



**SEACREST**  
*Country Day School*

***Employee  
Handbook***

The Employee Handbook is available on the Seacrest website in the faculty portal.  
You are required to sign the Employee Acknowledgment  
which indicates you have read the handbook.

7100 Davis Boulevard • Naples, Florida 34104  
Phone: 239.793.1986 • Fax: 239.793.1460 • [www.seacrest.org](http://www.seacrest.org)  
*I Learn with Creativity and Joy*

**SEACREST EMPLOYEE HANDBOOK  
TABLE OF CONTENTS**

**ABOUT OUR SCHOOL**

	<b><u>Page</u></b>	<b><u>Revision Date</u></b>
Mission, Philosophy and Guiding Principles	5	Aug. 2009
Accreditation and Memberships	7	Dec. 2011
Purpose of this Handbook	7	Aug. 2009

**WHAT YOU CAN EXPECT FROM US**

	<b><u>Page</u></b>	<b><u>Revision Date</u></b>
Our Employee Relations Philosophy	8	Aug. 2009
Equal Employment Opportunity	8	Dec. 2011
Disability Accommodations	8	May 2013
No Harassment Policy	8	Aug. 2009
Introductory Period	9	Dec. 2011
Employee Classifications	10	Aug. 2010
If You Have a Problem	10	Dec. 2011

**BENEFITS**

	<b><u>Page</u></b>	<b><u>Revision Date</u></b>
Your Pay	11	Dec. 2011
Direct Deposit	11	Aug. 2010
Salaried-Exempt Employees and Reductions	11	May 2013
Sick Days and Personal Leave Days	12	Dec. 2011
Vacation	13	Aug. 2010
Absenteeism and Tardiness	14	Aug. 2010
Leave for Civic Duty	15	Dec. 2011
Medical Insurance Plan	15	Aug. 2009
Dental Insurance Plan	16	Aug. 2009
Life Insurance	16	Aug. 2009
Retirement Savings Plan	16	Aug. 2009
Consolidated Omnibus Budget Reconciliation Act (COBRA)	16	Aug. 2010
Faculty Tuition Discount	16	Aug. 2009
Workers' Compensation Insurance	17	Dec. 2011
Social Security Insurance	17	Aug. 2009

**PERSONNEL POLICIES**

	<b><u>Page</u></b>	<b><u>Revision Date</u></b>
Rules to Protect Us All	17	Aug. 2009
Cellular Phones, PDAs, and Other Handheld Devices	17	May 2013
Child Abuse and Reporting Obligations	18	Dec. 2011
Employee Code of Business Conduct and Ethics	20	Aug. 2010
Electronic Communication and Computer Systems Security and Usage Policy (formerly Acceptable Use Policy)	24	Dec. 2011
Conflict of Interest	30	Aug. 2009
Confidentiality	30	Aug. 2013

Criminal Background Checks	31	Dec. 2011
Drug and Alcohol Policy	31	Aug. 2009
Fitness Center	32	Dec. 2011
Fraud, Dishonesty and False Statements	32	Aug. 2009
Identification Lanyards, Badges and Visitor Policy	33	Dec. 2011
General Bulletin Boards	33	Aug. 2010
Gifts and Gratuities	33	Aug. 2010
Hazing/Bullying/Harassment among Students	34	Aug. 2010
Honesty	34	May 2013
Inspection Policy	35	Dec. 2011
Insubordination	35	Dec. 2011
Interaction and Communication with Students	35	Dec. 2011
Investigation of Misconduct	36	May 2013
Leaving School During the Day	36	Aug. 2010
Misuse of Property	36	Aug. 2010
Outside Employment	37	Aug. 2009
Overtime	37	Aug. 2010
Parking	37	Dec. 2011
Personal Appearance	37	Aug. 2009
Personal Telephone Calls and Visits	37	Aug. 2010
Personnel Records	38	Aug. 2009
Poor Performance	38	Aug. 2010
Public Relations	38	Aug. 2010
Smoking	38	Aug. 2010
Solicitation and Distribution	39	Aug. 2010
Theft	39	Aug. 2010
Timekeeping Procedures	39	May 2013
Unlawful Activity	39	Aug. 2010
Whistleblower Policy	39	Aug. 2010

### **GENERAL BUSINESS BASICS**

	<b><u>Page</u></b>	<b><u>Revision Date</u></b>
Energy Conservation	41	Dec. 2011
Keys	41	Aug. 2009
Office Hours	41	Aug. 2009
Separation Policies and Notice of Resignation	41	Aug. 2009
Teacher Evaluation and Supervision	41	Aug. 2013
<b>APPENDIX</b>		
Family and Medical Leave Policy	44	Dec. 2011
Military-Related FMLA Leave	48	Aug. 2010
Military Leave of Absence	52	Aug. 2010
Victims of Domestic Violence Leave Policy	52	Aug. 2010

The sections following page 52 are still under review. If there are any conflicts with language or policies in pages 53 to the end, then the text on pages 1 to 52 take precedence.

## **FACULTY AND STAFF POLICIES AND THE CLASSROOM**

	<b><u>Page</u></b>	<b><u>Revision Date</u></b>
<b>Staff Hours</b>	<b>49</b>	<b>Dec. 2011</b>
<b>Teaching Assistant General Duties</b>	<b>50</b>	<b>Aug. 2009</b>
<b>Faculty General Duties</b>	<b>50</b>	<b>Aug. 2009</b>
<b>Faculty Specific Duties</b>	<b>51</b>	<b>Aug. 2009</b>
<b>Faculty Guidelines</b>	<b>53</b>	<b>Dec. 2011</b>
<b>Responsibilities to Students</b>	<b>55</b>	<b>Aug. 2010</b>
<b>Supervision of Students</b>	<b>56</b>	<b>Aug. 2009</b>
<b>Health and Safety</b>	<b>57</b>	<b>Aug. 2009</b>
<b>Emergency Drills</b>	<b>57</b>	<b>Aug. 2009</b>
<b>Morning Guidelines</b>	<b>58</b>	<b>Aug. 2010</b>
<b>Substitute Policy</b>	<b>59</b>	<b>Aug. 2009</b>
<b>Arrival / Dismissal</b>	<b>60</b>	<b>Aug. 2009</b>
<b>Communications</b>	<b>61</b>	<b>Aug. 2009</b>
<b>Parent Teacher Organization</b>	<b>63</b>	<b>Aug. 2010</b>
<b>Lesson Plans and Grade Books</b>	<b>63</b>	<b>Aug. 2009</b>
<b>Permanent Records</b>	<b>63</b>	<b>Aug. 2009</b>
<b>Playground</b>	<b>63</b>	<b>Aug. 2009</b>

## **FACULTY AND STAFF POLICIES AND THE STUDENT**

	<b><u>Page</u></b>	<b><u>Revision Date</u></b>
<b>The Learning Environment</b>	<b>65</b>	<b>Aug. 2009</b>
<b>Daily Routine</b>	<b>65</b>	<b>Aug. 2009</b>
<b>Allergy Policy</b>	<b>67</b>	<b>Aug. 2009</b>
<b>Medications</b>	<b>67</b>	<b>Aug. 2009</b>
<b>Food and Celebrations</b>	<b>68</b>	<b>Aug. 2013</b>
<b>Ordering, Purchasing and Caring For Instructional Materials</b>	<b>68</b>	<b>Dec. 2011</b>
<b>Staff Development, Communication and Support</b>	<b>69</b>	<b>Dec. 2011</b>
<b>Seacrest Website</b>	<b>70</b>	<b>Aug. 2009</b>
<b>The Curriculum</b>	<b>70</b>	<b>Aug. 2009</b>
<b>Tests and Examinations</b>	<b>71</b>	<b>Aug. 2009</b>
<b>Homework Policy and Guidelines</b>	<b>72</b>	<b>Aug. 2009</b>
<b>Tutoring - Private Tutoring of Students</b>	<b>73</b>	<b>Aug. 2010</b>
<b>Discipline</b>	<b>73</b>	<b>Aug. 2009</b>
<b>Student Records</b>	<b>74</b>	<b>Aug. 2009</b>
<b>Parent and Student Handbook</b>	<b>74</b>	<b>Aug. 2009</b>
<b>Student Recommendation Forms</b>	<b>74</b>	<b>Aug. 2009</b>
<b>Separated or Divorced Parents of Students</b>	<b>74</b>	<b>Aug. 2009</b>
<b>Cooperation with Law Enforcement Agencies</b>	<b>75</b>	<b>Aug. 2009</b>
<b>Field Trips</b>	<b>75</b>	<b>Aug. 2009</b>
<b>Solicitation, Distribution and Fundraising</b>	<b>76</b>	<b>Aug. 2009</b>
<b>Employee Handbook Acknowledgment</b>	<b>77</b>	<b>Dec. 2011</b>

## **ABOUT OUR SCHOOL**

**The Mission of Seacrest Country Day School** is to provide a superior college-preparatory education that develops life-long learners who do well in life, while also doing good things for the world. Expectations for intellectual achievement are high and students are challenged every day. In addition to teaching academics, technology and life skills, Seacrest emphasizes the arts, physical education and social awareness.

Curriculum, methods, techniques, and tools for better learning are selected and developed by a highly qualified and dedicated staff. Multisensory approaches to understanding academic subjects are enhanced by carefully utilizing each child's learning style and natural curiosity. Each one learns to read and write, think rationally, and lay the foundations for sound mathematical concepts. They all learn to get along with friends, acquaintances, family, and the world around them so they can advance in social science and science.

Seacrest School is successful because its students achieve an excellent academic foundation and sense of confidence in their learning process. The school's challenging and supportive environment enables each student to maintain a steadily maturing progression toward self-efficacy and self-confidence.

Their creativity is nurtured, their good humor nourished. They are readied for responsible adulthood. Perhaps most importantly, they learn and enjoy it.

## **PHILOSOPHY**

Seacrest Country Day School ("Seacrest", "Seacrest School", or "School") is founded on the premise that within every human being there is a potential for learning that is virtually unlimited. Students are made aware that they can free themselves from self-imposed limitations and can tap their own resources. Thus, Seacrest School acclaims an educational system in which "Learning to be everything you can be" in a rapidly changing world is a central theme.

Teachers and students maintain high expectations for intellectual achievement. Children are taught to strive for a healthy balance of good health, hard work, and satisfying recreation. In addition to academic subjects, technology, and basic skills, Seacrest School emphasizes the arts, physical education, social awareness, peaceful means of relating to others, respect for the environment, and culturally accepted values. Seacrest School is also committed to developing responsibility, not only for one's own actions and behavior, but also for controlling one's emotions and feelings.

Curriculum, methods, techniques, and tools for better learning are selected and developed by a highly qualified and dedicated staff. Multisensory approaches to understanding academic subjects are enhanced by carefully utilizing each child's learning style and natural curiosity. Each one learns to read and write, think rationally, and lay the foundations for sound mathematical concepts. They all learn to get along with friends, acquaintances, family, and the world around them so they can advance in social science and science.

The success of Seacrest School depends on its students achieving an excellent academic foundation and responsible independence in the learning process. Seacrest School's supportive environment, which is both dynamic and calm, enables the students to maintain a steadily maturing progression toward self-efficacy and self-confidence. Their creativity is

nurtured; their good humor nourished. They are readied for responsible adulthood. They learn, and they enjoy it.

*The Seacrest School Philosophy forms the fundamental basis for all the participants, functions and instructional programs at Seacrest School. Keep a copy of the philosophy close at hand, refer to it often, and commit to upholding its purposes.*

## SEACREST GUIDING PRINCIPLES

*Imagine the Possibilities  
“Be the best you can be”*

### Guiding Principles

- I** Individual recognition of each student is the **Seacrest Difference**. Our students are known, valued and respected for who they are. Their unique differences are honored and celebrated.
- L** Leadership permeates the **Seacrest Difference**. It is our belief that every child must be a leader. Each student is provided the opportunity to develop leadership skills in and out of the classroom, not only to the benefit of Seacrest, but also to the good of the greater community.
- E** Ethics and character are the foundation of the **Seacrest Difference**. Each day our students are challenged to consider, discuss, and practice making right choices. Our graduates enter their collegiate years with the confidence and strong personal character that results from years of guided decision making.
- A** Academics—the traditional measure of excellence, is but one of the outstanding outcomes of the **Seacrest Difference**. The 3-Rs—**rigor, relevance and relationships**—allow our students to meet academic challenges, understand the application of their learning, and perceive interdisciplinary relationships while taking intellectual risks. Our passionate faculty provides students with the self-assurance to trust themselves, test their capabilities, and pursue their most arduous aspirations.
- R** Responsibility for oneself, for the team, for the community, and indeed, for the world, is the **Seacrest Difference**. We expect students and faculty alike to take personal responsibility for their decisions and to understand the impact and consequences of every choice.
- N** Nourishment—the feeding of the body, mind, and spirit—is essential and unique to the **Seacrest Difference**. Seacrest is a supportive environment where students gain an understanding of whom they are now and who they hope to be in the future. The Seacrest community is one in which students are supported, guided, and fed by a shared belief in their unlimited potential. Our students understand that learning begins in childhood and continues throughout their lifetime.

## **ACCREDITATION AND MEMBERSHIPS**

Seacrest School is accredited by the Florida Council of Independent Schools (FCIS), the Florida Kindergarten Council (FKC), The Southern Association of Independent Schools (SAIS), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS-CASI). Seacrest School is one of the few independent schools in Collier and Lee counties accredited by all four associations. Below is a sampling of additional organizations Seacrest School belongs to as an Independent School:

Association for Supervision and Curriculum Development (ASCD)  
Center for Spiritual and Ethical Education (CSEE)  
Florida High School Athletic Association (FHSA)  
Independent Curriculum Group (Founding Member)  
International Reading Association  
National Association for College Admission Counseling (NACAC)  
National Association of Independent Schools (NAIS)  
National Business Officers Association (NBOA)  
National Council of Teachers of English (NCTE)  
Association for Middle Level Education  
National Science Teachers Association (NSTA)  
Southern Association for College Admission Counseling (SACAC)  
Secondary School Admission Test Board (SSATB)

## **PURPOSE OF THIS HANDBOOK**

This Handbook has been prepared to acquaint you with Seacrest School and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this Handbook to offer two-way communication: what you can expect from us, and what we expect from you. However, the contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This Handbook supersedes all previous handbooks, policies and practices, which are in any way inconsistent with the contents of this Handbook. The School reserves the right to interpret the content of this Handbook. Finally, this Handbook should not be construed as creating any kind of "employment contract," since Seacrest School reserves the right to add, change or delete benefits and policies as it deems appropriate.

If you are employed under a contract with Seacrest School, you should refer to your contract regarding specific terms outlined therein concerning the duration of your employment. The provisions of this handbook supplement your duties and responsibilities to Seacrest School as outlined in your contract.

If you are not employed under a contract with Seacrest School, this handbook does not alter the "at-will" nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and Seacrest School has the same right. Your status as an "at-will" employee may not be changed, except in writing specific to you, and signed by the Head of School.

## **WHAT YOU CAN EXPECT FROM US**

### **OUR EMPLOYEE RELATIONS POLICY**

We are dedicated to continuing what we believe to be an excellent employee relations program. We will do our best to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

Over the years, Seacrest School has earned a fine reputation in our field. We know that our reputation is a direct result of the loyalty, commitment and continued efforts of our employees.

### **EQUAL EMPLOYMENT OPPORTUNITY**

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/handicap, genetic information, or any other protected status in accordance with the requirements of all federal, state, and local laws. If you believe that you have been treated inconsistently with this policy, please immediately report your concern to the Head of School, the Heads of the Lower/ Middle / Upper School, or the Business Officer. You will not be retaliated against for bringing forth a complaint in good faith. You should also report any concern of retaliation to the Head of School, the Heads of the Lower/ Middle / Upper School, or the Business Officer

Any employee found to have violated this policy of Equal Employment Opportunity is subject to appropriate disciplinary action, up to and including termination of employment. In this manner, the School strives to ensure a work environment that provides equal opportunity to all.

### **DISABILITY ACCOMMODATIONS**

The School is committed to complying with the laws protecting qualified individuals with disabilities. The School will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship for the School and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job, you must notify Human Resources. Once the School is aware of the need for an accommodation, the School will engage in an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job.

### **NO HARASSMENT POLICY**

We do not and will not tolerate unlawful harassment of our employees or students. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, genetic information, or disability. "Harassment" also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic or physical conduct of a sexual nature.

**Violation of this policy will subject an employee to disciplinary action up to, and including, immediate discharge.**

If you feel that you are being harassed in any way by a coworker, parent or other guardian of a student, a student, or by an employee of a customer or vendor, you should notify one of the individuals designated below **immediately**. In addition, if you believe that a student is being harassed in any way by an employee, parent or guardian of a student, a student, or by an employee of a customer or vendor, you should notify your direct supervisor or one of the individuals designated below **immediately**. Any such matter will be thoroughly investigated, and where appropriate, disciplinary action will be taken.

You should also be aware that no member of our administrative team is authorized to make any employment decision based in any way on an employee's submission to or rejection of sexual conduct or advances. No member of our administrative team has the authority to suggest to any employee that the employee's continued employment or future advancement will be affected in any way because the employee enters into or refuses to enter into any form of sexual or other personal relationship with any member of our administrative team. No member of our administrative team may coerce an employee into a sexual relationship and then reward the employee. No member of our administrative team may take disciplinary action against an employee or deny a promotion, transfer, award, etc. to an employee because he or she has rejected sexual advances.

In addition, no faculty member or other employee is authorized to make any academic or disciplinary decision based in any way on a student's submission to or rejection of sexual conduct or advances. No faculty member or other employee has the authority to suggest to any student that the student's continued attendance or future advancement will be affected in any way because the student enters into or refuses to enter into a form of sexual or other personal relationship with the faculty member or other employee. If you believe that a member of our administrative team, employee, parent, customer, or vendor has acted inconsistently with this policy, please immediately contact (1) Head of School, (2) Lower School Head, (3) Middle School Head, (4) Upper School Head, or (5) Business Officer.

**You will not be penalized in any way for making a good faith report of improper conduct. If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact one of the above individuals.**

Please do not assume that Seacrest School is aware of your problem. Please bring your complaints and concerns to our attention so that we can resolve them.

### **INTRODUCTORY PERIOD**

For every new employee, the first ninety (90) days of full-time employment is a trial period for both you and Seacrest School. This period is to allow you to learn about Seacrest School, your job, and your new surroundings. Your Division Head, or any member of the Administration will be available to answer any questions that you may have.

During this period your job performance, attendance, attitude and overall interest in your job will be carefully reviewed by members of the Administration. Seacrest School will then evaluate your performance and make a decision concerning your continued employment.

If, as a result of an illness or injury, you are absent from work for more than five days during your Introductory Period, we may choose to extend your Introductory Period as necessary to give you a fair opportunity to demonstrate your ability to do the job. If your Introductory Period is extended, you will be notified. Should an employee's performance become unsatisfactory at any time during this trial period, the employee will be subject to discharge at that time.

## **EMPLOYEE CLASSIFICATIONS**

**Full-time 12-month** employees are active employees who are normally scheduled to work 32 or more hours per week all year long. Full-time, 12-month employees are eligible for all of the benefits set forth in the following pages.

**Full-time 10-month** employees are active employees who are normally scheduled to work 32 or more hours per week during the academic year. Full-time 10-month employees are eligible for many of the benefits set forth in the following pages.

**Part-time employees** are active employees scheduled to work less than 32 hours per week and are not eligible for most benefits set forth in the following pages.

**Temporary employees** (whether part-time, full-time, hourly or contractual) are employed for less than an academic year, such as a substitute teacher, and are not eligible for most benefits set forth in the following pages.

If you have any questions concerning your classification or the benefits for which you qualify, please contact the Business Office.

## **IF YOU HAVE A PROBLEM**

If there is something about your job that is bothering you, let us get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us what it is. In the event you have a concern or a problem, feel free to approach the Head of School, the Heads of the Lower/ Middle/Upper School, and the Business Officer at any time for advice and assistance.

## **BENEFITS**

### **YOUR PAY**

Seacrest School employees are paid bi-weekly (every two weeks). Our work week is defined as the seven (7) day period beginning on a Saturday at 12:01 a.m. and ending on the following Friday at midnight. Each paycheck shall have deducted from it withholding taxes, Social Security taxes and all other sums required by law, or agreed upon between you and Seacrest School. Any questions or concerns about your pay amount or deductions should be brought to the attention of the Business Office immediately. You may obtain forms and additional information from the Business Office.

### **DIRECT DEPOSIT**

We strongly encourage you to have your paycheck deposited directly to the financial institution of your choice. In that regard, you can elect to have a portion of your paycheck deposited directly to your savings account, in a tax-sheltered annuity, or other types of accounts. You may obtain forms and additional information about the direct deposit options from the Business Office.

### **SALARIED-EXEMPT EMPLOYEES AND REDUCTIONS**

The School treats certain employees as being “salaried-exempt,” meaning among other things that they are **executive, administrative, or professional employees** (except teachers) paid on a “salary basis” who are exempt from the minimum-wage, overtime, and timekeeping requirements of the federal Fair Labor Standards Act. Note that this policy does not apply to teachers, even if teachers are paid on a salary basis.

General Rule. Being paid on a “salary basis” means that generally the employee regularly receives a predetermined amount of pay which is not subject to reduction because of variations in the quality or quantity of work performed. Subject to the exceptions listed below under Permissible Deductions, such a salaried-exempt employee will receive the full salary for any workweek in which the employee performs any work, without regard to the number of days or hours worked. Under this general rule, deductions from the employee’s predetermined salary will not be made for absences occasioned by the School or by the operating requirements of the business. (Note: If an employee does not work for an entire workweek, the employee need not be paid the salary for that workweek. If an employee is absent for part of a workweek and receives paid leave for the absence, such leave pay is deemed to be part of the salary payment.)

Permissible Deductions. In the following circumstances, a salaried-exempt employee’s salary may be reduced:

1. Proportional deductions may be made for whole-day absences due to personal reasons other than sickness or disability. For example, if an employee is absent for two whole days to handle personal affairs, the salary may be reduced for two whole-day absences.

2. Proportional deductions may be made for whole-day absences due to sickness or disability (including accidents) in accordance with the School's policy of providing compensation for loss of salary due to such sickness or disability. For example, deductions for such full-day absences may be made when the employee has not yet qualified for benefits under the sick/disability plan and when the employee has exhausted such benefits.

3. The School may offset against the employee's salary any amounts received by the employee as jury fees, witness fees, or military pay for the particular workweek. Other than such offsets, salary deductions will not be made for absences within a workweek caused by jury duty, attendance as a witness, or temporary military leave.

4. Salary deductions may be made for penalties imposed in good faith for infractions of safety rules of major significance. Such deductions are for violations of major safety rules including those relating to the prevention of serious danger in the workplace or to other employees.

5. Salary deductions may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules. This refers to suspensions imposed pursuant to the School's written policy applicable to all employees regarding serious work-related misconduct.

6. The School may pay a proportionate part of the employee's full salary for the time actually worked in the first week of employment or the last week of employment.

7. When a salaried-exempt employee takes unpaid leave under the Family and Medical Leave Act (FMLA leave), the School may pay a proportionate part of the salary for the time actually worked in the workweek.

Prohibited Deductions / Complaint Procedure. In accordance with the General Rule, the School prohibits any other kind of salary reductions based upon the quantity or quality of work performed (i.e. such reductions other than those described under Permissible Deductions). If a salaried-exempt employee experiences a salary reduction and believes that it violates this policy, the employee is expected to report this promptly to the payroll administrator. The employee will not be penalized in any way for making such a complaint. It is the School's policy to reimburse the employee for any such improper salary reduction.

This policy is intended solely to implement FLSA regulatory requirements and is not to be considered any type of contract.

### **SICK DAYS AND PERSONAL LEAVE DAYS**

The School realizes that there are some times when an employee simply cannot be at work because of personal illness, caring for family members, religious observance and business matters. Seacrest provides a sick/personal leave benefit for the welfare of our employees. Sick/personal leave is a privilege and a benefit, not a right. Employees are directly responsible for legitimate use of sick/personal leave. The taking of sick/personal leave under false pretenses is a serious violation of Seacrest policy. An employee's use of sick/personal leave (excused or unexcused) may be taken into consideration in the individual's periodic performance rating for pay increases, promotions, and continuation of employment.

## Eligibility and Rate of Accrual

Each full-time employee is credited with five paid leave days at the beginning of each academic year in August. Each employee may accumulate and carry-over up to 30 leave days to be held in case of emergency only (*i.e.* prolonged illness, extended sickness of family members, death in the family). Absent such emergency, only the five days credited each academic year may be taken in any given academic year. If an employee has reached the maximum of 30 days accumulated, those 30 days may be carried over to the next academic year. The employee still will be credited with five days at the beginning of the next academic year; however, any days over 30 will be forfeited at the end of the academic year (and each successive year as applicable). This will be monitored through the attendance records kept in the office and the School reserves the right to require relevant documentation in the event the employee is requesting extended paid leave due to an emergency.

All unused sick/personal time is forfeited upon separation of employment, regardless of the reason for separation.

Paid sick/personal leave does not count as “hours worked” for purposes of calculating an employee’s entitlement to overtime during the week in which sick/personal leave is taken. Hourly employees will receive a full day’s pay (based on their standard work day) for each paid sick/personal leave day. Salaried employees will receive their normal salary for the paid sick/personal leave days taken. Salaried employees use sick/personal leave only in full day increments.

## Procedures for Authorizing Use of Sick/Personal Leave

If you are going to be late or absent from work for any reason, you must personally notify and speak with your Supervisor, Division Head, or a member of the Administration as far in advance as possible, but no later than 7:00 a.m. so proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases we expect you to notify your Supervisor and the Administration as soon as possible. Please speak to someone personally. **Do not send an email or leave a voicemail at a specific extension as it may not be picked up in time if the individual is supervising students.**

When absence is because of illness, the School reserves the right to require appropriate medical documentation.

Employees must initiate written requests for leave days with their supervisor or division head prior to the requested leave days at least 5 working days prior to the requested leave days. The division head or supervisor will notify the employee if the leave days are approved; there should not be tacit assumption that approval is automatic as we are a team of professionals and the safe and smooth running of the school is our first priority. Under certain circumstances, it may be necessary for the administration to deny a request. In addition, there may be **no more than two employees on any academic team taking scheduled sick/personal leave on any given day unless approved by either the Lower School Head, the Middle School Head, or the Upper School Head.** Further, absent an emergency situation as described above, no employee may take more than 3 scheduled sick/personal leave days at one time. When planning leave days, make sure that your responsibilities are covered.

**SICK/PERSONAL LEAVE DAYS WILL USUALLY NOT BE PAID IF TAKEN BEFORE OR AFTER SCHEDULED HOLIDAYS, DURING TESTING DAYS OR SPECIAL EVENTS, THE LAST THREE WEEKS OF SCHOOL, OR DURING PRE- AND POST-SCHOOL PLANNING DAYS UNLESS YOU HAVE RECEIVED PRIOR APPROVAL OR PROVIDED A PHYSICIAN'S STATEMENT OR OTHER BONA FIDE PROOF OF ILLNESS. ANY DAYS OFF (APPROVED OR UNAPPROVED) DURING THIS TIME WILL COUNT AS TWO (2) DAYS. EMPLOYEES TAKING UNAPPROVED DAYS OFF ARE ALSO SUBJECT TO DISCIPLINARY ACTION.**

When planning leave days, make sure that ample notice is given and your responsibilities are covered. In addition, under certain circumstances, it may be necessary for the administration to deny a request.

NOTE: Pre-approved educational conferences or visits to other schools are not counted against your leave days, if they are directly related to your field of instruction, and pre-approved in writing.

NOTE: **Please remind the administration at least one day ahead** before taking any scheduled leave days.

NOTE: The School reserves the right to require a doctor's statement if an employee is absent because of illness, whether the absence is pre-arranged or unforeseeable.

### **Absenteeism and Tardiness**

Each employee plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her workstation on time each day. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our students' needs. Excessive absenteeism or tardiness can result in discipline up to and including discharge.

### **Absences covered by Worker's Compensation Insurance**

Absences due to on-the-job injury or illness as defined by the Workers' Compensation Act shall not be charged against an employee's accrued sick/personal leave and the employee will be entitled to the benefits provided by the Act. However, at the incapacitated employee's request, and with the approval of the Administration, the employee may be granted accumulated hours of sick/personal leave to supplement Workers' Compensation payments being received by the employee to prevent a loss of income. The combined total of Workers' Compensation payments and payments for sick/personal leave granted shall not exceed the employee's salary at the regular rate.

## **VACATION**

Those employees eligible for paid vacation are eligible for paid vacation as outlined in their contracts. Dates for all vacations must be approved in advance by your Supervisor.

Vacation time is given to employees so that they are better able to perform their jobs when they return. For this reason, we require employees to take their vacation and we do not permit

employees to take pay in lieu of time off. All vacations must be taken during the fiscal year it is credited and may not be carried forward to future years. We also do not permit vacation to be accumulated from year to year. No vacation pay will be paid to employees who do not take vacation within the fiscal year it is earned. **Any unused vacation time will be forfeited upon the termination of your employment.**

## **LEAVE FOR CIVIC DUTY**

We encourage each of our employees to accept his or her civic responsibilities. As a good citizen, we are pleased to assist you in the performance of your civic duties.

### **Jury Duty**

If you are a full-time employee and are called to jury duty by official order during regular school days, please notify either the Lower School Head, Middle School Head, or the Upper School Head immediately so we can plan the department's work with as little disruption as possible. You must also furnish a copy of the official notification to service.

If you are released from jury service before the end of your regularly scheduled shift or you are not asked to serve on a jury panel, you are expected to report to work if a reasonable period of time remains in the work day. Please present papers from the court clerk reflecting the dates you spent on jury duty.

### **Voting**

We want every full-time employee to have the opportunity to vote in every election. Generally, there will be sufficient time to vote either before or after your scheduled work day. However, if you foresee a problem getting to the polls, please notify either the Lower School Head, Middle School Head, or the Upper School Head so that arrangements can be made.

## **MEDICAL INSURANCE PLAN**

We provide the option of medical insurance coverage for our full-time employees who meet the eligibility requirements and who elect coverage. Coverage begins 30 days after employment and then the next first of the month, provided that you have completed all necessary paperwork. It is your responsibility to notify the Business Office if you desire insurance coverage. Seacrest School currently pays a portion of the insurance premiums for our employees. Dependent coverage is available at the employee's expense through payroll deductions.

Our medical plan provides the type of coverage needed to protect our employees and their families from catastrophic losses due to illness or injury. You may obtain additional information about this plan through the Business Office. For specific details concerning eligibility and coverage, please be sure to consult the insurance contract itself.

We all must recognize that the cost of our insurance plans is based upon how much it is utilized. Therefore, each of us must work to utilize the cost containment provisions of the policy. This may help to keep the cost of our health care down and enable Seacrest to continue to provide this benefit.

## **DENTAL INSURANCE PLAN**

We provide the option of dental insurance coverage for our full-time employees who meet the eligibility requirements and who elect coverage. Coverage begins 30 days after employment and then the next first of the month, provided that you have completed all necessary paperwork. It is your responsibility to notify the Business Office if you desire insurance coverage. Seacrest School currently pays a portion of the insurance premiums for our employees. Dependent coverage is available at the employee's expense through payroll deductions.

## **LIFE INSURANCE**

We provide \$50,000 in life insurance coverage for all of our full-time employees who meet the eligibility requirements. Seacrest School currently pays the full cost of this insurance. Supplemental life insurance for employees is also available through payroll deductions. You may obtain additional information about the Plan through the Business Office. For specific details concerning eligibility and coverage, please be sure to consult the insurance contract itself.

## **RETIREMENT SAVINGS PLAN**

Seacrest School provides a retirement savings plan with TIAA-CREF for all full-time employees. As soon as you have completed the employment requirement, you are vested.

All employees are provided Summary Plan Description booklets and other materials as required by law. You may obtain additional information regarding the Plan through the Business Office. For specific details concerning eligibility, School contributions, and coverage, please be sure to consult the TIAA-CREF contract itself.

The School reserves the right to change its contributions (including, without limitation, making no contribution).

## **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

If you are an employee of Seacrest School, covered by Seacrest School's medical insurance plan, you have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part. Your eligible dependents may also have the right to elect and pay for continuation coverage for a temporary period in certain circumstances where their coverage under the Plan would otherwise end. If you have any questions concerning your rights under COBRA, please contact the Plan Administrator for details.

## **FACULTY TUITION DISCOUNT**

Full-time employees are eligible for discounted tuition rates, based on guidelines set forth by the Board of Trustees. Additional information is available in the Business Office.

## **WORKERS' COMPENSATION INSURANCE**

We carry Workers' Compensation insurance for the protection of employees who are injured while at work. This coverage provides for medical expenses and lost income from these injuries. **Individuals who are hurt on the job, no matter how small or apparently insignificant their injury, must report the situation to the Nurse or Business Office immediately** as there is a time limit within which claims for workers' compensation must be filed.

## **SOCIAL SECURITY INSURANCE**

Each pay period, we deduct a percentage of your pay, match it with an equal amount of Seacrest School's money, and send it to the government to be deposited in your Social Security account. If you are not familiar with the retirement and disability benefits provided under Social Security, check with your local Social Security Office for a more complete explanation.

## **PERSONNEL POLICIES**

### **RULES TO PROTECT US ALL**

This section of your Handbook discusses your responsibilities to Seacrest School as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work. The result of your effort will be a more efficient, productive and pleasant atmosphere for you, your co-workers, our parents and students.

We have certain reasonable policies and rules for the conduct of our employees in this school. Our most important rule is the "rule of reason." Violation of any of the rules or policies set forth in this Handbook may lead to discipline, up to and including immediate discharge. Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about Seacrest School rules or policies, or what we expect of you as one of our employees, please discuss them with the Head of School or the Business Officer.

### **CELLULAR PHONES, PDAS, AND OTHER HANDHELD ELECTRONIC DEVICES**

Employees are expected to comply with all School policies when using cellular/smart phones, PDAs, and other handheld electronic devices while at School or on School-related business. In the remainder of this policy, these devices are collectively referred to as "handheld devices." Excessive use of handheld devices during the workday can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one per day as needed. Employees should use these handheld devices on non-work time and ensure that friends and family members are aware of the School's policy. In the event of an emergency or special circumstances (communicated to your supervisor) the School may be more flexible. The School will not be liable for the loss of handheld devices brought into the workplace.

## Personal Use Of School-Provided Handheld Devices

Where job or business needs demand immediate access to an employee, the School may issue a School-owned handheld device to an employee for work-related communications. These handheld devices should be used in accordance with all School policies, including the School's Computer and Communications Systems Policy. The School reserves the right to inspect such devices, including reviewing any messages, texts, photos, images, searches, and other content, at any time. The School reserves the right to discipline an employee for inappropriate use and to deduct from an employee paycheck any charges incurred for an employee's personal or unauthorized use of the handheld devices.

## Recording Devices

To maintain the security of our premises and systems, the School prohibits unauthorized photography, audio or video recording of its employees, confidential documents, students, or parents.

## Safety Issues for Handheld Devices

No person, including employees, may use handheld devices while driving on campus. In addition, employees are expected to refrain from using their handheld devices while driving off campus in connection with their job duties. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull over to the side of the road and safely stop the vehicle before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

## Expectations of Teachers and Persons Supervising Students

Teachers and any person supervising students at any time are prohibited from using handheld devices during any period of supervision, classroom activity, field trip, or other event in which the employee is responsible for the student's welfare, unless use of such device is for emergency or other specially authorized purposes.

## Special Responsibilities For Managerial Staff

As with any policy, administrators, managers, and supervisors are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

## CHILD ABUSE REPORTING OBLIGATIONS

As educational professionals, we have a responsibility to provide the children we teach with the opportunity to obtain the best education possible. However, our responsibility does not end there. We also have a legal responsibility to report child abuse, neglect, and abandonment. In our capacities as educators or employees at an educational institution, at some point in our careers we are likely to come into contact with child abuse, neglect or abandonment. This prompts the question, "How do I recognize and deal with such a situation when it occurs?" This policy is designed to provide guidelines for reporting suspected child abuse, neglect, and abandonment. Seacrest School will take any allegation or suspicion of child abuse seriously.

Florida Statutes require that all school personnel immediately (within 24 hours) report situations involving potential child abuse, neglect, or abandonment. The statute contains these definitions:

**"Abuse"**: any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

**"Neglect"**: when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

**"Abandonment"**: a situation in which the parent or legal custodian of a child, or in the absence of a parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

If you have any belief, concern, or thought that you have witnessed, heard, or heard about a situation possibly involving abuse, neglect, or abandonment, you must do the following:

1. Contact any Division Head or the Head of School.
2. The appropriate person will then discuss the situation with you to ensure, that the reports, if any, are completed.

In addition, as a part of every employee's obligation to keep children and our campus safe, if you have received information reflecting that any person who may regularly or periodically visit the School's campus (student, employee, parent, spouse of an employee, family member, or contractor) has engaged in behavior that could constitute abuse, has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the Head of School.

***If a student threatens to harm him or herself, even if you don't think he/she is serious about the threat, it must be reported to a Division Head and the appropriate Counselor immediately. Additionally, a written report of the incident must be filed within 24 hours; the applicable Division Head will help staff members through this process.***

## EMPLOYEE CODE OF BUSINESS CONDUCT AND ETHICS

Seacrest has adopted this Code of Business Conduct and Ethics (the “Code”) applicable to all employees. In implementing this Code, it is the School’s intention to take all measures necessary to promote and ensure honest and ethical conduct, including the ethical handling of conflicts of interest; full, fair, accurate, timely, and understandable disclosure in all financial reports prepared or distributed by the School; and compliance with applicable laws and governmental regulations. This Code also is intended to provide the School’s directives and procedures that: (1) protect the School’s legally protectable interests, including any business-related opportunities, assets, and/or confidential information of the School; (2) protect the School from incurring unauthorized or unnecessary contractual or other liability; (3) deter any employee from the commission of any wrongful act associated in any way with the School; and (4) provide a mechanism for prompt and consistent enforcement of the provisions of this Code of Business Conduct and Ethics. All employees are expected to be familiar with and to adhere to the principles and procedures set forth in this Code that apply to such employee.

### I. Honest and Candid Conduct

Each employee owes a duty to Seacrest to act with integrity. Integrity requires, among other things, being honest and candid. Deceit and subordination of principle are inconsistent with integrity. Each employee must at all times:

- act with integrity, including being honest and candid, while still maintaining the confidentiality of information where required, consistent with Seacrest’s policies;
- observe both the form and spirit of all applicable laws and governmental rules and regulations, accounting standards and the School’s policies; and
- adhere to a high standard of ethics in all matters associated with the interests of the School.

### II. Conflicts of Interest

a. Conflicts of Interest Defined. A “conflict of interest” occurs when an individual’s private interest interferes with, or appears to interfere with, the interests of the School, such as when an employee takes actions or has interests that may make it difficult to perform his or her work for Seacrest objectively and effectively. For example, a conflict of interest would arise if an employee, or a member of his or her family, receives improper personal benefits as a result of his or her position with the School. Any transaction or relationship that could reasonably be expected to give rise to a conflict of interest should be discussed with the Head of School. Such situations may include:

- influencing or attempting to influence anyone who is involved in making or administering a contract or arrangement with the School;
- soliciting or receiving any gift, reward or promise for recommending, influencing or attempting to influence the award of a contract or arrangement with the School;
- drafting, negotiating, evaluating, administering, accepting or approving any contract or subcontract or procurement or arrangement of any type on behalf of Seacrest if

he/she has, directly or indirectly, any financial interest in such a contract or subcontract or arrangement;

- non-school employment which adversely affects the employee's availability or effectiveness in fulfilling job responsibilities;
- any type of private business, except for Head of School approved student services, during school time or on school property;
- the receipt of excessive entertainment or gifts of more than a nominal value from any person, entity, or organization with which Seacrest has current or prospective dealings; under circumstances which imply, reasonably, that such action is intended to influence the employee in the performance of his or her duties."
- being in the position of supervising, reviewing, or having any influence on the job evaluation, pay or benefit of any immediate family member employed by or otherwise associated with the School; and
- selling anything to the School or buying anything from the School on terms and conditions that are not pre-approved by the Head of School.

This is not an exhaustive list of all possible situations which would constitute conflicts of interest. Any relationship or action which creates an expectation of benefit or profit, beyond your normal employment relationship with the School, can impair your ability to exercise good judgment on behalf of our School, creating an actual or potential conflict of interest. It is Seacrest's policy that all School employees must scrupulously avoid such situations.

Any such transaction or relationship that would present an actual or potential conflict of interest for an employee, would also likely present a conflict if it is related to a member of the employee's family, including without limitation, spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister.

Compensation includes direct and indirect remuneration as well as gifts or favors that are of more than nominal value.

b. Duty to Disclose. In connection with any actual or potential conflict of interest, an employee must disclose the existence of the conflict in writing and all facts material to the conflict to the Head of School.

c. Determining Whether a Conflict of Interest Exists. After disclosure of the conflict and all material facts, the Head of School shall determine whether a conflict exists and if so, whether the employee needs to be removed from the matter.

### **III. Financial Disclosures**

Each employee involved in the School's financial disclosure process (employees in both the Business Office and the Development Office) is required to be familiar with and comply with the School's disclosure controls and procedures and internal control over financial reporting, to the extent relevant to such employee's area of responsibility, so that the School's public reports and documents comply in all material respects with the applicable federal, state and local laws, rules

and regulations. In addition, each such employee having direct or supervisory authority regarding the School's communications with the public concerning its financial condition should, to the extent appropriate within the employee's area of responsibility, consult with other employees of the School and take other appropriate steps regarding these disclosures with the goal of making full, fair, accurate, timely, and understandable disclosure.

Each employee who is involved in the School's financial disclosure process also must:

- become familiar with the disclosure requirements applicable to the School and the business and financial operations of the School;
- not knowingly misrepresent, or cause others to misrepresent, facts about the School to others, whether within or outside the School, including to the School's independent auditors, governmental regulators, and self-regulatory organizations; and
- properly review and critically analyze proposed disclosure for accuracy and completeness (or, where appropriate, delegate this task to others).

#### **IV. Legal Compliance**

At all times, it shall be Seacrest policy to comply with all applicable laws, rules, and regulations. It is the personal responsibility of each employee to adhere to the standards and restrictions imposed by such laws, rules, and regulations.

It is against the policy of the School and in many circumstances may be unlawful for an employee to profit from undisclosed information relating to Seacrest or any other entity, parent, or organization with which we have a business relationship.

#### **V. Reporting and Accountability**

The Head of School is responsible for the application and interpretation of this Employee Code of Business Conduct and Ethics. Issues that involve allegations against or involving the Head of School may be reported directly to the Chair of the Board of Trustees.

Any employee who becomes aware of any existing or potential violation of this Code is required to promptly notify the Head of School or the Board Chair in the manner provided by the School's Employee Whistleblower Policy. The failure to notify the Head of School or the Board Chair of any such existing or potential violation will be considered a separate and independent violation of this Code and will cause the employee to be subject to discipline up to and including termination of employment. Any questions relating to how this Code should be interpreted or applied should be addressed to the Head of School (or the Board Chair, as applicable).

Retaliation against any person for making a good faith report of any actual or potential violation of this Code will not be tolerated. Such retaliation will be considered a separate and independent violation of this Code subject to discipline up to and including termination of employment. No employee should attempt to determine for him or herself when a report of a violation of this Code was made "in good faith." Rather, all such questions should be referred to and resolved by the Head of School (or by the Board Chair, as applicable).

The Head of School (or Board Chair, as applicable) shall take all appropriate action or cause such action to be taken (through the Head of School or otherwise) to investigate any potential violations of the Code that are reported. When it is determined that a violation has occurred, the School will take such disciplinary, preventive or corrective action as it deems appropriate under the circumstances (to include discipline up to and including termination of the employment of culpable individuals).

#### **VI. Opportunities Not Directly Beneficial to Seacrest School**

All employees owe a duty to Seacrest to act solely in the School's interests when faced with business or financial opportunity associated with the School. Employees are prohibited from using information or property obtained from Seacrest to benefit personally and may not direct any business or financial opportunity to a third party using information or property obtained from Seacrest by virtue of his/her position with the School. Employees are further prohibited from using any such property, information or position for personal gain or in any way detrimental to the interests of the School. Any employee who intends to make use of any of Seacrest's property, information or services in a manner that is not solely for the benefit of Seacrest must first consult the Head of School and obtain the written approval of the Head of School before proceeding with any such use.

#### **VII. Confidentiality**

Employees must maintain the confidentiality of all trade secrets and other confidential information regarding Seacrest, its students, parents and other family members, customers, suppliers, or joint venture parties that is entrusted to them, except when disclosure is legally mandated or expressly authorized by the School. "Confidential information," for this purpose, includes any proprietary or other non-public information of the School, or of other entities or organizations, or of any of the students, parents and other family members that, if disclosed to persons not authorized to receive it, would be harmful or detrimental to the School's interests, or the interests of other entities or organizations, or of any of the students, parents and other family members. Any employee who believes that any other confidential information must be disclosed because of legal requirements must consult with the Head of School and receive written confirmation that his or her understanding of the law is correct, before any such information is disclosed.

#### **VIII. Fair Dealing**

Seacrest has succeeded in its purposes as a non-profit organization and has made its reputation through consistently fair and honest dealings. Under no circumstances will we tolerate efforts by any employee to seek any advantage through illegal or unethical practices. Each employee must endeavor to deal fairly at all times with other employees, faculty, students, parents, contributors, business associates, the general public and all others with whom Seacrest deals or has contact or communication. No employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any unfair dealing practice.

#### **IX. Use of School Assets**

All employees should protect Seacrest's assets and ensure their efficient use. All of the School's assets should be used only for legitimate business purposes.

## **X. Liability Prevention**

All employees have a duty to avoid, whenever possible, any act or omission that would subject the School to unnecessary liability, contractual or otherwise. This duty includes not only the obligation to comply with all applicable laws, rules, and regulations but also ensure that any representations to other employees, or to faculty, students, parents, contributors, vendors, suppliers, and/or business associates, or other third parties, are made in good faith. It shall be a violation of this Code for any employee to enter into any agreement that is legally binding upon the School without authority or without following required internal procedures for the approval of such agreements. Any questions concerning such procedures should be directed to the Head of School.

## **XI. Waivers**

In special circumstances, it may be appropriate for the School to waive some provisions of this Code. Any request for a waiver of any provision of this Code must be submitted in writing to the Head of School. Only Head of School and/or the Board Chair shall have authority to grant such a waiver, and such a grant will not be effective unless communicated in writing to the requesting person.

## **ELECTRONIC COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE POLICY (formerly known as Acceptable Use Policy)**

### **Policy Overview**

All electronic communications to, from, about, or on Seacrest School premises or at in School-related events shall reflect the principles upon which Seacrest School is founded in support of our educational goals. This Policy contains guidelines for the use, access, and disclosure of communications using any type of electronic device (including, among other things, telephone, mail, e-mail, voice mail, desk and laptop computers, pagers, mobile phones, camera phones, video cameras, electronic game devices, Blackberries, iPhones, faxes or facsimiles, Internet, and intranet) sent, received, viewed, used, or shared by employees using any School-provided Communication or Computer Systems or other personal electronic devices on campus or at School-related events (“Systems”).

**Note that in some cases, use of personal electronic devices at home or away from campus are covered by this policy where such communications impact our School, are to/from employees and students, parents, or third parties, such as communications on the Internet or on social networking sites.**

### **Confidentiality and Acceptable Systems Usage**

Seacrest School’s Systems are intended for School business only. Use of Seacrest School Systems for accessing or acquiring information and materials inappropriate to a school environment is against School policy and is prohibited.

All information transmitted or stored in School Systems (e.g., employee lists, student lists, documents relating to policies and procedures) is the sole and exclusive property of Seacrest School and should be treated as confidential. Such information may not be disclosed to any person outside of Seacrest School nor may any such information be removed from our premises without the express permission of the Head of School.

Employees are strictly prohibited from accessing, reading, and copying data or information stored in our Systems and from accessing, reading, and copying communications not directed to them without prior authorization.

**All Systems messages, including without limitation emails, voicemails, and internet accesses, are School records. We reserve the right to disclose the contents of our Systems to Seacrest School or others without your permission. Therefore, you should assume that messages and communications are NOT Confidential.**

### **Management's Right to Access Information**

Our Computer, Telephone, and Communication hardware and software Systems have been installed and are used to facilitate school communications. Although each employee has an individual password to access these Systems, they belong to Seacrest School and the contents of all communications are accessible by management for any business purpose. Seacrest School will periodically monitor the Systems. Employees are strictly prohibited from placing additional personal passwords on any School System that would prevent such monitoring.

***Employees should not consider any materials transmitted or stored in Seacrest School systems to be private information.***

### **Personal Use of Seacrest's Communication and Computer Systems**

#### **General Usage**

Because personal communications can be accessed without prior notice, employees should not use School Systems to transmit any messages, or to access any information, which you would not want a third party to see.

Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from downloading any material from the Internet for personal use including such items as Yahoo toolbar, Google Toolbar, and Google Earth, etc. In addition, such downloads are the prime cause of viruses.

#### **Personal Mail**

All mail that is delivered to Seacrest School is presumed to be related to School business. Mail sent to you at Seacrest School may be opened by the office personnel and routed to your department. Personal email (incoming and outgoing) should be kept to a minimum. Seacrest School reserves the right to restrict this privilege should it become a problem. **The use of Broadcast emails (emails sent to "All") should be reserved for official school information.**

#### **Telephone Usage**

The Telephone Systems (including voice mail) at Seacrest are the property of the School and are provided for business or School purposes. Every effort should be made to handle personal business outside of Seacrest School setting. In an emergency, please keep phone calls brief.

Personal cell phones **must** be silenced during teaching time or contact time with the students.

Seacrest may periodically monitor the usage of the Telephone Systems. **Therefore, employees should not consider their conversations on the School's Telephone Systems to be private.**

### **Forbidden Use and Content of Communications**

You may not use our Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of Seacrest School's Systems:

1. To convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, or sexually-explicit messages, cartoons, jokes, or other potentially offensive material;
2. To send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our Policy against harassment;
3. To attempt to break into any computer, whether internal or external to Seacrest School, to copy or steal electronic files without permission or to knowingly cause or aid the spread of computer viruses;
4. To write resumes, junk mail, mass-mailings, or other documents unrelated to School business or to create and/or forward "chain letters;"
5. To conduct personal business including without limitation for profit or commercial purposes;
6. For the unauthorized advertisement of services;
7. To run computer games or other personal software during working hours;
8. Listening to music directly off the Internet
9. Keeping a website open for personal viewing
10. "Surfing" the Internet for personal use
11. As a forum for gossip or for personal gain;
12. Do not accept or open emails, files, pictures or other items from people you do not know.

### **E-Mail**

E-mail cannot be used to harass or threaten others. Seacrest reserves the right to randomly check e-mail. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. Please be aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by e-mail should immediately report the concern in accordance with our No Harassment Policy.

### **Password and Encryption Key Security and Integrity**

All Systems passwords and encryption keys must be available to Seacrest School at all times. Additionally, you may not use passwords that are unknown to your manager, nor may you install encryption programs without first turning over encryption keys to the system manager. Further, employees are prohibited from the unauthorized use of passwords and encryption keys

belonging to others in order to gain access to another employee's messages. Your password is private and should be treated as such. You are responsible for any and all activity occurring on Seacrest's Systems under your password.

### **Software, Personal Disks, and Networking**

Computer software, whether purchased, developed, or modified by Seacrest School, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior School authorization. Any such computer software is the property of Seacrest School and may not be copied or appropriated by employees for personal use during employment with Seacrest School or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

Seacrest School does not condone the use of "bootleg" or "pirate" software on our Computer System. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "bootleg" or "pirate" software on Seacrest School's Computer System should notify Administration immediately.

The use of personal disks, jump drives, or software in Seacrest School's Computer System without prior authorization is strictly prohibited. If access is needed to such media, a request must be made to the IT department to have the media checked for viruses. Employees are further prohibited from accessing Seacrest School's Systems from remote locations via modem and from connecting School Systems to outside systems via modem without prior authorization.

Do not install any software without first having checked it out of the library and submitting the appropriate written installation request to the technology department. Do not bring in any software, disks, or CDs from outside Seacrest School to be installed on any school computer.

### **Penalties for Violation of Seacrest School's Electronic Communication and Computer Systems Security and Usage Policy**

Violations of any aspect of Seacrest School's Electronic Communication and Computer Systems Security and Usage Policy may result in discipline, up to and including immediate discharge. Seacrest School will also seek civil damages against any employee who appropriates or copies Seacrest School's property as described in this Policy.

### **Social Media and Social Networking Policies and Procedures**

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the School.

**In an effort to maintain professional relationships with students and parents and avoid bias, School policy prohibits employees from initiating or accepting invitations to "friend" students, and parents, or other family members of students on any social networking site.** Remember that people classified as "friends" have the ability to download and share your information with others. Employees should have privacy settings set to "only friends".

## Social Media at Work

We do not permit employees to access social media and/or social networking sites for purely personal reasons while on School time or property unless the use has been authorized as School-related use and approved by your Supervisor. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites during working time or on School property, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Do not use your School email address to register on social networks, blogs or other online tools utilized for personal use.

## Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the School, as well as any other form of electronic communication. The same principles and guidelines found in the School's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects students, parents, donors, suppliers, or other people who work on behalf of the School or the School's legitimate business interests may result in disciplinary action up to and including termination.

## Know and Follow the Rules

Carefully read these guidelines, and the School's discrimination, harassment, and other conduct policies to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

For example, if you post or say something online that makes another employee feel uncomfortable at work, your activity may result in an investigation and possible discipline. Similarly, employees are not permitted to use the School's name, logo, trademark, or service mark in online activities. Employees are not permitted to post photographs of the School, its locations, activities, students, or parents on line. Employees are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

As evidenced elsewhere in this handbook, the School expects all employees to be role models for our students and represent the School in a professional and appropriate way, both on and off campus. Photos or comments that contain references to sexual activity, drugs, drinking, partying, or other similar issues which are posted on any social networking or other Internet site that may be accessible to the public or our students are inappropriate and could

lead to disciplinary action, up to and including termination of employment. Employees also should not be corresponding, contacting, or communicating with students or parents on social networking sites unless the student is the employee's child or if the employee receives permission from the employee's division head for special projects or circumstances.

### Be Respectful

Always be fair and courteous to fellow employees, students, parents, suppliers or vendors who work on behalf of the School. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers 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 fellow employees, students, parents, suppliers or vendors who work on behalf of the School, that disclose confidential information (such as pricing, medical information, donations, student disciplinary action) 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.

### Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors about the School, students, parents, donors, suppliers or vendors or other schools that you know to be false.

### Post Only Appropriate and Respectful Content

Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, curriculum, know-how and technology. Do not post internal reports, policies, procedures or other internal School-related confidential communications or information about students or their families. **Do not post pictures of students unless it is on a School sanctioned site.** Post only what you want the world to see. Once you post something it may be available, even after it is removed from the site.

Do not create a link from your blog, website or other social networking site to a School website without identifying yourself as an employee. Express only your personal opinions. Never represent yourself as a spokesperson for the School. If the School is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the School, fellow employees, students, parents, donors, suppliers or vendors working on behalf of the School. If you do publish a blog or post online related to the work you do or subjects associated with the School, make it clear that you are not speaking on behalf of the School. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."

**Employees should also be aware that the School periodically checks such sites and may determine that off campus behavior violates the School conduct code.**

## Retaliation is Prohibited

The School prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## **CONFLICT OF INTEREST**

It is our policy to forbid employees to deal in any other business, which competes with our School. If you think that there is a possibility that you may have a conflict in this regard, it is your responsibility to notify the Head of the Upper School, the Head of the Middle School, the Head of the Lower School, our Business Officer, or Head of School.

## **CONFIDENTIALITY**

Confidentiality in our interactions with students, parents and colleagues is something that is part of every employee's day-to-day activity. Not everyone has the same presumption of confidentiality protection, and not all kinds of information can be kept confidential. Listed below are guidelines for every employee.

- General Information
  - All information that pertains to individual students and their families, student records, student grades and personal information are for internal use by the appropriate Seacrest employees and are to be treated as confidential.
  - All written and oral reports about students are the property of Seacrest Country Day School and are confidential.
  - Information deemed confidential should never be shared with persons who are not employees of Seacrest.
  - When information is being used for legitimate educational purposes discretion should be used at all times.
    - Teachers should not talk about students in a public setting where others might overhear. All discussions about students need to take place in private.
    - Passing on confidential information and/or gossip about students, employees or their families is destructive and should never take place at Seacrest under any circumstance.
- Confidentiality Protection
  - Very few people enjoy legal confidentiality protection as a condition of their employment. Protection means that you are not required to disclose certain kinds of information (like medical records) when asked to. Some medical and mental health personnel do have this protection. **Teachers, administrators and most educational employees do not.** For teachers, administrators and other educational employees this means that you are not protected when you disclose confidential information improperly, and that you can be legally compelled to disclose the information that you might have.

- In general, the only school employees who have even limited confidentiality privilege in legal terms are **school nurses** and **school counselors**.
- Everyone else has no presumption of confidentiality protection.
- Our first duty is to protect our students and other members of the community regardless of how it might affect the relationship we might have with them or others. When a teacher comes into possession of information, regardless of the channel including written work for class, that raises concerns about possible danger to the student or others, the teacher should follow the guidelines below.
  - If the student tells you they *would like to tell you* something in confidence, you must reply, "I cannot promise to keep the information confidential, especially if concerns a danger to yourself or to others."
  - If a student *tells you something and then says it is in confidence*, when appropriate, you must say, "This information presents a danger to you (or to another) and I cannot keep it in confidence".
  - If the information comes through a written assignment the teacher should, in consultation with others below, have a conversation with the student to assess the level of concern.
  - In all cases, the information should immediately be taken to a Seacrest student counselor, your Division Head or the Head of School.
- Information that **can never** be kept in confidence
  - Any **ideation of suicide**.
  - Any information that might lead you to believe that the student or students, or other persons might be in **danger of physical harm**.
  - In all cases, the critical information should immediately be taken to a Seacrest student counselor, your Division Head or the Head of School.

## **CRIMINAL BACKGROUND CHECKS**

All employees are subject to the criminal background process. Seacrest will perform criminal background (including fingerprinting) on all new employees at the time of hire. For existing employees, the School will periodically update the criminal background check. Seacrest will determine, in its discretion, whether the employee's background makes him/her fit for employment or continued employment. All employees must report any arrests or changes to their criminal background to the Head of the Upper School, the Head of the Middle School, the Head of the Lower School, our Business Officer, or the Head of School within 24 hours of the occurrence so that the School can determine whether the employee's status or job duties should change. Failure to do so may result in termination of employment.

## **DRUG AND ALCOHOL POLICY**

We will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs, "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances may be alcohol, legal or illegal substances, over the counter salts, spices, incense, or other similar items.

Our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances:

1. when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; or
2. when an employee suffers an on-the-job injury or is involved in an accident while at work.

The presence of 0.05% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy, regardless of when consumption or ingestion occurred. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances in School vehicles or on School property. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or nonprescription drugs, which could affect their ability to perform their job in a safe and efficient manner, must notify their immediate Supervisor of this fact when they report to work.

This policy does not prohibit adults from light drinking at school-related functions, such as the auction, as long as the employee uses good judgment.

Violation of any aspect of Seacrest School's Drug and Alcohol Policy will result in discipline up to and including immediate termination. In order to determine whether this Policy has been violated, the School may examine all evidence available to it, including without limitation, the employee being arrested for alcohol or drug related offenses. In addition, Seacrest School may report use, sale or possession concerns to the civil authorities.

## **FITNESS CENTER RULES & REGULATIONS**

The fitness equipment located at the Fitness Center ("Fitness Center") belongs to the Seacrest School. Members of the faculty, staff, and upper school students and alumni are allowed to use the Fitness Center as a privilege and this use should not be considered a right of employment. **All users must first complete the Fitness Center Registration and Release form each year.** This form is available in the Business Office. Please note: **the Fitness Center may not be used by ANY non-employee of Seacrest School other than Seacrest Upper School alumni.**

## **FRAUD, DISHONESTY AND FALSE STATEMENTS**

Falsification of any application, leave/injury or FMLA record, invoice, paperwork, time record, or any other document is strictly prohibited and is grounds for discipline up to and including termination. If you observe any such violations, please report them immediately to the Division Heads or to the Head of School.

## IDENTIFICATION LANYARDS, BADGES, AND VISITOR POLICY

**Faculty and Staff:** All faculty and staff at Seacrest School are expected to wear name badges on blue neck lanyards **at all times**. If there is any time when wearing the lanyard around the neck poses any sort of safety hazard for the individual(s), the lanyard may be removed for the duration of that activity.

**Volunteers and Visitors:** All volunteers and visitors are required to register in the office and wear a green identification lanyard. We expect you to ask the identity of anyone without a tag and escort them to the office to sign in. The safety of students is our first concern and parents appreciate our security. Call the office immediately if you have any concerns or questions.

Please ascertain the identity of any individual who comes to your classroom unannounced. Ask anyone who has not registered at the office to do so **before** entering the classroom. **IF YOU ARE NOT SURE, DO NOT ALLOW THE INDIVIDUAL IN YOUR CLASSROOM. Use the “assist” button on your phone or a radio to contact the office.** The safety of students is our first concern.

In the event of a school-wide emergency, a special announcement will be made over the speaker system.

**Prospective parents and students:** Prospective parents are given a tour of the classrooms and facilities. Every effort is made not to interrupt class and if we see that testing is going on, we will leave immediately. Children and teachers become so accustomed to visitors that they go right on with their procedures. Teachers are never expected to stop their routine and the visits rarely last over five minutes. Occasionally, parents and visitors may request an observation for a longer time. Because of the nature of an Independent School, there are so many visitors that we no longer try to announce visits beforehand. Just expect them!

Part of our required admission procedure is a classroom visit by the applicant. These visits, which include academic screening, will take place in every classroom throughout the Seacrest School year. Teachers are consulted and their schedules are considered when making these plans.

## GENERAL BULLETIN BOARDS

We maintain bulletin boards at various locations throughout our School as an important information source. These bulletin boards are to be used solely to post information approved by the School regarding Seacrest policies, governmental regulations, and other matters of concern to all employees that are related to the employees' employment by the School. Please develop a habit of checking the bulletin boards daily so that you will be familiar with the information posted there.

## GIFTS AND GRATUITIES

Employees should never request any personal gift or gratuity from anyone associated with the School, Employees should never request any personal gift or gratuity from anyone associated or doing business with Seacrest, and should never accept a gift or gratuity of more than nominal value without the express authorization of the Head of School.

## HAZING/BULLYING/HARASSMENT AMONG STUDENTS

Although we encourage students to participate in School-related athletics, clubs, associations, organizations, Seacrest prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue participation in any group where the activity produces, or could be expected to produce, mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, *regardless of the student's willingness to participate*. If you are not sure whether something constitutes hazing, then you need to ask the Administration.

Similarly, we also prohibit any type of harassment or bullying type activity among our students. Seacrest is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals.

**Harassment** includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability.

**Bullying** includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). Seacrest also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, sexting, or other forms of technology to engage in harassment or bullying).

All Seacrest employees are required to immediately report any actual or suspected hazing, harassment, or bullying activity among the students to the Administration. The failure to make such a report could result in disciplinary action in accordance with the School's disciplinary procedures. When Seacrest Administration becomes aware of any actual or planned hazing, bullying, or harassment activity, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good faith report of hazing or suspected hazing activity.

## HONESTY

The mission of the School can only be carried out with the expectation of trust and honesty with respect to all employees. All employees are expected to perform their duties, and conduct themselves at all times when working for or representing the School in any setting, with complete honesty and trustworthiness. Without limiting the generality of the foregoing, employees are responsible for honestly completing all School records, reports, time cards and other School documents. Employees must also be honest and trustworthy in all verbal and written communications and general relationships with others, including without limitation, the School, co-workers, students and parents. Any falsification, lying, or untrue oral, written, or other communication will be considered dishonest behavior. Any employee violating any aspect of this policy is subject to disciplinary action, up to and including immediate termination.

## INSPECTION POLICY

Please use good judgment in what you bring onto Seacrest premises. Seacrest is not responsible for the theft of one's personal property. Therefore, you should take care to ensure that it is properly stored at all times.

In order to protect the safety and property of employees, students, and parents, the School reserves the right to inspect all areas on campus, school buses, and employees' personal property, including lockers, tool boxes, desks, purses, briefcases, packages, cabinets and vehicles brought onto school property, school buses, or to school sponsored-events. Failure to cooperate with such inspections is a violation of this policy.

## INSUBORDINATION

We expect every employee to follow the reasonable and lawful instructions of supervisors and other management officials. Failure to do so constitutes insubordination and may result in immediate dismissal.

## INTERACTION AND COMMUNICATION WITH STUDENTS

As employees of an educational institution, you are held to a higher standard by parents, students, colleagues, and members of the public. We support and endorse a strict policy of respect toward students and expect employees to act at all times as adult role models. In addition, students typically respond better to faculty and administrators and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship. Therefore, you should ensure that you do not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in your presence. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences. You should always treat a student with respect and dignity.

In addition, employees should never physically move, grab, or touch a student, or grab something from a student, with aggression or because of frustration. You should never treat a student with anything less than respect and dignity. If a student does not follow directions as expected, you should communicate clearly your instructions and, if the student does not listen or respond appropriately, you should take appropriate action, which could include any number of responses, such as separating the student from the group; walking up to the student and ensuring that the student clearly sees you communicate with him/her; removing the student from the activity; communicating with the parent after the event; writing a counseling report; etc.).

Moreover, if you are an employee who is also a parent of a student at our School, you are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other **parents** are to address such actions. Report the problem to the appropriate Administrator. Do not take personal action to address the situation.

We encourage close relationships between faculty and students. However, after-school and away from campus contact with students (including transporting students in a staff member's vehicle, babysitting, going to dinner, etc.) must first be cleared with the Head of Upper School,

Head of Lower School, the Head of Middle School, or the Head of School in each specific instance.

All employees are responsible for the welfare of our students. If you observe any employee engaging in any type of inappropriate or questionable behavior with a student, or violating any aspect of this policy, please report the information immediately to Head of Lower School, Head of Upper School, or Head of School. In addition, as a part of every employee's obligation to keep children and our campus safe, if you have received information reflecting that any person who may regularly or periodically visit the school's campus (student, employee, parent, spouse of an employee, family member, volunteer, or contractor) has engaged in behavior that could constitute abuse, has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the Head of School.

Any employee who engages in behavior that violates this policy or who fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment.

### **INVESTIGATION OF MISCONDUCT**

To protect our employees and our students, the School must be able to investigate suspected or alleged misconduct. Employees are required to cooperate and to assist the administration to the fullest extent possible in investigating misconduct, whether their own or another's. Such cooperation and assistance includes, without limitation, being completely honest (including, providing all facts, documents, and information in the employee's possession or control or which the employee has knowledge of), and submitting to searches and/or drug and alcohol tests, if requested to do so. An employee's failure or refusal to cooperate and assist in any investigation, including, without limitation, dishonesty, or a refusal to submit to a search or drug and alcohol test, if requested to do so, is grounds for discipline, up to and including immediate termination.

If an employee fails or refuses to cooperate or assist at any stage of an investigation into the employee's own suspected or alleged misconduct, the School also reserves the right to proceed, including proceeding without the employee's statement or cooperation, and make a decision based on all reasonable inferences from the employee's failure or refusal to cooperate (including drawing an adverse inference) and information from other sources. The employee's failure or refusal to cooperate remains a separate grounds for discipline, up to and including immediate termination.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

Staff members are expected to be available in the building for the entire school day. Occasionally, a situation will arise that will necessitate a staff member leaving campus for a short period of time. If you have to leave during the school day, you must notify the office when leaving and tell us when you return. You must sign in an out of the time log.

### **MISUSE OF PROPERTY**

Our policy prohibits the misuse or use without authorization of the equipment, vehicles or other property of parents, students, vendors, other employees of the School.

## **OUTSIDE EMPLOYMENT**

It is important that other employment and outside interests do not interfere in any way with your job at Seacrest School. We expect that you will be careful that extra hours of work do not affect your performance here. Additionally, conducting business for personal profit is prohibited during contract hours.

If a position outside the school could create a potential conflict of interest, please discuss the matter with the Head of Lower School, Head of Middle School, Head of Upper School, or Head of School prior to obtaining the outside position.

## **OVERTIME**

Seacrest may periodically schedule mandatory after-hours or weekend work in order to meet School needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work after hours or weekends will be at work, unless excused by their Supervisor.

## **PARKING**

So that we have sufficient parking, we require all of our employees to park their vehicles in the area designated for employee parking. At the beginning of each school year, parking areas are designated. If you have any questions as to where you should park, please contact the Business Office.

## **PERSONAL APPEARANCE**

**Teaching is a profession and all teachers and teaching assistants are role models. Dress appropriately. No jeans or “short” shorts during regular school days.** Faculty and staff may wear denim dresses or skirts but no blue jeans. The administration reserves the right to ask staff members to modify their dress if deemed inappropriate. “Free dress days” for students are not “dress-down” days for faculty.

## **PERSONAL TELEPHONE CALLS AND VISITS**

We have a limited number of telephone lines at the School and it is essential that we keep these lines open for School-related calls. Therefore, we ask our employees to refrain from making or receiving unnecessary personal calls.

Visits by staff friends, relatives, or children can be disturbing to our operations. Therefore, we strongly discourage such non-essential visits during work hours. Employees who have children attending the School should ensure that appropriate child-care arrangements, including after school care, have been made.

## **PERSONNEL RECORDS**

Upon the commencement of employment, employees are required to provide certain information and complete certain documents necessary to deduct taxes from their pay. Also, if eligible, employees may enroll in the health insurance, dental insurance, life insurance, and retirement plan. The description of these benefits can be found in the Benefits Plan Descriptions distributed each year. Detailed information of these benefits as well as all forms for enrollment in the various insurance programs are also available in the Business Office.

To keep personnel records up to date, to ensure that Seacrest School has the ability to contact each employee, and to ensure that the appropriate benefits are available, we ask that each employee notify us as promptly as possible of any change of name, address, phone number, marital status, number of dependents, or other applicable information. In addition, faculty members are responsible for ensuring that the Business Office has up-to-date certifications.

Personnel files are locked in Seacrest School's Student Services Center to insure maximum confidentiality. Contact the Business Office to schedule an appointment to review your personnel file.

## **POOR PERFORMANCE**

Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level. Any employee who fails to maintain a satisfactory level of performance is subject to termination.

## **PUBLIC RELATIONS**

It is of paramount importance that a positive atmosphere is present at all times in dealing with the parents and the public. Since our organization is an independent school, we must constantly project the image of a school in which parents would be eager and proud to have their child enrolled. It is extremely important, also, that employees discuss school matters positively with parents and other staff members. It is imperative that telephone calls/e-mails from parents be returned within 24 hours.

If at any time during the school year you feel that you have a legitimate complaint, or would like to discuss policy with the administration, we hope that you will not hesitate to do so. The administration will make every effort to insure that all reasonable needs and desires of employees are met. You must avoid negative conversations with your colleagues or parents. Talk to your Supervisor or administrator instead.

## **SMOKING**

The School is a smoke free campus. Smoking is not permitted anywhere on the campus.

## **SOLICITATION AND DISTRIBUTION**

Solicitation by an employee of another employee during the working time of either employee for any reason is strictly prohibited. Distribution of advertising materials, handbills or other literature is prohibited in all working areas at all times. Solicitation and distribution by non-employees is prohibited on School premises at all times. This prohibition does not include school-related fund-raising projects. If you have any questions, please refer them to L.J. Mitchell, Director of Development.

## **THEFT**

We do not tolerate theft in any form. In order to protect you, your co-workers, faculty, our students, and the School, we reserve the right to inspect personal property as outlined in the Inspection Policy.

## **TIMEKEEPING PROCEDURES**

Unless otherwise notified, all hourly employees are required by Federal law and by this School to keep an accurate record of his or her hours worked each day and each week. Your Supervisor will advise you how you are to record your time, either on a time card or a hand written time sheet. We expect you to record on your time record all time that you work for the School.

Any changes or corrections to your time card or time record must be initialed by you and your Supervisor.

## **UNLAWFUL ACTIVITY**

No employee may engage in any unlawful activity (whether prosecuted or not) either on or off the job.

## **WHISTLEBLOWER POLICY**

The Code of Business Conduct and Ethics requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The School expects all employees to practice honesty and integrity in fulfilling their responsibilities and to comply with the Code and with all applicable laws and regulations.

This Whistleblower Policy is intended to facilitate the reporting of violations or suspected violations of applicable laws or regulations or of any of School's policies. It is the responsibility of all employees to report any such violations or suspected violations in accordance with this Whistleblower Policy.

**1. What types of violations or suspected violations are covered by this Whistleblower Policy?**

We strongly encourage the prompt reporting of any of the following violations or suspected violations: questionable accounting, internal accounting controls, or auditing matters; violations of local, state, or federal laws or regulations; violations of the School's Code of Conduct and Ethics.

## **2. How do I report a Violation?**

Employees are strongly encouraged to raise their concerns about violations or suspected violations by submitting them in the form of a complaint to the Head of School. However, if for any reason an employee is not comfortable speaking to the Head of School or does not believe the issue is being properly addressed, the employee may contact the Business Manager or the Chair of the Board of Trustees. All complaints should be in writing and should include a full statement of the acts or omissions, along with relevant dates, forming the basis of the complaint. In addition, the complaint should state that it is being made pursuant to this Whistleblower Policy.

To facilitate the investigation of the complaint, the complaint should include contact information for the person making the complaint. Reports of concerns and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, complete confidentiality cannot be guaranteed. An employee submitting a complaint on a confidential, anonymous basis is not required to include contact information, but should be aware that the nature of the concerns may lead to the identification of that person as the source of the complaint.

## **3. How will reported Violations be investigated?**

The School will assess every complaint submitted under this Whistleblower Policy and determine the appropriate next steps, including investigation and resulting corrective and/or disciplinary actions, if appropriate. Matters reported internally will be assessed by the Head of School to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. The Head of School will issue a full report of all matters raised under this policy to the appropriate committee of the Board.

## **4. Will my employment be terminated if I report a Violation under this Whistleblower Policy?**

This Whistleblower policy is intended to encourage all employees to raise serious concerns within the School for investigation and appropriate action. With this goal in mind, the School DOES NOT permit retaliation (for example, disciplinary action, demotion, or job termination) or discrimination of any kind against any individual who submits, in good faith, a complaint under this Whistleblower Policy. Moreover, an individual who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment. At the same time, employees are expected to act in good faith. Good faith means that the employee has reasonable grounds for believing the matter raised is a Violation. Reports made not in good faith will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may give rise to other actions, including civil or criminal lawsuits.

## **5. Who is responsible for this Whistleblower Policy?**

The School's Board of Trustees administers this policy and will review this policy periodically and make modifications if required or appropriate.

## **GENERAL BUSINESS BASICS**

### **ENERGY CONSERVATION**

It is every employee's responsibility to be conscious of energy conservation. Lights should be turned off at the end of the day. In rooms with thermostats, air conditioning should be adjusted to the warmer/cooler setting, depending on the temperature outside and the temperature determined by the Business Office. Doors opening to the outside must remain closed. Do **NOT** prop open. This includes the Arts Center.

### **KEYS**

Copies of keys are maintained by Lynda Farrow in the Main Office. You may sign out a key if you need one for a classroom or for one of the common areas.

### **OFFICE HOURS**

Seacrest School Office and the Business Office are open from 7:15 a.m. to 5:30 p.m. Monday through Friday.

### **SEPARATION POLICIES**

#### **Notice of Resignation**

In the event you choose to resign from your position, we ask that you give us as much notice as possible but we request at least two week's notice (or additional notice if specified in your contract). We expect you to take care of all your outstanding accounts with Seacrest School, leave your room in an orderly condition, and return all Seacrest School property, including keys, prox cards, ID card, documents, and uniforms prior to leaving.

When one leaves the employment of Seacrest Country Day School, the following items must remain in the classroom:

1. All educational materials purchased with classroom budgets including CDs, videos, maps, and posters.
2. All classroom supplies.
3. Computer with all files intact. N.B. It is illegal to destroy software or delete files from a computer when one leaves an employer.
4. All curriculum notebooks, handbooks, textbooks and textbook support material.

### **TEACHER EVALUATION AND SUPERVISION**

2013-14 is a transitional year for professional development, supervision and evaluation. Over the school year faculty, staff and administration will participate in the creation of a system for 2014-15 and beyond that blends professional development and evaluation. It will likely look somewhat different for the differing categories of employees – teachers, administrators and hourly staff. But the overall guiding principles will be the same. For the 2013-14 school year we will utilize a streamlined system that focuses more on employees new to Seacrest, and sets the stage for the future.

### Teaching Faculty and Teaching Support Staff

Employees beginning their first to fourth years:

- Overall process
  - Collaborative goal setting – employee, division head, department head/lead teacher
  - Multiple individual observations, formal and informal, by department heads/team leaders, division heads, Academic Dean, etc.
  - Follow-up feedback provided by observers
  - Summative meeting during the fourth quarter base upon
    - Self evaluation - goals and experience of the year
    - Observations
    - Optional - Additional data as agreed upon in goal setting, examples (not inclusive) lesson plans, unit plans, student work, etc.
- By September 20
  - Division Heads meet with affected department heads/team leaders for planning process.
  - Department heads/team leaders meet with individual teachers to set preliminary goals for the year
  - Division Heads and individual employees meet to discuss the process and collaboratively set written goals for the year.
- September 20 through January 31
  - Observations formal and informal
- March 3 through April 4
  - Summative meetings
    - Employee, department head, division head
    - Summative letter becomes part of employee file

Employees beginning their fifth year and beyond

- Overall process
  - Collaborative goal setting – employee, division head, department head/lead teacher
  - (Optional) Individual observations, formal and informal, by department heads/team leaders, division heads, Academic Dean, etc.
    - Follow-up feedback provided by observers
  - Summative meeting based upon
    - Self evaluation - goals and experience of the year
    - (Optional) Observations
    - (Optional) Additional data as agreed upon in goal setting, examples (not inclusive) lesson plans, unit plans, student work, etc.
- By September 20
  - Division Heads meet with affected department heads/team leaders for planning process.
  - Department heads/team leaders meet with individual teachers to set written goals for the year
- September 20 through January 31
  - (Optional) Observations formal and informal
- February 3 through February 28
  - Summative meetings
    - Employee, department head, division head
    - Summative letter becomes part of employee file

### Support Staff, Maintenance and Administrators

- Overall process
  - Job description and/or general criteria to be provided
  - Collaborative goal setting – employee and direct supervisor
  - Summative meeting based upon
    - Self evaluation - goals and experience of the year
    - Job description and/or general criteria
    - Summative letter written by direct supervisor addressing criteria and agreed upon goals
- By September 20
  - Supervisor and individual employee meet to discuss the process and collaboratively set written goals for the year.
- September 20 through January 31
  - Observations formal and informal
- March 31 through May 2
  - Summative meetings
    - Employee, department head, division head
    - Summative letter becomes part of employee file

Addendum  
to Employee Handbook  
Family and Medical Leave  
Act Policy

## **FAMILY AND MEDICAL LEAVE ACT POLICY**

The Family and Medical Leave Act (“FMLA”) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

### **Employee Eligibility**

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for the School in the preceding seven years (limited exceptions apply to the seven-year requirement);
2. have worked at least 1,250 hours for the School over the preceding 12 months; and
3. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

### **Conditions Triggering Leave**

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee’s spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of the employee’s serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);
5. to care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or,
6. to handle certain qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered activity duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

## **Definitions**

A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

## **Identifying the 12-Month Period**

The School measures the 12-month period in which leave is taken by the “rolling” 12-month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a covered servicemember, the School calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

## **Using Leave**

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the School's operations.

## **Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the School may require you) to use accrued paid leave (such as sick leave or vacation), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the School's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

## **Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the School will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the School may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

## **Notice and Medical Certification**

When seeking FMLA leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the School if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the School's normal call-in procedures, absent unusual circumstances.

2. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the School's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The School will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

## **Employer Responsibilities**

To the extent required by law, the School will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the School will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the School will provide a reason for the ineligibility. The School will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the School determines that the leave is not FMLA-protected, the School will notify the employee.

### **Job Restoration**

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

### **Failure to Return After FMLA Leave**

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the School's standard leave of absence and attendance policies. This may result in termination if you have no other School-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the School's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

### **Other Employment**

The School generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

### **Fraud**

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

### **Employers' Compliance with FMLA and Employee's Enforcement Rights**

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the School encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Department, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **MILITARY-RELATED FMLA LEAVE**

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of

such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

## **Definitions**

A “covered servicemember” is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a “covered veteran” who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.” For current servicemembers, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

## **Military Caregiver Leave**

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

### **Qualifying Exigency Leave**

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the covered active duty or call to covered active duty status of a “military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set

forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- (1) **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to covered active duty.
- (2) **Military events and related activities.** To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
- (3) **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- (4) **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.
- (5) **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
- (6) **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 calendar days of leave for each instance of rest and recuperation.
- (7) **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
- (8) **Parental care.** To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.

(9) **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that the School and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

### **Limited Nature of This Policy**

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The School reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

### **MILITARY LEAVE OF ABSENCE**

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify the Lower School Head, Middle School Head, or the Upper School Head of upcoming military duty by providing us with a copy of your orders as soon as possible.

### **VICTIMS OF DOMESTIC VIOLENCE LEAVE POLICY**

Eligible employees may take up to 3 days of unpaid, job-protected leave in any 12-month period for specified domestic violence situations. Other available leave or other paid time off must be exhausted before domestic violence leave can be utilized

**Conditions Triggering Leave:** Domestic violence leave can involve one or more of the following reasons:

1. Seeking an injunction for protection against domestic violence, or an injunction for protection in cases of repeat violence, dating or sexual violence;
2. Obtaining mental health counseling or medical care for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtaining services from a victim-services organization, including but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;

4. Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seeking legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

**Notice and Certification:** When seeking domestic violence leave, you must provide:

1. Advance notice of the need for leave except where you or a family member is in imminent danger such that notice is not possible.
2. Documentation, if we request, establishing the need for domestic violence leave.

**Usage of Other School Leave Available to Employee:** Any available leave or other paid time off must be exhausted before domestic violence leave can be utilized.

**No Retaliation:** Employees who make a bona fide request for leave pursuant to this policy will not be unlawfully retaliated against for exercising his or her rights under this policy. However, employees remain subject to the School's other policies and procedures.

## FACULTY AND STAFF POLICIES AND THE CLASSROOM

### STAFF HOURS

**In an Independent School, hours outside of the normal school day are often required. All teachers will attend all division level meetings and events, staff meetings, and school-wide events unless otherwise stated. Teachers are expected to provide extra instruction for students when needed. This includes the hours before and after classes are in session.**

- a. **Teachers:** Classroom instruction hours may be changed by the Head of School as necessary for parents and students time to contact/interact with the teacher on campus.

- b. **Teaching Assistants:**

To facilitate the Before and After School Programs, hours for Teaching Assistants are staggered to cover care from 7:15 to 5:30 each day. Each person's schedule may be different. The Teaching Assistant Coordinator will work out the specific schedule for the year and manage schedule conflicts as they arise each week. You are expected to coordinate any planned or unplanned time off with the Coordinator, as well as your classroom teacher, so that we can ensure that students are adequately cared for.

Every Teaching Assistant may be scheduled to work on a regular basis in the **Before and After School Program** unless assigned to a different area. The school is fortunate to be able to hire this important support group. Teaching Assistants work

an eight-hour day and a 40-hour week. It is expected that Teaching Assistants have at least 30 minutes of unassigned time in their workday.

**c. Other staff and Administration:**

Generally expected work hours are 8:00 am to 4:00 pm each day unless special events or circumstances warrant alternate scheduling.

**d. All staff:**

If it is necessary to leave the building during school hours, you must alert the office when you leave and return. Time out of the building should be as brief as possible. It is requested that, whenever possible, personal appointments be scheduled prior to or after scheduled working hours. Lunch outside the building should be reserved for special occasions. If an employee is signing out and will NOT be returning, the Team Leader and the office must be notified as soon as possible.

### **TEACHING ASSISTANT GENERAL DUTIES**

Teaching Assistants are directly accountable to their supervising teachers. Teaching assistants are not expected to work more than a 40 hour week, and as such, may not be expected to take work home with them. The duties of the Teaching Assistants include, but are not limited to:

1. Run off copies for class
2. Supervise outdoor play
3. Supervise lunch
4. Help teacher with everyday classroom procedures
5. Help with art activities
6. Supervise dismissal outside classroom
7. Help prepare for and arrange parties
8. Take care of attendance registers
9. Substitute whenever the classroom teacher is not present
10. Supervise before and after school programs according to the schedule provided.

### **FACULTY GENERAL DUTIES**

Faculty are directly accountable to the Head of School and either the Head of Lower School, Head of Middle School, or Head of Upper School. The general duties of the Faculty include, but are not limited to:

1. Prepares and implements appropriate long range goals and objectives within his/her assigned age and developmental level, grade level and/or curricular area.

2. Establishes, implements, maintains, and evaluates the learning environment in which the spiritual, emotional, psychological, academic and social needs of the students are met.
3. Conducts, on a day-to-day basis, classroom instruction relevant to the attainment of the written goals and objectives.
4. Follows the Seacrest School curriculum as it is presented in the appropriate curriculum guides.
5. Cooperates with his/her colleagues and administrators in the total operation of the program.

### **FACULTY SPECIFIC DUTIES**

1. School's mission, goals and objectives:
  - a. Knows Seacrest School mission/philosophy, goals, and objectives.
  - b. Understands the academic, emotional, psychological and social needs and background of each student.
  - c. Prepares specific learning goals (long range) and objectives (short range) for students within his/her designated age and developmental level, grade level and/or curricular area.
  - d. Implements the learning goals (long range) and objectives (short range) through appropriate lesson plans and daily instruction within his/her designated age and developmental level, grade level and/or curricular area
2. Ensuring an ideal learning environment:
  - a. Creates and maintains a learning atmosphere which affirms the dignity of the student.
  - b. Evaluates and modifies, on an on-going basis, his/her teaching techniques relevant to the progress of the students.
3. Student development and needs:
  - a. Confers with the administrator and/or his/her designee regarding the development levels and educational needs of the students.
  - b. Is aware of any particular medical needs that have a direct relationship with the student's behavior.
  - c. Refers student to Dr. Jennifer Amico, Steve Caruso, or Erin Duffy for diagnostic evaluation when a particular student may be experiencing difficulty or boredom in the classroom.

- d. Attends team meetings on the students in his/her particular age and developmental level and/or curricular area.
  - e. Contributes at the team meetings any significant educational, emotional and/or behavioral observations or changes.
  - f. Follows through on the recommendations made for a student at the team meeting.
  - g. Maintains up-to-date records on each student's attendance and daily progress within his/her designated age and developmental level, grade level and /or curricular area.
  - h. Maintains records of mastery of learning goals so that appropriate reports and evaluations can be completed.
  - i. Determines and requisitions appropriate materials and equipment to aid in the implementation of each student's educational program in consultation with the administrator and/or his/her designee.
  - j. Creates, when necessary, needed teaching materials not on the market.
  - k. Maintains optimum condition of learning materials and hardware.
  - l. Maintains optimum conditions of assigned classroom space.
  - m. Communicates with students' parents to assure that the parents are fully aware of the academic as well as the social progress being made by their children.
  - n. Assists with the supervision of all students and assumes responsibility for supervision of all students when assigned by the administrator.
  - o. Creates flexible groups of students in specific subject areas based on diagnostic testing, their needs and talents, and/or enrichment.
  - p. Works with professional staff members, such as, but not limited to, counselors, specialists, and library media specialists, on implementing goals and objectives for students.
  - q. Assists in planning and participates in any outside activity, event, and/or field trip, as to whether it is for the entire student body or for students in a particular age and developmental level, grade level and/or curricular area.
4. Social Community
- a. Attends faculty meetings, which are scheduled on a regular basis throughout the Seacrest School year and at the beginning and end of the Seacrest School year.
  - b. Attends and participates in student-parent-teacher conferences.

- c. Is familiar with and upholds the philosophy, goals, policies, and procedures stated within this Handbook, the Florida Department of Education, and Florida Council of Independent Schools.
- d. Provides direction and supervision of classroom and parent volunteer aides.
- e. Provides classroom and parent volunteer aides with information necessary to work effectively with students.
- f. Assists the Division Head in preparing the instructional materials/textbook budget by submitting requisitions for materials necessary to carry out the learning goals and objectives at age and developmental level, grade level and/or curricular areas.
- g. Attends meetings which enhance the educational program of Seacrest School.
- h. Communicates and cooperates with staff members in other departments to promote a total community atmosphere.
- i. Works on curriculum committees to develop philosophy/mission, overall program goals and objectives, evaluation of curriculum and textbooks, assessment of students, and the scope and sequence of the curriculum.
- j. Volunteers for faculty assignments according to the current procedures.

## **FACULTY GUIDELINES**

The following guidelines have been established for consistency and smooth functioning of Seacrest School:

- Always check faculty bulletin boards and mailboxes before reporting to your classroom, check morning emails for daily Seacrest information.
- Be punctual for various coverage (e.g., lunch supervision, morning break, after lunch, final dismissal coverage), and always be prompt to your class. Tardiness sets a bad example for students.
- Dismiss class promptly, but not before designated dismissal.
- Ensure your classroom is clean and neat at the end of each class and each day. If it is the end of your work day log off your classroom computer before leaving.
- Never leave your class unattended. If an emergency arises, notify the office so coverage can be arranged.

- All classes and study halls must be held until the period has ended. The dismissal of class before the period has ended causes an annoying disturbance for other classes still in session, creates a situation in which students are unsupervised and upsets the orderly functioning of Seacrest School. Study halls must be run in a way that is conducive to studying.
- Hold conferences with other faculty, administrators, parents, or students in conference rooms, classrooms, or appropriate administrative offices.
- Check the schedule for assigned After School Program supervisory responsibilities.
- Check your classroom voicemail and email at 2:00 pm each day for messages regarding student dismissal changes and relay information to the student and After School Program.
- Submit requisite reports on students with academic and social problems to the appropriate Division Head so that appropriate action may be taken.
- Provide necessary tutoring work when needed during assigned tutoring periods, during conference periods, or during mutually convenient times.
- Evaluate and recommend textbooks and other course materials.
- Be especially alert for intellectual dishonesty.
- Generally, do not have students change papers for in-class correction.
- Treat each child as an individual. Watch for individual differences.
- Announce your tests and quizzes well in advance.
- Keep your grade books on your person or locked in your desk drawer.
- Eat in the lunch area during your duty week(s) and whenever possible at other times. Eating in the lunch area provides a good opportunity for faculty members to make necessary student contacts, provides communication opportunities, and assists in setting the tone and maintaining an orderly lunch period.
- Active supervision of students during designated lunch periods. Faculty members are expected to help instill proper table manners and, in general, help to maintain an orderly lunch by circulating throughout the area.
- Enforce all School policies, including the dress code, study hall procedures, and library policy.
- Carry out academic programs and goals as outlined by Seacrest School and its accrediting associations.
- Evaluate the performance of each student by grades, reports, and factual comments.

- Maintain discipline and order while acting in the capacity of teacher, advisor, coach, director, and/or supervisor.
- Provide leadership and supervision in dramatics, choral presentations, publications, clubs, etc.
- Attend official School functions when so specified by the Head of School, including but not limited to: graduations, Teacher Excellence Awards, Harvest Hay Day, *Gala for Treasures*, major school speakers, events, and appropriate grade level productions and performances.
- Set an example for students through personal conduct during and after school hours!
- Be on Seacrest School campus throughout the day. **Faculty must be able to be located at all times during the school day.** If for any reason a faculty member must leave for personal business, he or she will notify or go to the office to sign in and out.
- Attend classes at all times and ensure that classes are never unattended, even for a moment.
- All movies shown to students in grades Preschool through 8 must be “G” Rated. This includes both movies shown during the school day and during before and after school care. Movies with ratings other than “G” must be pre-approved by the Division Heads. **There are no exceptions to this policy.**
- **All student performance material must be approved by the Division Heads well in advance of any auditions or rehearsals. Scripts may not be ordered from publishing houses and may not be distributed until this approval is received.**
- No student may use school elevators without medical permission. Students using the elevators for medical reasons must notify the school nurse and be accompanied by another student.

## **RESPONSIBILITIES TO STUDENTS**

As teachers, scholars, counselors, mentors, and friends, faculty and staff can profoundly influence students' attitudes concerning professional competence and responsibility. Faculty and administrators should assist students to recognize their responsibility to advance knowledge, practice, and justice. Because of their inevitable function as role models, faculty and administrators should be guided by the most sensitive ethical and professional standards.

Faculty and staff should aspire to excellence in teaching and administration and to mastery of their subjects and responsibilities. They should prepare conscientiously for class and employ teaching methods appropriate for the subject matters and objectives of their courses. The objectives and requirements of their courses, including applicable attendance and grading rules, should be clearly stated. Classes should meet as scheduled; or when this is impracticable,

classes should be rescheduled at a time reasonably convenient for students, or alternative means of instruction should be provided.

Faculty and staff have an obligation to treat students with civility and respect, and to foster a stimulating and productive learning environment in which the pros and cons of debatable issues are fairly acknowledged. Faculty and staff should nurture and protect intellectual freedom for their students and colleagues.

Evaluation of student work is one of the fundamental obligations of faculty and administrators. Examinations and assignments should be conscientiously designed, and all student work should be evaluated with impartiality. Grading should be done in a timely fashion. A student, who so requests, should be given an explanation of the grade assigned.

Faculty and administrators should be reasonably available to counsel students about academic matters, career choices, and professional interests. In performing this function, faculty and administrators should make every reasonable effort to ensure that the information they transmit is timely and accurate. When in the course of counseling, a faculty member or administrator receives information that the student may reasonably expect to be confidential, the faculty or administrator should not disclose that information, unless required to do so by a School rule or applicable law. Faculty and administrators should inform students concerning the possibility of such disclosure.

Discriminatory conduct based on such factors as race, color, religion, national origin, sex, sexual orientation, disability, age, or political beliefs is unacceptable. Faculty and staff should seek to make the School a hospitable community for all students, and should be sensitive to the harmful consequences of professional or student conduct or comments in classroom discussions or elsewhere that perpetuate stereotypes or prejudices involving such factors.

## **SUPERVISION OF STUDENTS**

1. Supervision: Administrators are responsible for:
  - a. developing, publishing, and implementing the rules and policies.
2. Discipline: Teachers, Teaching Assistants, and staff are responsible for:
  - a. supervising students AT ALL TIMES, and
  - b. enforcing the rules

Refer to *Seacrest School Code of Conduct and the Seacrest School Courtesies* for general guidelines. As much as possible, use consistency in developing your own classroom rules for safety, so that children are not put in the position of having different rules at different times from other teachers or teaching assistants.

In case of accidents, the student must be brought to the office and the office staff will call the parents. **For any accident, an accident report must be sent to the office immediately where it will be reviewed and then sent home with the child to be signed and returned by the parents to be kept on file in the office.** The person supervising at the time of the accident is responsible for completing the accident report.

All staff should follow OSHA guidelines when administering First Aid. (OSHA training is held each fall.)

**NOTE: All children must be supervised at all times.** This rule is critical, not only for the children's protection, but also for yours. Safety, security, and prevention of accidents are absolutely the most important and highest priority in any school. If you need assistance, use the telephone or radio to call the office.

During recess and free play, a teacher or teaching assistant must be stationed close to the children being supervised. **All supervising staff members are expected to circulate constantly throughout the playground.** This is where the majority of accidents and conflicts arise, and prevention or intervention before a conflict or accident occurs is the goal. If a group of children is on the playground or playing field, there must be a person supervising in that area. Staff members are expected to be moving around the playground and not be seated. Students may not engage in any activity which could cause harm to them or any other students. If you notice any dangerous situation, you should immediately discontinue all use of the equipment and notify the office or the maintenance.

**If you are on duty, you and Seacrest School are legally liable for anything that happens under your supervision.**

**At all times:**

Early Childhood Children (Preschool - Grade 1): Children of this age are not permitted to travel anywhere in the school by themselves at anytime. (This includes the bathroom, going to the office, getting a drink of water, etc.)

**After School Program**

When children in Preschool - Grade 1 are called to the office for their parents to pick them up, either an older student (Grades 4 and up) or an adult must escort these children to the desk in the office.

## **HEALTH AND SAFETY**

**Every employee of Seacrest School is responsible to report any dangerous situation.** Report in writing any potential hazards or needed repairs that you see anywhere on the grounds, apparatus, or inside.

All hazardous materials must be stored under lock and key. **(Please note that White Out and rubber cement are considered hazardous materials. It is illegal for anyone under the age of 18 to purchase these items in the state of Florida.)** You can expect that unannounced inspections by the Department of Child and Family Services and the Health Department will occur several times during the year.

## **EMERGENCY DRILLS**

**Emergency drills** are scheduled during the year. **There is an Emergency Handbook posted in each room and office in Seacrest School. Faculty members must become familiar with the information in this Handbook.** For emergencies requiring evacuation, post a map next to the door clearly outlining exits and alternate exits for students. All lights and fans must be turned off and all windows and doors must be closed. Students follow the teacher's direction for leaving the room and building according to the emergency escape route posted in each classroom. Teachers must carry attendance records and emergency information with them,

account for all students, and report to the designated administrator. **Please note this applies to Related Arts faculty as well as classroom teachers.**

Separate instructions for Tornado Drills and School Lockdown are included in the Emergency Information Handbook that is located in each room in the school.

For Fire Drills, students walk quietly in single file and do not talk or look back toward the building. They move away from the building, continuing to face away from the building, and stop at a safe distance as directed by the teacher. Silence is maintained throughout the drill. When directed by the teacher, students return to the classroom by the same route.

If away from the classroom when the alarm sounds, students should leave the building immediately by the nearest exit and report to the nearest classroom teacher as soon as possible once outside. Teachers will communicate via walkie-talkies and account for all students.

All adults (visitors and staff) must also exit the building during a fire drill. They should identify themselves to the nearest administrator.

**Please note the following procedure for severe storm or hurricane warnings:**

1. Stay tuned to radio station WNOG (1270 AM or 92.5 FM) and TV stations for updated information. . A copy of the most current Emergency Phone Tree should be maintained at home.
2. Listen for possible school closing announcements. If the Collier County Public Schools are closed, Seacrest School will be closed.
3. Call Seacrest School administration if in doubt.
4. In the event it becomes necessary to close school for any emergency situation, parents will be called and notified to pick up their children immediately. **If a parent is not available we will use the emergency contact information provided on the Enrollment Information form at the beginning of the year. Please help insure that information is kept current.** Please note that under no circumstances will a child be left unattended. If absolutely necessary, a child may be taken home with a member of the Seacrest School Administration until parents or emergency contacts become available.

### **MORNING GUIDELINES**

Teachers are to be in the classroom and available promptly at the designated time. Teachers are responsible for the corridor and/or outside areas near their classroom.

Other duties of teachers include, but are not limited to:

1. Attendance Check – Attendance must be taken **promptly** each day. Collect notes for student absences and/or dismissal plans and send to the office by 9:00. Attendance must be submitted electronically and on paper. Note: The attendance sheet is a legal document; therefore, daily

attendance must be taken by the teacher (this duty is not to be delegated to a student).

Attendance must also be taken by Related Arts teachers and during any after school activities.

2. Dress Code Check - This is the time to check that students have arrived at school dressed properly. It is important that the student be given directions as to how to correct dress code infractions. Every period and every day that goes by without reprimand increases the problem. Student dress requirements have been sent to parents. Make sure you know what the requirements are.

## **SUBSTITUTE POLICY**

**Faculty in Preschool – 5** are responsible for making the arrangements for a substitute to cover all your responsibilities for the days you are out, making sure all plans and materials are in place and explained to your substitute.

**Faculty in Grades 6 – 12** must prepare lesson plans and will be notified who will be covering their classes.

**Related Arts faculty** should have folders ready at all times for substitutes (teachers or teaching assistants). Appropriate grade level activities should be easy to understand and manage.

If you are not able to find a substitute, then notify the office and the administrators will help in making arrangements and coordinating plans.

1. Substitutes will be found within our own staff members.
2. Teaching assistants and teachers will cover for each other within their own grade levels and teams.
3. If the music teacher, art teacher, elementary P.E. teacher, media specialist, technology specialists or early childhood or elementary Spanish teacher is absent, classes will be covered by the grade level teaching assistant, the teacher, or classes will be canceled. Lesson plans and materials will be available. It is the responsibility of the teacher to have plans and materials organized and ready for the substitute.
5. Related Arts teachers must have a 3-day set of grade level appropriate plans in an easily accessible location in the classrooms. These plans need to be updated each quarter.
6. Classroom teachers must always have five days of lesson plans ready on your desk in a plan book. Your plan book will provide a clear record of what your students have been taught and where you are going. Include notations concerning homework and projects assigned. The administration will review plan books on a regular basis. All plans must be easy to follow, complete, and clearly stated with material organized and at hand.

## ARRIVAL AND DISMISSAL

### Morning Arrival:

Preschool students will be walked to class by their parent who will park in the front parking lot. **All students in Prekindergarten through 8th grade must be dropped off and picked up at the designated area. Students in Grades 9 - 12 without younger siblings must go directly to the High School.** Members of the Seacrest School staff are assigned to carlines as needed.

Anyone assigned to carline duty is expected to:

- arrive promptly at your designated time and stay until the duty is completed
- assist students exiting and entering cars
- greet students and drivers
- maintain an orderly flow to the carline
- find replacement coverage if you must be absent from carline duty

### Dismissal:

**2:15:** Preschool, Prekindergarten and Kindergarten students without older siblings

**2:30:** first and second grade students (and their younger siblings)

**3:00:** third, fourth, and fifth grade students (and their younger siblings)

**3:30:** all middle school students, high school students (and their younger siblings)

We ask that, prior to arriving at school everyday, each child already knows how he or she is getting home (*i.e.*, Mom, Dad, car-pool, *etc.*) and at what time. These arrangements should be noted on the daily attendance sheet that is sent to the office each morning.

PLEASE NOTE: students **may not** change their dismissal plans during Seacrest School day. All plans for going home with friends must be made before coming to school and a written note given to the teacher by parents of **both** children. School telephones are available for school business only. Students will not be permitted to use any Seacrest School telephone except in the case of an extreme emergency. Under no circumstances may a child be released to anyone other than the parent/guardian listed on the student's attendance record without express permission of the parent/guardian.

Extraordinary care should be taken with regard to early dismissal. **Parents presume their child is under the care of Seacrest School during school hours. Consequently, a student should be released early only with the explicit knowledge of the parent/guardian.** This also means that students may be sent home for assignments, books, or for disciplinary reasons only after informing the parent/guardian. Students should not be detained unduly after school without the knowledge of the parent/guardian, or without permission being reasonably presumed. Generally, they should not be detained so as to interfere with transportation schedules.

Any written requests of the parent/guardian for early dismissal must be sent to the office each morning with attendance. Usually, these requests will be made for medical and dental appointments, but other reasonable requests should be honored.

## COMMUNICATIONS

### With Parents:

1. Positive, frequent communication with parents is expected. Seacrest School believes that the best education will happen when parents, teachers, and students work together as a team. Remember, it is important for parents to hear all the “good things” as well as any concerns. **Teachers are expected to keep written, dated records of all communications, including telephone contacts.** It is important to communicate any unsatisfactory grades or problems to the administration prior to reporting to parents. Whenever a parent calls with a concern, it is always more beneficial if we are aware of the nature of the concern. This administration will always support and back up the recommendations of teachers to the best of our ability, and it's much easier to provide this support if we are informed beforehand.
2. **All monthly calendars, letters to parents, web sites, and any other written communications must be reviewed and approved by the administration before they are copied and sent home.** A copy of all approved correspondence and monthly calendars must be given to the office for the permanent files.

3. **Reporting Policies, Conferences**

The earlier a problem or concern is discussed with parents, the better – before it escalates into an emotional issue. It is much easier to keep the level of communication on a positive basis if issues are discussed in terms of working together for the well-being of the child. Avoid taking a defensive, adversarial position or a superior tone (*i.e.* “I am the teacher, therefore I know best”). A written document outlining a mutual agreement about specific steps to be taken among teacher, parent, and child along with an agreed upon time for a follow-up should be kept on file and shared with the administration. Progress shown or any evidence of positive improvement will be noted on this document.

A copy of all **report cards** must be turned in to the office **before** going to parents. Interim reports will be sent home four times a year (at mid-quarters) in grades 4 - 12. Whenever a parent calls a member of the administration with a concern about a child, they will suggest to the parents that they should first talk with the teacher. Parents are always told that the faculty and administration welcome and encourage conferences.

4. **Grades, Extra Help, Special Needs:**

As part of the Seacrest School teaching contract, **teachers are expected to provide extra instructions for students when needed. This includes the hours before and after classes are in session.** Success is our goal. Teachers must make every effort to understand a student's special needs. This often requires frequent communication with parents. Early childhood teachers need to make sure that conferences occur concerning any development/skill issues as soon as they are recognized. If a student is receiving consistently failing weekly grades, every effort must be made to provide instruction at the level of the child's success. **Parents must be notified well in advance if a student has the possibility of receiving a D, F, or N on a report card, so that parental support can be given to help the student succeed.** This has always been the premise of good teaching. High standards, high expectations, and appropriate instructional levels are not in conflict with each other.

**Parent/Teacher Conferences:** Formal conferences are held twice annually, in the fall and in late spring. Fall conferences should be scheduled by appointment for a day designated on the Seacrest School calendar especially for that purpose. If the class size does not permit meeting all the parents on that day, the rest of the conferences can be scheduled at a mutually agreeable time.

On occasion, teachers need to confer with parents either prior to or after the designated conference for the purpose of discussing new concerns that may arise about the student. Do not let problems build up or go on for a long period of time without communicating. Your Division Head and the parents of the student need to hear about issues as soon as you become aware of a pattern. **All conferences are to be documented.**

**Any discussion of possible retention in a grade level must be opened by the end of the second quarter. At no time is a teacher to discuss possible retention in a grade level with a parent or student unless this plan of action has already been approved by your Division Head.**

**Curriculum Night:** Within the early weeks of school, an evening will be set aside for parents to visit Seacrest School and the classrooms, and to meet all of the teachers. The evening is set up to teach about the curriculum and for the parents to see the materials and resources used by the students. Since you will have just met the students, it will be impossible for you to provide informed assessments of the students, therefore, all conversations should be kept general.

#### **With Colleagues:**

**It is expected that every member of the Seacrest School staff, including teachers, teaching assistants, office staff, maintenance personnel, and administrators will maintain a high degree of respect and support for each other, both in and out of school.** Differences will occur and conflicts will arise. Honor the differences and work through the conflicts in a professional manner with as much understanding as possible. It is always more productive to share your concerns and feelings directly with the persons involved.

**It is absolutely expected that all information concerning a child, parent, or anyone who works at Seacrest School remain confidential outside of school.** (Refer to Code of Ethics). The key words here are **professionalism, respect, and support.**

All communications concerning students should originate with a classroom teacher. **Teaching Assistants should direct any parent questions concerning students to the classroom teacher and should not participate in discussions with parents regarding their child's behavior. This should always be directed to the teacher. At no time should discussions concerning a student take place with anyone other than the child's parents. Teaching assistants should communicate their concerns to the classroom teacher who will, in turn, communicate with the parents.**

## **Nonverbal Communication**

Nonverbal communication is at least as important as what is said verbally. Try to give out positive nonverbal cues that are congruent with what you are saying. Success is our goal. Teachers must make every effort to involve parents in the education process. Teachers are requested to establish a friendly rapport with the students' parents. Seacrest School is responsible for reporting student progress to the parents on a timely and regular basis.

## **PARENT TEACHER ORGANIZATION**

Seacrest School is fortunate to have an active and highly supportive Parent Teacher Organization. Your support is very important and welcome. Each year the PTO has one principal fund raising activity. Among other projects, the PTO also provides a monthly coffee cart for our faculty and luncheons on Parent-Teacher Conference Days. If you are approached to help out with a project, please help in any way that you can.

## **LESSON PLANS AND GRADE BOOKS**

Teachers are required to prepare lesson plans weekly. The Plans should include: (1) the topic of the lesson; (2) the objective for the lesson; (3) text(s) used, pages, worksheets (submit copies of these); (4) activities; and (5) homework and evaluation. Do not submit a list of special activities. Teachers are required to respond to questions and concerns noted on the lesson plans.

Teachers are to keep track of grades earned by students. At least three grades per week, per subject are necessary to have a representative sample of a child's progress. Vary the grades to include projects and daily work.

Lesson plan books and grade books may be collected at the end of Seacrest School year.

## **PERMANENT RECORDS**

Permanent records are located in the Seacrest School office. At the end of the Seacrest School year, each student's grades are recorded in the proper place. Also entered are the student's effort and conduct marks in each subject. The homeroom teacher records homeroom conduct, days absent, and times tardy for each quarter.

## **PLAYGROUND**

**All children must be supervised at all times.** This rule is critical, not only for the children's protection, but also for yours. Safety, security, and prevention of accidents are absolutely the most important and highest priority in any school.

During recess and free play, a teacher or teaching assistant must be stationed close to the children being supervised. **All supervising staff members are expected to circulate constantly throughout the playground.** This is where the majority of accidents and conflicts

arise, and prevention or intervention before a conflict or accident occurs is the goal. If a group of children is on the playground or playing field, there must be a person supervising in that area. Staff members are expected to be moving around the playground and not be seated. Students may not engage in any activity which could cause harm to them or any other students. If you notice any dangerous situation, you should immediately discontinue all use of the equipment and notify the Office or the Facilities Manager at once.

**If you are on duty, you and Seacrest School are legally liable for anything that happens under your supervision.**

## **FACULTY AND STAFF POLICIES AND THE STUDENT**

### **THE LEARNING ENVIRONMENT**

A good learning environment appeals to all the senses. Visuals, bulletin boards, charts, and children's work should be displayed so that they create a sense of clearly organized purposes. Children, as well as adults, appreciate working in an environment which is calm and peaceful, orderly and organized, functional and conducive to learning. Green healthy plants, background music (research on the benefits of playing classical music in the background confirms what Seacrest School has always known and encouraged), space for movement, and centers of learning all create a sense of caring and well-being. Learners are expected to put away their materials, clean up their own creative messes, wipe up spills, pick up trash, and keep their desks and lockers clean and organized. Establish routines so that movement from one area or project to another is accomplished with a minimum of confusion in a minimum amount of time.

Teachers will post by the door, in a highly visible location facing into the classroom, the following: Fire Drill information, Tornado Drill information, a copy of the classroom schedule and a monthly calendar; as well as handouts for special projects. In addition, a Telephone Extension list and Emergency Phone list must be posted by each telephone or kept in the plastic wall file along with the Emergency Procedures notebook.

### **DAILY ROUTINE**

Certain matters need to be attended to in a routine manner on a daily basis:

1. Messages  
Teachers should check their voice mail, mailboxes, and e-mail on their arrival at school and, at a minimum, at lunchtime and at 2:00 pm **before dismissal** each day. Any problems with voice mail, e-mail, and telephones should be reported immediately and in writing. Teachers are expected to check their voice mail even if they are not in their own classrooms (this is easily accomplished through Seacrest School's Voice Mail System). (See *Telephone and Voice Mail System* in the Appendix)
2. Pledge  
Teachers are **required** to open each morning with the Pledge of Allegiance. This is a requirement of accreditation by the Florida Council of Independent Schools as well as Seacrest School.
3. Attendance

**All Teachers** must record attendance (**high school teachers must record attendance for each individual class**) on a daily basis. Absences/Tardies should be entered in the networked computer. A list of students' after school dismissal plans and a list of absent/tardy students need to be sent to the office by 9:00 a.m. each day. Any student dismissed before the end of the Seacrest School day should be marked as early dismissal ("D") and those students will be signed out in the office when they leave. **Note: Attendance should also be taken by Related Arts teachers and during any after school activities.**

4. Money

Monies and checks collected for various supplies, activities, *etc.*, **must** be removed from the classroom each day and taken to the office. This is required by the school's accountants. It is suggested that you maintain records of monies received for trips, etc.

5. End of the Day Clean-up

- a. Have children pick up paper, put away materials, stack chairs, clean off desks, and straighten up the classroom before leaving for the day. Be sure to police the floor for paper clips and any other materials that will **damage the vacuums.**
- b. **Clear all counters** and sink areas in classrooms for ease in cleaning.
- c. Turn off lights and fans and **close windows and blinds** when leaving for the day.
- d. **Set air conditioning at 78°** when leaving each day.
- e. **Lock Doors:** In all buildings as well as classrooms in the deck area, always lock front (and back if applicable) doors when leaving for the day unless requested otherwise. Classroom doors on the second floor of the Resource Center remain unlocked. Please note: classroom doors opening to unairconditioned space must remain closed. Do not prop doors open, as this places a strain on the air conditioning systems and wastes electricity.

6. Housekeeping

- a. Never use candles in any school room or building.
- b. Never use any heating device in a classroom.
- c. Do not use scented plug-in air fresheners in any room in Seacrest School.
- d. All cleaning supplies must be requested from the Facilities Manager. **Any cleaning supplies left in a classroom must be in a locked cabinet.**
- e. Please use the classroom wastebaskets for "clean" trash only. Messy trash and food need to go in the covered containers in the hall.
- f. Teachers on lunch duty should insure that the students dispose of trash properly and leave all common areas litter-free.
- g. Use as much care as possible regarding spills on carpets. Protect against glitter on the floors, as it is next to impossible to remove once in the carpet.
- h. Wipe up paint and creative messy projects.
- i. Wash, dry, and put away own dishes.
- j. Help keep the staff refrigerator in the Teachers' Area clean, and clear out old food. Containers that are not labeled and dated will be thrown out each Friday. Each team will assume responsibility for this on a rotating basis.

- k. Never use brown household extension cords in any room in Seacrest School. If extension cords are necessary, use only the heavy duty orange type cord.
- l. Never use spray paint or spray adhesives in classrooms.
- m. Have children wipe feet on mats when they enter the hall or classroom from outside.
- n. To facilitate the cleaning process: If you need paper towels, toilet tissue, tissues, or soap, please follow the maintenance procedures they release each year. If a sink needs to be scrubbed, please make certain the sink is empty.

## **ALLERGY POLICY**

Following is the policy on Allergies as presented in the *Student Handbook*. Teachers whose student or students have serious allergies will be notified of this circumstance in writing. Additionally, the protocol which has been developed for each student will be provided to all of the student's teachers. The nurse will send a notification to all parents in the grade regarding the child's allergies and requesting compliance with our allergy policy.

*Seacrest Country Day School recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with severe allergies to the above-listed foods can suffer more serious consequences.*

***Seacrest cannot guarantee that a student will never experience an allergy-related event while at school but we are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.***

*For children with severe allergies, it is the family's responsibility to notify the school, in writing, of the allergies. Working in conjunction with the family physician, the family should submit written protocols for the student. The school nurse will work with parents to implement reasonable protocols in the form of a Food Allergy Action Plan (FAAP).*

*Seacrest will notify classmates of children with severe allergies and request that parents not send snacks or lunches to school that contain peanuts, tree nuts, or nut oil products.*

*Seacrest will do our best to avoid serving food with nuts, but cannot guarantee that products with nuts will never be present as we cannot monitor products sold at athletic events or special student sales, products brought for potlucks or celebrations, or served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.*

## **MEDICATIONS**

It is the law that any medications (prescription or over-the-counter) must be stored in the Seacrest School office and dispensed only by the designated staff. Teachers may not dispense any medications, including those available over-the-counter, vitamins, cough drops and throat lozenges. Students may not keep any medications (this includes those available over-the-counter and vitamins, cough drops and throat lozenges) with them and may not self-medicate under any circumstances. In addition, by law, any and all medications must be brought to

school **in the original, current prescription bottle** or packaging materials; medications in any other containers will be disposed of. Before any medication can be administered, parents must complete an authorization form that includes information on type of medication, dosage, and frequency. **Be sure to check all enrollment forms for allergies or special problems.** In case of illness, a teacher, teaching assistant, or staff member will contact the parents. Students are never to call their parents on their own.

## FOOD AND CELEBRATIONS

Seacrest teaches its students to consider, discuss, and practice making right choices. Eating a healthy diet presents one such decision-making opportunity for our students as individuals and as members of a school community which values and promotes the health and welfare of others. Seacrest students are taught that nutritious foods help them grow and learn. More than that, a healthy diet helps children stay alert during class, fight off illnesses, and grow into strong, healthy adults. Teaching students how to eat well now will instill healthy eating habits that last a lifetime.

Teachers should direct any celebrations. You are in charge. Room parents should assist in the acquisition and organization, not the decisions. Please adhere to this policy when planning classroom celebrations with room parents. Celebrations should be SIMPLE and limited in refreshments. More is not always better. Some parents do not want their children to partake of some “party” foods, even during celebrations. They will notify the teacher of their wishes. Alternative foods should be worked out in advance.

Staff members are asked to adhere to this policy as much as possible. Students look to staff as role models, so **please do not consume restricted foods or drinks while supervising students.**

In Preschool through grade 5, we celebrate a student’s birthday on his or her birth date. If it falls on a Saturday or Sunday, we celebrate on the Friday before. If the child has a summer birthday, we will assign a “special day” just for him/her as summer nears. **Please do not allow parents/students to distribute invitations to parties through the classroom unless the entire class is being invited.** Other celebrations are often planned by the teacher for special holidays. Details will be provided in monthly newsletters or special notices. Parents may be asked to help organize the acquisition of supplies; however planning should take place in accordance with the teacher’s preferences. **Parents are to meet with the teacher before making any arrangements for birthdays or other celebrations. As latex balloons represent one of the greatest choking hazards, please do not allow latex balloons to be sent to school under any circumstances.**

## ORDERING, PURCHASING, AND CARING FOR INSTRUCTIONAL MATERIALS AND SUPPLIES

1. Each Team Leader is given a budget and a deadline in which to order for the following year.
2. It is expected that materials and supplies will be shared whenever possible. In an Independent School, saving and economizing are important.

3. Teach students about economy! Don't waste paper. Have your class think of as many ways as possible to save.
4. **All purchases must have prior approval by the administration.** Receipts are required for reimbursement after purchases have been approved.
5. Non-consumable instructional materials and supplies ordered through the classroom budgets are the property of Seacrest School. Books are to be bar coded and catalogued by the librarian. Equipment is to be bar coded and inventoried. A complete, up-to-date inventory is required by Seacrest School's accountants as well as by the Florida Council of Independent Schools. Books, materials, and equipment are to remain in the classroom for which they were purchased.
6. We are grateful for gifts to classrooms from parents and friends. Upon request, Seacrest School will provide an appropriate letter for tax purposes. Please note that gifts to classrooms (such as books, technology, and appliances) remain in the particular classroom for the benefit of children at that grade level in subsequent years.
7. Please be conscious of copier usage. Copies cost a certain amount per page, and even more for color copies. This fee increases each year. Please be sensitive to the number of copies you make and use two-sided, black and white whenever possible.
8. Textbooks are provided to students through grade 8 at no charge. These textbooks are the property of Seacrest School and therefore, students may not highlight passages or write in the books. Teachers are responsible for numbering textbooks, maintaining a list of each textbook assigned to each student, and for collecting and inventorying the books at the end of the year. Students in Grade 9 - 12 purchase their textbooks and are solely responsible for their location and condition.

## **STAFF DEVELOPMENT, COMMUNICATION, AND SUPPORT**

1. In-Service  
Sessions will be regularly scheduled throughout the year. **Faculty attendance is expected at all scheduled in-service programs.** Faculty members are strongly encouraged to visit other classrooms, other schools and programs, and to attend conferences. All visitations, conferences, *etc.*, need to be approved before they occur! Whenever possible, conferences should be spread evenly throughout the staff. Team Leaders will be able to help organize this. Occasionally outside consultants are brought in. Often, the best staff development comes from sharing ideas among staff members.
2. Staff Communication
  - Faculty meetings are scheduled on a regular basis. All teachers are required to attend.
  - The Leadership Committee meets monthly.
  - Teaching Assistants meet once a month. They are to be relieved of classroom duties during this time.
3. Support teams  
All faculty members are expected to provide support to each other and especially those new to our staff. The academic teams were designed for the purposes of planning,

solving problems, and sharing ideas. New staff members are encouraged to take advantage of their team's and team leader's support. They should meet with team leaders at least once a month.

#### 4. Conferences and seminars

Each year, funds are budgeted for Staff Development. Requests to attend conferences and seminars should be submitted to the Division Head. Seacrest School will cover all or a portion of the conference fee at the discretion of the Administration. Please discuss these issues with your Division Head/Supervisor before making plans.

### **SEACREST WEBSITE [www.seacrest.org](http://www.seacrest.org)**

The purpose of Seacrest School web pages is to enhance the educational mission of the school. All faculty are expected to maintain an accurate and up-to-date web page on the Seacrest website. Electronic documents on the Seacrest web pages are subject to the same high levels of written expression that is expected of all Seacrest writing. It is also important to note that all web pages indicate the date the page was last updated. This becomes a clear indicator to current parents and potential parents as to how carefully the faculty web pages are maintained.

Seacrest faculty web pages **must** contain the following information:

- Classroom or class overview
- Class calendar including testing information (for lower school teachers)
- Syllabus including daily calendar and testing information (for upper school teachers)
- Field trip information
- Project information

Additionally, supporting classroom material distributed to students should be available on the classroom web page. The web page is a great place to post student work and to highlight events in your classroom or class.

Training for new faculty and refresher training for returning faculty will be scheduled during August. During the school year, please contact our webmaster for web page support.

## **THE CURRICULUM**

Study skills, test taking skills, problem solving, assignments, organization: these are all skills that need to be taught and practiced from the outset of the year. **How** to learn is just as important as content. We promise in the Seacrest School philosophy that children will be taught how to think and learn, and it must be an integral part of the daily curriculum, rather than a hit or miss procedure.

**The curriculum is intended to be highly interdisciplinary, multi-level, multi-sensory, and integrative in nature. Hands-on learning through learning centers, manipulation, and experimentation are an integral part of the daily curriculum, as are more traditionally based instructional approaches. Use what really works, always looking for a better way. Careful planning and good classroom management are the keys to making it all work. All**

**teachers need to plan at least one week in advance. A plan book should be detailed enough to provide a clear record of what was taught throughout the year. Be specific and include reference to materials used as well as your goals and objectives. All teacher plan books will be checked periodically.**

1. High expectations  
This is perhaps the single most important item to consider. **Students will usually rise to the level of our expectations.** Take a “no limit” attitude of what children can do.
2. Never assume that just because you have taught something, children have learned it. If a student is experiencing difficulty, re-teach in a different way until it is proven that he or she understands and can demonstrate the process.
3. Help children learn to honor mistakes and to treat them as a natural part of learning. Teach them to look for alternative answers and to experiment in looking for a better way to solve problems. If a child never makes a mistake, he or she is not being challenged!
4. If a child is experiencing difficulty of a more serious nature, don't wait to ask for help, if needed.
5. Teachers are expected to integrate the use of instructional technology throughout the curriculum. Computer use in the classroom and the computer labs should be a regular part of the learning process for all students. A purposeful and meaningful lesson once a week taught by the teacher must take place in the Math Science Challenge Room for those students in grades PreK through 5. Middle School faculty are encouraged to continue use of the Math Science Challenge Room.

## **TESTS AND EXAMINATIONS**

### **General Guidelines**

There is no rule governing the timing or the number of tests, but a sufficient number should be given in any given quarter so that a fair assessment of the student can be obtained. The purpose of School examinations is to determine what students know, not what they do not know. Plan them so that all students will be able to answer some questions with sufficient difficulty so that the test suitably discriminates along the full range of abilities. Keep your perspective about matters of relative importance! A question that nearly everyone can answer is a valid one, and there should be some of these in every test. Every instructor should have three or four firm grades on which to base a periodical report.

The type and purpose of final term examinations will necessarily vary with the teacher and the course but examinations are a vital part of the learning experience provided our students and they are to be given in every course at the end of each term.

Teachers are expected to develop their own assessments. Assessments should contain several ways for students to demonstrate accumulated knowledge and should be both formative and summative in nature. The learning styles of students must be recognized in assessment as well as in instruction. Commercially available assessments should be extremely limited in use.

In any discussion of grades, it should be mentioned that failing grades should not be used to “motivate” students. Too often we tend to think that a lower grade in the first marking period will encourage students to improve the second marking period. We at Seacrest School do not share this view.

Because a subject has been taught, do not assume it has been learned. Review periodically. Strive to make learning cumulative.

Do not over-test. Each period-length test consumes valuable teaching time. Short, frequent quizzes are often a better way to evaluate the learning process than are fewer long tests.

### **Make-Up Tests**

Make-up tests for an excused absence should be administered as soon as possible after the student’s return but not later than the total number of days that the student was absent.

### **Final Examinations**

1. Cumulative final examinations are to be administered to students in grades 7 - 12 at the end of each year. Any student in grades 7 or 8 who is enrolled in high school credit bearing classes will follow the testing policies of the high school. They will be given during regularly scheduled class periods. The dates will be assigned prior to the examination period.
2. Establish the proper atmosphere regarding the examination and discuss with the students (a) the purpose of the exam (i.e., to determine what a student knows, not what he does not know), and (b) that the examination is important, but not a life and death matter. Examinations should be a positive experience and not one to create fear and trembling. Do not create a stressful situation, which might tempt students to cheat.
3. Security of exams is important; do not leave them unattended.
4. Review for exams during the week prior to the exams.
5. No homework or papers should be assigned or due during the exam period.

## **HOMEWORK POLICY AND GUIDELINES**

Beginning in first grade, a few minutes of simple homework several days a week is acceptable. The amount and level increases at a reasonable rate in subsequent years. The major goals for homework are to build self-responsibility, to practice needed skills, and to expand learning. It goes without saying that all homework assignments should be returned on time; teachers should check them and give appropriate and timely feedback along with special attention when needed. Beginning in grade three, student planners will be used. These will be distributed by classroom teachers who will explain the proper use of this important homework tool. Students must record homework assignments in the planner. The development of the curriculum and

selection of instructional materials are on-going processes. However, in building the curriculum several assumptions are inherent and should be followed.

1. All assignments should have a special goal, which the students clearly understand.
2. The length of each assignment should be reasonable.
3. Research projects, longer compositions, etc., should be assigned at least a week in advance. Additionally, project assignments must be made according to the guidelines provided by our school-wide executive functioning program. Projects must have intermediate check-in points and these dates need to be entered into the students' planners. Periodic reminders are useful for every age group.
4. Weekend assignments should be no longer than the daily assignment. Students, too, need a break from school.
5. Homework should not be used as punishment. This defeats the purpose of the assignment and colors a child's attitude toward necessary tasks.
6. Be certain that homework is assigned consistently every night, and returned to students promptly.
7. The question of homework not completed or completed at a sub-standard level should be handled by the individual teacher. It is assumed that the parent will be informed should this become a recurrent problem.

### **TUTORING - PRIVATE TUTORING OF STUDENTS**

When it becomes apparent that a student requires more help than the classroom teacher can provide, it may be suggested that a fee-based tutoring situation be set up. Staff members are required to adhere to the following guidelines when contracting with parents to tutor or provide private lessons:

1. Staff members may NOT be paid to tutor their own students.
2. **Tutoring may take place at Seacrest School but hours for tutoring must be scheduled at a time outside of the hours contractually obligated to Seacrest School.**
3. Under certain circumstances, the school may charge a fee for the use of the facilities.
4. Any staff member providing private tutoring or lessons should notify the office of the student's name, location of tutoring or lessons, and schedule. This is for the safety of all.
5. Tutors are responsible for supervision of the student until the parent or approved ride comes to take the student. Tutored students can not be put back into the After School Program without written permission from the parent. The tutor must **personally walk to pick up** and sign out the student from After School and **personally walk to deliver** and sign in the student to After School. If the tutoring session ends at 5:30 pm or later, the tutor must stay with the student until the parent arrives. Seacrest's After School Program ends at 5:30 and is not responsible for students working with tutors.

## DISCIPLINE

If a disciplinary problem occurs, the teachers and students most often handle it. Consequences for misbehavior range from eye contact, a verbal reminder, or an appropriate time out, to a conference with the Head of School. If a more serious problem occurs, parents are notified and the student, parents, and teachers work together with the administration in resolving the problem. In extreme cases, the Head of School may choose from several alternatives including: in-school suspension, out of school suspension, or dismissal.

Refer to the Discipline Policy in the Parent and Student Handbook. We expect that children will show respect, kindness, and order. Fighting, hitting, scratching, poking, and pinching are not tolerated. Bullying and verbal abuse are also not tolerated. Harassment of any kind is unacceptable.

Be firm; make your expectations clear and concise. Punitive measures and corporal punishment are not used at Seacrest School. Shouting is ineffective. Firmness and consistency with clear guidelines and high expectations are the most effective measures. Children do not like chaos and they need and appreciate clear limits and boundaries.

Good manners and kindness are a vital part of the program, and they need to be taught, practiced, and maintained in the classroom, in the hall, on the playground, and out in public. All classes are expected to walk down the hallway and change classes promptly without disturbing others. **Remember, teachers are the models of this behavior.**

## STUDENT RECORDS

Accurate and current files for each student must be maintained in the Seacrest School office. Student records must always be handled in a confidential manner.

## PARENT AND STUDENT HANDBOOK

Teachers must be familiar with the policies and procedures set forth in the Parent and Student Handbook regarding conduct and discipline.

## STUDENT RECOMMENDATION FORMS

If you are asked to complete an evaluation form (for admission to another school, gifted testing etc.), please adhere to the following procedure:

1. Make sure the evaluation is accompanied by a signed authorization form permitting Seacrest School to release the child's records;
2. Do not complete the form if it does not have a written authorization;
3. Show the evaluation form and authorization form to the Division Head **prior to completing it;**

4. Complete the form; and
5. Return the form to the Division Head.

Seacrest School will mail these forms with the proper accompanying documents. Do not, under any circumstances, return these documents to the parents directly.

### **SEPARATED OR DIVORCED PARENTS OF STUDENTS**

In the event the parents of a student are separated or divorced, they shall provide a certified copy of any temporary or final order of the court, if any, respecting legal custody of said student. Upon a request of the non-custodial parent, Seacrest School, absent a proscription contained in the court order, shall have the right to furnish or provide the non-custodial parent with copies of all status reports which are mailed home and report cards relating to such student. In these instances, the Head of School shall advise the custodial parent of the request and of the fact that such reports will be so furnished or provided.

### **COOPERATION WITH LAW ENFORCEMENT AGENCIES**

Seacrest School shall cooperate fully with local, state, and federal law enforcement agencies, keeping in mind the rights of students and parents/guardians. If you are contacted by a governmental or law enforcement agency, you should **immediately** contact the appropriate Division Head in Lower, Middle, or Upper School.

### **FIELD TRIPS**

**Field trips and all associated plans and charges must be approved by the administration prior to being scheduled.** All field trips must have a clear academic purpose and this purpose must be explained in writing to the parents. Any field trip involving water must have an appropriate (pool or beach) certified lifeguard present. Please note: a lifeguard is expected to provide emergency help only. Discipline, organization, and rule enforcement are staff responsibilities. After scheduling field trips, copies of **all** correspondence and forms concerning the trip must be filed in the hanging file reserved for this purpose in the main office. Always inform parents ahead of time on your monthly calendars to parents and in a letter. In addition, include notice of the trip on your monthly web page (but do not include locations or specifics).

A Student Travel Authorization form must be sent home, signed, and returned before the field trip. On this and all materials sent home, make sure your departure and arrival times are listed. Details concerning the field trip must be on a separate sheet of paper that will be kept by the parent. This should include specific dress for the trip as well as lunch or snack information. All costs must be discussed with the Business Officer who will make the decision what, if anything, each child will be charged.

Whenever possible, please use bus transportation to and from field trip locations. Teachers should travel on the bus with students. If private cars are used, drivers must complete the form entitled Driver/Volunteer Insurance Agreement, and teachers must complete a third form called Field Trip Plan, listing drivers and passengers as well as the route to be followed to and from the destination. Teachers and staff should not travel in the same vehicle during field trips. Copies of the "Plan" should be made and given to each driver. Drivers must know that the planned route must be adhered to with **no extra stops!** A packet of all three forms must be left in the office before you depart. Be sure to stop in the office to pick up a first aid kit, epi-pens,

diabetes kits, and other medications as necessary, and sign out when you are departing and sign in when you arrive back at school. A sign out sheet will be kept inside the office. **Please check with the administration for approval before any out of town field trips are scheduled.**

NOTE: **All children must be safely secured with seat belts at all times in vehicles. Children under 12 may not ride in the front seat.** Be sure parents who are driving are aware of this law. Drive defensively and slowly. We expect that all children will be courteous, attentive and well-mannered at all times, but especially when they are out in public. It is the teacher's responsibility to handle immediately (and hopefully prevent) any situation in which a student becomes disruptive or out of order. A resource person should not be given the responsibility of maintaining discipline.

On-campus "field trip" - Teachers must inform the office before leaving the classroom with students for a learning experience in the area surrounding Seacrest School. This is necessary in the event you have an injury while on the excursion and need help or if a parent or staff member needs to locate a student.

### **SOLICITATION, DISTRIBUTION AND FUNDRAISING**

ALL requests for donations of money or materials from parents or area businesses need prior approval from the Business Office.

#### **Student Fundraising**

Student participation in organized fundraising activities on behalf of Seacrest School and local community agencies may, with the approval and permission of the Head of School, be conducted in Seacrest School. In each case there shall be a minimum of interference with the instructional program and a complete avoidance of coercion with regard to monetary contributions.

All other monetary collections among school children are positively prohibited unless authored by the School.

#### **Soliciting Funds from Students**

Any direct solicitation of funds from students in school must be approved by the Head of School. These activities are to be kept to a minimum and used only to educate students.

#### **Distribution of Materials on Campus**

No promotional or informational material may be distributed on campus by any person without the express consent of the Head of School.

#### **Mailing Lists and Commercial Solicitation**

Seacrest School may not release lists of students, parents or staff to companies for direct mailing of promotional literature of a commercial nature.

**Please remember that the directory is for the exclusive use of members within the Seacrest Country Day School community. The use of this list for mailings or solicitations or the sharing of or release of information in the directory to anyone outside the community is a violation of school policy.**

**EMPLOYEE HANDBOOK ACKNOWLEDGMENT**

This will acknowledge that I have received and agreed to read my copy of the Seacrest School Faculty Handbook and that I will familiarize myself with its contents.

I understand that this Handbook represents the current policies, regulations, and benefits, and that any and all policies or practices can be changed at any time by Seacrest School. Seacrest School retains the right to add, change or delete wages, benefits, policies and all other working conditions at any time.

I understand that nothing in this manual creates or is intended to create a promise or representation of continued employment and that my employment at Seacrest School is pursuant to a separate, written employment contract. I further understand that my employment may be terminated in accordance with the provisions of the contract. I understand that my contract may not be changed except in writing and signed by the Head of School. My signature below certifies that I understand the foregoing agreement that the separate employment contract is the sole and entire agreement between Seacrest School and me concerning the duration of my employment. My signature also certifies that I understand that, except for the separate written contract I have with Seacrest School covering the period designated in such contract, this manual supersedes all prior manuals, handbooks, agreements, understandings and representations (whether written or oral) concerning my employment with Seacrest School.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Print Full Name**