled payroll following the last day of employment. Employees who are involuntarily terminated will be paid final wages, including accrued but unused vacation, on the last day of employment. Where permitted by applicable laws, FRCS reserves the right to deduct from the last payment any used but not earned vacation time, as FRCS considers borrowed paid time off as "advanced wages" and will collect all advancements on wages at the time of separation. Unused sick days and personal days will not be paid in final wages upon termination.

Employees classified as 10-month and 10+10-day-employees that complete the current school year will receive all earned pay (their full expected annual salary, prorated appropriately if they started after the first day of school) and benefits through August 15th of that year; August 15th will be the final pay period.

It is imperative that employees who separate return all FRCS-issued property, including laptops and keys prior to or on their last day. Failure to do so will result in being billed for the value of the property and possible legal action for failure to remit payment.

9.4 Returning School Equipment

Employees must return all items, when requested to do so, or before leaving the premises on their last day of employment, including, but not limited to, ID badges, keys, and electronic devices. FRCS may also take all actions deemed appropriate, within the extent of the law, to recover or protect its physical and intellectual property.



Employee Handbook Acknowledgment

I acknowledge that I have received and agree to read a copy of Foxborough Regional Charter School's (FRCS) Employee Handbook. I understand that this Handbook sets forth the terms and conditions of my employment as well as my duties, responsibilities, and obligations. I agree to abide by and be bound by the rules, policies, and standards set forth in this Employee Handbook.

I understand that FRCS has provided me with various alternative channels to raise concerns of violations of this Handbook and encourages me to do so promptly so that FRCS may effectively address such situations. I also understand and acknowledge that nothing in this Handbook or in any other document or policy is intended to prohibit me from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by, the Equal Employment Opportunity Commission (EEOC), or any other federal, state, or local agency charged with the enforcement of any laws. Nothing in this Handbook or in any other document or policy is intended to prohibit protected conduct or communications relating to employee wages, hours, or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act (NLRA).

I understand that FRCS has the right to change the Handbook, but that all such changes must be in writing. No oral statements or representations can change the provisions of the Handbook. It is understood that future changes in policies and procedures will supersede or eliminate those found in this document, and that employees will be notified of such changes through normal communication channels.

I also acknowledge that the information contained in these materials does not constitute an employment contract between FRCS and me, and that either I or FRCS may terminate our employment relationship at any time, with or without any reason, unless otherwise stated, in writing, in another agreement. I understand that no representative of FRCS other than the Executive Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand that if I have any questions about the policies contained in this Handbook, I can direct those questions to my Principal/Supervisor, or Human Resources at any time.

Employee Name:

Signature:

Date:

Please scan and email to HR@foxboroughrcs.org with subject: "Handbook Acknowledgement". Please no paper submissions!!



Addendum 6: Substitute Compensation Schedule

Substitute teachers, both per diem and full-time substitutes, play a crucial role in ensuring the continuity of education within the school district, providing essential coverage for classrooms in the absence of regular teachers due to illness, professional development, or other unforeseen circumstances. Their flexibility, adaptability, and commitment to supporting student learning are invaluable assets to the district's educational mission. Recognizing the significance of their contributions, we strive to compensate substitute teachers competitively, acknowledging the importance of attracting and retaining qualified individuals who can effectively fulfill teaching duties in diverse classroom settings. By offering competitive hourly rates and benefits, we aim to attract skilled substitute teachers who are dedicated to maintaining high standards of instruction and fostering a positive learning environment for students across the district. Investing in our substitute teachers is not only a testament to our commitment to excellence in education but also a reflection of our appreciation for their invaluable service and dedication to supporting student success.

Per diem substitutes are compensated a daily rate as follows:

- Daily subs (no lesson planning/no grading)- \$105 (minimum high school diploma and relevant work experience required)
- Daily subs (no lesson planning/no grading)- \$125 (with bachelor's degree)
- Daily subs (no lesson planning/no grading)- \$150 (with master's degree)
- Long-term subs with lesson planning and grading- \$125 (less than a bachelor's degree)
- Long-term subs with lesson planning and grading (with at least some college or post-secondary education)- \$150
- Long-term subs with lesson planning/grading (at least a bachelor's degree, and/or certification in the subject they are covering required) - \$175.
- Long-term subs with lesson planning/grading (master's degree, and/or certification ideally in the subject they are covering required) - \$195.