

Beacon Charter Schools

Employee Manual



2019-2020

OUR MISSION:

Beacon Charter High School for the Arts develops artistic thinkers by nurturing self-expression while preparing our graduates with the academic skills necessary for sustained postsecondary success.

Founders Academy, an integral part of Beacon Charter School, provides an academically rigorous curriculum, promoting a strong foundation in the areas of math, reading, and writing, while introducing students to each of Beacon's rich arts programs.

Welcome to Beacon Charter Schools!

We are pleased to have you with us and hope that you find your job rewarding and challenging. Our schools have a strong academic track record and a thriving culture.

To ensure our continued success, we must provide superior service to our customers (i.e. families) and this means employing the most qualified and enthusiastic people. As a member of the Beacon and Founders team, you are critical to our success. Only through your efforts can we collectively reach our goals.

Beacon Charter Schools strives to create an exciting, challenging, and rewarding work environment that allows you to flourish. As a dynamic institution, we offer many career opportunities. We want you to build a long and successful association with us and be a happy and productive member of our team. Through your dedication, creativity, and perseverance, our school will continue to grow with you.

Once again, welcome to Beacon and you have our best wishes for success.



Michael Skeldon, Ed.D.
Superintendent

Continuity of Policies - Right to Change or Discontinue

The policies and procedures in this manual are not intended to be contractual commitments by Beacon Charter Schools and employees shall not construe them as such. They are intended to be guides to management and merely descriptive of suggested procedures to be followed.

Beacon reserves the right to revoke, change, or supplement these guidelines at any time without notice. Such changes shall be effective immediately upon approval by management unless otherwise stated.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this manual.

A**Announcement of New Positions**

The availability of all job openings may be announced within the organization and/or online services simultaneously to outside recruitment for any position. The job posting/advertisement will list job title and qualifications. Internal applicants for positions will be automatically granted an interview, but will have no additional advantage in the hiring process.

B**Bereavement Leave**

The school will pay for time off in the event of death of the following immediate family members: spouse, child, parent, sibling, grandparent, parent in-law, cousin, uncle, aunt, nephew, niece, and Godchild.

The employee and supervisor/principal will determine the amount of time the employee will be absent with pay from work. The maximum paid leave is in addition to all other paid leave.

Leave for attendance at the funeral of a non-immediate family member or person with an especially close relationship may be granted with or without pay. Typically paid leave is reserved for the death of immediate family members. The employee's supervisor will make determination after consultation with the employee.

Leave will commence on the first day of leave and not on the day of death.

C**Certifications**

At no time will the school pay for the professional licenses of its employees. The professional licensure needed to work at Beacon Charter Schools is the sole responsibility of the employee. Employees who are not fully licensed, or whose licenses lapse, may be subject to termination for this reason alone.

Child Care

While Beacon is a school, it is not a preschool or day care for employee's children or children in the care of an employee. If an employee needs to take care of a child then that employee should take a leave day to do so. This policy does not include special events or singular school visitation days for the children that are high school age. The school does not discourage employee participation in prearranged "bring your son/daughter to work days."

Common Planning Time

Beacon Charter Schools compensates teacher for time spent in some after school meetings. Compensation generally occurs when the participant takes an active role in guiding the

discussion or planning. Compensated meetings include: grade-level team meetings, department meetings, and professional development sessions occurring after 2:35. Meetings taking place during the school day, on professional days, or on a half-day prior to 2:35 are exempt from additional compensation. School Improvement Team meetings and interview panels are not compensated activities. Monthly faculty and staff meetings are mandatory and not eligible for additional compensation.

Compensation

Beacon Charter Schools will not pay wages to any employee at a rate less than the school pays employees of the opposite sex for work that is substantially equivalent requiring comparable skills.

This policy is to be construed in accordance with applicable federal and state laws and regulations.

The school pays its teachers the prevailing wage comparable to similar schools across the state. Additional compensation for professional advancement will only be paid for degrees pertaining to the employee's position at the school and connected with their certification or discipline.

Conducting Outside Business

At no time is a Beacon employee to use the building or his/her position at the school to gain income through the conducting of personal business whether it is educational in nature or not.

Confidentiality of School Information

It is the responsibility of all Beacon Charter Schools employees to safeguard sensitive school information. The nature of our business and the economic well being of our school are dependent upon protecting and maintaining proprietary school information. Continued employment with the school is contingent upon compliance with this policy. Each school supervisor/principal bears the responsibility for the orientation and training of his or her employees to ensure enforcement of school confidentiality. All such information shall be appropriately marked or verbally identified to each employee. When such information is transferred from one employee to another, the transferor must do all of the following:

1. Determine that the transfer is necessary and in the interest of regular school business;
2. Determine that the transferee has a need to know the information and has the necessary clearance;
3. Ensure that all cover sheets or markings which identify the information as proprietary, or classified, are conspicuous;
4. Give the information directly to the transferee and verbally identify the proprietary or classified information as such. Do not give it to a non-cleared employee, such as a secretary or office colleague, and do not leave it on the transferee's desk unattended.

In consideration of their employment with Beacon Charter Schools, employees will be exposed to information and materials which are confidential and proprietary and of vital importance to

the economic well-being of the school. Employees will not at any time disclose or use, either during or subsequent to their employment, any information, knowledge or data which they receive or develop during their employment which is considered proprietary by Beacon Charter Schools or which relates to the trade secrets of the school. Such information, knowledge or data includes the following which is by example only: processes, know-how, designs, drawings, diagrams, formulas, test data, accounting or financial data, pricing or salary data, marketing data, business plans and strategies, negotiations and contracts, research, customer or vendor lists, inventions and discoveries.

Upon termination of their employment with Beacon Charter Schools they must promptly return any and all documents containing the above information, knowledge or data, or anything relating thereto, to the school.

However, under certain circumstances academic cooperation with other educational operations and institutions advances the school's mission and is therefore encouraged and allowable. Please use discretion and consult with the appropriate Dean or administrator if there is a potential issue.

Confidentiality and E-Mail

As a publically funded school district, all communication among faculty/staff is considered public record and, if necessary as part of investigation of student and/or staff related issues, can be reviewed at any time, without notice. School computers and the beaconart.org e-mail system are school property.

All employees are expected to use good judgment in using electronic mail and to avoid indiscretions such as offensive or inappropriate messages or any other message the school deems inappropriate. E-mail messages should be used for school business only and not for soliciting outside business ventures or for other personal matters unrelated to the school's affairs. Misuse of a school issued email address may result in disciplinary action up to and including termination. Please note: administration reserves the right to monitor any and all beaconart.org email traffic and can discipline accordingly for violations. Additionally, the beaconart.org email account will be disabled when the employee's employment has ended.

All beaconart.org emails must include the following confidentiality notice:

"CONFIDENTIALITY NOTICE: The information contained in this e-mail and accompanying attachments constitute confidential information which may be legally privileged. If you are not the intended recipient of this information, any disclosure, copying, distribution, or the taking of any action in reliance on this information is strictly prohibited. If you received this e-mail in error, please notify us immediately by return e-mail or by calling (401) 671-6261."

Conflict of Interest

An employee shall not have a financial interest in an entity that is a supplier to the school. Financial interests held by an employee or by his or her immediate family members in such companies are to be disclosed immediately to the school so that a determination can be made as to whether a conflict exists. Members of the employee's immediate family include spouse, children, and any other relative sharing the same home as the employee. Violation of this policy

will result in immediate dismissal.

D

Dress Code

Employee dress should be neat in appearance. Beacon Charter Schools employees are invited to dress "business casual" or "business uniform" in a manner consistent with a professional and/or artistic atmosphere. The impression made on students, visitors and other employees and the need to promote school and employee safety should be kept in mind. Good individual judgment is the best guideline.

E

Emergency Closings

Except for regularly scheduled holidays, Beacon Charter Schools will be open for business on Mondays through Fridays during normal business hours. The school recognizes that circumstances beyond its control, such as inclement weather, national crisis, or other emergencies do occur. On such occasions the school may close for all or part of a regularly scheduled workday. School closings are posted via the local broadcast system's alert protocols.

In such event the school will endeavor to notify all supervisory personnel for the purpose of answering the questions of employees. Employees may also contact their supervisor/principal or school office.

Employee-Incurred Expenses and Reimbursement

Beacon Charter Schools will pay actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities, minus any state tax paid. All items purchased or charged by the employee are to be itemized on the approved school expense report. His or her dean must approve all such expenses incurred by an employee before the business office will make payment.

Expense reports are to be submitted to the business office and supported by evidence of proof of purchase, e.g., receipts. Expense reports are due in the business office prior to the last working day of each month. Reimbursements will be made once per month coincident with the last Friday of the month.

Expenses submitted after the last working day of the month in which they are incurred will be paid on a deferred basis.

However, the school reserves the right to refuse reimbursement for items purchased by employees without the prior approval of a dean or principal.

Beacon Charter Schools shall not provide reimbursement for moving expenses incurred by any new or current employee.

Required Management Approval

All employee travel, mileage, purchase requisitions, and other business-related expense reports must have a supervisor's/principal's approval. Employees are required to request approval in advance of expenditures whenever possible to ensure no delay in school reimbursement. All expense reports are due in the business office prior to the final working day of each month. Prior to being honored by the Business office, these reports must have the employee's signature and date and must be approved by the employee's supervisor/principal.

Employee Privacy

Beacon Charter Schools recognizes our employees' rights to privacy. In achieving this goal, the school adopts these basic principles:

1. The collection of employee information will be limited to that which the school needs for business and legal purposes;
2. The confidentiality of all personal information in our records will be protected;
3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action;
4. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena;
5. The school will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so;
6. Employees are permitted to see the personal information maintained about them in the school records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their school records.

Employee Safety

Beacon Charter Schools strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject Beacon Charter Schools to fines and penalties.

On the job injury reporting forms are available in both the main and business offices.

Employee Selection and Development

Beacon Charter Schools provides equal opportunity to all applicants on the basis of

demonstrated ability, experience, training, and potential. Qualified persons are selected through interview without prejudice or discrimination. However, the proper fit between the school and the skills, attitudes, and disposition of any applicant must be taken into account and vetted at the time of hiring.

The employee category will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for screening applications. The administration will conduct structured initial resume reviews limited to job-related questions to assess each candidate's experience, demonstrated ability and training.

Recruiting

Recruiting involves a variety of factors:

- Developing a job description
- Finding candidates through employee referral
- Job posting or advertising boards
- Advertising in trade magazines and the general media
- Executive recruiters

Interviewing

Interviewing also involves a variety of factors:

- Interviews with peers
- Possible model lesson or other practical demonstration
- Gaining the consensus of interviewers to hire or not to hire
- Checking references and backgrounds

Before extending an employment offer and upon the applicant's prior agreement, at least two applicant references must be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data is used only as supplemental information for the hiring decision.

Hiring

Once the principal or hiring committee has made a decision to hire, and has confirmed key terms, the next step involves making the verbal and written offer culminating in the employee's first day as a member of the Beacon Charter Schools team. Following employment, the references and interview ratings must be retained for up to one year and then may be destroyed.

After candidate interviews, verification of employment history and reference inquiries, the principal is responsible for the employment offer. After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (typically the position, employee

classification, salary or rate, and the starting date), a written offer will be prepared and submitted to the candidate in person or by mail confirming the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer that will state as follows in total or implication:

“The undersigned accepts the above employment offer and agrees that it contains the terms of employment with Beacon Charter Schools and that there are no other terms express or implied. It is understood that employment is subject to verification of identity and employment eligibility and may be terminated by Beacon Charter Schools at any time for any reason.”

The verbal or written offer must never express or imply that employment is “permanent,” “long-term,” of a specific duration, or words of similar meaning. An exception may be made where a temporary position of known duration is to be filled. Employment may be made contingent upon certain job-related factors, such as obtaining a specific state or federal license when appropriate or desirable.

Terms such as “tenure track” do not denote the eventual receipt of tenure as defined by RIGL in Title 16.

After the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. Form I-9 shall be used for this purpose.

The Board of Directors hold the right of final approval of all hiring decisions.

Training

All new employees will be provided with an orientation upon hiring. For faculty members hired for the upcoming school year, this takes the form of a weeklong orientation held during the summer. Here, they will meet new colleagues, become acquainted with the school and its policies, and prepare for the upcoming school year.

On the first day of employment, or during intake or summer professional development, the business office, deans, and principal are responsible for assisting the employee in completing all check-in and benefit enrollments.

In addition the employee is responsible to ask questions of the principal or deans and ensure that they receive in-depth information regarding his or her specific role and responsibilities within his or her department.

Evaluation

Giving constructive feedback at various times during the employment relationship is the final stage of the employment development process. New and existing employees will be provided with formal and informal feedback at different times during the year.

The principal, or their designee, will evaluate faculty members using the frameworks of the Rhode Island Department of Education’s Educator Evaluation System (EES). All other

employees will be evaluated on an annual basis using tools adapted to the responsibilities of each employee's position.

Employment Classifications

There are five classifications of employees:

Regular Full-time

An employee who works a minimum 32-hour workweek on a regularly scheduled basis.

Regular Part-time

An employee who works less than a normal workweek on either a regularly scheduled basis or on an irregular basis.

Temporary (or per diem)

An employee hired for a position required for only a specific, known duration, usually less than six months, and who is not entitled to regular benefits. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

Long Term Substitute

Provided the teacher is fully certified in the area in which they are teaching and will serve in the same capacity for at least 91 days, the LTS shall be eligible to benefits as if they were regular full time.

All employees are classified as exempt and nonexempt according to these definitions:

Salaried Exempt

Positions of a principal, as well as those of an administrative or professional nature, as prescribed by federal and state labor statutes, which are exempt from mandatory overtime payments.

Salaried Nonexempt (hourly)

Positions defined by statute, which are covered by provisions for overtime payments. If you are uncertain as to your status, please contact your supervisor/principal.

Employment Disputes

Any dispute or claim that arises out of or that relates to employment with Beacon Charter Schools or that arises out of or that is based on the employment relationship (including any wage claim, any claim for wrongful termination, any claim based on any employment discrimination, or civil rights statute, regulation or law), including tort or harassment claims (except a tort that is a "compensable injury" under workers' compensation law), shall be resolved by arbitration in accordance with the then effective commercial arbitration rules of the American Arbitration Association by filing a claim in accordance with the Association's filing

rules, and judgment on the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

Equal Opportunity Policy

Beacon Charter Schools adheres to applicable federal and state law with regard to equality of opportunity in employment.

No employee of the school will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age, sexual orientation, or any physical or mental disability. This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

F

G

Gratuities

Gratuities to Government Employees or Officials

In adherence to government regulations, no employee may offer a gratuity to any government employee or official on behalf of, or in pursuance of, Beacon Charter Schools business. Gratuities are defined as meals, drinks, gifts, expenses, cash or any other item of value, including personal service.

Beacon Charter Schools strictly forbids any form of a business gift to federal, state, or municipal employees. Management is charged with the responsibility of informing all employees of this policy and maintaining adherence to it.

Violation of this policy will be treated as a major violation and, depending on the circumstances, may be grounds for immediate termination or other appropriate action.

Gratuities to Customer or Supplier Representatives

Employees of Beacon Charter Schools may not offer to give or accept a gift, cash or other item of value — including personal service — from an existing or prospective customer, supplier or a representative of either in pursuance of business or in conjunction with negotiating business on behalf of this school. Stationery and educational materials samples are exempt from this policy.

Expenses for meals as part of a seminar, convention or business meeting are not within the definition of gratuities for purposes of this policy. Invitations extended by a customer or supplier to participate in any program or activity, such as a seminar or sporting event, should be referred to your principal for approval on a case-by-case basis.

Violation of this policy in any form will require immediate disciplinary action.

Grievance Procedure

Beacon Charter Schools recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the school that impacts on an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance that may be subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

An employee may express a verbal grievance to his or her immediate supervisor/principal. If the concern is not addressed or resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the immediate supervisor/principal.

The CEO, who will appoint a person to decide the matter, will review the written statement. The employee and his or her supervisor/principal will request a hearing with the appointed person for resolution of the problem. The problem will be discussed in the presence of the employee and supervisor/principal. Final resolution of the grievance will be made by the appointed person and discussed with the employee and supervisor/principal.

The decision will be reduced to writing, a copy given to the employee and supervisor/principal, with the original kept by the personnel director. A copy will be filed in the employee's personnel file when appropriate.

The arbitrating party may be an Officer, Dean, Director, or Trustee.

However, it is the participatory environment of the school that allows any employee to make suggestions, find accommodations and solutions, and influence budgetary expenses at any time in the active resolution of their grievance. More often than not, the employee's grievance will arise from their lack of creativity in finding a solution. Additionally and often, employees are the first to notice areas that are of concern and need improvement. If there is not an immediate concern voiced then the ability to later grieve, while not absent, is mitigated.

H

Health Insurance Benefits

Insurance

Beacon Charter Schools offers all employees scheduled to work 30 hours per week or more a group medical insurance plan, the benefit terms of which are included in publications and websites hosted by the school's health insurance broker. Each full-time employee will have the option to join or waive participation. The employee shall select the range of coverage when enrolling in the plan (e.g. employee only, full family, medical, dental, etc.). The employee shall

pay a co-pay (subject to annual review) of the coverage yearly cost, to be deducted on a pre-tax basis at each pay period - and the school shall pay the remaining percent. Note that coverage rates are reevaluated and adjusted by the insurance company and school on an annual basis.

Insurance Waiver/incentive bonus:

If an employee wishes to not receive health and/or dental benefits then the following will be paid:

Waiving Health only: Annual review. Please see HR department for details.

Eligibility

The employee is eligible for coverage effective on the first day of the month following the date of full-time employment.

Changes to the employee's health insurance benefits can be made at any time for reasons of life-event changes such as the birth of a child, divorce, loss of coverage through the spouse's employer, etc. All other changes can only take place during the open enrollment period which is the month prior to the School's insurance anniversary date of October 1st.

Beacon Charter Schools has the right to change insurance companies or to modify or terminate eligibility requirements, benefits, or coverage at any time.

Holidays

The school follows a 183-day school year calendar and all holidays found on the calendar are non-work days for educational personnel.

I

Illegal Drug Abuse/Alcohol Abuse

This policy is implemented because we believe that the impairment of any Beacon Charter Schools employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as customers or business guests. Moreover, illegal drug abuse adversely affects employee morale and productivity.

"Impairment," "being impaired," or "being hung-over" means that an employee's normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or hung over or who becomes impaired while at work is guilty of a major violation of school rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer or sale of any illegal drugs on school premises or in any storage area or job site is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered

shall be at the sole discretion and determination of the school.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the school may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the administration. Beacon Charter Schools is aware that illegal drug abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for non-medical reasons, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug abuse is both a management and a medical problem.

A colleague who suspects a drug or alcohol abuse case should discuss the situation immediately with his or her supervisor/principal. Because each case is different, the handling and referral of the case must be coordinated by the principal in consultation with the school's attorney and/or the Board of Directors. Options may include a referral to the Employee Assistance Program.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on Beacon Charter Schools premises at any time. Alcoholic beverages shall not be used in conjunction with any school business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at school-sponsored events held off-premises and for purely social reasons. The service must be managed in good taste and with good judgment. However, the school will not purchase alcohol at these events.

The school is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the school shall maintain employee medical and personal information in confidence and release this information to authorized school personnel on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the school to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the school's right to terminate any employee at any time for reason.

Inventions, Intellectual Property, and Patents

All inventions conceived or developed by any employee of Beacon Charter Schools during the term of his or her employment shall remain the sole property of the school. Beacon Charter Schools shall be free to use any such discoveries, inventions or ideas without obligation of any sort to the employee. If patents or other intangible rights should result therefrom the employee

agrees that all such rights shall be the sole property of Beacon Charter Schools. The employee will cooperate fully in signing documents to transfer and perfect full rights, title, and interest to and for Beacon Charter Schools. This policy only applies to discoveries, inventions, intellectual property, and improvements conceived or developed during employee's working hours or at any time while the employee is using the school's facilities, equipment, supplies or trade secret information or data.

However, under certain circumstances academic cooperation with other educational operations and institutions advances the school's mission and is therefore encouraged and allowable. Please use discretion and consult with the appropriate administrator if there is a potential issue.

J

Job Descriptions

Job descriptions are available in the Business Office for all positions in the school. The items included in each position description are the following:

1. Title of position;
2. Department;
3. Position qualifications (essential qualifications including job experience, skills, and education); and
4. Job summary or overview;
5. Assigned duties and responsibilities; and
6. Supervisor.

Position descriptions are used to determine employee selection, job requirements, performance criteria, organizational structure, and the relative worth of jobs in relation to each other. School management annually reviews all school positions to ensure equity and consistency in our Personnel system.

Job descriptions for teachers are more general and well defined under state law.

Jury Duty

Beacon Charter Schools will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/principal when requesting time off.

The employee is entitled to full pay for each day of jury duty or service as a witness up to a maximum of ten (10) days per year, in addition to any other paid leave. However time off for court appearances as a party to any civil or criminal litigation shall not be compensated, and the employee must arrange for time off without pay or use accrued vacation or personal leave for

such appearances.

Employees called for jury duty must present their official notice to the business office and must remit to the business office either of the following:

1. The wages earned as a juror;
2. A letter absolving the employer of remunerating the employee for the time out of work as a jurist.

Serving as a witness or party in a suit does not constitute jury duty and sick/personal days should be used in these instances.

K**L**

Leave of Absence and Military Leave

A leave of absence is time off in a non-pay status. Upon receipt of a formal written request for leave of absence from regular full-time employees, management will determine whether a leave of absence will be granted.

The employee is expected to request leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods less than two weeks in duration. Sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

1. Military
2. Personal
3. Jury

The leave classifications are defined as follows:

Military

To protect the employment rights of employees entering the armed forces of the United States and to ensure conformance with the applicable federal laws, a leave of absence must be granted to all employees, except temporary, who enter military service for active duty as a result of the following:

- Initial enlistment in the armed services of the United States;
- Initial training period in the National Guard;
- Being ordered to active military service as a member of the Reserves or National Guard

for an indefinite period or for a periodic training period up to ten working days; and

- Any service requirements under the Selective Service Act.

Personal

Except for those situations covered under the Medical/Family Leave policy, personal leaves may be granted to employees having special non-medical personal needs for an extended period of absence. Each case will be evaluated on its own merits, and the following will be taken into consideration:

1. The reason for the request;
2. The amount of time required; and
3. The employee's length of service and past record.

Normally personal leaves are granted for periods of up to 90 days.

Benefits during Approved Leave of Absence

Sick or Personal

No sick or personal hours are accumulated during the leave period.

Insurance

The School will continue the employee's insurance benefits on a leave of absence approved only under the Medical/Family Leave policy described below, provided that the employee continues to pay his or her portion of the premiums. In the case of military leaves, insurance benefits will be continued for up to two years starting with the day military leave begins. You will be required to pay your normal health insurance premium during Military Leave.

Medical/Family Leave

Beacon Charter Schools understands that its employees on occasion will have the need to take an extended period of time away from work to care for their child after birth or adoption or foster care placement, to care for their spouse, child or parent with a serious health condition, or because of a serious health condition of their own. In recognition of this need, the School has voluntarily adopted the following Medical and Family Leave Policy as a benefit of employment.

Eligibility Requirements. To qualify for leave under this policy, you must have been employed by Beacon Charter Schools for at least 12 months and you must have worked 1250 or more hours in the previous 12 months. Up to 12 weeks of unpaid medical and family leave is allowed under the conditions described in paragraph 4.

Reasons for Leave. Leave under this policy may be taken:

- to care for your child after birth or adoption or after state placement of a child with you for foster care; to care for your spouse, child or parent who has a serious health

condition; or

- for a serious health condition that makes you unable to perform the essential functions of your job.

PROCEDURES

Notice. You must provide Beacon Charter Schools with thirty days' notice if the absence is foreseeable. If the leave of absence is not reasonably foreseeable you must notify Beacon Charter Schools as soon as practicable. Any failure to give a timely notice may cause your leave to be delayed.

Request. To request family/medical leave, you should put the request in writing and submit it to the principal.

Doctor's Certification. If the reason for the leave request involves a serious health condition (either yours or your family member's), you must also obtain and submit a completed and signed Certification of Health Care Provider ("Certification Form") within 15 days of submitting the Request Form.

Second Opinion. Should Beacon Charter Schools disagree with the opinion given by your health care provider, Beacon Charter Schools reserves the right to require opinions from second or third health care providers at the school's expense.

Third Opinion. If the two doctors disagree about your condition, a third health care provider, agreed upon by you and the school, will render a binding decision.

Notice of Designation. After receiving the completed forms, the business office will designate the leave as either Medical/Family Leave or non-Medical/Family Leave, and provide you with a Notice of Medical/Family Leave Rights and Responsibilities ("Medical/Family Leave Notice") reflecting that designation.

Reporting During Leave. You will be required to furnish Beacon Charter Schools reports on your status, intent to return and recertification of the serious health condition every 30 days.

Substitution of other Kinds of Leave. Beacon Charter Schools requires that you use all available paid leave time, such as sick leave or personal time before your twelve weeks on unpaid Medical/Family leave takes effect.

BENEFITS DURING LEAVE

Health Insurance. Beacon Charter Schools will maintain any health insurance coverage that you have at the time of your Medical/Family Leave for the duration of the leave. You will be required to pay your normal health insurance premium during Medical/Family Leave.

Accrual of Other Benefits. You will not accrue sick leave or annual leave while on Medical or Family leave. In addition, all other benefits provided by Beacon Charter Schools may cease during the leave. You will be reinstated to your current position or to an equivalent position as described in paragraph 6.3 without any need for requalification upon your return.

RETURN FROM LEAVE

Failure to Return. When Medical/Family Leave expires, your failure to return to work will be grounds for immediate termination unless a written extension is obtained from your supervisor.

Fitness for Duty Certificate. Where your leave was taken because of your own illness or injury, you must provide a fitness-for-duty certification from a health care provider before your return. A failure to do so may cause a delay or denial in your reinstatement.

Reinstatement. Upon your return, you will be entitled to reinstatement to your current position or to an equivalent position with the same pay and benefits, subject to the School's business needs.

FALSE CLAIMS

An employee who fraudulently obtains Medical/Family Leave from Beacon Charter Schools is not protected by this policy's restoration or maintenance of health benefits provisions and will be subject to appropriate disciplinary action including discharge.

M

Mail and Shipping

At no time employees shall be permitted to utilize the school's shipping department to arrange for and pay for the shipment of personal goods. Any pre-paid personal use is subject, of course, to the availability of front office staff and to the priority of business-related shipments. Any costs associated with personal shipments shall be handled by the employee with personal funds.

N

O

Office Hours

All teachers will hold office hours at least one day per week until 3:15pm. This time is set aside to work with students who need extra help, to make up assessments or other assignments, or to stay for teacher-initiated detention. These hours are not eligible for additional compensation.

Outside Employment/Activity

Employees are expected to be working full time solely for Beacon Charter Schools. Any significant outside employment, especially at another school or educational institution, should be promptly disclosed to the principal. In certain circumstances, outside employment will be approved, but the school retains the right to review and evaluate each situation on an individual basis. Beacon needs each employee to be 100% focused on their work as an employee and

there cannot be any consideration whether an employee's outside work for a competitor/other entity is hindering their performance as a Beacon employee. If a decision needs to be made on which employer is preferable, especially when outside employment is hindering the employee's performance, then administration will be available for counsel.

Participation in activities outside of Beacon that reflects poorly on the employee's ability to serve as a role model may subject that individual to disciplinary action and, under extreme circumstances, termination.

Overtime Compensation

Nonexempt salaried (hourly) employees will be paid at the rate of \$25.00 hourly rate of pay for all time worked in excess of 40 hours in any one workweek.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the school through the employee's supervisor or the principal. Supervisors/principals shall ensure that no unauthorized overtime hours are worked.

P

Paid Time Off (PTO)*

Paid time off is taken in order to conduct personal or family business that cannot be scheduled outside of school hours.

Beacon Charter Schools provides all full-time employees with ten (10) personal days a year for the first five years of employment and fifteen (15) personal days a year starting in the employee's sixth (6th) year of employment. Regular Part-time employees will earn personal days at one-half of the full-time rate.

Unused days accrue each year. Employees may maintain a maximum bank of 60 days. If, at the conclusion of the fiscal year, an employee has more than 60 days accrued, that employee may choose to cash in a maximum of five (5) of their unused days over 60 at the current sub pay rate. The business office will send a notice to all eligible employees to determine their intentions prior to the end of the fiscal year. Beginning with the tenth year of service, an employee may cash in a maximum of ten (10) of their unused days over 60. Any remaining days over 60 may be donated to a communal bank. (Policies and procedures for this communal bank are currently in development.)

In any case, an employee may retain a maximum of sixty (60) days from the prior year as they enter a new year.

If an employee exhausts their paid time off bank then they will not be paid for time not at work. (Policies and procedures for a communal bank are currently in development.)

If an employee voluntarily leaves employment after twenty (20) or more years of service, they may choose to be paid out (at the daily sub rate) a number of days equivalent to the number of years of service to the school. The payout is contingent upon the employee having adequate days in their bank. Days beyond those paid out will be forfeited as they are ineligible for payout.

(For example, an employee leaves the school after 22 years of employment and has 58 days in their bank, the employee may choose to be paid the daily rate for 22 days. The additional 36 days will be forfeited.)

All requests for scheduled paid time off days must be approved in advance by the employee's respective school Principal, Department Director, or the Superintendent. The number of staff who can take a paid time off day on any one day will be determined at the discretion of the respective school.

Paid time off taken the day before or the day after a school recess (typically December, February or April) must be cleared with appropriate administration in advance.

Sub Plans will continue to follow the protocols, policies, and procedures outlined in the Faculty Handbook.

A medical statement from the employee's doctor may be requested by the school when an employee is absent from work for more than five working days.

This policy becomes effective upon passage by the Beacon Board of Directors.

***Approved by the Board of Directors July 25, 2018**

Parking

The school provides parking free of charge to employees. The Beacon faculty parking lot has thirty parking spots with two reserved for handicap access only. Additionally, there is a three-car parking lot on Church Street opposite the school's loading dock and four spaces adjacent to the main lot and situated between the two outbuildings on Cato Street. Founders faculty may park in the lot immediately behind their building. If there is no space for your car then there are two options; either park in the municipal parking lot adjacent to the school building or park on the street in a location not directly in front of either school building. Only park in the handicap spots if you have a state approved tag.

Pay Advances

It is our policy to decline all requests for early paychecks or pay advances for personal reasons.

Pay Day

Paydays take place each month on the 15th and final days of the month. If these days fall on a weekend, pays will be dispersed on the preceding Friday. Employees who work on a ten-month (20 check) basis may have their pay escrowed for 5 summer payments.

Salaried employees are required to submit timesheets representing additional duties or meetings attended. These timesheets must be submitted in a timely manner. Timesheets for additional hours that are purposefully delayed for more than a month will not be processed. Timely submission is critical for the business office to keep accurate accrual records of payroll expenses.

Payment for Coverage

Teachers covering classes for colleagues do so as a professional courtesy and will be compensated at the rate of \$25 per class, providing that the covering teacher is covering during their only unassigned block. Coverages by teachers with more than one unassigned block will only be compensated if that teacher is covering for both of these blocks. Extended absences may be covered by a long-term substitute teacher.

Lunch coverage, as assigned, is not subject to additional compensation.

Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax, TDI, Health and Dental co-pay and applicable state taxes.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at anytime when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Other optional deductions include the portion of group health insurance not paid by the school, which is deducted from each payroll check. Other voluntary contributions (if applicable), such as pension (403b) plan, are also deducted each pay period.

Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the Business Office immediately. Errors more than one year old are subject to Board review prior to any payments being made.

Certified teachers and administrators must participate in the state pension system as per RIGL 16-77.

Performance Improvement

Performance improvement may be suggested whenever school management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of school management. The school desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the school's best interests. The school expressly reserves the right to discharge "at will" and/or consistent with Title 16 of RI General Laws. Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time.

The supervisor/principal will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

Verbal Counseling

As the first step in correcting unacceptable performance or behavior, the supervisor/principal should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor/principal should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The supervisor/principal should document the verbal counseling for future reference immediately following the review.

At their discretion, verbal counseling may be memorialized in written form and kept to file by the principal.

Written Counseling

If the unacceptable performance or behavior continues, the next step should be an official written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the supervisor/principal may direct that the written warning be removed after a period of time, under appropriate circumstances.

The number of written warnings prior to termination rests in the severity of the violation.

Involuntary Leave with Pay

if for some reason management deems that a respite is needed then an involuntary leave with pay shall be instituted verbally and followed up by written confirmation. In some cases, a return to work may be conditional.

Probation

If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The employee's supervisor/principal, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the supervisor/principal. The letter should include a statement of the following:

1. The specific unsatisfactory situation;

2. A review of oral and written warnings;
3. The length of probation;
4. The specific behavior modification or acceptable level of performance;
5. Suggestions for improvement;
6. A scheduled counseling session or sessions during the probationary period; and
7. A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to, reassignment, reduction in pay, grade or demotion.

The supervisor/principal should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the supervisor/principal may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee and supervisor/principal will meet to review the employee's progress in correcting the problem that led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the supervisor/principal will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Involuntary Termination

The involuntary termination notice is prepared by the supervisor/principal in accordance with Title 16 of the RIGL. Involuntary termination is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated.

The following definitions and classification of violations, for which corrective counseling, performance improvement or other disciplinary action may be taken, are merely illustrative and not limited to these examples. Some violations, occurring as isolated episodes, may be considered less severe.

Occasional violations that have some effect on the continuity, efficiency of work, safety, and harmony within the school typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples:

1. Excessive tardiness;

2. Unsatisfactory job performance;
3. Defacing school property;
4. Interfering with another employee's job performance;
5. Excessive absenteeism;
6. Failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods;
7. Performing unauthorized personal work on school time;
8. Failure to notify the supervisor/principal of intended absence either before or within one hour after the start of a shift; and
9. Unauthorized use of the school telephone or equipment for personal business.

Major Violations

These more serious violations would include any deliberate or willful infraction of school rules and may preclude continued employment of an employee. Here are some examples of major violations:

1. Fighting on school premises;
2. Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
3. Any act which might endanger the safety or lives of others;
4. Departing school premises during working hours for personal reasons without the permission of the supervisor/principal;
5. Bringing firearms or weapons/knives onto the school premises;
6. Deliberately stealing, destroying, abusing, or damaging school property, tools, or equipment or the property of another employee or visitor;
7. Disclosure of confidential school information or trade secrets to unauthorized persons;
8. Willfully disregarding school policies or procedures;
9. Willfully falsifying any school records;
10. Willfully deleting any files and school records;
11. Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like against the school;
12. Employee's conviction of a felony or a crime involving moral turpitude;
13. If Employee performs any intentional act which, under the reasonable person standard,

damages the reputation of the school;

14. Employee's conviction for or confession to sexual harassment in any form towards employees of the school or anyone affiliated with the school; or
15. Employee's excessive absence from performing his duties for the school, as determined by the school, in the school's sole and absolute discretion.

Pets

The personal pets of Beacon employees are not permitted on campus, with the exception of special events. This policy is for obvious reasons of business operations, safety and insurance concerns and does not apply to service animals such as seeing eye dogs.

Q

R

Recruitment

Beacon Charter Schools aggressively recruits to attract top caliber individuals to all levels of the organization. School positions may be filled by either transfer or promotion of existing employees or by new employees who are recruited or apply. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals, or technical and trade referrals. Supervisors/principals should consider the most appropriate method of recruitment for filling positions. All recruitment shall be conducted in an ethical, professional, and non-discriminatory manner.

Return to Work After Serious Injury or Illness

As a joint protection to the employee and the school, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than one (1) week or one which may limit the employee's future performance of regular duties or assignments. (See also Medical/Family Leave policy.)

Beacon Charter Schools management shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's supervisor/principal will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

Any employee injured on the job must report that injury in writing (i.e., Accident/Incident Report) to the school's business manager who will then file a claim with the school's worker's compensation insurance firm. Failure to do so is an infraction of this policy.

S

Salary Schedule

Beacon Charter Schools publishes its own salary schedule, approved by the Board of Directors. Salaries are not tied to any other school or district.

Sexual Harassment

Beacon Charter Schools will not allow any form of sexual harassment within the work environment.

Sexual harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated.

Sexual harassment, as defined in applicable federal and state law, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters), or requests for sexual favors.

Any intentional sexual harassment is considered to be a major violation of school policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

Smoking

No smoking will be allowed in the school, the parking lot, or any school property at any time. This policy is for the health and safety of all employees.

Software Usage Policy

Purpose

To reduce the legal exposure to the school of unlicensed software and reduce the effort required to operate and troubleshoot employee's machines, this policy has been established to restrict the installation of unauthorized software.

Scope

This policy covers all desktop and laptop computers owned or operated by Beacon Charter Schools and covers operating systems, third party software, freeware and shareware applications and utilities. This policy does not govern servers. Servers will be under IT support.

Policy

The following list of operating systems and applications are authorized for use by Beacon Charter Schools. For information regarding the specific release of software, please contact IT or your local administrator.

Operating Systems

- Windows XP, Vista, and 7 and Windows Server 2003 and 2008

Intel Based Software Applications

The following list of software applications are authorized for use by Beacon Charter Schools Products employees on Intel-based desktop and laptop systems.

Base Software:

All systems will have the following basic software installed:

- Anti-Virus Software
- Terminal Services Client
- Virtual Control Software
- Web Browser
- WinZip
- Adobe Acrobat

Standard Office Productivity Software:

All systems will have the following basic software installed or will be connected to a Terminal Server running this software:

- Microsoft Outlook, Word, PowerPoint, and Excel or compatible.

Software Not Permitted Without Permission

Due to network implications and security issues, the following software will not be allowed on any computer unless approved by IT.

This list does not contain all the possible software applications that cannot be installed. If any software has been loaded onto your machine that does not belong on the computer please request it be removed by the IT team. If software is found on your computer that does not belong, it will be removed and you will be held responsible. If you are not sure, contact your local administrator or IT.

- Yahoo Messenger
- Stock Tickers and Streaming Radio

- Distributed file sharing utilities (KaZaA, Morpheus etc.)
- Network sniffing or protocol analysis programs
- Password “cracking/decryption” tools
- Terminal emulation or Xwindow clients

Enforcement

Any employee found in violation of this policy may be subject to disciplinary action.

T

Teacher Work Day

Teachers must report to school by 7:45 daily. Classes dismiss at 2:35 and teacher dismissal is set for 2:50. In addition, teachers will hold office hours at least one day per week until 3:15pm.

Technology Use

The use of school technology resources is a privilege granted to employees for the enhancement of job-related functions. Employees may have limited access to these resources for personal use, if they comply with the provisions of this policy. Violations of this policy may result in the revocation of this privilege. Employees may also face disciplinary action up to and including termination, civil litigation, and/or criminal prosecution for misuse of these resources.

Staff shall not upload or otherwise transfer out of the school’s direct control any software licensed to the district or data owned or licensed by the district without explicit written authorization. Staff shall not use IT resources to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms. Staff who engage in the unauthorized release of confidential information via the district’s IT resources will be subject to sanctions in existing policies and procedures associated with unauthorized release of such information.

All employees who have access to or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws and regulations, as they related to the release of student information.

Staff shall not download executable software, including freeware and shareware, to school computers unless it is required to complete their job responsibilities.

Staff shall not use school IT resources to intentionally disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of the school’s IT resources.

Staff shall not access, store, display, distribute, edit, or record sexually explicit or extremist material using school IT resources. Violation of this policy may result in immediate disciplinary action up to and including termination of employment. The incidental and unsolicited receipt of sexually explicit or extremist material, such as might be received through email, shall not constitute a violation of this section, provided that the material is promptly deleted and neither stored nor forwarded to other parties.

Staff shall not use school resources to visit online gambling sites.

Staff is prohibited from accessing or attempting to access IT resources for which they do not have explicit authorization by means of user accounts, valid passwords, file permissions or other legitimate access and authentication methods. It is a violation of school policy to grant another individual access to any school accounts that have been authorized to you; or use another individual's school authorized accounts, user-ids and/or passwords.

Social Media

Beacon Charter Schools realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this aim, Beacon has developed the following guideline to provide direction for instructional employees, students, and the school community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion it is his or her own decision.

Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. Beacon's social media guidelines encourage employees to participate in online social activities. But it is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by Beacon teachers and students is a reflection on the entire school community and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

While use of classroom blogs, wikis, and podcasts is not only permitted but encouraged, connecting with current students through social media is prohibited. Staff of Beacon Charter Schools are not permitted to "friend" current students on social media sites such as Facebook nor follow them on sites such as Twitter.

Beacon Charter Schools employees are personally responsible for all comments/information they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.

Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional standards.

By posting your comments having online conversations etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of professional discretion. Comments expressed via social

networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.

Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.

Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.

Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.

Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall of your home - is it really correct to put it online?

Remember that blogs, wikis, and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a Beacon Charter Schools employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Beacon.

When contributing online do not post confidential student information.

Employee online behavior should reflect the same standards of honesty, respect, and consideration that one uses in face-to-face encounters. Employees who violate of any aspect of this technology use policy will be subject to disciplinary action, up to and including termination.

Telephone Use

Personal Calls

Personal calls of short duration may be received and made at your desk or workstation during breaks. Personal telephone call privileges are subject to change or terminate at any time. For instance, if the school telephone lines become overloaded with calls, or an employee is found spending more than just limited time on personal calls, this privilege will be revoked either generally or specifically as to the offending employee. Texting during meetings or classes is not acceptable.

Outside Third Party Calls

Calls from outside third parties (mortgage companies, collection agencies, etc.) should not occur during the workday. Personal business calls can tie up phone lines and the employee should tell any unwanted callers that company policy prohibits outside third party calls.

Voicemail

All employees will setup, maintain and monitor daily their voicemail.

Termination

Terminations are to be treated in a confidential and professional manner by all concerned. The supervisor/department principal must assure thorough, consistent, and evenhanded termination procedures. This policy and its administration will be implemented in accordance with the school equal opportunity statement. Employees may have other procedural or substantive rights pursuant to state and federal law, including Title 16 of the Rhode Island General Laws.

Employment with the school is normally terminated through one of the following actions:

- Resignation — voluntary termination by the employee;
- Dismissal — involuntary termination for substandard performance or misconduct (non-renewal of a non-tenured or tenured teacher);
- Layoff — termination due to reduction of the work force, student enrollment decrease or decline, program redesign or reorganization, consolidation or elimination of a position, any other lawful reason;
- Consolidation — termination due to change in educational priorities; or
- Program Reorganization - termination due to change in educational priorities.

Resignation

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. If an employee resigns to join a competitor, if there is any other conflict of interest or if the employee refuses to reveal the circumstances or relationship of his or her resignation and the future employer, the principal may require the employee to leave the school immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice.

Dismissal

In any case involving an employee dismissal, an agenda item will appear in the principal's monthly report to the board and is subject to review with the Beacon Charter Schools legal counsel.

Substandard Performance — An employee may be discharged if his or her performance is unacceptable. The supervisor/principal shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor/principal is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or illegal drug abuse. The management team must concur in advance of advising the employee of discharge action. Documentation to be prepared

by the supervisor/principal shall include reason for separation, performance history, corrective efforts taken, alternatives explored and any additional pertinent information.

Misconduct — An employee found to be engaged in activities such as, but not limited to, theft of school property, insubordination, abandonment of post, conflict of interest, or any other activities showing willful disregard of school interests or policies will be terminated as soon as the supervisor/principal and management team have concurred with the action.

Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed.

Layoff — When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

1. School work requirements;
2. Employee's abilities, experience, and skill;
3. Employee's potential for reassignment within the organization; and
4. Length of service.

The immediate supervisor/principal will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff, such as the effect the layoff will have on his or her anniversary date at time of call-back, the procedure to be followed if time off to seek other employment is granted and the school's role in assisting employees to find other work. After consultation with the employee's supervisor/principal, the employee will follow one of the following procedures:

Termination Processing Procedures — The supervisor/principal must immediately notify the management team of the termination so that a termination checklist can be initiated. The management team will approve and direct the termination procedure.

1. All outstanding advances charged to the terminating employee will be deducted from the final paycheck by the payroll department.
2. On the final day of employment, the supervisor/or personnel director must receive all keys and school property from the employee.
3. The supervisor/principal shall conduct an exit interview with the employee.
4. The employee will pick up his or her final payroll check at the time of the exit interview. The final check shall include all earned pay and any expenses due the employee.

U

Visitors

The safety regulations for visitors should be established in accordance with the building safety regulations. Check-in at the front desk and the wearing of a visitor's badge is requested.

When law enforcement or government officials are visitors, including health or fire inspectors, shall be directed immediately to the Principal or Dean of Students who shall determine proper governmental authority, review court orders or subpoenas, and assist the law enforcement or government officials in a manner which provides full cooperation with minimal disruption to school operations.

Voting and Political Activities

Voting

Beacon Charter Schools encourages all employees to vote. Employees must use off hours for this purpose and take advantage of polling hours prior to the beginning or following the end of the workday.

Political Activities

In recognition of its responsibilities as a civic-minded organization, Beacon Charter Schools encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

Beacon Charter Schools accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore no employee's status with the school will be affected, in any way whatsoever, because of participation or nonparticipation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within school premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or of a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

Workday

Teacher work hours at Beacon Charter Schools are 7:45 AM to 2:50 PM. Administrative employees may have different hours in line with their job descriptions. Those administrative

employees must sign in at the main office each day.

The nature of our business sometimes demands workday or workweek hours different than those set forth above. Flex time variation to the schedule will be made or approved by the CEO.

Employees who are habitually tardy face consequences ranging from loss of pay, censure, termination, or time-clock behavior modification. Employees who have posted hours different than that of the school are requested to sign-in or may be subject to time clock behavior modification.

Employees who leave the building during the workday must sign out and in at the main office.

Administrative and support personnel are expected to perform forty hours of work per week at a minimum with the exception of holiday and vacation weeks. Custodial employees are expected to work during the school vacation weeks and to schedule vacation weeks during the school's inactive periods.

XYZ

Beacon Charter Schools
Employee Manual

x

I have received a copy of the Beacon Employee Manual and read its contents.

Employee

Supervisor/Dean/CEO

Date

Date