



Nantucket
**Lighthouse
School**

**Nantucket Lighthouse School, Inc.
Employee Manual**

This employee manual is subject to change without notice.

Nantucket Lighthouse School Employee Manual

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Nantucket Lighthouse School

Employee Manual

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Welcome to Nantucket Lighthouse School!

If you are new to Nantucket Lighthouse School (the “School”), welcome! If you are already an employee at the School, thank you for your service!

This Employee Manual contains important information about what we expect from our employees as well as information regarding the benefits available to you. Please familiarize yourself with the contents of the Employee Manual as soon as possible, as it will answer many questions about your employment with the School.

We are committed to creating a workplace for our employees that is rewarding and respectful. We believe that each employee has an integral role in supporting the School’s mission, and we hope that you will take pride in being a member of our team.

We are delighted to have you with us!

INTRODUCTORY STATEMENT

This Employee Manual is designed to acquaint you with Nantucket Lighthouse School. A thorough familiarity with the Employee Manual's contents can be helpful in many matters that relate to your employment with the School. You are expected to take time to read the Employee Manual carefully, and save it for future reference.

One of the School's objectives is to provide a work environment that is professional and supportive. The information in this Employee Manual is deliberately presented in an informal manner and, as such, is only a summary of and general guide to the School's policies and practices. Because no two employment situations are ever exactly alike, the policies described in the Employee Manual must have some flexibility. The School intends to treat you fairly. Therefore, the School may modify implementation of the policies summarized here when the School determines that particular circumstances warrant individualized consideration.

The policies and practices contained within this Employee Manual supersede any policies or practices or employee manuals previously issued by the School, excluding "summary plan descriptions." Separate "summary plan descriptions" may exist that describe the benefits offered by the School in greater detail than they are described in this Employee Manual. If there is any inconsistency between the descriptions contained in this Employee Manual and the School's formal insurance plans or contracts, such plans or contracts control.

In addition, with the exception of the "at-will" employment policy, the School reserves the right to interpret, revise, supplement, or rescind any policies or portion of the Employee Manual from time to time as it deems appropriate, in its sole and absolute discretion. In such event, the School will attempt to provide you with advance notice of such changes.

The policies, practices, and benefits summarized in this Employee Manual have been adopted voluntarily by the School and do not create any contractual rights, promises, or obligations of any kind with respect to the terms or conditions of employment. While the School values you and looks forward to continuing a mutually satisfactory employment relationship with you, neither you nor the School have entered into any contract of employment, express or implied, and the employment relationship between you and the School remains "at-will." That is, either you or the School may terminate the relationship at any time, with or without notice and for any reason or no reason.

I. GENERAL EMPLOYMENT POLICIES

Statement of Mission

A Nantucket Lighthouse School (the “School”) education seeks to encourage the inherent social, intellectual, and moral wisdom in each student and prepares them to lead responsible and joyful lives.

Core Values

Honoring the Student’s Perspective: We recognize childhood as a magical, formative time. We provide guidance and structure to nurture each student’s playful and inventive exploration of the world.

Learning in Context: We create a curriculum in which students learn, practice, and apply academic and social skills in meaningful contexts such as creative projects, in-depth discussions, and imaginative problem solving.

Self and Others: We value and respond to each student’s temperament, talents, and challenges. We seek to create a community in which students learn to respect themselves and others as well as recognize the relationship between freedom and responsibility.

Committed Community: We recognize that the relationships between teacher and student, home and school, and individual and the community are primary to a student’s education and emphasize the invaluable academic, social and moral lessons these relationships provide.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the School are based on merit, qualifications and skills.

The School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, pregnancy, age, religion, national origin, ancestry, sexual orientation, gender identity, physical or mental disability, veteran status, military service, application for military service genetic information, or any other characteristic protected by applicable law. The School makes reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment.

This commitment is evident in all aspects of the School’s employment practices and policies, including recruiting, hiring, job assignment, promotion, compensation, discipline, discharge, benefits and training.

Nature of Employment

In general, employment with the School is voluntarily entered into and employees may terminate their employment at-will at any time, with or without notice or reason. Similarly, the School may terminate the “at-will” employment relationship at any time, with or without notice and for any reason or no reason. The at-will employment relationship may only be modified in an express writing signed by the Head of School or Chair of the Board of Trustees, as appropriate, and the employee or the employee’s duly authorized representative.

Form I-9 Compliance

The United States Government requires every employer to verify the identity and employment eligibility of its employees by asking them to provide proof of the employee’s identity and the employee’s legal right to work in the United States. Therefore, within three (3) days of beginning employment with the School, employees will be required to complete a Form I-9. An employee should bring proof of the employee’s identity and legal right to work in the United States with him or her on the employee’s first day of work and be prepared to complete Section I of the I-9 form at that time. If an employee fails to provide information to confirm the employee’s identity and employment eligibility, the employee will be subject to immediate discharge. Further, if the employee is in an immigration status under which his or her employment authorization documentation will expire, the employee must present updated documentation showing employment authorization prior to the expiration date.

Employment Applications

The School relies upon the accuracy of information provided by applicants on their cover letter and resume as well as the accuracy of other data presented by applicants and/or employees throughout the hiring process and during employment. Any misrepresentation, falsification or material omission in any of this information or data may result in the employee’s exclusion from further consideration for employment or, if employees are already employed, immediate discharge, regardless of when or how discovered.

Criminal and Sex Offender Background Check Policy

It is the policy of the School to minimize the risk of violence and other criminal conduct towards its students, parents, employees, volunteers, and visitors and to comply with all applicable laws. As such, the School conducts criminal and sex offender background checks on applicants for employment, current employees, current and prospective volunteers, and current and prospective subcontractors by obtaining Criminal Offender Record Information (“CORI”) from the Massachusetts Department of Criminal Justice Information Services (“DCJIS”) and Sex Offender Registration Information (“SORI”) from the Sex Offender Registry Board (“SORB”) and other state and federal sex offender registries. To the extent applicable, the School also complies with any background check requirements of the Early Education and Care Programs.

Where CORI and other criminal history checks may be part of a general background check for employment, volunteer work, or subcontractor service, the following practices and procedures will be followed.

Conducting CORI Screening

CORI checks will be conducted as authorized by the DCJIS and MGL c. 6, § 172, after the School obtains a completed CORI Acknowledgement Form.

If a new CORI check is to be conducted on an individual within a year of his/her signing of the CORI Acknowledgement Form, the individual will be given seventy-two (72) hours' notice that a new CORI check will be conducted.

Access to CORI

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know." This may include, but not be limited to: hiring managers, staff submitting CORI requests, and staff responsible for processing job applications. The School will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six (6) months and is subject to inspection upon request by the DCJIS.

Secondary Dissemination Logs

All CORI obtained from the DCJIS is confidential and will only be disseminated as authorized by law and regulation. A "secondary dissemination log" shall be used to record any dissemination of CORI outside of the School, including dissemination at the request of the individual who is the subject of the CORI.

CORI Training

An informed review of a criminal record requires training. Accordingly, all School personnel authorized to review or access CORI or any other information obtained via criminal history background checks will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

Use of Criminal History in Background Screening

CORI used for employment purposes will only be accessed for applicants who are otherwise qualified for the position for which they have applied and who have received a conditional offer of employment.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and applicable laws and regulations.

Procedures

- (i) Each applicant, employee, volunteer, or subcontractor will be required to complete and sign a Criminal and Sex Offender Record Review Consent Form and a CORI Acknowledgement Form in conjunction with any application for employment or volunteer or subcontractor service with the School. If the School makes an offer of employment or volunteer service, or approves the individual for service as a subcontractor, such offer or

approval is expressly conditioned upon receipt of satisfactory CORI and/or SORI reports, as determined in the sole discretion of the School.

- (2) Employees, volunteers, and subcontractors may also be required to complete and sign a Criminal and Sex Offender Record Review Consent Form and a CORI Acknowledgement Form on a periodic basis. This form must be completed within three (3) business days following receipt of the form. Continued employment or volunteer or subcontractor services is expressly conditioned upon receipt of satisfactory CORI and SORI checks, as determined in the sole discretion of the School.
- (3) The School will send a request for SORI to the SORB and other state and federal sex offender registries. The process of obtaining SORI reports can take several days. The School will send a request for CORI to the DCJIS. CORI Reports are available online, and are usually available immediately after the request is made.
- (4) If a criminal record is received from the DCJIS, the information will be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the individual, to ensure that the criminal record belongs to the individual.

If the information in the CORI record provided does not exactly match the identification information provided by the individual, a determination will be made, by an individual authorized to make such determinations, based on a comparison of the CORI record and documents provided by the individual.

- (5) If a determination is made that the criminal record belongs to the applicant, employee, volunteer, or subcontractor, then a determination of suitability for the position will be made by the School. In determining whether an individual's CORI Report is acceptable, the School will consider applicable laws and regulations and the nature of the conviction and/or pending charge information. A conviction or pending charge for certain child-related offenses, such as acts of violence against individuals or property, drug offenses or sexual offenses, as mentioned above, will almost always result in disqualification from employment, volunteer, or subcontractor service with the School. A conviction or pending charge for other offenses may result in disqualification from employment, volunteer, or subcontractor service with the School, as determined within the sole discretion of the School.
- (6) For Applicants, Employees, and Volunteers: If the School is inclined to: (1) rescind an offer of employment or volunteer service based on information contained in a CORI Report, (2) terminate the employment or volunteer service of a current employee or volunteer based on information contained in a CORI Report, or (3) question an applicant, employee or volunteer regarding his or her CORI Report, the School will first:
 - Notify the applicant, employee or volunteer of the potential adverse decision based on the CORI Report;
 - Provide a copy of the CORI Report to the applicant, employee or volunteer, which shall include the source of the CORI Report;

- Provide a copy of the School’s Criminal and Sex Offender Background Check Policy to the applicant, employee or volunteer;
- Provide a copy of the DCJIS’s “Information Concerning the Process in Correcting a Criminal Record” to the applicant, employee or volunteer;
- Inform the applicant, employee or volunteer of the specific part of the CORI that appears to make the applicant, employee or volunteer ineligible for employment or volunteer service;
- Provide the applicant, employee or volunteer with an opportunity to dispute the accuracy and relevance of the CORI Report, including whether the CORI Report relates to the specific applicant, employee or volunteer;
- Consider the following factors in determining suitability for employment, volunteer, or subcontractor service, unless otherwise provided by law:
 - I. Relevance of the record to the position sought;
 2. The nature of the work to be performed;
 3. Time since the conviction or completion of any resulting sentence;
 4. Age of the individual at the time of the offense;
 5. Nature, seriousness and specific circumstances of the offense;
 6. The number of offenses;
 7. Whether the applicant has pending charges;
 8. Any relevant evidence of rehabilitation or lack thereof;
 9. The degree of satisfaction of any parole or probation conditions;
 10. The length and consistency of employment before and after the offense;
 - II. Employment or character references and any other information regarding fitness for the particular position, as evaluated in light of the CORI Report (as distinguished from the reference check conducted prior to making an offer for employment or volunteer service);
 12. Whether the individual presents evidence that he or she is bonded under a federal, state, or local bonding program; and
 13. Any other relevant information, including information submitted by the candidate or requested by the School.

- Upon receipt of additional documentation from the applicant, employee, volunteer and/or DCJIS, review the information with the applicant, employee or volunteer and inform the applicant, employee or volunteer of the School's final decision in a timely manner; and
- Document all steps taken to comply with this regulation.

(7) For Subcontractors: If the School determines that a subcontractor is disqualified from providing services at the School based on information contained in a CORI Report, the School will inform the subcontracting organization of the disqualification.

Employment Classifications

Benefit eligibility and certain personnel policies apply to you based on your employment classification. In other words, benefit eligibility and personnel policies may differ depending on whether you are classified as a full-time, part-time or temporary employee.

Regular Full-Time Employees are those employees who are not in temporary status and are regularly scheduled to work a minimum of 30 hours per week.

Regular Part-Time Employees are those employees who are not in temporary status and are regularly scheduled to work fewer than 30 hours per week.

Temporary Employees – Temporary Employees are those employees who are hired by the School for a limited period of time, usually less than six (6) months.

Exempt and Non-Exempt Employees

The School classifies each employee as exempt or non-exempt.

Exempt Employee - An exempt employee generally works in a professional, executive, or administrative capacity that requires the exercise of discretion and independent judgment and/or requires decision-making regarding personnel. Exempt employees are not eligible for overtime pay.

Non-Exempt Employee - A non-exempt employee is an employee who does not fit into the exempt employee category. Non-exempt employees are eligible for overtime pay for all hours worked over 40 hours in a work week. Please see the School's Overtime Policy for more details.

The School will inform you upon hire or transfer whether you are considered an exempt or non-exempt employee and whether you are eligible to receive overtime pay. For more information, please refer to the School's Overtime Policy.

Access to Personnel Files

The School maintains a personnel file regarding each employee. An employee may review or obtain a copy of his or her personnel file, in accordance with applicable law, by submitting a written request to the Business Manager. The Business Manager will schedule an appointment during normal business hours for an employee to review the employee's personnel file, in the presence of the Business Manager, or will provide the employee with a copy of the employee's personnel file within five (5) business days after receipt of the written request.

Notification of Changes to Employee Information—Personnel Files

In order to maintain the accuracy of each employee's personnel records and for purposes of administering School benefits, employees should promptly notify the Business Manager of any change of address, telephone number, marital status, or number of dependents. This information is also necessary to keep employees' insurance and federal and state income tax deductions up to date.

Employment Information

To the extent practicable and consistent with the School's operating needs, information about employees is not released to individuals outside the School without an employee's prior written authorization. If an employee wants the School to provide information for a mortgage or other credit application, the employee should authorize the School in writing to release the information. Unless the employee provides such authorization, the School will provide only routine information in response to outside inquiries.

This policy does not prevent the School from using employee information in connection with its operating needs or from releasing such information to government agencies and others in appropriate circumstances, as determined by the School in its sole discretion.

Please contact the Business Manager with any questions regarding references and employment information.

Performance Evaluations

All employees are strongly encouraged to discuss job performance and goals with their managers on a regular, informal basis. Formal performance evaluations may be conducted to provide employees and their managers with the opportunity to discuss job tasks and goals, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The School will conduct performance evaluations consistent with the School's program of Supervision, Education and Development. A copy of the School's Supervision, Education and Development Plan is available in the appendix. Copies of employees' performance evaluations are maintained in their personnel files.

Conflict of Interest/Code of Ethics

The School's reputation for integrity is one of its most valuable assets and is directly related to the conduct of its employees. Therefore, employees must never use their positions with the School, or any of the School's parents, families or donors, for private gain, to advance personal

interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The School adheres to the highest legal and ethical standards applicable. The School's business interests and academic mission are pursued in the strict observance of both the letter and spirit of all applicable laws and the integrity of each Employee is of utmost importance.

Employees of the School are expected to conduct their personal affairs in such a fashion that their duties and responsibilities to the School are not jeopardized and/or legal questions do not arise with respect to their association or work with the School.

In general, the use of good judgment, based on high ethical principles, will guide you in determining what is acceptable conduct. If a situation arises with respect to which it is difficult for you to determine the proper course of action, you should consult the Head of School.

Internal Reporting and Anti-Retaliation Policy

The School is committed to maintaining its reputation for honesty, fairness, respect, responsibility, integrity, trust and sound judgment.

As employees of the School, we practice honesty and integrity in fulfilling our responsibilities and we comply with all applicable laws and regulations. To that end, the School has established policies that require employees of the School to observe the spirit and letter of all applicable laws and regulations, and to conduct themselves in accordance with the highest standards of conduct and personal integrity.

As part of its commitment to ethical and legal conduct, the School expects its employees to bring to the School's attention all information about any ethical, financial or legal concerns about the School or about known or reasonably suspected violations of this commitment by other individuals. This policy is intended to ensure that employees of the School are encouraged to report any ethical or legal concerns about the School without fear of reprisal or retaliation. It is a violation of this policy for anyone, acting on behalf of the School, to retaliate against any individual who makes a good faith report in accordance with this policy.

Reporting Responsibility

It is the responsibility of all employees of the School to comply with the School's policies and to report violations or suspected violations of the School's policies or applicable law in accordance with this policy. Employees are also required to comply with applicable law, including but not limited to the Occupational Safety and Health Act, federal and state environmental laws, federal securities laws, and the Affordable Care Act, in accordance with this policy. This policy is intended to encourage and enable employees to raise serious concerns within the School prior to seeking resolution outside of the School.

Before an employee discloses a violation outside the School, the employee is urged to provide notice to the School in accordance with this policy to allow the School the reasonable opportunity, when appropriate, to take corrective action.

The School expects all employees to report any suspected criminal activity without regard for the identity or position of the employee involved.

No Retaliation

No employee who in good faith reports a violation of the School's policies or applicable law shall suffer harassment, retaliation or adverse employment consequence related to such report. An employee who retaliates against someone who has reported a violation in good faith may be subject to discipline up to and including termination of employment.

Acting in Good Faith

Anyone reporting a violation or suspected violation of the School's policies or applicable law must be acting in good faith and have reasonable grounds for believing the information indicates a violation. Employees found to have knowingly made false accusations may be subject to disciplinary action, up to and including termination of employment.

Confidentiality

While the School encourages the reporting individual to reveal his or her name to facilitate investigation, concerns reported anonymously will be investigated to the fullest extent possible under the circumstances.

Upon receipt of a report, the School will promptly conduct a thorough investigation in such a way as to maintain the confidentiality of the individuals involved as appropriate under the circumstances.

Confidential and Proprietary Information

The School possesses certain confidential and proprietary business information that has been and may be revealed to you during your employment with the School. The protection of confidential business information and trade secrets is vital to the interests and success of the School. Accordingly, you may be required to sign a confidentiality agreement as a condition of your employment with the School.

The School expects that as a condition of employment, you will keep all proprietary information strictly confidential. All confidential and proprietary information is the property of the School, and you are obligated to maintain the confidentiality of this information even after the termination of your employment, regardless of the reason for that termination. During the time of your employment with the School and thereafter, you may not, directly or indirectly, use or disclose to anyone, or authorize disclosure or use of, any information revealed to or learned by you during the course of your employment, unless such use or disclosure is both consistent with the School's obligations and for the sole purpose of carrying out the School's business.

Confidential information includes all information that has or could have commercial business value or other utility in the School's business, or the unauthorized disclosure of which could be detrimental to the School's interests, whether or not such information is specifically identified as confidential information by the School.

It is the policy and practice of the School to maintain the confidential nature of information regarding the School, its students, families, vendors, and/or donors, including but not limited to names, contacts, reports, lists, agreements, plans, ideas, data, records, and other

information relating to the School, its students, and/or benefactors. Such information is the property of the School, and it is the obligation of all employees to take every effort to preserve the confidentiality of this information and not to disclose or reveal this information to any other person, business, or organization except through normal channels and with appropriate authorization.

Faculty and staff at the School will be exposed to sensitive information. Sensitive information includes but is not limited to, student records, medical information, and other personally identifiable sources of information. It is the policy of the School that such personally identifiable information should only be viewed or received by school employees or legitimate requests made in writing by other schools or parents. If there is any question as to the legitimacy of a request, it should be forwarded to the Head of School. If an employee at some time wishes to recount a story or describe an experience that transpired at the School, the employee should refrain from using any student's last name or any other personally identifiable information when recounting the story. This policy also applies to former students and graduates. Employees or volunteers who release personally identifiable information in violation of this policy shall be subject to discipline. Such discipline may include, but is not be limited to, termination.

Employees shall maintain the confidentiality of all records, papers, and documents maintained by an employee relating to the School and all such records, papers and documents shall remain the property of the School and shall be delivered by the employee to the School at termination. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice may be subject to disciplinary action, up to and including termination.

Confidential and Proprietary Information of Third Parties

The School is not interested in acquiring from employees any trade secrets or confidential business information that they may have acquired from others. Therefore, employees shall not, during their employment with the School, improperly use or disclose any proprietary information or trade secrets of any former employers, or any other person or entity with whom the employee has an agreement or to whom the employee owes a duty to keep such information in confidence.

Public Relations Guidelines

Every action you take on behalf of the School must be carefully considered. Your adherence to the guidelines that follow will ensure that public relations issues are handled according to the School's policy.

Press Inquiries

It is not uncommon for members of the media to contact the School and/or its employees for information regarding the School. If confronted with this situation, employees should follow these guidelines.

All contacts and inquiries initiated by the media, unless regarding a labor dispute or concerted activity protected by the National Labor Relations Act, are to be directed to the Head of School, who will consult with the appropriate individual to determine whether the School will become an information source.

If an employee chooses to respond to contacts or inquiries initiated by the media or the community regarding a labor dispute or concerted activity protected by the National Labor Relations Act, the employee is required to make clear that the employee is speaking for himself or herself and not on behalf of the School.

Before seeking the approval of the Head, the employee must first verify the authenticity of the request by asking for the reporter's name and the organization that they represent.

In an approved media request, please refrain from embellishing a story or otherwise misleading the media. Additionally, please refrain from saying "no comment." If an employee is uncomfortable with a media request, the employee should stop the conversation and refer the reporter to the Head of School.

In the event that the Head of School is unable to address the press, please contact the Director of Business & Development.

Private Communications

Employees are expected to exercise sound judgment about any activities that may draw attention to the School. If employees write letters to the editor, government representatives, public agencies or other authorities over matters of personal concern to employees, these communications should not be prepared on School letterhead or accompanied by School business cards. Furthermore, no reference should be made to the employee's affiliation with the School.

Internal Job Opportunities

The School provides employees with opportunities to indicate their interest in open positions and advance within the School according to their abilities, potential and experience. Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the School. Other recruiting sources may also be used to fill open positions.

Generally, notices of job openings will be posted on the School's intranet and the internet at nantucketlighthouseschool.org/about-us/careers for a minimum of five days. Each job posting notice will generally include the following information: dates of the posting period, job title, department, location, job summary, essential duties, and necessary job qualifications. Employees should apply only for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an application or résumé to the Head of School, listing job-related skills and accomplishments. The application should describe how the employee's current experience with the School and prior work experience and/or education qualifies an employee for the position. Employees should also inform their current supervisor that they are applying for the position.

To be eligible to apply for a posted job, generally an employee must have performed competently for at least one year in the employee's current position.

The School recognizes the benefit of developmental experiences and encourages employees to talk with their supervisor about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the School. An employee's supervisor may be contacted to verify performance, skills, attendance, and any staffing limitations or other circumstances that might affect a prospective transfer or promotion.

Outside Employment

Employees may hold a job with another organization, provided that employees satisfactorily perform their job responsibilities at the School. Employees will be judged by appropriate performance standards, and will be subject to the School's scheduling demands, regardless of whether employees have more than one (1) job. The School expects that any other job will not conflict in time or content with the employee's position at the School.

If the School determines that the employee's outside employment interferes with the employee's performance or presents a conflict of interest, employees may be asked to terminate the outside employment or risk discharge from the School. Outside employment will present a conflict of interest if it has, or potentially has, an adverse impact on the School.

Employment Reference Policy

In an effort to accommodate employment reference requests and minimize the potential problems associated with giving employment references, the School has the following policy for employment references:

The School requires all former employees to have a signed release on file with the Business Manager in order to receive detailed references from the School's employees. In other words, employees of the School may commit to providing employment references for former employees or peers only after they confirm with the Business Manager, that the former employee has a signed release on file. If there is no release on file with the Business Manager, all reference calls will be directed to the Business Manager, or his or her designee, for confirmation of the dates of employment, title and salary information only.

II. THE WORKPLACE

Employee Conduct

To ensure orderly operations and provide a supportive, professional work environment, the School expects employees to follow rules of conduct that will protect the interests and safety of all employees, students and visitors. Accordingly, employees are expected to be a positive reflection of the School by being courteous to co-workers, students, parents and other visitors, by using the School's resources and equipment for business purposes only, and by complying with the School's policies and practices and with federal, state and local laws. For all employees, professional conduct should be a matter of course.

While it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of inappropriate conduct that may result in suspension without pay and/or other disciplinary action, up to and including termination of employment:

- Physical, verbal or emotional abuse of a child
- Endangering the safety of a child
- Inappropriate conduct, including inappropriate friendships, relationships and socialization with students of the School
- Theft, damage to or unauthorized removal or possession of property of the School, students, parents, co-workers or visitors
- Falsification of any employment records
- Working under the influence of alcohol or drugs that are illegal under federal or state law
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs, or misuse of prescription drugs in the workplace
- Any physical assault, fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Insubordination
- Conduct, including but not limited to speech, which harms or threatens harm to others or is abusive or demeaning
- Failure to work in a manner consistent with the School's philosophy
- Violation of safety or health rules
- Violation of the School's policies regarding sexual or other harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism, tardiness, abuse of meal/break periods or any unauthorized absence
- Unauthorized use of telephones, the mail system or any equipment owned by the School
- Unauthorized disclosure of proprietary, confidential or personal information or violation of School policies safeguarding such information
- Unsatisfactory job performance or conduct
- Unethical, dishonest or criminal conduct

- Failure to comply with the School's workplace policies
- Unauthorized disclosure of proprietary, confidential, or personal information or violation of The School's policies that seek to protect such information

Nothing herein is intended to curtail employees' rights to engage in protected activity under the National Labor Relations Act.

If an employee's performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory, as determined by The School in its sole discretion, based on violations of this policy or of any other policies, rules or regulations of The School, the employee may be subject to disciplinary action, up to and including termination of employment.

Offensive Conduct

Offensive conduct, while not unlawful, is not appropriate in the workplace. Therefore, the School prohibits conduct that a reasonable person would find offensive and unrelated to the School's legitimate interests, even if such conduct is not related to any protected characteristic.

Examples of prohibited offensive conduct include: repeated verbal abuse, such as the use of derogatory remarks and insults; verbal or physical conduct that a reasonable person would find threatening or intimidating; persistent, malicious mistreatment that degrades or humiliates an employee; personal attacks (i.e., angry outbursts, excessive profanity, or name-calling); unreasonable interference with an employee's ability to do his or her work; and deliberate sabotage or undermining of a person's work performance. A single act usually does not constitute offensive conduct, unless that single act is severe and egregious.

Managers have the right and duty to manage employee performance. This includes directing the way in which work is performed, undertaking performance reviews, providing feedback (even if negative), and disciplining and counseling employees. Such practices when done in a reasonable manner do not constitute offensive conduct even if an employee disagrees with the manager.

The School strongly encourages employees to promptly report offensive conduct in the workplace. Employees should always feel free to ask anyone who is engaging in offensive conduct to stop. In addition, if an employee feels that he or she has seen or has been the victim of offensive conduct in the workplace, the employee should report such conduct to the employee's supervisor or the Head of School.

Sexual and Other Harassment

The School is committed to providing a work environment that is free of harassment based on sex, race or any other personal characteristic protected under federal or state law. This policy is intended to describe the conduct that is prohibited at the School. As you review this policy, please keep in mind that building a respectful and professional workplace is everyone's responsibility.

Definition of Sexual Harassment

The School prohibits unlawful sexual harassment. Sexual harassment means sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of employment or the basis for an employment decision; (2) such conduct has the purpose or effect of interfering with work performance, or creating an intimidating, hostile, humiliating or sexually offensive work environment.

The legal definition of sexual harassment is broad and includes other sexually oriented conduct that is unwelcome and has the effect, whether intended or not, of creating a workplace that is hostile, offensive, intimidating or humiliating. While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment, depending on the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances, whether they involve physical touching or not.
- Epithets or jokes of a sexual nature, written or oral references to sexual conduct, discussion of one's sex life or comments about an individual's sexual prowess, deficiencies or activity.
- Display of objects, pictures or cartoons of a sexual nature.
- Leering, whistling or physical touching of another's body.
- Continuing to ask another employee to socialize after the employee has said no.

Other Harassment

The School also prohibits other forms of unlawful harassment. For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the individual's race, color, gender, pregnancy, age, religion, national origin, ancestry, sexual orientation, gender identity, physical or mental disability, veteran status, military service, application for military service genetic information, or any other characteristic protected by applicable law, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment, or
- has the purpose or effect of unreasonably interfering with an individual's work performance.

Some examples of such harassment are: using epithets or slurs or making jokes or pranks that focus on a protected characteristic; and circulating or displaying written or graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic.

Complaints of Harassment and/or Retaliation

The responsibility to investigate complaints of sexual or other harassment has been assigned to the Head of School. If employees experience or witness sexual or other harassment in the workplace, employees should immediately report it to the employee's manager, the Head of School or the Chair of the Board of Trustees. Employees should not allow an inappropriate

situation to continue by not reporting it. Any manager receiving a report of sexual or other harassment is required to immediately report it to the Business Manager or the Head of School.

The School strictly prohibits retaliation against any employee in connection with any good-faith report of harassment or inappropriate conduct. If an employee believes that he or she has been retaliated against in connection with any good-faith report of harassment, the employee should immediately report such conduct to the employee's manager, the Business Manager, or the Head of School. Any manager receiving a report of retaliation is required to immediately report it to the Head of School.

Investigations

Upon receipt of a complaint of harassment, the School will promptly conduct a thorough investigation in such a way as to maintain the employee's confidentiality to the extent possible under the circumstances. All employees are expected to cooperate with internal investigations. Any employee of the School who is found to have harassed or retaliated against another employee may be subject to disciplinary action, up to and including termination of employment. The School will also take appropriate corrective action to address harassment by non-employees.

The School also recognizes that false accusations, especially of sexual harassment, may have serious effects on innocent persons. Any employee found to have made false accusations of sexual or other harassment may also be subject to appropriate disciplinary action, up to and including termination of employment.

State and Federal Agencies

The following is a list of state and federal government agencies that enforce employment discrimination laws:

Massachusetts Commission Against Discrimination (“MCAD”)

One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
(617) 994-6000

436 Dwight Street
Second Floor, Room 220
Springfield, MA 01103
(413) 739-2145

Worcester City Hall
455 Main Street, Room 100
Worcester, MA 01608
(508) 799-8010

800 Purchase Street, Room 501
New Bedford, MA 02740
(508) 990-2390

United States Equal Employment Opportunity Commission (“EEOC”)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203-0506
(617) 565-3200

Open Door Policy

Effective communication forms the basis for sound relationships within the organization and a positive and productive environment. The School’s commitment to effective communication is reflected by our “open door” philosophy. School faculty and staff should always feel free to approach their managers, the Head of School, or any other management employee with whom the employee feels comfortable, with work-related ideas, observations, and concerns. The School recognizes that, as in any organization, problems may develop which require attention and understanding. The School encourages all employees to discuss problems openly before they become serious. A frank talk is one of the best ways to get immediate feedback, to ease your mind about a particular situation or to resolve a problem.

Managers and the Head of School keep an “open door” for the questions and concerns of employees and volunteers.

Faculty Guidelines

Time Commitment and Responsibilities

To begin with, we all know that teachers spend far more time on their work than their official ‘hours’ or paychecks will ever reflect! That being said, the following are guidelines regarding teachers’ time commitment. For teachers, the school year begins on the Wednesday before Labor Day. During the following week, before the students return, we work to prepare the classrooms and school building and meet as a staff to organize and plan for the new school year. We strive to finish this work by Labor Day so that everyone can use the day before school to regroup in peace.

Our students return to school on the Wednesday after Labor Day. **The School hours are 8:30 a.m. - 2:30 p.m.** We ask that **teachers arrive by 8:00 a.m. and remain in the school building until 3:00 p.m.** Teachers are expected to spend at least one hour in planning and organizing for each school day.

General Guidelines

Each teacher has a **school mailbox and a voice mailbox**. Please check for messages at least twice daily, in the morning and in the afternoon.

We have Faculty Meetings on Tuesdays at 3:00 p.m. until 4 or 4:30 p.m., which all teachers are expected to attend. If you are unable to attend any of these meetings, please contact the Head of School prior to the meeting.

In November and at the end of May/beginning of June, teachers schedule Parent/Teacher Conferences. These conferences are typically 50 minutes long and happen after school or in the early evening. Teachers create their own conference schedules. Informal assessments and conference notes need to be recorded and placed in each student's school file.

Teachers write newsletters weekly to inform parents of what is happening in the classroom. Of course, there will be times when parents want to speak with the teacher by phone or in person about their student.

In January and February, much time is spent writing Mid-Winter Narratives, which are sent home on the last Friday before the Mid-Winter break. Drafts are to be given to the Head of School to be reviewed in mid-February. **Copies of the final report need to be filed in each student's school file before departing for school breaks.**

The School is grateful for whatever support and volunteer efforts that teachers are willing to contribute toward Lighthouse School Fundraising events. While fundraising is not a responsibility of the faculty, an independent school is dependent upon such events in order to keep its doors open. The participation and contributions of the faculty are representative of teacher support of the School and are particularly valuable to the School community.

Teachers spend Faculty Work Days, scheduled throughout the year and after the last day of school, in professional development, organizing, placing school supply orders for the following year, packing up classrooms, and participating in various Staff Meetings. Teachers are required to work on these days and are not permitted to use Paid Time Off on Faculty Work Days.

Parent/Teacher Communication

If parents wish to schedule a time to talk with their student's teacher, we ask that teachers schedule a time to meet. However, these discussions are often initiated at drop-off or pick-up time, which is usually not the best time for such discussions. It is best to schedule a time to talk on the phone or in person, one that is convenient for both the teacher and the parent(s). If a teacher or a parent has significant issues or concerns, the teacher should notify the Head of School. Depending on the situation, a meeting may be scheduled to clarify and attempt to resolve the issue or conflict. In the process, we need to be mindful of developing and maintaining a respectful and effective relationship between the parents and the classroom teacher.

The following guidelines for parent/teacher communication are also provided to parents via our "Parent Handbook":

- The parents (or teacher) should schedule a conference with the teacher (or parents) to define and address the concern. If necessary, an additional meeting will be scheduled to ascertain progress.
- If the parents or the teacher are not satisfied that progress has been made, the parents and the teacher will meet together with the Head of School.
- Should the situation not be resolved through the above channels, final mediation will be provided by a committee selected from the Board of Trustees.
- A student may be dismissed from Lighthouse School if:
- A student or a parent is disruptive to the school community on a continual basis.
- A harmonious relationship cannot be established between school and home.

This is not a common situation. However, if it arises, it is important to have documented how the situation has unfolded. Please notify the Head of School as necessary and maintain ongoing notes as to meetings, conversations, and events with dates and pertinent commentary. Place all such notes in the student's file.

Off-Island Field Trip Protocol

(1) Complete the Field Trip Form (see Appendix) and present it to the Head of School, with the following information:

- Purpose of the trip (a detailed description) and how it relates to curriculum.
- Number of students who will attend.
- Date of the trip (make sure to check this against the school calendar in case there is a conflict with another event).
- An itinerary – from leaving Nantucket to returning.
- Description of transportation needs and estimated costs. Student families may be asked to contribute toward the trip's costs.
- Outline of costs related to entrance fees, etc.
- Number of chaperones who will participate.

(2) Once the Head of School reviews and approves the field trip request:

- Secure necessary entrance tickets, transportation tickets, etc.
- Create an information sheet with a permission slip to distribute to students/families. Include a return deadline to make sure everything is received prior to the trip.
- Distribute information sheets/permissions slips – and make sure all information is returned on the day before the trip at the latest.

(3) The day before the trip:

- Make sure all permission slips are returned. These should be on file with the Business Manager.
- Confirm all transportation, pick-up times, locations, etc.
- Fill out a **Field Trip Emergency Contact Form** (see Appendix), which includes emergency contact numbers for faculty and chaperones. Copies of this should be provided to the Business Manager, the Head of School, and the chaperones.
- Create badges for each student to wear on the field trip. The badge should read Nantucket Lighthouse School, the emergency contact phone number, and the Lighthouse School's number. It should not include the student's name.
- Make sure you have a first aid kit and all student emergency contact information (verify any special medical conditions of student/chaperones, etc.).

(4) Day of the trip:

- Make sure students are in groups assigned to a specific chaperone.
- Make sure you have the first aid kit and all emergency contact information.
- Students should be wearing badges.
- Make sure all chaperones are accounted for.
- Have a great trip!

Transportation Resources

Hy-Line Cruises	Ask for group sales office	508.228.3949
Steamship Authority	Ask for group sales office	508.228.0262
First Student, Inc. (bus company)		508.362.4663
Laidlaw Bus Company		508.432.3400
Make sure when talking to the group sales office to mention you are calling from a school in order to receive any applicable educational discount. Our tax id # is 04-3491719		
You should also ask for educational discounts with all museums, etc.		

Personal Appearance

Since each employee represents the School to the public, both by appearance and by manner, it is expected that, during regular school hours, at School functions, and while on School business away from the school, employees will be neatly and professionally dressed according to the norms of current taste and the demands of the specific work assignments.

If the School determines that your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed and/or groomed. Under such circumstances, you may not be compensated for any time away from work.

Violations of this policy may result in disciplinary action, up to and including termination of employment. If you have any questions or would like to request any modification of or exception to this policy, please contact the Head of School.

Electronic Communications and Other Technology

The School may provide information technology and communication resources (*e.g.*, computers, tablets, personal data assistants, computer files, e-mail, telephones including cell phones, facsimile, a voicemail system, Internet access and software, and/or other electronic communication media) to employees for School-related purposes. The electronic communication media and resources provided to employees, including the information therein, are the property of the School and are intended for School work-related uses during work hours. Systems, services and resources provided and/or paid for by the School for use by employees, such as an iPhone, Blackberry, and personal digital assistant, are subject to this policy even if not owned by the School and even if used while not on the School property. All employees are required to comply with this important policy. Failure to do so may result in disciplinary action up to and including termination of employment.

Privacy and Monitoring

Employees should have no expectation of privacy for their use of, or for the information contained in, the School's information systems, including, without limitation, any infrequent personal use of such systems by employees.

The use of information technology and communication resources may be monitored by the School. The School has the right to access, retrieve and print information and may conduct unannounced inspections of these information systems. Internet-related firewalls and proxy servers (security systems designed to prevent unauthorized access to the School's private network) create detailed audit logs reflecting every request for service. If monitoring reveals inappropriate usage of the system, this information will be provided to School administration for follow-up.

Acceptable Use of the School's Information Systems and Communication Resources

All employees are required to comply with the following guidelines:

- Information technology and communication resources provided by the School should be used primarily for School activities during working hours. Any personal use of such systems should be minimal and must not interfere with any employee's School-related activities or performance.
- Voicemail greetings and e-mail signatures should be professional and reflect an appropriate professional image. The listing of a personal website or e-mail address as part of the School's e-mail is not permitted.
- When sending or receiving e-mail messages for school purposes, employees are required to use the School's e-mail systems when available.
- Employees are expected to exercise judgment in the use of School information systems and to refrain from inappropriate use, regardless of the employee's location at the time of use. For example, School information technology and communication resources

should never be used for inappropriate entertainment use (e.g., chain letters, downloading or viewing pornographic materials, etc.).

- Employees who use a School-issued information technology and communication resource (e.g., iPhone, iPad, Blackberry, laptop, tablet or personal data assistant) must comply with the Electronic Communications and Other Technology policy, protect the School's confidential and proprietary information and are prohibited from connecting to any School networks, downloading and/or backing up any School data, storing any School files, connecting to any School email services or using any devices in a manner that would allow for the blending of personal and business data or information.
- Employees are prohibited from using online storage services which are not provided by the School for school-related information. Restricted services include but are not limited to iCloud, Readdle, DropBox or Box.net for storing business-related files or information.

In addition:

- Software may be installed on a School-issued device and activated by the School at any time to track, manage, and regulate devices.
- Encryption, encrypted data, or encrypted backups may be installed or performed on a School-issued device at the School's sole discretion.
- The School may, in the course of performing normal business backups, include in the back-up personal data residing on School -issued devices. Employees have no expectation of privacy with respect to personal information on the device.
- The School may at any time perform remote data wipe, resulting in loss of all personal and business data on the device.
- Employees may be permitted to buy back School-issued devices (e.g., iPhone, iPad, Blackberry, laptop, tablet, and personal data assistant) at a price determined at the time of the employee's termination of employment.
- Communications (e.g., e-mail, text and voicemail messages) may be inadvertently intercepted by someone who was not meant to receive them. For that reason, employees must use sound judgment and ensure the protection and non-disclosure of information that is confidential. Sensitive e-mail communications should be clearly labeled "Confidential."
- School information technology and communication resources should not be used for personal profit or gain (or for any scheme aimed at obtaining personal profit or gain).
- Employees are prohibited from using the School's information systems in any way that may be disruptive, offensive or harmful to others, including, but not limited to the surfing of web sites, downloading the display or transmission of cartoons, gossip, profanity, vulgarity, material with a sexual content or any other material that would violate School policies or be construed as offensive, harassing or disrespectful to a reasonable person (e.g., a racial or ethnic slur, sexual comments or images). To be clear, the School's policies against sexual and other types of harassment fully apply to use of the School's information systems.

- Employees are prohibited from using the School's information systems for solicitation of non-School related business, selling non-School related products or otherwise engaging in non-School related commercial activities other than those expressly permitted by School administration.
- Employees are prohibited from non-School business use of the School's information systems that taxes the systems' bandwidth and speed such as installing or downloading software to School equipment without approval by the Business Manager (e.g., streaming audio or video for personal use).
- Employees are required to follow School guidance to ensure that IT accounts assigned to employees are protected including: selecting a password and keeping it a secret, taking reasonable steps to protect files and media (CDs, diskettes, printouts, USB peripherals, etc.) and password protecting a computer when leaving it.
- Employees are prohibited from stealing, using or disclosing another employee's code or password and from accessing any e-mail or voicemail other than the employee's own.
- Employees are responsible for ensuring that use of the School's communication resources does not compromise the security of the School's computer systems and networks or risk disclosure of confidential, proprietary, sensitive or personal information. These duties include taking reasonable precautions to prevent intruders from accessing the School's network (e.g., logging off of the network before leaving the office, following all password and user authentication protocols and complying with the School's firewall, anti-virus and spyware requirements). For confidential information obtained from third parties, employees are required to comply with any applicable confidentiality agreement in effect with such third party. All material received on disk or other magnetic or optical medium and all material downloaded from the Internet or from computers and networks not belonging to the School must be scanned for viruses and other destructive programs before being placed on the computer system. In addition, because home computers or laptops may contain viruses, disks transferred from home computers or laptops to the School's network must be scanned for viruses.
- Employees are prohibited from infringing on the rights of third parties, including intellectual property rights, whether relating to trademarks, copyrights, logos, multimedia creations, software, text, photos or images of any kind. Any statement with respect to copyright may not be deleted and reproduction, adaption or modification of the work of an author without his or her consent is prohibited. Employees are prohibited from using links to websites which violate the law or infringe on third party rights.
- Any use of personal IT equipment (e.g., USB key, mobile phone, etc.) in combination with School equipment should be approved in advance by the Business Manager. If such use has been approved in advance by the Business Manager, users are required to take all necessary precautions so as not to damage or alter the functioning of the information technology equipment and communication resources provided by the School.

- Employees are required to comply with the School's policies concerning the use of School equipment, including that only authorized persons are permitted to install and repair such equipment, employees must use School anti-theft systems, employees must exercise vigilance when equipment is used outside of the School campus and employees must return all School equipment when the employee leaves the employ of the School. In the event of theft or other loss of School equipment, the employee should immediately notify his or her manager or the Business Manager.
- In the event that employees are made aware of inappropriate use of the School's systems, including information security violations or the possible introduction of a virus, employees should immediately notify his or her manager or the Business Manager.

Software

The School purchases and licenses the use of computer software for business purposes and does not own the copyright to this software or its related documentation. Employees are prohibited from installing or downloading software to School equipment without approval by the School. Any approved purchase of software licenses must be for School business purposes and not for personal use of employees, and any deletion of the copyright notices in such software is prohibited. Employees may only use software in accordance with the relevant software license agreement and are required to abide by any limitations contained in the applicable license, including limitations on reproduction and modification. The School prohibits the illegal duplication of software and its related documentation.

Employees may not install or use encryption software on any School computers or network without first obtaining written authorization from the Office Manager. Further, employees are required to follow School encryption protocols.

Social Media

As stated in the Electronic Communications and Other Technology Policy, it is the School's policy that employees limit their use of the School's equipment for personal reasons. In addition, whether you use the School's equipment or your own equipment on your own time, if you contribute to social networking websites, Internet bulletin boards, blogs, chat rooms or other websites or online resources, you must comply with your confidentiality obligations. It is a violation of the School's policy for you to post any information about the School's donors, students, or their families on an Internet chat room, blog, bulletin board, social networking website or similar medium. Similarly, the School will not tolerate the disclosure of any confidential information, such as personal information, as defined below.

The School understands that you may wish to create and maintain personal blogs or use social networking websites (such as Twitter, LinkedIn and Facebook). Because such activities can impact the School, you are expected to follow these guidelines when posting to a personal blog or participating in online social networking:

Your communications on social networking services contain your own personal views, not the views of the School; however, readers may not immediately appreciate this concept. You are required to obtain prior, written authorization from the Head of School before posting a message that is in the School's name or could reasonably be attributed to the School.

- Employees are prohibited from using or disclosing confidential, proprietary, sensitive, personal and/or trade secret information of the School or its employees, students, students' families, donors, visitors or other third-parties. Employees may not disclose personal information as defined in the School's Personal Information Security Policy, or confidential information as defined in this Manual.
- Harassment of other employees or students will not be tolerated. Blogs or communications through social networking services should not violate the School's conduct-related policies, including its Employee Conduct, Equal Employment Opportunity, Personal Information Security and Sexual and Other Harassment Policies. When participating in online social networking or posting to a blog, employees must be respectful of others. Employees should assume that people, including co-workers and students, are reading the employee's posts. Even after deleting a blog, certain technology may still make that content available to readers.
- Employees may not be "friends" with or otherwise contact any students of the School on any social networking or similar sites, including, but not limited to, Facebook, LinkedIn and Twitter.
- Always be respectful, courteous and fair to co-workers, students, families, benefactors, guests, vendors and others who do business with the School. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing the School's Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparages clients, guests or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or School policy.

The School, in its sole discretion, will determine whether a particular Internet communication violates School policies. The School further reserves the right to request that employees refrain from commenting on topics related to the School (or, if necessary, suspend the blog altogether), if advisable to comply with applicable law. Should employees have any questions about this policy or how it may apply to the employee's blog or online profile, employees should contact the employee's manager or the Head of School.

Nothing herein is intended to curtail employees' rights to engage in protected activity under the National Labor Relations Act.

Personal Information Security Policy

The School recognizes the importance of maintaining the security of personal information and therefore complies with all laws regulating the retention of such information. For purposes of this policy, "personal information" is defined as a person's name (either the person's first and last name, or the person's first initial and last name) in combination with the person's social security number, driver's license or state-issued identification number, financial account number, or

credit or debit card number. Personal information may be found in printed documents and hard files, but can also be collected, accessed and stored electronically. Personal information is covered by this policy whether it is printed or electronically stored.

Employees are required to take all reasonable measures to limit access to personal information, and to limit the collection or retention of personal information to only what is reasonably necessary to accomplish the legitimate purpose for which the personal information is collected, stored or accessed. Further, employees are required to comply with all information security laws and regulations, and any other policies and programs adopted by the School to comply with the School's obligations to maintain the security of personal information. Employees will be provided with and required to abide by all requirements set forth within the School's Written Information Security Program ("WISP").

Policy Responsibility

The Business Manager has responsibility for ensuring adherence to the School's Personal Information Security Policy. Any questions concerning these policies should be directed to the Business Manager.

Use of Cellular Telephones and Other Communication Devices

The School is committed to protecting employees and others from the problems that can be caused by inappropriate use of a cellular telephone, PDA, smart phone or other communication device for telephone calls, text messaging, reading/sending email and/or accessing the Internet (collectively referred to as "Communication Devices").

To minimize distractions within the School and to promote productivity, if an employee uses a Communication Device in the workplace, the employee is required to adhere to the following guidelines:

Communication Devices can be a major distraction and disrupt classes. Teachers should avoid the use of Communication Devices in the classroom. All employees should keep their Communication Devices on "vibrate," to the extent practicable. Employees are requested to keep their use of Communication Devices during working hours to a minimum.

- While at work, employees are expected to exercise discretion in using personal cellular telephones as is expected for the use of School telephones.
- While the School recognizes that the use of such Communication Devices is often an important way for family members to reach each other, Communication Devices should only be used in an emergency, and thus infrequent, basis during the workday.
- Employees are expected to participate in any personal telephone calls on non-work time and to ensure that friends and family members are aware of School policy.
- Ring tones must be switched off or to a "vibrate" mode in order to prevent distractions to co-workers.

If you use Communication Devices while traveling outside of the School campus, you are required to adhere to the following guidelines:

- Employees are not to use a Communication Device while operating any motor vehicle while engaged in School business, or while operating a School-owned vehicle at any time. If employees use Communication Devices while in any motor vehicle during work hours or while engaged in School-related business, employees are expected to pull over to the side of the road before making or receiving calls, text messaging, reading/sending email or accessing the Internet. Similarly, if employees use a Communication Device while in a School-owned vehicle, employees are at all times expected to pull over to the side of the road before making or receiving calls, text messaging, reading/sending email or accessing the Internet.
- Employees must adhere to all federal, state and local laws, regulations and ordinances governing the use of cellular telephones and all other Communication Devices while driving. The use of a cellular telephone while driving is illegal in several states and certain Massachusetts localities. In addition, texting while driving is illegal in Massachusetts.
- If an employee is charged with traffic violations or any criminal action resulting from the use of a Communication Device, the employee will be solely responsible for all liabilities that result from such use.
- Employees are always expected to exercise discretion and care while utilizing any Communication Device, and to avoid placing any person at risk.

If you have any questions regarding this Policy, please contact the Head of School.

Substitute Teachers

If a teacher knows that she or he will be unable to teach her or his class, the following protocol should be observed:

- (1) Call the approved substitutes (see Appendix) to arrange for a substitute;
- (2) Notify the Head of School regarding the date you will be absent and the name of the substitute committed to covering your absence.
- (3) Complete a Personal Paid Leave form (see Appendix) and submit it to the Head of School for approval.

Professional Development

Description:

Professional Development is achieved in one of the following ways:

- (1) Classes, workshops, courses, or professional experiences whose content and/or practice is directly related to the School's curriculum and practice, or

- (2) Classes, workshops, courses, or professional experiences that our School requires of a faculty member for his or her employment at the School. (For example, required courses for CPR certification.)

Process:

Faculty members requesting full or partial payment for Professional Development, will be required to fill out the **Professional Development Application** (see Appendix) in advance of the course that includes the following:

- (1) Name, cost, dates of class, course, or workshop.
- (2) Brief description of class, course, or workshop.
- (3) Brief description of how the teacher's professional development experience will apply in our School.
- (4) Amount of grant requested (include itemization and total of all related anticipated expenses, such as travel).

The Head of School will review applications and will approve or deny requests based on School needs and the budget for professional development.

For budgeting purposes, please submit professional development requests to the Head of School at your earliest convenience.

Professional Development Travel Policies and Procedures

All professional development and business travel must be pre-approved.

All expense reports for Professional Development:

- Need to be submitted by the end of the month in which the expenses occur; and
- Receipts must be attached for *all* expenditures.

In order to allow for Professional Development for as many staff as possible, faculty and staff are responsible for meals as well as travel to and from the island when traveling for professional development.

Purchasing Guidelines

Supply budgets for the School year are set by the Board of Trustees. Teachers will use their individual classroom budgets to purchase miscellaneous supplies throughout the school year. Other guidelines for purchasing include:

- Whenever possible, teachers should coordinate their order(s) with other teachers to save on shipping.

- If a teacher purchases an approved item and needs to be reimbursed, refer to the Reimbursement Guidelines set forth in this Manual.
- If a teacher purchases an item through the School, the item is considered School property and should remain at the School.
- Prior to ordering please check school supplies and with other faculty and staff to see if the supplies you needed are already available.
- The School is a 501(c)(3) non-profit institution, tax ID 043-491-719 and as such does not pay tax. If making a purchase for the School, provide Form ST-2, found in the forms section of this Manual, at time of purchase. The School will not reimburse tax paid on purchases made for the School.

Reimbursement Guidelines

If an employee needs to be reimbursed for an approved purchase, the employee should follow the steps below:

- (1) When purchasing the item, the employee should be sure to show the School's ST2 (see appendix), remind the vendor that this is a tax-exempt purchase, and keep a copy of the receipt.
- (2) Complete the Check Request/Reimbursement Form (see Appendix) and attach all related receipts.
- (3) Submit to the Business Manager within **two weeks** of purchase for reimbursement.
- (4) All items bought with School funds are considered School property and should reside at the School.

Check Requests/Petty Cash Guidelines

If an employee needs to request a check for a field trip, fundraising expense, or a miscellaneous purchase, the employee should complete the Check Request/Reimbursement Form (see Appendix). Make sure to attach any back-up information (such as an invoice or statement).

Check requests take **up to ten business days** to process.

Solicitation and Distribution

Non-Employees

In an effort to ensure a productive work environment, persons who are not employed by the School are prohibited from soliciting or distributing literature or other materials, for any purpose and at any time, within the School's buildings, campus or property.

Employees

The School recognizes that employees may have interests in events and organizations outside the workplace. However, employees are prohibited from soliciting or distributing literature or other materials regarding any activities during the employee's work time and during the work time of the employee(s) being solicited or receiving the distribution.

Moreover, employees are prohibited from distributing literature or other materials at any time in School work areas.

Definitions for the Purposes of this Policy

(a) "Soliciting" includes approaching anyone for any of the following purposes: offering anything for sale, asking for donations, collecting funds, canvassing or seeking to promote, encouraging or discouraging (i) participation in or support for any organization, activity or event or (ii) membership in any organization. Handing out or delivering membership cards or applications for any organization is considered soliciting.

(b) "Distributing literature or other materials" includes handing out or delivering to anyone any literature or any other printed or written materials (except that handing out or delivering membership cards or applications for any organization is considered soliciting).

(c) "Work time" does not include meal periods, coffee breaks or rest periods or other specified periods during the work day when employees are properly not engaged in performing the employee's work duties.

(d) "Work areas" includes School buildings, campus or property or any other location at which employees are performing work on behalf of the School.

Visitors

In order to promote the safety of students, staff and School, all visitors must check in at the front desk, where they may be required to show I.D. and be given a visitor's badge to be worn during their visit at the School. If you observe an unauthorized individual, you should immediately notify the Office Manager.

Pest Control

Notify the Office Manager of any pest issues.

The School is engaged with an outside vendor that is compliant with all School-approved measures when it comes to pest management. The Business Manager (or Facilities Manager) completes an annual online update of the School's pest control plan.

III. HEALTH AND SAFETY

Please see the Crisis Management Plan for responses to a variety of issues relating to the health and safety of the School Community.

CPR/First Aid Certification

All teachers must be certified in CPR and First Aid. **It is the responsibility of teachers to maintain current certification.** If a teacher's certification needs to be renewed, the teacher should register for the appropriate class(es). The School will reimburse faculty for the cost of the class(es). However, please investigate whether any on- island organizations (such as the Nantucket Community School) offer free certification training before signing up for a fee-based program.

First Aid Kits

Know where the **First Aid Kits** are located in the building:

- One in each classroom
- One each in the two adult bathrooms
- One on the School Bus

Emergency Lists

- Each teacher receives a student profile sheet for each student in his/her class. Make sure this information is in an easily accessible place in the classroom. In addition, these sheets should be taken on field trips.
- Upon receipt, and as appropriate thereafter, teachers should review the student profile information to learn if any students have special medical conditions that require certain precautions or medications.
- A "Master Emergency List" will be provided. Please store with the Master Emergency List in the First Aid Bag in each classroom.

Child Abuse Reporting

Policy

The School is committed to the highest standards of care for its children. The following policy is intended to ensure that children are protected from any inappropriate or hurtful actions by adults responsible for their care. In addition, under Massachusetts law, all professionals responsible for the care of children are required to report suspected abuse or neglect of children under the age of eighteen (18).

Massachusetts law requires professionals responsible for the care of children (including, but not limited to, care workers, teachers, administrators, etc.) to make a report to the Department of Children and Families ("DCF") when, in their professional capacity, they have reasonable cause to believe that a child under the age of eighteen (18) is suffering from abuse or neglect (defined below). The responsibility to report rests both on the School and all professionals

responsible for the care of children who are associated with the School. The following procedure is established to ensure that reports are made in a timely and effective manner, and that information about students and their families is treated in a way which is respectful of their privacy.

Procedure

When an employee learns of a situation of possible neglect or abuse, he or she should consult immediately with the Business Manager and the Head of School about the situation so that appropriate action can be taken to protect the child and timely reports can be made to DCF. The Business Manager and the Head of School will review the information immediately and may consult with the School's physician or mental health consultant, and, if appropriate, the child's family. If appropriate, and at the School's discretion, legal counsel and/or a consultant specializing in the care and protection of children also may be involved in these reviews. The confidentiality of the child and his or her family will be protected to the extent appropriate. If the abuse or neglect is suspected to come from the child's family, an approach to protecting the child will be defined and the family will be promptly notified of the Schools' obligation to report the information to DCF.

If the Head of School determines that a report should be made to DCF, the Head of School (or his or her designee) will make the first report to DCF by telephone call (Child-At-Risk Hotline at 1-800-792-5200). As required by law, a written report must follow within forty-eight (48) hours after making the oral report. The form for filing this report can be obtained from the DCF website: www.mass.gov/Eeohhs2/docs/dss/can_reporting_form.pdf. In the event it is not clear whether conduct reaches a level of reportable abuse or neglect or there is a disagreement between an employee and the School's administration, any party who believes that the incident rises to the threshold for making a report must make the report. Once again, the responsibility to report rests both on the individual professional and the School.

Effective July 1, 2010, any mandated reporter who willfully fails to report child abuse or neglect that resulted in serious bodily injury or death can be punished by a fine of up to Five Thousand Dollars (\$5,000) and up to two and a half (2 ½) years in jail, and be reported to the person's professional licensing authority. In addition, mandated reporters who knowingly and willfully file a frivolous report can be punished by a fine up to Two Thousand Dollars (\$2,000) for the first offense, up to six (6) months in jail for a second offense, and up to two and a half (2 ½) years in jail for a third offense.

Definitions

DCF regulations (110 CMR § 2.00) define "**abuse**" as the non-accidental commission of any act by a caretaker upon a child under age eighteen (18) which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).

The term "**neglect**" means failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely

to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home or in-home setting).

The term “**physical injury**” means death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other such nontrivial injury; or soft tissue swelling or skin bruising, depending on such factors as the child’s age, circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive.

The term “**emotional injury**” means an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child’s ability to function within a normal range of performance and behavior.

A “**caretaker**” can be a child’s parent, step-parent, guardian, or any household member entrusted with the responsibility for a child’s health or welfare. In addition, any other person entrusted with the responsibility for a child’s health or welfare, both in and out of the child’s home, regardless of age, is considered a caretaker. Examples may include: relatives from outside the home, teachers or school staff in a school setting, workers at day care, and child care centers (including babysitters), foster parents, staff at a group care facility, or persons charged with caring for children in any other comparable setting.

Warning Signs for Child Abuse or Neglect

There are often certain recognizable physical and behavioral indicators of possible student abuse or neglect. The following signs in and of themselves may not be conclusive evidence of a problem, but may serve as indicators of the possibility that a problem exists. Please use them as guideline to the extent appropriate.

Signs of Physical Abuse:

- Bruising, welts or burns that cannot be sufficiently explained; particularly bruises on the face, lips, and mouth of infants or on several surface planes at the same time;
- Withdrawn, fearful, or extreme behavior;
- Clusters of bruises, welts, or burns, indicating repeated contact with a hand or instrument;
- Burns that are insufficiently explained; for example, cigarette burns; and
- Injuries on student where student doesn’t usually get injured absent abuse (e.g., the torso, back, neck, buttocks, or thighs).

Signs of Sexual Abuse:

- Difficulty walking or sitting;
- Pain or itching in the genital area;
- Torn, stained or bloody underclothing;
- Frequent complaints of stomachaches or headaches;
- Venereal disease;
- Bruises or bleeding in external genitalia;
- Feeling threatened by physical contact;
- Inappropriate sex play or premature understanding of sex; and
- Frequent urinary or yeast infections.

Signs of Emotional Injury:

- Speech disorders;
- Inability to play as most student do;
- Sleeping problems;
- Anti-social behavior or behavioral extremes; and
- Delays in emotional and intellectual growth.

Signs of Neglect:

- Lack of medical or dental care;
- Chronically dirty or unbathed;
- Lack of adequate school attendance;
- Lack of supervision; for example young student left unattended or with other student too young to protect or care for them;
- Lack of proper nutrition;
- Lack of adequate shelter;
- Self-destructive feelings or behavior; and
- Alcohol or drug abuse.

If any School employee believes a child may be the victim of abuse or neglect, the employee should follow the procedure set forth in the policy directly above regarding Child Abuse Reporting.

Reporting Workplace Injuries

Employees are required to report all workplace injuries to the Head of School and Business Manager, regardless of how insignificant the injury may appear to be. This will enable the School to process any workers' compensation claim that may be associated with the accident or injury. It may also help to prevent a similar accident or injury in the future. Failure to report a workplace injury is a serious violation of School policy.

Workplace Violence Prevention

The School is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, employees are strictly prohibited from threatening or committing any act of violence in the workplace, while on duty, while on School-related business, or while off-duty if the School determines that the incident may lead to an incident of violence on School campus. This policy applies to all employees, including supervisors and non-supervisory employees. It also applies to third parties, including employee guests, independent contractors, and anyone else who is on the School's campus or engaged in School business. The School has zero tolerance for individuals and employees who make threats, engage in threatening behavior, or commit acts of violence against employees, visitors, students, guests, or other individuals. Compliance with this policy is every employee's responsibility.

Employees are required to immediately report to a manager, the Business Manager or the Head of School any incident involving a threat of violence or violent behavior. If an employee is confronted with a potentially violent situation, the employee should not attempt to handle the situation, but should report it immediately to a member of the administration and call 911 if the situation warrants police involvement. If a report is made to a supervisor or member of the administration, that individual must immediately inform the Head of School, and the matter will be investigated promptly and appropriate corrective action, if required, will be taken. This action may include disciplinary action, up to and including immediate termination of employment.

Employees who become aware of any workplace security hazards, or who have suggestions for increasing security on campus, should speak with their manager, the Business Manager or the Head of School. The School encourages employees to help make the workplace as safe and secure as possible.

To the extent permitted by applicable law, employees are prohibited from bringing onto the School's campus any firearms, weapons, explosives, incendiary devices, or similar materials at any time. To the extent permitted by applicable law, this policy includes a prohibition against having firearms or other prohibited material in your vehicle while stored in or parked on School property. Employees who have licenses to carry weapons must also comply with this policy at all times. Violation of this policy will result in immediate discharge.

Employees are required to report violations of this policy, including any incidents involving actual or threatened violence. Employees making good faith reports may do so without fear of retaliation.

NANTUCKET LIGHTHOUSE SCHOOL
BULLYING PREVENTION AND INTERVENTION PLAN
August 2014

Nantucket Lighthouse School (the “School” or “NLS”) is committed to fostering a school community and educational environment that encourages kindness, responsibility, tolerance, and empathy. This goal is defined in the School’s founding Mission and Philosophy. The overriding rule throughout the School is the Golden Rule, “treat others the way you would like to be treated.” Bullying, cyber-bullying, unlawful discrimination, and harassment and any other verbal, physical or emotional misconduct that disrupts the learning environment or makes it unsafe are unacceptable.

The School recognizes that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

This Bullying Prevention and Intervention Plan (the “Plan”) is consistent with broader protections at the School against discrimination, harassment, bullying, and retaliation that appear in our Employee Manual and our Parent Handbook.

It is important that this Plan be well understood by all members of the School community. The Head of School is responsible for the implementation and administration of the Plan. Questions and concerns related to this Plan may be referred to her.

II. Policy Against Bullying, Cyber-Bullying, and Retaliation

The School will not tolerate any form of bullying or cyber-bullying, nor will it tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyber-bullying are prohibited on School grounds and at School- sponsored or School-related events, activities, functions, and programs. Bullying and cyber-bullying are also prohibited at School bus stops, on school buses and other vehicles owned, leased, or used by the School, on property immediately adjacent to School grounds, and through use of technology or an electronic device owned, leased, or used by the School.

Bullying and cyber-bullying are also prohibited at a location, activity, function, or program that is not School-related and through the use of technology or an electronic device that is not owned, leased, or used by the School, if the bullying creates a hostile environment at School for a targeted student, if it infringes on the rights of a targeted student at School, or if it materially and substantially disrupts the educational process or the orderly operation of the School.

This policy applies to all of our students and faculty/staff; it also may apply if one of our current students is subjected to bullying by a former student who comes on school grounds or who engages in cyber-bullying against one of our current students.

In order to ensure clarity in this document, definitions for key terms are provided below. The definitions are drawn from the Massachusetts law against bullying.

Aggressor: A student or faculty/staff member who engages in bullying, cyber-bullying, or retaliation towards another person.

Bullying: Bullying is defined as the use by one or more students or members of the faculty/staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at the School for the target;
- infringes on the rights of the target at the School; or
- materially and substantially disrupts the educational process or the orderly operation of the School.

Cyber-bullying: Cyber-bullying is bullying through the use of technology or any electronic communication, including, but not limited to, any transfer of signs, signals, writing, images, sounds, data, 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. Cyber-bullying also includes: (a) the creation of a web page or blog in which the creator assumes the identity of another person, and (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

Hostile Environment: A hostile environment is a situation in which bullying causes the School environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education or a faculty/staff member's work experience at the School.

Retaliation: Retaliation is any form of intimidation, reprisal, or harassment directed against a student or faculty/staff member who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation of any sort will not be permitted.

Faculty/Staff: Faculty/staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

Target: Any student, or a member of the faculty/staff, against whom bullying, cyber-bullying, or retaliation has been perpetrated.

The School's Expectations and Legal Definitions: It is important to bear in mind that higher standards of behavior may apply under the School's policies as the School aims to prevent inappropriate verbal or physical conduct before it becomes bullying as defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, or gestures, the School reserves the right to impose disciplinary measures or other corrective action in a case of a single expression, act, or gesture, as well as in a case of inappropriate conduct that may not rise to the level of the legal definition of bullying.

III. Prevention

The members of the NLS community are expected to interact with each other in an honest and respectful manner. We consider the social component of the Lighthouse curriculum to be as important to an individual's education as the academic subjects we teach. Through the social curriculum, students encounter daily lessons in effective and respectful communication, problem solving strategies, and conflict resolution skills. Adults in the community are expected to teach these lessons through example and modeling.

All community members, students, staff members, and parents share responsibility for contributing to the creation of a safe, comfortable and caring school community free from harassment and bullying. Parents, students and faculty/staff members are notified regarding this policy as printed in our annual parent information packets, in staff handbooks, and in introductory All School student meetings.

To help to ensure student safety, faculty/staff members and adults who will be working with NLS students submit to CORI (Criminal Offender Record Information), SORI (Sex Offender Registry Board) checks and national finger-print based checks. Students periodically participate in personal safety and bullying awareness programs conducted by Nantucket's *Safe Place*.

Parents are encouraged to discuss safety issues and strategies with students at home. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this Plan. Parents will be provided with copies of this Plan and appropriate materials on the recognition and prevention of harassment, intimidation and bullying. The School will periodically review this Plan, incorporating constructive feedback from the NLS community.

The School also conducts an annual training for faculty/staff (and more often, as deemed necessary by the Head of School), which includes: (a) developmentally appropriate strategies to prevent bullying incidents; (b) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (c) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (d) research findings on bullying, including information about students who have been shown to be particularly at risk for bullying in the school environment; (e) information on the incidence and nature of cyber-bullying; and (f) internet safety issues as they relate to cyber-bullying.

IV. Reports of Bullying, Cyber-bullying and Retaliation

The School needs to know whenever a member of the community has been made to feel unsafe or uncomfortable by word or action. The School has an open reporting system where any concerned person may report an incident of bullying or cyber bullying, as described in more detail below.

Students. Any student who is the target of bullying or cyber-bullying, has witnessed an incident of bullying or cyber-bullying, or otherwise has relevant information about bullying or cyber-bullying or related conduct prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Head of School or any other faculty member or member of the Schools' administration with whom the student is comfortable speaking. Oral reports made to a member of the faculty/staff will generally be memorialized in writing. Also, any student who is subject to retaliation in violation of this policy, or who knows of another student who has been subject to retaliation, is urged to report it as soon as possible. Furthermore, a student who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action.

Families. A parent/guardian of a student who is the target of bullying or cyber-bullying, or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying, is strongly urged to notify promptly the Head of School or the Classroom Teacher. Any parent/guardian who has witnessed bullying or cyber-bullying or has relevant information concerning such misconduct is urged to come forward to the Head of School or the Classroom Teacher. A parent/guardian should also report any incident of retaliation in violation of this policy to the Head of School or the Classroom Teacher.

Faculty/Staff. Any faculty/staff member who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy, or any retaliation against a student in violation of this policy, is required to report it immediately to the Head of School or Classroom Teacher. There are to be no exceptions. Any faculty/staff member who witnesses or otherwise becomes aware of bullying, cyber-bullying or retaliation but does not report it, may be subject to disciplinary action, up to and including termination of employment. Promises of confidentiality should not be made.

If a member of the faculty/staff witnesses an act of bullying, cyber-bullying, or retaliation in progress, the faculty/staff member is expected to take reasonable steps to stop the act by communicating directly with the person whose behavior is considered unacceptable, offensive, or inappropriate.

Anonymous Reporting. Faculty/staff members may not make reports under this policy anonymously. The School also urges students and their parents/guardians not to make reports anonymously, but anonymous reports by parents/guardians or students of either bullying or retaliation are permitted. Although there are circumstances in which an anonymous report can sometimes be better than none at all, it is more difficult to determine the facts of what occurred if complaints are made anonymously, and no disciplinary action will be taken against a student *solely* on the basis of an anonymous report. While the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints and investigations of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

V. Responding to a Report of Bullying, Cyber-bullying, or Retaliation

The Head of School will respond to the reporting party within 24 hours. Insofar as is legally allowed by State law, confidentiality will be maintained with respect to the parties involved in the

report, however the party reporting the incident will be notified that it has been investigated and results will be shared as appropriate.

A. Preliminary Considerations: When a complaint of bullying, cyber-bullying, or retaliation is brought to the attention of the Head of School or Classroom Teacher a preliminary assessment is made as to whether any immediate steps need to be taken to protect the wellbeing of students and to prevent disruption of the learning environment. As appropriate, strategies such as increasing supervision or separation of the alleged perpetrator and targeted student may be used to prevent bullying, cyber-bullying, or retaliation during an investigation.

The School is committed to protecting the physical and emotional wellbeing of all of its students and faculty/staff and will take appropriate measures to do so. Thus, the School will be sensitive to the needs of both the alleged targets as well as the alleged aggressors. Responses to promote safety may include, but not be limited to, creating a personal safety plan, pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a faculty/staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and/or access to the target. The School will take additional steps to promote safety during the course of and after the investigation, as may be appropriate, including implementing protocols for protecting individuals who report or witness bullying, or who are interviewed regarding bullying.

At any point after receiving a report of bullying, cyber-bullying, and/or retaliation, the Head of School or Classroom Teacher may notify the local law enforcement in the event that the Head of School or Classroom Teacher has a reasonable basis to believe that criminal charges may be pursued against the alleged perpetrator.

If the School receives a report of bullying, cyber-bullying, or retaliation involving students from another school, the Head of School may notify the appropriate administrator of the other school so that both may take appropriate action.

B. Obligation to Notify Parents. The School will generally notify the parents of any student who is an alleged target of bullying, cyber-bullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior after a complaint has been made.

C. Investigation. Once a complaint has been brought to the attention of the Head of School or Classroom Teacher the Head of School will usually conduct an investigation. That investigation may include, but will not necessarily be limited to, interviews with the person who made the complaint, with the student and faculty/staff member who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

Depending on the circumstances, the **Head of School** (or his/her designee) may choose to consult with other teachers, a local Psychologist or any other person whom the investigator deems to have knowledge about, or circumstances surrounding, the complaint.

D. Resolution, Notification, and Follow-up. Following interviews and any other investigation the School has deemed appropriate, the **Head of School** will determine whether, and to what extent, the allegation of bullying, cyber-bullying or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Head of School and/or the

Classroom Teacher will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

The goal of an investigation and any disciplinary or other remedial process that is initiated following that investigation is to correct the situation to the extent it is reasonably possible to do so. In addition, the School will take use of all available means to avert a repetition of the incident and to prevent the student or students or faculty/staff targeted and any others who participated in the investigation from being subjected to retaliation.

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under M.G.L. c. 119, § 51A, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation, the **Head of School** or whomever else conducted the investigation will meet individually with: (1) the targets of the alleged incident, (2) the alleged aggressors against whom the complaint was made, and (3) the parents of any students involved. The Head of School or **Classroom Teacher** to be appropriate, will inform the parties of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student and employee records.

Follow-up contacts will be made with any student or other person found to have been targeted in violation of this policy and his/her parents (as applicable) to inquire as to whether there have been any further incidents or retaliation against the student or faculty/staff member.

NLS administrators will provide those involved in bullying incidents (targets and aggressors) with information regarding available support and counseling services including *A Safe Place* of Nantucket and certified counselors. When appropriate, NLS administrators will recommend that parents confer with the student's pediatrician for further references and information.

E. Disciplinary Action. The Head of School will determine any appropriate disciplinary action for a student who is found to have committed an incident of bullying, cyber-bullying, or retaliation. The range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation shall balance the need for accountability with the need to teach appropriate behavior, and may include:

- Counseling;
- Detention;
- Suspension from the School; and
- Dismissal from the School.

Any student found to have made a false allegation of bullying, cyber-bullying, or retaliation may also be subject to disciplinary action. If, as the result of an investigation, the Head of School determines that faculty/staff should also be subject to disciplinary action, such disciplinary action will be handled in accordance with the policies set forth in the *Employee Manual*.

VI. Conclusion

This Plan, which is consistent with the School's Mission and Philosophy, outlines the School's bullying, cyber-bullying, and retaliation policy and is consistent with the School's on-going

commitment to fostering a safe, supportive, and respectful learning environment for all members of the Nantucket Lighthouse School community. This Plan and the policies incorporated into it are intended to: (a) prevent bullying, cyber-bullying, and retaliation at the School and in the School community; (b) encourage students, their parents/guardians and faculty/staff to have confidence in the School's policies and procedures and to come forward promptly if a student or other member of the School community is subject to conduct that is prohibited by this Plan or any other of the School's policies; and (c) implement appropriate discipline and other corrective measures when they are found to be warranted.

Communicable Illnesses in the Workplace

The School reserves the right to exclude a person with a communicable illness from work if the School finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable illness and/or the welfare of other employees, students or visitors.

If you have questions or concerns about communicable illnesses, you are encouraged to contact the Office Manager for information and referral to appropriate services and resources.

Reasonable Accommodation for Qualified Individuals with Disabilities

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the School will make reasonable accommodation(s) that are medically necessary for the known physical or mental impairments of an otherwise qualified individual with a disability who is an employee, unless the School determines in its sole discretion that such accommodation(s) would result in undue hardship to the School. Any employee who seeks an accommodation must comply with the following process:

- Notify his or her manager, or the Business Manager that the employee is requesting an accommodation to enable the employee to perform the essential functions of the employee's position.
- When requesting an accommodation, employees are required to provide to the School written documentation from a medical provider supporting the employee's need for an accommodation. The written documentation must include the name of the employee's medical provider, the anticipated duration of the need for an accommodation (*e.g.*, temporary for a specified number of days or permanent accommodation), the medical basis for the accommodation and the specific part of the employee's job that you are not able to perform. **Please note, the medical information required in this step of the process must be given to the Head of School and should *not* be given to the employee's manager.** All medical information provided to the School will be kept confidential in a separate file and will only be shared with other employees at the School on a need to know basis.
- After receiving the required medical information, the Head of School will meet with the employee to discuss the precise functional limitations caused by the disability and

potential reasonable accommodations, if any, that are available and that do not create an undue hardship on the School.

- The School will then approve the requested accommodation, offer a reasonable alternative, or deny the requested accommodation.
- The Head of School will notify the employee in writing of the School's determination.
- Do not assume that an accommodation has been granted until the employee receives written confirmation from the School.

Drug-Free Workplace

The School strives to maintain a safe workplace and thus prohibits drug activity while on School premises or otherwise working on behalf of the School. The use of illegal drugs or other controlled substances (including marijuana) threatens the entire environment and will not be tolerated. This policy applies to every School employee.

Employees are prohibited from reporting to work or performing any job-related activities, on or off School premises (including parking lots), while under the influence of any illegal controlled substance (including marijuana). An illegal controlled substance is any drug that is unlawful under federal, state or local law, including marijuana, as well as any drug that, though available legally, has been obtained illegally. Employees are also prohibited from being under the influence of, or impaired by, alcohol or any other substance (including, but not limited to, any prescription or over-the-counter medication) that impairs the employee's job performance or poses a hazard to the safety and welfare of the employee, the public, the School, other employees, and our students.

School employees shall not unlawfully manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance anywhere on School premises, or premises utilized by the School.

Employees' use of prescription drugs (other than marijuana) while at work is permitted, provided that the drug has been prescribed for employees by a licensed healthcare provider and is used in accordance with the healthcare provider's instructions and in the prescribed dosage, and provided also that use of the drug does not impair the employee's ability to perform the employee's job duties and responsibilities safely and effectively. If employees are unable to perform the employee's job duties safely and effectively while taking a prescribed medication, employees may be re-assigned, or, if no suitable position is available, may be placed on a leave of absence.

Employees must report to the Business Manager the use of any prescription drug that may affect the employee's safety or job performance. Employees may be required to provide the School with a copy of the prescription and/or other medical verification. Employees are prohibited from using, or reporting to work impaired by, or under the influence of, any over-the-counter drug that may affect the employee's safety or job performance.

The purchase, sale or transfer of a prescription drug by any employee to or from another employee or any other individual while on the School's campus or while otherwise engaged in School business is prohibited.

The guidelines above apply to all employees. Any complaints or conflicts should be directed to the Business Manager or the Head of School. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Alcohol in the Workplace

Employees shall not report to work or perform work for the School under the influence of alcohol. Employees are also prohibited from consuming alcohol on the School's campus (including parking lots) or while otherwise engaged in School business unless alcohol is served at a School-sponsored event or function authorized solely by the Head of School. Use of alcohol in a School-owned vehicle or in any motor vehicle while engaged in School business is prohibited, as is the operation of any motor vehicle on School business while under the influence of alcohol. In addition, the unauthorized sale, purchase, transfer or possession of alcohol on the School's campus (including parking lots), in School vehicles, or while otherwise engaged in School business is prohibited. Employees may consume alcohol in moderation at School-sponsored events or functions at which alcohol is served, provided employees behave professionally and in accordance with common standards of acceptable conduct at all times. Any violation of this policy may subject employees to disciplinary action, up to and including termination of employment. The School reserves the right to approve alcohol education and/or treatment as an alternative to or in conjunction with disciplinary action for any violation of this policy.

Smoking

In keeping with the School's intent to provide a safe and healthy work environment, smoking is prohibited at all times on the School's campus. For the purposes of this policy, "smoking" includes the use of tobacco products through pipes, cigars and cigarettes and the use of e-cigarettes, regardless of whether they contain tobacco. This policy applies to all employees, students, visitors and vendors.

IV. COMPENSATION AND HOURS OF WORK

Attendance, Punctuality and Absenteeism

Punctuality in reporting to work is a requirement of employment. Employees must be at their assigned workstations and ready to work at their assigned time. Tardiness reflects unfavorably upon the employee and affects organizational efficiency and morale. Consistent and regular attendance is an essential to an individual's function.

Pay for time lost from work due to personal illness or injury that is not job related will be handled in accordance with the School's Paid Time Off policy, if applicable. If a non-exempt employee is late reporting to work, the employee's manager may, at his or her discretion, arrange for the employee to make up the time lost. Any lost time must be made up during the same payroll week.

Excessive absences and/or tardiness will be cause for disciplinary action, up to and including termination. If an employee is absent from work for more than two consecutive scheduled work days without notifying the School, the employee may be regarded as having resigned without notice (i.e. job abandonment), effective as of the start of business on the third day of absence.

Time and Attendance Reporting

The School complies with applicable laws requiring that accurate records be kept of hours worked by certain employees. To comply with federal state wage and hour regulations, all non-exempt employees must record their hours worked each day. Time records are used to record regular hours to be paid, overtime hours, and paid absences and holidays. Time records should be completed daily, must accurately reflect start time, end time, and meal breaks, and should be submitted to the Business Manager at the end of the pay period. To ensure these employees are paid properly and in a timely manner, the supervising manager must sign time records and deliver them to the Business Manager by the Tuesday preceding payroll. Employees who knowingly falsify time records are subject to disciplinary action, up to and including termination of employment.

Overtime

From time to time, operating requirements or business needs may require employees to work overtime. All overtime work performed by non-exempt employees, including an early start or a late finish, must be authorized in advance by the employee's manager or the Head of School. Non-exempt employees who work overtime without receiving prior authorization from their managers or the Head of School may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees will receive overtime pay for all hours actually worked in excess of forty (40) hours in one (1) payroll week. Overtime pay is calculated at one and one-half (1½) times the employee's regular hourly rate of pay. Paid time off, paid holidays or any other leave of absence will not be considered hours worked for purposes of computing overtime pay. Any hours worked by non-exempt employees that are not in excess of forty (40) hours in one (1) payroll week are paid at the employee's regular hourly rate of pay.

Accommodations for Nursing Mothers

The School is committed to supporting nursing mothers who choose to express breast milk while at work. Specifically, the School will provide a clean, private location other than a bathroom which may be used by employees to express breast milk. In addition, for up to one year following the birth of the employee's child, employees are permitted to take reasonable breaks for the purpose of expressing breast milk. To the extent possible, such breaks shall be simultaneous with any paid breaks already provided to employees. If employees need to take time to express breast milk beyond the time already permitted for breaks, such time will be unpaid.

If an employee chooses to express breast milk at work, the employee must provide reasonable notice to her manager or the Business Manager to enable the School to provide a suitable location for expressing breast milk.

Hours of Work and Break Periods

In general, our normal hours of work are 8:00 a.m. to 4:00 p.m. Monday through Friday. Employees should adhere to the working hours set by their hiring managers.

Non-exempt employees who work at least six (6) hours a day will be provided with a 30-minute, paid lunch break. In order to ensure adequate staffing and accommodate operational needs, meal breaks may be scheduled by the employee's manager. Depending on business operations and staffing, employees may be eligible for other breaks during the work day with the prior authorization of his or her manager.

Payday

School employees are paid every two week(s), on alternate Fridays and timesheets are due by noon on Wednesdays of pay weeks. Pay periods include the week prior to and including the pay date, but timesheets received later than the Wednesday of the pay week may be submitted for the following period.

Employees may have their paychecks directly deposited into their bank accounts. Employees who choose this option will receive an itemized statement of wages when the School makes the direct deposit. Please contact the Business Manager to arrange for direct deposit.

Payroll Deductions

The School is required by law to withhold Social Security, Medicare payments and state and federal income taxes from the employee's pay. In addition, employees may authorize payroll deductions for certain other purposes, such as group insurance plans. All voluntary deductions must be authorized in writing.

The School will issue each January a statement of Deductions and Earnings (Form W-2) for the preceding calendar year. If the employee's employment with the School terminates prior to January, the employee's W-2 form will be mailed to the last address on record at the School.

Employees should contact the Business Manager with questions regarding payroll deductions.

Paycheck Policy

The School seeks to ensure that employees are paid promptly and properly on the employee's scheduled payday. In addition, the School makes a good faith effort to avoid making any improper deductions from the employee's pay. In the unlikely event there is an error in the amount of the employee's pay or an impermissible deduction is made from the employee's pay, employees should promptly report the matter to the attention of the Business Manager so that appropriate corrections may be made as quickly as possible. In the unlikely event of an improper deduction, the School will promptly reimburse employees for the improperly deducted amount. In the event of an over-payment of wages, the School expects employees to cooperate in correcting the over-payment. Accordingly, the School reserves the right to deduct re-payment from the employee's future wages to the extent permitted by applicable law. In the event that no further wages are due to employees, the School may seek to recover the wage over-payment to the fullest extent permitted by applicable law.

Wage Assignments and Garnishments

The School is legally bound to comply with certain government orders requiring the reduction of payroll dollars for garnishments, IRS restraining notices and wage assignments.

V. BENEFITS

Employee Benefits

Eligible employees at the School are provided with a wide range of benefits. A number of the programs (such as Social Security, workers' compensation and unemployment insurance) cover all employees in the manner prescribed by law. Some benefit programs require contributions from you, and others are fully paid by the School.

The following benefit programs are available to eligible School employees:

- 401(k) Savings Plan
- Health Insurance Plan
- Dental Benefits
- Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Flexible Spending Accounts for Health Care and Dependent Care
- Statutory Insurance
- Continuation of Coverage under Group Health and Dental Plans (COBRA)

Separate booklets that describe the various benefit plans that are summarized only briefly in this section are available from the Business Manager. The actual provisions of each formal plan, policy or contract govern in determining eligibility for benefits, benefit levels and all other matters.

The benefits described in this section are those that the School currently offers and expects to offer in the future. However, the School reserves the right to amend, modify and/or terminate any of these benefits. Also, the School, as plan administrator of its benefit plans and programs, has full discretion to administer them in all of their details, subject to the requirements of applicable law. Any interpretation or determination the School makes regarding these plans and programs will be final and conclusive, in the absence of clear and convincing evidence that the School acted arbitrarily and capriciously.

401(k) Savings Plan

The School offers a 401(k) Plan to provide Regular Full-Time and Regular Part-Time employees with an opportunity to assist with future financial security for retirement. Regular Full-Time and Regular Part-Time employees become eligible to make Elective Deferral Contributions on the a) first day of the first month of the Plan Year (the Plan Year begins January 1) or b) first day of the seventh month of the Plan Year, coincident with or next following the date you attain age 18, provided that you are an Eligible Employee on that date. After three years of employment, participating employees are eligible to receive 1% Matching Contributions as per the Plan outline.

The 401(k) Plan is designed to enable eligible employees to defer pre-tax pay for retirement, and it allows you to elect the salary amount you want to contribute, and direct the investment of your Plan

account, so that you can tailor your own retirement package to meet your individual needs. You are always 100% vested in the value of your own contributions to the Plan. Please contact the Business Manager for additional information regarding the 401(k) Plan.

Health Insurance

Regular Full-Time Employees are eligible for health insurance benefits upon completion of thirty (30) days of full-time employment. Coverage will become following completion of the 30-day waiting period and submission of enrollment paperwork. The School contributes a percentage of the total premium cost for individual or family coverage under the health insurance plan (See Appendix for additional details). Eligible employees must pay the remaining portion of the premium cost through pre-tax payroll deduction.

Once enrolled in the School's health insurance plan, employees may opt out by providing 30-days written notice to the office of the Business Manager. The employee must continue to make any required premium contributions throughout the 30-day period.

Open enrollment for the School's group health coverage is June as the Plan Year renews July 1 each year. Any additions to the plan outside of open enrollment must be as a result of a qualifying event, such as a new hire, the birth of a child, or a marriage.

Group medical coverage will terminate on the employee's last day of employment. Eligible employees may elect to continue medical coverage through COBRA.

Any exceptions to the Health Coverage enrollment and opt-out policies stated here are at the discretion of School Administration.

The School intends to comply with applicable federal law concerning health insurance coverage and related requirements, and we will revise our practices as necessary in the event the law changes.

For additional information regarding health insurance, including premium contributions, please see the Business Manager.

Dental Benefits

The School gives Regular Full-Time Employees the option to elect dental benefits through Altus Dental. The employee pays the full cost of premiums as per contribution rates for participation in these plans in plan documents. Contact the Business Manager for more information.

Continuing Coverage Under Group Health and Dental Plans (COBRA)

Continued coverage under the School's group health and dental plans may be available to you under applicable state and federal laws following separation from employment from the School and in other circumstances. Continuation of coverage may also be available to your spouse and eligible dependents at the time of separation from employment and in certain other circumstances. Unless otherwise provided by applicable law, the cost of coverage would be paid entirely by you and may be subject to an administrative fee. Please contact the Business Manager for additional information regarding COBRA.

Short Term Disability Insurance

The School's Short-Term Disability ("STD") Plan is designed to continue part of an employee's pay when a disability due to illness or accident keeps an employee from working. Regular full-time employees are eligible for coverage under the School's STD plan following a 30-day waiting period from date of employment. The School pays the entire premium cost for this coverage.

If qualified, an employee can begin receiving STD benefits for an ongoing injury or illness after completing a fourteen (14) day waiting period. The employee will receive 66.67% of his or her base pay up to a maximum amount of \$1,000 per week. STD pay is processed by the corresponding insurance carrier for payment directly to the employee. Other benefits will continue during STD leave with any prior payroll deduction amounts must be covered by the employee. An employee may be required to provide periodic verification of continued disability, including a physician's statement and/or a medical examination by a physician chosen by the School.

STD benefits are available to an eligible employee for a maximum of eleven (11) weeks. The employee may be eligible for long-term disability benefits if the employee has a continuing disability. Employees are not eligible to continue receiving STD income benefits if they become eligible for long-term disability benefits. Employees should contact the Business Manager for further details regarding the School's STD Plan.

Long Term Disability Insurance

The School's Long-Term Disability ("LTD") Plan is designed to continue part of an employee's pay when STD benefits have ended and a disability due to illness or accident continues to prevent the employee from working. All regular full-time employees are eligible for coverage under the School's LTD Plan. The School pays the entire premium cost for this coverage.

An employee may begin receiving LTD benefits only after experiencing ninety (90) consecutive days of total or partial disability.

LTD benefits are provided at the rate of 60% of an employee's base pay, up to a maximum amount of \$7,500 per month, less any amounts which may be payable from Social Security or Worker's Compensation or any other group or individual plan providing disability benefits to an employee. Employees should contact the Business Manager for further details regarding the School's LTD plan.

Life Insurance and Accidental Death & Dismemberment Insurance

The School provides life insurance and accidental death & dismemberment insurance to Regular Full-Time employees at a rate of 1X the employee's annualized salary, up to a maximum of \$50,000. The benefit amount reduces by 50% at age 70. The School pays the entire premium cost for this coverage.

Flexible Spending Account for Health Care and Dependent Care ("FSA")

The Flexible Spending Account (FSA) is designed to provide all Regular Full-time and Regular Part-Time Employees with the benefit of paying for un-reimbursed medical/dental expenses, and/or dependent care expenses on a pre-tax basis.

Such employees are eligible for the FSA upon hire. Once enrolled in the plan, employees may not opt out within the plan year (July - June). Change in enrollment requires a qualifying event such as the birth of a child, or a marriage.

Facilities Rental

The School's facilities are available for rental year-round by employees and approved groups with which they are affiliated. A copy of the Facilities Rental Policy is available from the Business Office.

Statutory Insurance

Workers' Compensation Insurance

Employees are protected by workers' compensation insurance for occupational illness or injury. Workers' compensation insurance benefits provide protection to both employees and the School if an employee is injured in an on-the-job accident.

Neither the School nor its insurance carrier will be liable for the payment of workers' compensation insurance benefits for injuries that occur during the employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the School.

Social Security

During employment with the School, employees contribute a specified percentage of the employee's earnings and the School pays a substantially equal amount for the benefits provided under the Social Security program. In addition to retirement benefits, the program also provides benefits for eligible employees and their dependents in the event of disability.

Unemployment Compensation

The School pays the full cost of unemployment insurance in accordance with applicable federal and state requirements.

VI. TIME OFF

Paid Time Off

The School has established this Paid Time Off (“PTO”) policy to provide employees with flexible paid time off from work that can be used for such needs as: vacation; personal time; and sick time in accordance with the Massachusetts Earned Sick Time law, including: (1) caring for a physical or mental illness, injury, or medical condition affecting the employee or the employee’s child, spouse, parent, or parent of a spouse; (2) attending routine medical appointments of the employee or of the employee’s child, spouse, parent, or parent of a spouse; (3) addressing the effects of domestic violence on the employee or the employee’s dependent child; or (4) traveling for such purposes.

If you need time off for sick leave purposes after exhausting all of your PTO, any additional sick time will be unpaid, unless otherwise required by law.

All employees are eligible to earn and use PTO as described in this policy.

Approval Process

A formal written request for personal paid leave should be submitted at least one week prior to the requested time off as soon as possible so office/classroom coverage can be managed. If approved by the employee’s manager, the request for PTO will serve as a record of time off and will be placed in the employee’s file. If using PTO for illness, please complete the personal paid leave form upon return to school. When using paid time off for multi-day absences, you must provide notice of the expected duration of the leave if known, or provide notice each day.

In addition to notice of your need for the PTO for the purposes of sick time, you must provide certification of the need for such time off (e.g., a doctor’s note) within seven (7) days if you use accrued PTO for more than twenty-four (24) consecutive scheduled work hours; for more than three (3) consecutive scheduled days; within two (2) weeks of your final day of work; or after four (4) unforeseeable and undocumented absences within a three (3) month period. For other, shorter uses of earned sick time, the School may require you to personally verify in writing that you have used sick time for allowable purposes. If you fail to provide such documentation, the School may recoup the sum paid for earned sick time from your future pay, as an overpayment.

PTO requests of more than one (1) week will require approval of your manager. Except for purposes of sick time, requests for PTO may be denied for a variety of reasons, including because the requested PTO is during a busy period or because it is too long.

PTO Pay

PTO is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives or bonuses.

PTO Accrual and Eligibility

PTO time is earned (*i.e.* accrued) in the year it is to be taken. A PTO year is defined as the period beginning July 1 – June 30.

- PTO is accrued each pay period based on the employee’s years of service according to the schedule below, except that all employees accrue the first forty (40) hours of PTO at a rate of one (1) hour for every thirty (30) worked hours.
- Employees do not accrue PTO while on any type of leave of absence – FMLA, Short-Term Disability, Workers’ Compensation, Military Leave, Personal Leave, etc. – or while using PTO.
- Part-time employees and all other employees (e.g., temporary) will accrue one (1) hour of PTO for each thirty (30) hours worked up to a maximum of forty (40) hours per year. PTO for these employees is only available for purposes of sick time as defined above.
- Employees who reach their 4th, 6th, or 9th year of service will begin accruing PTO at the higher accrual rate the first full pay period after they reach their 4th, 6th, or 9th anniversary date.
- You may use PTO that you have not yet accrued – up to the amount of your annual accrual with approval from your manager, provided that you execute a Wage Deduction Authorization form that authorizes the School to deduct the value of used but unearned PTO from your final pay if you leave the School.
- Employees can use PTO in minimum increments of ½ day, except that employees can use PTO in hourly increments if PTO is used as earned sick time.

All regular full time (30+ hours per week) employees receive PTO each year according to the schedule below. Unused personal time off cannot be carried over to the next year. The amount of time off for full-time employees is determined by length of year worked and length of service as follows (as per Board approval April 9, 2019):

Up thru 5 Years of Service	Sick Days	Personal Days
SCHOOL-YEAR Employees / Faculty	5	4
YEAR-ROUND Employees / Staff	5	8

6 plus Years of Service	Sick Days	Personal Days
SCHOOL-YEAR Employees / Faculty	5	5
YEAR-ROUND Employees / Staff	5	10

See Appendix for the Personal Paid Leave Form.

Vacation and Holidays

Full-time faculty and staff follow the School’s vacation schedule, which is published each June. The School typically provides the following paid holidays to full-time employees.

- New Year’s Day
- Martin Luther King Day

- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Bereavement Leave

Employees may take unpaid time off due to the death of a family member or close friend, at the discretion of the employee's manager. Alternatively, employees may use paid time off at their discretion to the extent it is available. Additional time off (paid or unpaid) is at the discretion of the employee's manager.

Parental Leave

Regular full-time employees who have worked for the School for three (3) consecutive months are eligible for eight (8) weeks of leave without pay for the purpose of: the birth of a child, adopting a child under the age of eighteen (18), or adopting a child under the age of twenty-three (23) if the child is mentally or physically disabled, in accordance with the Massachusetts Parental Leave Act ("MPLA").

In order to be eligible for this leave, you must notify your manager with at least two (2) weeks' in advance of the commencement of parental leave, except when such notice is not possible because of an unexpected disability. Any two (2) employees of the School will only be entitled to eight (8) weeks of parental leave in the aggregate for the birth or adoption of its same child.

You may choose whether to use paid time off in order to receive pay during such a leave. Further, you may be eligible for benefits under the School's Short-Term Disability Plan. Please refer to the Benefits section of this Handbook for additional information.

During a parental leave of absence, the School will continue your participation in the School's group benefit plans and will continue to make its usual contributions to the premium costs of such plans, provided that you pay your share of the premiums. Paid time off does not accrue during a parental leave of absence.

If you return to work at the end of eight (8) weeks or any additional leave period that is approved in writing in advance by the Business Manager, you will be restored to your previous position as of the start of your leave, or a similar position, unless the same or similar position is unavailable due to economic conditions or other changes in operating conditions. If you do not return to work at the end of eight (8) weeks or any approved additional leave period, then you will not be entitled to reinstatement and your employment will be terminated.

Jury Duty

The School recognizes that employees have an obligation to perform jury duty. The School encourages employees to fulfill their civic responsibilities by serving jury duty when required.

If employees are called for jury duty when employees are scheduled to work, employees should notify their supervisor as soon as possible of the dates they are required to attend, as it may be necessary to make arrangements for another employee to cover the employee's responsibilities in their absence. Employees must provide the School with a copy of their jury duty notice.

During the first three (3) days of jury service, the School will pay employees their regular wages. You must submit your records of performance to the Business Manager to receive pay. Employees will be paid by the School only if employees are scheduled to work for the time the jury service is assigned. Jury duty days are not considered hours worked for the purpose of computing

overtime pay. If an employee's service lasts longer than three (3) days, those remaining days of service will not be paid by the School unless otherwise required by applicable law. Exempt employees may receive pay in accordance with applicable law. Employees are expected to report to work on any day on which the employee's attendance as a juror is not *required*.

Witness Duty

Employees may take an unpaid leave of absence to appear as a witness in court proceedings.

If employees are called for witness duty when employees are scheduled to work, employees should notify their supervisor as soon as possible of the dates they are required to attend, as it may be necessary to make arrangements for another employee to cover their responsibilities in the employee's absence. Employees must provide the School with a copy of their witness duty notice.

In addition, employees must notify the supervisor as soon as possible following court attendance that employees intend to return to work.

Military Leave

In general, employees are entitled to take an unpaid military leave of absence for various types of military duty (e.g., active duty, annual training and reserve duty). Employees will be granted a leave of absence and reinstated in accordance with applicable law. Employees are required to provide the School with advance notice of the need for military leave, unless military necessity prevents such notice or it is otherwise impossible or unreasonable for employees to provide the School with notice. Employees may receive pay for temporary military leave, in accordance with applicable law. In addition, employees may use accrued paid time off in order to receive pay for a military absence.

Religious Leave

Employees may take unpaid time off for religious observance with approval of the Head of School, provided that doing so would not impose an undue hardship on the School. Employees should make requests for religious leave to the Head of School at least ten (10) working days in advance.

To receive pay for religious leave, employees may use accrued paid time off in accordance with the School's time off policies.

VI. TERMINATION OF EMPLOYMENT

Voluntary Termination (Other Than Faculty)

A voluntary termination of employment is a termination of employment initiated by employees. A voluntary termination may occur:

- by written resignation;
- as a result of an absence from work without notifying the School; or
- as a result of a failure to return to work at the expiration of an approved leave of absence or of any extension of such leave granted by the School.

The School requests that employees provide at least two (2) weeks' notice of resignation. This gives the School time to fill the employee's position, without straining other employees to take over the employee's workload. Out of consideration for the employee's co-workers, employees should give as much notice as possible. In some cases, the School may accept the employee's resignation effective immediately or as of another date prior to the end of the notice period. Regardless of the length of notice given, all resigning employees should provide the School with a written notice of resignation.

Retirement (All Employees)

The retirement policy of the School is consistent with federal law. This means that there is no established mandatory retirement age. You should notify the Business Manager of your plans to retire as early as possible. This allows sufficient time to process any retirements benefits for which you may be eligible and to ensure a smooth transition in filling your position.

Involuntary Termination (Other Than Faculty)

An involuntary termination is any termination of employment initiated by the School. An involuntary termination may occur as a result of the employee's unsatisfactory job performance or misconduct or it may result from other reasons or circumstances, such as insufficient enrollment, a reduction in force or a personnel problem or any other situation in which the School determines that termination of employment is appropriate.

Faculty Termination

The School requests that faculty provide at least thirty (30) days' notice of resignation. If the School terminates a faculty member's employment for any reason other than misconduct or unsatisfactory performance (in which case the School will not provide any notice), the School will likewise provide the faculty member with either thirty (30) days' notice of her or his impending termination or thirty (30) days' pay in lieu of providing notice.

(A) If the faculty member's employment is terminated either by the School or by the faculty member, effective before the completion of the school year, then the School shall pay the faculty member's salary and benefits through the date of her or his termination, including, if relevant, a lump sum payment to account for any pro rata percentage of the faculty member's salary that was

withheld from her or him each payroll period to be paid during July and August. All employee benefits will terminate as of the faculty member's termination date.

(B) If the faculty member's employment is terminated either by the School or by the faculty member, effective on or after the completion of the School Year, then the faculty member will receive her or his monthly salary and benefits through June 30, and the School will accelerate the faculty member's monthly payments for July and August, if any, so that they are paid to her or him by June 30. Certain employee benefits may terminate as of the faculty member's termination date, in accordance with applicable policies and benefit plan documents. Any employee benefits that the faculty member is eligible to receive after her or his termination date will terminate on August 31st of the current school year.

Final Pay

In the case of an involuntary termination of employment, final pay will be provided to employees in accordance with applicable law. In the case of a voluntary termination of employment or retirement, the employee's final paycheck will usually be issued on the next regular pay day and mailed to the employee's last known home address or as otherwise required by applicable law. The School will pay faculty members in accordance with the above section regarding Faculty Termination.

Final pay will include payment for hours worked since the employee's last payday. Final pay will be reduced by (i) required legal deductions, such as Social Security payments and state and federal income taxes; (ii) authorized deductions, such as those for coverage under the group health insurance plan; (iii) any overpayment of wages due and reimbursable to the School as a result of advance pay (such as through payment of payroll in advance), and (iv) any other amounts authorized by employees or permitted by applicable law.

Return of School Property

Employees are responsible for all School property, materials and written information issued to employees or in the employee's possession or control. Employees must return all School property in satisfactory condition immediately upon request or upon voluntary or involuntary termination of employment. Employees may be permitted to buy back School-issued devices (*e.g.*, iPhone, iPad, Blackberry, laptop, tablet, and personal data assistant) at a price determined at the time of the employee's termination of employment. With written authorization, the School may deduct the cost of the School-issued device from the employee's final pay. Employees may not retain copies of such property, materials or written information, including any backed up data, stored files, or emails on any personal or School-issued electronic device. As permitted by law, the School may withhold from the employee's current or final paycheck the cost of any items that are not returned upon the termination of employment.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE MANUAL

This Form acknowledges that I have received the School’s Employee Manual that includes, among other things, policies with respect to the following topics: Sexual and Other Harassment; Equal Employment Opportunity; and policies regarding Paid Time Off and Benefits. I understand that I am responsible for familiarizing myself with the contents of the Employee Manual and any supplemental information provided to me.

I understand that the information contained in the School’s Employee Manual is only intended to provide me with a summary of programs, policies and procedures. I also understand that the School reserves the right, in its sole discretion and without notice to employees, to interpret, amend, supplement or rescind any program, policy or procedure contained in the Employee Manual.

I understand that the programs, policies and procedures summarized in the Employee Manual, and any supplemental information provided by the School, are not intended to create and do not create any contractual rights, promises or obligations of any kind with respect to the terms or conditions of employment. I also understand that this Employee Manual does not constitute a contract of employment and that, in the absence of such a contract, my employment relationship with the School is “at-will.” As such, my employment relationship with the School may be terminated at any time with or without notice, for any reason or no reason, by me or the School. I further understand that the at-will nature of my employment may only be modified in an express writing signed by the Head of School or Chair of the Board of Trustees, as appropriate, and me or my duly authorized representative.

Print Name of Employee

Employee’s Signature

Date

APPENDIX

Telephone and Voicemail Directions

IMPORTANT: All Lighthouse School Faculty and Staff should check voicemail daily, and return voicemails within 24 hours.

ANSWER INCOMING CALL FOR YOU

- Press your Prime blinking line key.
(Prime line is the button that has your Ext number.)

TRANSFERING INCOMING CALLS FOR YOU OR THE FRONT DESK

- While on the call, press **Transfer/Conf** button
- Dial the extension number
- Either hang up to complete the transfer or wait until answered, announce the transfer, and then hang up
- OR -

- Press the **Cancel (X)** button to cancel the transfer

PLACE A CALL

- Dial 6-digit extension number
- OR Dial **8** + the external phone number
- OR press the **Redial** button

PLACE CALL ON HOLD

- While on the call, press red **Hold** button

RETRIEVE HELD CALL

- Press the flashing line key

PROGRAMMING SPEED CALL KEYS

- Press the blue **Applications** button
- Press the **Settings** softkey
- Press the **Programmable Keys** softkey
- Select a key that is not programmed
- Press **Speed Call** or **Private Speed Call** softkey – use the right/left arrows to scroll thru the pages
- Select **Edit Label** softkey and use keypad to spell the label. Press **Save** softkey when done.
- Select **Edit Number** softkey. Enter the phone number exactly as you would dial it. Press **Save** softkey when done.
- Press **Save** softkey at top of display
- Press **Close** softkey twice to exit

TRANSFER CALL TO VOICEMAIL

- While on the call, press the **Transfer/Conf** button
- Turn to the PAGE that has **TRANSFER VM**

- Press the **TRANSFER TO VM** key
- Dial the extension number of the person for whom the caller would like to leave a message

- Hang up

Accessing Voice Mail From Outside

Dial **1-508-228-0427**

At the start of the Co. greeting . .

- Press ******
- Enter your Mailbox number
- Press *****
- Enter your Passcode

CREATE A CONFERENCE CALL

- While on call with first party, press **Transfer/Conf** button
- Dial the number of the next party
- When answered, announce the conference call and then press the **Transfer/Conf** button
- OR -

- Press the **Cancel (X)** button to cancel the addition of this party to the conference call
- NOTE:

- Repeat the above steps to add up to 7 people to your conference (total of 8 parties allowed on a conference call – including yourself)

- You may split a 3-way conference by pressing the **Split** softkey. Use the **Trade** softkey to swap back and forth between the two attendees. To reconnect the 3-way conference, press the **Transfer/Conf** button.

- You may leave the conference by hanging up or pressing the **Release Me** softkey – note that the attendees will be able to continue the call without you. If you would like to end a 3-party conference call, **Split** the call and press the **Cancel (X)** button to

disconnect each caller.

Mitel AnyWare Hot Desk Login Steps

If we lose power or internet connectivity, you will have to log in (or “Hot Desk”) your phone:

1. Press button next to “Hot Desk” words displayed on the screen
2. Press button next to “Login” displayed on the screen
3. Enter your Extension #
4. Press button next to “OK” displayed on the screen
5. Enter your PIN (Same as your 4 digit extension number)
6. Press button next to “OK” displayed on the screen
7. ** You will get a message “login completed” **



Nantucket
**Lighthouse
School**

**Nantucket Lighthouse School
Field Trip Form**

Note: Review Employee Manual for field trip guidelines.

Teacher Name: _____

Proposed Date of Field Trip: _____

Location of Trip: _____

Purpose of Trip: _____

Number of Students Attending: _____

Outline of Day:

Departure: _____

Activities Scheduled: _____

Return: _____

Proposed # of Chaperones: _____

Estimated Budget for Trip:

Travel: _____

Entrance Fees: _____

Misc. Expenses: _____

Total Budget: _____

Date Submitted: _____

Approval: _____

Head of School Signature



Nantucket
**Lighthouse
School**

**Nantucket Lighthouse School
Field Trip Emergency Contact Form**

Note: Review Employee Manual for field trip guidelines.

Faculty Name / Cell Phone: _____

Emergency Contact Information for Faculty:

Name: _____
Relationship: _____
Contact Number: _____

Chaperone Names and Cell Phone Numbers:

Emergency Contact Information for Chaperones:

Chaperone: _____
Name of Emergency Contact: _____
Relationship: _____
Contact Number: _____

Chaperone: _____
Name of Emergency Contact: _____
Relationship: _____
Contact Number: _____

Chaperone: _____
Name of Emergency Contact: _____
Relationship: _____
Contact Number: _____



Nantucket
**Lighthouse
School**

**Nantucket Lighthouse School
Pre-Crisis Indicator & Student Accident Report**

Note: Review Employee Manual and Crisis Management Plan for additional guidelines.

Student's Name: _____

Student's Classroom Teacher: _____

Date of Indicator/Accident: _____

Time of Indicator/Accident: _____

Nature of Nature of Indicator/Accident: _____

Was there supervision at time of indicator/accident?

Yes No

Name/Title of Supervision: _____

Was Parent/Guardian Notified?

Yes No

Parent/Guardian Notified: _____

Was Student Transported to Medical Facility?

Yes No

By Whom? _____

On Whose Authority? _____

Lapsed time between accident and time first aid was administered:

Hour: _____ Minutes: _____

Nature of Injury? _____

Cause of Accident: _____

Location of Accident: _____

Description of Accident (be as specific as possible):

If other students/adults involved in or present at Pre-Crisis indicator/accident list names:

Corrective Action Taken: _____

Originator of Report
CC this form to student's file, Head of School

Date



Nantucket
**Lighthouse
School**

**Nantucket Lighthouse School
Professional Development Application**

Note: Review Employee Manual for additional guidelines.

Name: _____ Date: _____

Description of Professional Development Request (attach relevant course catalogue):

Name of Course Requested: _____

Brief Description of Course and benefit to Lighthouse School:

Budget:

Course Fee: \$ _____
Estimated Accommodations Expense: \$ _____
Estimated Travel Expense*: \$ _____
Total Estimated Costs: \$ _____

***Note:** You are responsible for travel on and off island and meals. The School covers travel expenses from the mainland to destination and back.

Prior Professional Development Granted by Lighthouse School:

Have you had professional development via Lighthouse School before?

Yes No

List dates and name of prior professional development paid for by Lighthouse School:

_____	_____
Date	Name of course funded by NLS
_____	_____
Date	Name of course funded by NLS
_____	_____
Date	Name of course funded by NLS

Approval:

Administrative Signature

Date



Nantucket
**Lighthouse
School**

**Nantucket Lighthouse School
Check Request/Reimbursement Form**

Note: Review Employee Manual for additional guidelines.

Name: _____

Date: _____

Expense Description: _____

Pay to the Order of: _____

Amount: _____

Address: _____

City, State, Zip: _____

Receipts/Back-Up Required:

Back up must accompany a check request or reimbursement form.

Receipts/Back-up with approval attached? Yes No



Nantucket
**Lighthouse
School**

FORM ST-2 Certificate of Exemption

	Form ST-2 Certificate of Exemption	Massachusetts Department of Revenue
<p>Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 6(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certification of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.</p>		
<p>NANTUCKET LIGHTHOUSE SCHOOL INC 1 RUGGED ROAD NANTUCKET MA 02554</p>	<p>EXEMPTION NUMBER 043 491 719 ISSUE DATE 11/18/14 CERTIFICATE EXPIRES ON 11/18/24</p>	

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE

ST-2



SUPERVISION, EVALUATION, AND DEVELOPMENT PLAN

Supervision, Evaluation, and Development: Purpose and Goals

Nantucket Lighthouse School's program of Supervision, Evaluation, and Development is designed to be a process that provides an ongoing opportunity to build upon your talents and to continue to develop professionally. As our philosophy states, "We are committed to the education of the whole person" and "we believe in the human urge to grow and to learn. We respect the nature and rhythm of each individual's path." Our supervision, evaluation and development process strives to honor this philosophy.

The goal in this evaluation design is to provide feedback and guidance, as well as to support faculty and staff in pursuing professional development goals that enhance teaching practice, enliven the classroom, and strengthen the school as a whole. The process is also evaluative and assesses a faculty or staff member's ability to effectively fulfill his/her responsibilities.

Expectations common to all who work in our school:

Lighthouse faculty and staff have responsibilities to one another, to our students, and to our families. Everyone should familiarize him/herself with the expectations, policies, and procedures as outlined in the Employee Handbook and in individual job descriptions.

Who is Evaluated and How Often?

- New faculty and staff will be evaluated each year for the first two years of employment.
- All faculty and staff are formally evaluated at least once every two years.
- All faculty and staff members participate in self-assessment and goal-setting each year.
- A faculty or staff member may request an observation or evaluation at any time.
- The Head of School may evaluate or review a faculty or staff member, program, or position at his/her discretion.

Who Performs the Evaluation?

- For Faculty: Head of School and other advisors at the discretion of the Head of School.
- For Staff: Head of School and other advisors at the discretion of the Head of School.
- For Head of School: Head of School Evaluation Work Group, appointed by the NLS Board of Trustees.
- The Head of School may invite observers from other schools / programs to provide feedback.

The Supervision, Evaluation and Development Process is informed by:

- Fulfillment of Job Responsibilities, as outlined in Employee Manual and Specific Job Descriptions
- Formal Observation and Evaluation
- Participation in Faculty and/or Staff Meetings
- New Initiatives, Projects and/or Presentations
- Active Participation in the Life of the School
- Newsletter and Report Writing
- Participation in Goal Setting and Professional Development
- Student Work (for Faculty)

APPROXIMATE TIMELINE

October - December

- Goal-Setting with Head of School

January - April

- Observation, Self-Evaluation or Peer Observation
 - Observer takes detailed notes describing what was observed, offering constructive feedback and suggestions.
 - Observer and faculty member meet to review observation and notes and establish the means towards implementing any suggestions and changes.
 - Self-Evaluation based on roles and responsibilities and annual goals
 - Head of School and faculty/staff member meet to review assessment and establish a means toward implementing any suggestions and changes.
 - Peer Observation based on mutually agreed upon time and parameters
 - Observer and faculty member meet to review observation and notes and establish the means towards implementing any suggestions and changes.

April/May

- Faculty and staff members revisit goals, reflecting upon progress.
- Contracts for the next school year are extended.
- If a contract will not be renewed, Head of School notifies the faculty or staff member prior to sending out contracts.

July/August

- Summer work, planning, reading, and courses



Faculty member: _____

Date: _____

As a member of the Nantucket Lighthouse School faculty, we encourage you to continually reflect upon your strengths, challenges, and development. The faculty job description provides a list of essential areas a Lighthouse teacher is evaluated upon and asked to consider in assessing her/his own teaching practices, setting professional goals, and determining related professional development opportunities. Please use this list to guide your goal setting and professional development plans.

In addition to setting and working toward professional goals each year, all Lighthouse faculty and staff will be evaluated based upon the schedule and options outlined in Nantucket Lighthouse School's Supervision, Evaluation and Development Plan.

Please record your goals for the year, as well as professional development opportunities and resources you will use to work toward those goals.

GOAL 1:

Relevant texts and resources I plan to read and people with whom I plan consult:

Professional Development opportunities I will pursue to fulfill this goal:

GOAL 2:

Relevant texts and resources I plan to read and people with whom I plan consult:

Professional Development opportunities I will pursue to fulfill this goal:

GOAL 3:

Relevant texts and resources I plan to read and people with whom I plan consult:

Professional Development opportunities I will pursue to fulfill this goal.

I have met with Nantucket Lighthouse School's Head of School to review my responses, ideas, and proposed goals as part of the planning process for my professional work.

(Initial)

Staff member: _____ Date: _____ Head of School:

We shall meet again to review and assess my progress on: _____

Copy to staff

NANTUCKET LIGHTHOUSE SCHOOL

EMPLOYEE REFERENCE RELEASE

I hereby authorize Nantucket Lighthouse School (the "School") and its designees, as my employer or former employer, to release the information (and additional facts related to such information) related to my employment at the School, including, but not limited to: my dates of employment; my job title at the time my employment ended; my positions held; my job responsibilities; the reason(s) for end of my employment; evaluation of my performance (including, but not limited to, written evaluations); my final salary or wage; and any other information that my employer or former employer deems relevant to my employment at the School.

Anyone self-identifying as a prospective employer who is considering my application for employment is authorized to receive the information enumerated above.

In consideration for the School providing the above-authorized information, I agree to fully release and hold harmless the School, as well as its current, former, and future directors, trustees, officers, employees, representatives, agents, insurers, attorneys, and volunteers, all related to or associated with the School, and all others providing information on behalf of the School, from and with respect to any liability, including but not limited to any claim or potential claim of defamation, invasion of privacy, intentional or negligent infliction of emotional distress, negligent or intentional interference with contractual or advantageous business relations or any other cause of action, whether known or unknown, which I have or may have arising out of or relating to the provision of or use by the School of the above-authorized information.

Employee Name (please print)

Employee Signature

Date