



# FACULTY & STAFF HANDBOOK

## **Hoboken Campus**

301 Garden Street  
339 River Street  
301 Bloomfield Street

## **Newport Campus**

100 River Drive, S., Jersey City

### **Stevens Cooperative School's Mission Statement**

*We imagine a world with well-informed, engaged citizens who are motivated to make a difference. In partnership with our diverse faculty, staff, families and the greater community, Stevens Cooperative School students explore, question and communicate in ways that will inspire and shape the future.*

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## INTRODUCTION

This handbook contains various employment policies of Stevens Cooperative School (“Stevens” or the “school”) that relate to your employment at and relationship with the school. These policies apply to all employees unless otherwise stated and supersede any and all policies that the school has previously adopted or issued. All employees are responsible for reading and following the policies set forth herein.

These policy statements are intended as guidelines only. You should be aware that these policies may be amended, modified, rescinded and/or updated at any time. In addition, the school will continue to address issues depending upon the particular circumstances of a given situation, and reserves the right to modify or depart from the policies at the school’s sole discretion.

The contents of this handbook are not intended to be, and should not be construed as a contract of employment. Nothing contained in this handbook should be construed as a guarantee of continued employment. The employment relationship may be terminated by the school without cause, upon providing you with 30 days’ notice in accordance with the Employment Letter. The school may also immediately terminate you at any time with cause and without notice. No person has the authority to make any promises contrary to the foregoing, unless expressly done so in writing and signed by the head of the school. The school remains free to change its policy guidelines at any time, with or without prior notice, and with or without cause.

If you have any questions about the school or how any of its policies apply to you, please contact the head of school.

## EMPLOYEE INFORMATION

### Absences – Procedures for Reporting

The school expects employees to assume diligent responsibility for their attendance and promptness to be at work and on time each day.

- If a faculty member will be absent or late, he/she/they must notify the head community teacher and the respective principal or the early childhood director by the earliest possible time, preferably the evening before. If that is not possible, the head community teacher and respective administrator must be notified on his/her/their cell phone before 7:15 am. Teachers must also notify their head or associate teacher.
- If a faculty member will be absent or late for Early Morning, he/she/they must notify the respective principal or the early childhood director by the earliest possible time, preferably the evening before.
- If a faculty member will be absent or late for Afterschool, he/she/they must notify the director of auxiliary programs.

Lesson plans for the day should be sent to the head community teacher and respective administrator. All teachers should have emergency lesson plans available in case lesson plans cannot be sent. Head teachers should have “rainy day” activities available in the case that a specials teacher cannot be covered, and the head teacher must maintain coverage for his/her/their class.

If a head teacher is absent, the associate teacher assumes responsibility for the class and if a community teacher is available, he/she/they works with them all day or for an amount of time as designated by the head community teacher. If specialist teachers are absent, the community teachers cover in those classrooms and the other teachers are notified that the community teachers will be unavailable for other duties that day. An associate may be asked to help out in a different classroom or, very occasionally, a substitute may be hired.

If an administrator will be absent or late, he/she/they must notify the head of school. If a staff member will be absent or late, he/she/they must notify their direct supervisor. Notice must be given by the earliest possible time, preferably the evening before.

To receive approval for a planned absence please see the, [Faculty/Staff Absence Form](#) section of this handbook.

### Accommodation for Disability Policy Statement

Stevens is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and similar laws. It is Stevens' policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Stevens will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA or other applicable law, who has made the school aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the school or pose a threat. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the respective principal and the chief financial officer.

### Benefits

- The school makes certain benefits available to eligible employees. The school reserves the right to discontinue providing such benefits, listed below, at any time, and/or to require eligible employees to contribute toward benefit programs requiring premium payments, at any time and at its sole discretion in accordance with applicable law.
- The school pays 100% of the premium for a comprehensive health insurance plan for eligible employees. All full-time faculty and staff employees may be eligible to join the plan upon hire or during the open enrollment period (June 1 – June 30). Details of the health insurance plan are described in the Summary Plan Description provided by the business office to eligible employees upon request.
- The school pays 100% of the premium for a dental plan for which all full-time faculty and staff employees may be eligible.

- The school pays 100% of the premium for a life insurance plan for which all full-time faculty and staff may be eligible.
- The school pays 100% premium for a vision care plan for which all full-time faculty and staff may be eligible.
- Participation in the TIAA-CREF (Teachers' Insurance and Annuity Association) retirement plan is voluntary for full-time staff. The school may make a matching contribution of up to 2% of salary up to a certain cap as may be designated by the school from time to time, for all full-time staff employees beginning when employment commences. The matching contribution may be increased to 5% for staff in their third to seventh years, to 8% for staff in their eighth to tenth years and 10% for staff in their eleventh or subsequent years at the school. You own the retirement annuities, with the school acting as the administrator. You may contribute additional tax sheltered monies, to the extent allowed by the Internal Revenue Service. The school does not supplement these additional voluntary payments.
- Stevens contributes toward benefits in accordance with the Federal Social Security Law. Details about Social Security retirement benefits, permanent disability benefits and Medicare coverage can be obtained at your local Social Security office.
- Eligible faculty and staff with child(ren) enrolled in Stevens may enroll each child in one afterschool specials class per trimester at no cost. If a faculty member is the teacher of an afterschool specials class, the child(ren) of the employee may enroll in an unlimited number of afterschool specials in the same trimester that the parent is working as an afterschool specials teacher.
- Faculty and staff with children enrolled in Stevens may be eligible to enroll each child in one week of a summer program at no cost.
- If a faculty member is a teacher at one of the summer programs, each child of the employee may enroll in one week of camp for each week the parent teaches in the summer program, at no cost. The weeks are not transferable to another child of the employee.
- Faculty and staff may qualify for a \$300 annual parking allowance. At the Hoboken campus, this amount may be used to purchase a business parking permit for Hoboken streets. At the Newport campus, this amount may be used toward the cost of using the garages in the Newport area (there are no business permits available in Jersey City).
- The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires certain employer-sponsored group medical plans to allow covered employees and their dependents to elect to have their current medical coverage continued at the employee and dependent's expense, at group rates, for up to 18 months generally, or up to 36 months under certain circumstances, following a qualifying loss of coverage. Continuation is not available to persons who are covered under another group plan or eligible for Medicare or to employees terminated for gross misconduct, as defined by applicable law.

### **Breastfeeding Policy**

In accordance with applicable law, upon request, an employee who is a breastfeeding mother is entitled to reasonable break times to express breast milk for her nursing child for one year after the child's birth. Breastfeeding employees, who require breaks for the purpose of expressing milk, shall use any compensated break time they are provided with for this purpose. Any additional time required for expressing milk may be unpaid for non-exempt employees. Such breastfeeding employees will be provided a private location, other than the bathroom, for the purpose of expressing milk. Any employee who is a breastfeeding mother of a child who is one year old or younger, and who wishes to express milk during working hours, should contact the chief financial officer to arrange for accommodation.

### **Classroom/Work Assignments**

All employees are expected to work together in a cooperative spirit to serve the best interests of the school, recognizing the following:

- That the primary objective of the school is the education of the enrolled students.
- That a willingness to change job descriptions for the benefit of an improved program for the students and/or school is expected.
- That the administration may assign or reassign employees to work in any building on any campus of the school at any time during the school year.

- That the normal operation of the school will at times require employees to work beyond the hours or days stated in their Letter of Employment, such as during admission events, advancement events, overnight trips, faculty/staff meetings, and other school functions.
- That all employees are expected to offer assistance to another employee when asked.

## **Communications**

Employees should voice constructive criticism only to the appropriate person to avoid destructive criticism, both within the school and in public. The school encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. If the issue persists, a meeting with the head of school should be scheduled. Every effort will be made to preserve the confidentiality of information discussed in a meeting, consistent with the school's responsibility to investigate any potentially unlawful conduct.

Retaliation against any employee for appropriate usage of open communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip. It is more constructive and professional for an employee to consult his/her/their supervisor immediately with any questions or concerns.

Employees are expected to show respect for the school's mission, philosophy, policies, procedures, practices, and community at all times. The success of the school depends upon the quality of the relationships between the school, our educators, families, students and the general public. The families' impression of the school and their interest and willingness to enroll their children at Stevens depends largely on the people who serve them. All employees of Stevens are considered to be the school's ambassadors, regardless of position. The more goodwill employees promote, the more families and students will respect and appreciate the school and the quality of the education, which the school provides.

Below are several things you can do to help give families and students a good impression of the school. These are the building blocks for our continued success.

- Act competently and deal with families and students in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow-up on concerns and questions promptly, provide professional replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

Any concerns or complaints about the aforementioned should be addressed through appropriate channels and never to families. Nothing in this policy is intended to interfere with an employee's rights to engage in concerted activities regarding the terms and conditions of employment or any other rights protected by the National Labor Relations Act.

## **Confidentiality**

In accordance with applicable laws, Employees shall maintain confidentiality at all times in all matters related to student information and performance, except employees may provide such information to third parties upon request of and with the prior written authorization of families, as well as with the authorization of the respective principal or early childhood director.

Employees shall not disclose any confidential school related information. Employees are expected to maintain confidentiality in all matters relating to students and school business. Employees should never discuss school business and all matters designated as confidential by administration with families or prospective families for any reason. Nothing contained in this provision is intended to interfere with an employee's right to engage in concerted activities, such as discussing the terms and conditions of employment, or with any other rights protected by the National Labor Relations Act.

Teachers are trusted to use their best professional judgment in discussing educational and family matters related to the progress of a student with the family of that student. Teachers do not discuss or address matters related to a student with parents/guardians other than their own. Refer the family to an administrator if a family attempts to cross this boundary.

### **Criminal Record Checks/Fingerprinting**

As required by New Jersey state law, criminal history review is required for all new employees of the school who have regular contact with students. Procedural details are provided when an employment letter has been signed.

## **Employee Conduct and Safety in the Workplace**

### **General Prohibited Conduct**

In order to assure orderly operations, Stevens expects Employees to follow rules of conduct to protect the interests and safety of all other employees and students. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following list includes examples of conduct that may result in disciplinary action, including warnings, suspension without pay, and/or termination of employment. Such forms of discipline shall be administered in the sole discretion of Stevens based upon the individual circumstances of each case.

1. Falsification of school records, student records, employment records, employment information, or other records.
2. Fraudulent application for benefits, including use or submission of falsified medical certificates.
3. Sabotage, espionage or revealing confidential school or student information.
4. Theft or the deliberate or careless damage of any Stevens property or the property of any Employee or student.
5. Removing or borrowing Stevens property without prior written authorization.
6. Unauthorized use of Stevens equipment, time, materials, or facilities.
7. Unauthorized posting, removing or altering of any materials on Stevens bulletin boards or property.
8. Gambling.
9. Possessing, distributing, selling, transferring, using, or being under the influence of, alcohol or illegal drugs, in the workplace, during work hours, and/or while on Stevens business.
10. Using or being under the influence of any controlled substance, including medication that may interfere with your ability to safely perform your duties -- including but not limited to supervising students, or the safe handling or operation of equipment or vehicles.
11. Physical intimidation, assault, fighting or provoking a fight during working hours or on premises owned or occupied by Stevens or while on Stevens business.
12. Carrying firearms or any other dangerous weapons or substances at any time, on premises owned or occupied by Stevens or while on Stevens business.
13. Engaging in criminal conduct.
14. Engaging in harassing, discriminatory or retaliatory behavior.
15. Causing, creating, or participating in an unauthorized or unlawful disruption or one that violates school policy, during working hours or on premises owned or occupied by Stevens.
16. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any supervisor or member of management, or the use of abusive or threatening language toward any supervisor or member of management.
17. Making threats or using profane or abusive language at any time during working hours or while on premises owned or occupied by Stevens.
18. Engaging in indecent or vulgar conduct or possessing or displaying vulgar or obscene materials on Stevens premises and/or while on Stevens business.
19. Failing to give advance notice to the appropriate people when unable to report to work on time.
20. An unreported absence on a scheduled workday.
21. Failing to obtain prior permission to leave work for any reason during normal working hours.
22. Failing to observe working schedules, including rest and lunch periods.



23. Conducting personal business or other non-school activities (including talking or text-messaging on personal devices) during working hours that interferes with your assigned responsibilities.
24. Failing to satisfactorily perform job responsibilities and/or duties.
25. Failure to engage in appropriate student relations.
26. Failing to provide a physician's certificate when requested or required to do so, including but not limited to when returning from sick time off.
27. Sleeping or malingering on the job.
28. Wearing extreme, unprofessional, or inappropriate styles of dress or hair while working
29. Violating any safety, health, or security policy, rule, or procedure of Stevens or as required by state or federal law or regulation.
30. Committing a fraudulent act or a breach of trust in any circumstances.

## **Employment Letters**

Employment letters (contracts) are issued annually. If positions become available for the following year, it is expected that eligible employees make a simple statement of interest to the head of school. Employees are expected to refrain from speculation or discussion about colleagues' continued or future employment. Full-time teachers will generally be offered engagement letters by the end of March. Nothing in this provision shall be interpreted as limiting an employee's right to engage in concerted activities regarding the terms and conditions of employment or any other right protected by the National Labor Relations Act.

## **Other Employment**

Employees are required to disclose to the head of school any other employment including summer employment that they hold during the time of their Employment Letter with the school. If the head determines that an employee's outside work conflicts or interferes with performance or the ability to meet the requirements of their position at Stevens, the employee may be asked to terminate the outside employment if he or she wishes to remain at Stevens.

## **Equal Employment Opportunity Policy Statement**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions are based on merit, qualifications, and abilities. Stevens does not discriminate in employment opportunities or practices on the basis of religion, race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, or any other characteristic protected by applicable law. The school strictly prohibits any such discrimination and requires that employees immediately report any instances of discrimination to a Principal or Early Childhood Director (unless your complaint involves such person or he/she/they is unavailable, in which event the incident should be reported to the head of school).

## **Evaluation**

Evaluation of a faculty member includes self-evaluation, input from peers and feedback from the respective principal and/or early childhood director. The evaluations are viewed as a positive component of professional development and growth.

- While informal evaluation of faculty takes place continually throughout the school year, head teachers and specialists are formally evaluated in their first and second years of employment and every third year thereafter by a Committee consisting of the respective principal and/or early childhood director and two peers (one chosen by the teacher being evaluated). The written report is discussed with the teacher who has the opportunity to submit a written response.
- The criteria for evaluation may include but are not limited to: adherence to Stevens philosophy and practices, demonstrated understanding of progressive education, the state of the class, the state of the room, use and care of materials, quality of progress reports, planning, reflection, and organization of lessons, ability to grow, relationships with students, faculty and parents, joy of teaching, personal support and development, areas for improvement, etc.
- Associate teachers are mentored by their head teachers and receive regular feedback on their contributions to classroom and their own growth. In addition, academic administrators conduct a formal yearlong associate

teacher-training program that entails regular meetings, readings and extensive orientation to a number of teacher responsibilities.

- The respective principal or early childhood director formally evaluates the work of community teachers and part-time teachers approximately every other year.

The head of school, principals and early childhood director visit classrooms regularly, and at least one administrator meets with every head teacher and specialist regularly and with associate teachers periodically. Associate teachers can also meet periodically as a group for training and support.

Evaluation of non-teaching employees is conducted annually. The head of school is responsible for evaluating the work of members of the leadership team, administrators are responsible for evaluating the work of members of their departments, and the executive assistant to the head of school is responsible for evaluating the work of office managers and staff.

### **Family and Medical Leave**

Regular full-time and regular part-time employees who meet certain requirements (described below) may be eligible to take up to 12 weeks of unpaid family and medical leave in any 12-month period under the federal Family and Medical Leave Act ("FMLA") and/or up to 12 weeks of unpaid family leave in any 24-month period under the New Jersey Family Leave Act ("NJFLA"). Stevens will calculate the 12-month period and the 24-month period on a rolling look-back basis. Thus, when a leave is requested, the school will look back in the relevant time period to determine the amount of available leave as of the date the leave is to begin.

Employees may use this leave for the following reasons:

- The birth of a child;
- The adoption of a child (or the placement of a foster child with the employee, - under federal law only);
- To care for a family member, including a spouse, child or parent (or parent-in-law under NJ law only), with a serious health condition; or
- The employee's own serious health condition (federal law only);
- For a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation. (Federal only);
- An employee may be eligible for up to twenty-six (26) weeks of unpaid leave if he/she/they serves as a "caregiver" to a close relative that is a member of the Armed Forces. (Federal law only).
  - a. a "caregiver" is defined as a spouse, child, parent or "next of kin" of an injured service member; and
  - b. a service member is covered under the FMLA if he or she is a member of the Armed Forces, including the National Guard or Reserves, and is undergoing outpatient medical treatment, recuperation or therapy for a serious injury or illness incurred in active military duty.

### **Qualifications:**

To be eligible for a leave, you must have completed one full year of service and have worked at least 1,000 hours under NJ law or at least 1,250 hours under federal law during the 12 months prior to the commencement of the leave. In addition, under federal law, you must work at a site where at least 50 employees are employed within a 75 mile radius.

### **Notice:**

To request leave under this policy, the following procedure will apply:

- For a leave planned in advance, you must provide the head of school with at least 30 days' notice before the anticipated leave date;
- For an unexpected leave, you should notify the head of school by submitting your leave request as far in advance as is practicable.

- The employee must be under contract with the school and working during the time period for which the leave is requested.

**Leave for Your Own Serious Health Condition:**

If you request a leave of absence for your own serious health condition, the following procedure applies:

- Any time that you expect to be or are absent for more than five consecutive work days as a result of your own serious health condition, including pregnancy and injuries covered by Workers’ Compensation or Short-term Disability Insurance, you will be required to submit an appropriate medical certification<sup>1</sup> within 15 days that must be completed in its entirety and provide all requested information, including but not limited to:
  - The date the condition began
  - The treatment protocol
  - The impact of the condition on your job functions
  - The duration of the condition
  - The probable date of your return to work and any other requested information.
- If you are eligible for Short-Term Disability or Workers’ Compensation benefits due to a qualifying serious health condition, your 12-week leave entitlement under this policy will run concurrently with the time period in which you are eligible for Disability or Workers’ Compensation benefits.
- During your leave you may be required to provide additional certification of your condition and inability to work. You may also be required to submit to medical examinations by physicians the school designates, at the school’s expense, at the beginning of, during, or at the end of your leave period, and to provide the school access to your medical records.

**Leave for Care of a Family Member with a Serious Health Condition:**

You must provide a complete medical certification (see footnote 1 below) within 15 days that includes:

- Information related to the health condition,
- probable length of required treatment, and
- the reasons you (the employee) are needed to provide care.

The school may require additional certification and/or a medical examination of the family member by a school designated physician at the school’s expense.

**Group Health Benefits:**

Group health benefits will be continued during family and medical leave. Other benefits (e.g., dental, life insurance and retirement savings plan) will be governed in accordance with the terms of each plan.

**FMLA Regulations Relating to Time Off for Eligible Instructional Employees:**

- Leave taken for a period that ends with the school year and begins the next trimester is considered consecutive leave, rather than intermittent leave. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee’s FMLA leave entitlement. An instructional employee who is on FMLA leave at the end to the school year must be provided with any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year.
- In addition, if an eligible instructional employee requires intermittent leave or a reduced leave schedule to care for a family member with a serious health condition or for the employee’s own serious health condition, and the employee would be on leave for more than 20% of the total number of working days over the period that

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<sup>1</sup> Certain laws protect the confidentiality of medical information, including but not limited to the Genetic Information Nondiscrimination Act (“GINA”). In accordance with such applicable laws, the Company asks that you not provide any protected confidential medical or genetic information when responding to a request for medical information. “Genetic information” as defined by GINA includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

the leave would extend, the school may require the employee to take leave for a particular duration or to transfer to an available alternative position for which the employee is qualified, has equivalent pay and benefits and which better accommodates recurring periods of leave.

- An instructional employee who begins leave more than five weeks before the end of the school term and whose leave will last for at least three weeks and the employee would return to work during the three-week period before the end of the term, may be required, if the school so chooses, to require the employee to continue taking leave until the end of the term.
- If an instructional employee takes a leave for any qualifying reason, other than for his or her own serious health condition, that begins more than five weeks before the end of the term and will last more than two weeks and the employee would return to work during the last two weeks before the end of the term, the employee may be required by the school to continue taking leave until the end of the term.
- If the employee begins leave during the three-week period before the end of the term for any reason other than his or her own serious health condition, he or she may be required to continue taking leave until the end of the term if the leave will last more than five days.
- If the school requires the aforementioned leaves of absence to be taken until the end of the academic term, the additional time off will not count as FMLA leave; however, the school shall be required to maintain the employee's health benefits and restore the employee to an equivalent position at the end of the leave.
- If the employee elects to take intermittent leave for a fixed block of time, the entire block shall all count as FMLA leave.

#### **Reinstatement:**

If you return from leave within the 12-week period, you will be reinstated to your former position or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment if such a position exists. Exceptions to this provision may apply to certain highly paid employees or if circumstances change, such as a reduction in force and the elimination of the employee's position.

Employees have no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the FMLA period. Furthermore, employees have no right to assurances of permanent employment and their employment with the school continues to be at-will and may be terminated in accordance with the terms set forth in the Employment Letter.

Employees on a leave extension are not guaranteed reinstatement. These employees will be handled in accordance with the provisions for medical leave for employees who do not qualify under this policy, as explained below.

#### **Failure to Return:**

Employees who do not return to work upon the expiration of their leave may be considered to have voluntarily resigned or abandoned their job. If you have any questions regarding these provisions, please speak with the head of school or the director of business.

### **Family Leave Insurance Benefits**

Pursuant to New Jersey state law, effective July 1, 2009, eligible employees may obtain up to six (6) weeks of family leave insurance benefits, during any 12-month period:

1. to care for a family member, as defined by the New Jersey Family Leave Act ("NJFLA"), who has a serious health condition;
2. to care for a newborn child, during the 12 months following the birth; or
3. to care for a newly adopted child, during the 12 months following the placement.

Eligibility: An employee is eligible for family leave insurance benefits if he/she/they has worked at least 20 calendar weeks in covered New Jersey employment in which he/she/they earned no less than an amount equal to 20 times the minimum wage or has earned at least 1000 times the minimum wage in the year preceding the requested leave. Please speak with the chief financial officer regarding your eligibility for family leave insurance benefits.

#### Employee Obligations:

1. In order to obtain benefits, Employees must submit a claim to the Division of Temporary Disability Insurance within 30 days of the start of leave.
2. Eligible employees must provide the chief financial officer 30 days' notice if leave is sought to care for a child after the birth of that child or the placement of the child for adoption.
3. Eligible employees must provide the chief financial officer prior notice of the leave in a reasonable and practicable manner if the leave is to care for a family member with a serious health condition, unless an emergency or other unforeseen circumstance precludes prior notice.
4. Employees must make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the school.
5. Eligible employees must provide a medical certification from the health care provider of the family member setting forth:
  - a. the date on which the serious health condition commenced;
  - b. the probable duration of the condition;
  - c. the medical facts regarding the condition;
  - d. a statement that the condition warrants the individual providing care; and an estimate of the amount of time the individual may need to care for the family member.

**Intermittent Leave:** Generally, leave taken in connection with family leave insurance benefits, to care for a newborn child or a newly adopted child shall be taken consecutively, not intermittently. However, an eligible employee may take up to 42 days of intermittent leave over a 12-month period to care for a family member who has a serious health condition if:

1. the total time within which the leave is taken does not exceed 12 months;
2. the individual provides not less than 15 days' notice before the first day on which benefits are paid, unless an emergency or other unforeseen circumstance precludes prior notice;
3. the individual makes a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the school and, if possible, provide a schedule of the intermittent leave; and
4. the individual submits a medical certification which includes the information set forth above and a statement of the medical necessity for the intermittent leave, the duration of the intermittent leave and, if leave is for planned treatments, the dates of the treatments.

Employees must apply up to two-weeks of school-provided paid time off (such as paid sick, vacation or other applicable leave at full pay) to the time during which an employee is otherwise eligible for family leave insurance benefits before the employee can start to draw family leave insurance benefits. In those situations, the employee's paid leave insurance benefits shall be reduced by the amount of employer-provided paid leave used.

If an eligible employee is entitled to leave under the New Jersey Family Leave Act or the federal Family and Medical Leave Act, such employee shall take family leave insurance benefits concurrently with such leave.

**No Job Protection:** Unless the reason for the leave of absence is also covered by the New Jersey Family Leave Act or the federal Family and Medical Leave Act and only in the event that such laws apply to the school, Stevens cannot guarantee that the employee will have a position to return to at the expiration of the leave.

#### Financial Aid

Employees applying to Stevens for their child(ren) may meet with the director of admissions to learn more about the financial aid program, and complete a brief questionnaire to ascertain the potential for tuition assistance before going through the official admissions process.

#### Harassment Policy

It is the policy of the school to maintain a work environment in which all individuals are treated with respect and dignity, and so it is sincerely hoped that issues of harassment will not find their way into our community.

The school promotes a professional work atmosphere, which prohibits all discriminatory practices, including but not limited to sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, age, handicap, disability, veteran status, or any other category protected by law. Sexual harassment and the others listed are violations of laws against discrimination (including but not limited to NJ State law and Title VII of the Civil Rights Act of 1964.)

Harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated at Stevens. The purposes of this policy against harassment are to:

- Educate staff about what may constitute harassment
- Notify staff that the school will not condone or tolerate harassment in any form
- Establish a procedure, which encourages anyone who feels subjected to harassment to report such conduct to the school for investigation and response.

Definition of Harassment based on Race, Color, Religion, Sex, National Origin, Sexual Orientation, Age, Handicap or Disability, or any other protected class pursuant to applicable law: "Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, sexual orientation, age, handicap or disability, or that of persons with whom the individual associates."

The school's policy is to prohibit such conduct that is based upon an employee's protected classification under applicable laws and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Examples of conduct that violate this policy and may constitute harassment include, but are not limited to:

- Epithets, slurs, quips, or negative stereotyping that relate to race, color, religion, sex, national origin, sexual orientation, age, handicap, disability, or any other category protected by the law;
- Threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, sexual orientation, age, handicap, or disability;
- Written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, sexual orientation, age, handicap, or disability, and placed on walls, bulletin boards, or elsewhere on the school premises, or circulated or displayed in school or to the school community; or
- "Jokes," "pranks," or other forms of "humor" that are demeaning or hostile with regard to race, color, religion, sex, national origin, sexual orientation, age, handicap or disability.

Definition of Sexual Harassment as defined by the courts and by the Equal Employment Opportunity Commission, sexual harassment includes unwelcome or unwanted sex-based conduct:

- When an employee's submission to or rejection of this conduct affects decisions regarding hiring, evaluation, promotion or any other aspect of employment; or
- When such conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

The school prohibits all forms of inappropriate or offensive behavior including, but not limited to:

- Coerced sexual acts;
- Touching or assaulting an individual's body, or staring, in a sexual manner;
- Graphic, verbal commentary about an individual's body or sexuality;
- Unwelcome flirtations, advances, or propositions;
- Sexually suggestive or obscene comments or gestures;
- Negative statements or disparaging remarks targeted at one sex (either men or women), even if the content of the verbal abuse is not sexual in nature.

The school requires the reporting of all incidents of discrimination, harassment or retaliation to a Principal or Early Childhood Director (unless your complaint involves such person or he/she/they is unavailable, in which event the incident should be reported to the head of school). If an employee believes that he/she/they is the victim of such improper conduct, or an employee is aware of such improper conduct toward others in the workplace, he/she/they should immediately report the incident.

All alleged incidents of prohibited discrimination and/or harassment that are properly reported to a principal, the early childhood director or the head of school, will be investigated. To the extent possible, confidentiality of persons involved will be maintained. If the school concludes that its policies have been breached, it will take appropriate corrective action.

Retaliation in any form against any person who in good faith complains of unlawful harassment or discrimination, or who assists in the investigation of such complaints, is unlawful and will not be tolerated. Any individual who engages in retaliation against an employee who complains of or is involved in the investigation of harassment may be disciplined up to and including termination.

### **Holidays**

The Board of Trustees approves a school calendar each year including all holidays observed by Stevens. In general, the holidays may include New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Passover, Good Friday, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving, the Friday after Thanksgiving and Christmas Day. When a holiday falls on a weekend, it may be observed on either the preceding Friday or the following Monday.

In cases where a religious holiday warrants an absence, the employee should communicate the anticipated religious absence to the respective administrator and head of school at least 30 days in advance.

Employees who are on an unpaid leave of absence when a holiday occurs will not be paid for the holiday.

### **Jury Duty**

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. During this leave, employees will be compensated by payment of an amount equal to the difference between their jury duty pay and their regular salary. An employee on jury duty is expected to report to work any day he/she/they is excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify his/her/their supervisor, as well as the business office. Additionally, a copy of the notice to serve jury duty should be submitted to the business office. Upon the employee's return, the employee must provide the business office with a verification of service received from the court and notify the business office in writing the number of days served.

### **Domestic Violence Leave Pursuant to NJ SAFE Act**

Pursuant to the New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), employees may be eligible for an unpaid leave of absence for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense to the employee or to the employee's child, parent, spouse, domestic partner, or civil union partner ("family or household member").

#### Eligibility

To be eligible, an employee seeking leave must have worked at the School for at least 12 months and at least 1,000 base hours in the 12-month period immediately preceding the leave. Further, the employee must take the 20 days of unpaid leave within one year of the qualifying event.

#### Qualifying Events

The unpaid leave time permits affected eligible employees to seek leave for any of the following reasons:

- To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence;
- To obtain services from a victim services organization;
- To obtain psychological or other counseling;
- To participate in safety planning for temporary or permanent relocation or to take other actions to increase the safety from future domestic violence or sexual violence or to ensure economic security;
- To seek legal assistance to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the violence; or
- To attend, participate in or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

#### Written Notice and Documentation of Need for Leave

Eligible employees must provide written notice of the need for leave under this policy as far in advance as reasonable and practicable under the circumstances.

The eligible employee must also provide written documentation of the domestic violence or sexually violent offense that is the basis for the leave. The following documentation shall be acceptable:

- a domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
- a letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- documentation of the conviction of a person for the domestic violence or sexually violent offense;
- medical documentation of the domestic violence or sexually violent offense;
- certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or employee's family or household member is a victim of domestic violence or a sexually violent offense; or
- other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's family or household member in dealing with the domestic violence or sexually violent offenses.

All such information and documentation provided to the Company shall be maintained in strict confidence and shall not be disclosed unless the employee provides written authorization for such disclosure or unless the disclosure is otherwise authorized by applicable law.

#### Timeframe

Leave must be used within the 12- month period immediately following an instance of domestic violence or a sexually violent offense.

#### Application of Paid Time Off and Other Leave Entitlements

Eligible employees are required to apply any accrued paid vacation leave, personal time or sick leave to leave taken under this policy. In addition, if the reason for leave is covered under the Family and Medical Leave Act of 1993 or the New Jersey Family Leave Act, the leave taken under this policy shall be counted against the eligible employee's entitlement under the FMLA or NJFLA.

#### Prohibition of Retaliation and Discrimination

The Company prohibits retaliation against employees who seek or take leave pursuant to the NJ SAFE Act. Employees who request or take leave pursuant to this policy, shall not be discharged, harassed, or otherwise discriminated or retaliated against with respect to the compensation, terms, conditions or privileges of employment. In addition, employees are not required to release information that is deemed confidential under the Act and will not be retaliated against for refusing to release such information.



## **Nepotism**

In order to preserve the integrity of employment-related decisions and prevent conflicts of interest, as well as to preserve workplace morale, the head of school must approve the hiring of family members. Family members are defined as spouses, domestic partners, in-laws, families, siblings, children, grandchildren, great grandchildren, aunts, uncles, nieces, nephews, first and second cousins, and household members.

If two employees become family members during the course of their employment, i.e., through marriage or otherwise, the position of one of the two employees may be changed or transferred in order to prevent supervision, evaluation and/or decision-making authority by a family member, and where such transfer is not possible, one employee may be terminated.

## **Overtime Pay**

Those employees who are identified as non-exempt under the Fair Labor Standards Act are eligible for overtime pay. Prior approval of overtime hours from your supervisor is required. Overtime hours must be recorded on a Steven's timesheet and submitted to your supervisor for signature. Your supervisor will then submit to the business office. Employees should review their paystub immediately upon receipt. If they feel that they have not been appropriately compensated for all hours worked, they should immediately bring it to the attention of the chief financial officer.

## **Payment of Salary**

Salaries are paid on a semi-monthly basis on the 15th and 30th of each month. When the 15<sup>th</sup> or the 30<sup>th</sup> fall on a weekend or holiday, paychecks are generally issued on the last workday prior to those dates. Employees are encouraged to be paid via direct deposit at their bank of choice.

Faculty is paid over 12 months (24 payments, July - June). The 12-month pay cycle is a courtesy extended by the school to faculty so, in the event of a teacher's resignation or termination prior to the opening of school in September, the employee will return July and August salary payments and the cost of any benefits provided. In the event of a teacher's resignation during the school year, the school will determine the % of the total salary earned. The final paycheck will be adjusted to reflect that calculation. If the amount paid-to-date to the teacher exceeds the % of total salary earned and the difference is not covered by a paycheck adjustment, the CFO will contact the teacher regarding repayment.

## **Personnel Records**

It is extremely important that you notify the business office of any changes in:

- Name or marital status
- Address and/or telephone number
- W-4 deductions
- Person to contact in case of emergency

## **Policy Against Workplace Violence**

### **Statement of Policy**

The costs of workplace violence can be great, both in human and financial terms. Therefore, Stevens has adopted this policy prohibiting all forms of workplace violence. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Stevens or that occur on Stevens property or in the conduct of Stevens business off Stevens property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Stevens' operations, including, but not limited to, Stevens personnel, temporary employees, students and anyone else on Stevens property or conducting school business off Stevens property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate.

## Definitions

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more Stevens employees or students. Workplace violence may involve any threats or acts of violence occurring on Stevens' premises, regardless of the relationship between Stevens and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of Stevens or that may lead to an incident of violence on Stevens premises. Threats or acts of violence occurring off Stevens premises that involve Employees, agents, or individuals acting as representatives of Stevens, whether as victims of or active participants in the conduct, may also constitute workplace violence. Some examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

1. Threats or acts of physical or aggressive contact directed toward another individual or his/her/their family, friends, associates, or property;
2. Threats or acts of physical harm directed toward an individual or his/her/their family, friends, associates, or property;
3. The intentional destruction or threat of destruction of Stevens property, another employee's property, or student property;
4. Harassing or threatening phone calls;
5. Surveillance;
6. Stalking;
7. Veiled threats of physical harm or similar intimidation; and
8. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects Stevens legitimate business interests.

## Enforcement

Any person who engages in a threat or violent action on Stevens property may be removed from the premises as quickly as safety permits and may be required, at Stevens discretion, to remain off Stevens premises and/or business pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by an Employee, an investigation will be conducted and a judgment will be made by Stevens as to what actions are appropriate with respect to that Employee, including potential medical evaluation and/or disciplinary action up to and including termination.

## Resignation and Termination

If you resign or the school terminates your employment, you are required to complete the faculty/staff departure checklist: <https://docs.google.com/document/d/1Ceg6-Sgq8QucitV4J2ly0ohJKsqtc8t2fFcBo43sbY/edit>. As soon as possible, return all school property and keys to your supervisor or to the business office. You are expected to provide advance notice of your intent to resign in accordance with your Employment Letter, and to return all school property and keys to your supervisor or to the business office. In addition, all employees are required to transfer any and all school information that the employee may have on any personal device to the school's systems, and to then delete all such information that may be stored on his or her personal device. Stevens Cooperative School does not provide severance or separation pay at termination of employment.

## Sick and Personal Day Policies

### Sick Time Off

The School provides paid sick time off for all eligible employees per the School's calendar year, which runs from July 1 through June 30.

All employees are eligible for paid sick time off pursuant to New Jersey law. An employee does not have a "right" to be absent under this provision. The time off is made available to each employee for those occasions when a qualifying basis actually occurs when the employee is otherwise scheduled to be in the office.

A qualifying basis for paid sick time off under this policy and pursuant to applicable law includes any of the following:

- for diagnosis, care, or treatment of, or recovery from, an employee’s mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member’s mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;

for absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:

- medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
- services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or
- legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

circumstances when the employee is unable to work because of a closure of the employee’s workplace, or the school or child care the employee’s child, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee’s family in need of care by the employee, would jeopardize the health of others

### Use and Accrual of Paid Sick Time Off

Sick time off may be taken in full-day increments equal to the amount of hours that an employee is regularly scheduled to work on a given day, unless otherwise required pursuant to applicable law<sup>2</sup>.

Regular full-time employees are eligible for 48 hours of paid sick time off per school calendar year. Paid sick time off for full-time employees will be available for use at the start of the school calendar year.

Part-time and seasonal employees will be eligible to accrue up to 40 hours of paid sick time off per school calendar year at a rate of 1 hour for every 30 hours worked, starting with the first day of work. Such employees will not be eligible to begin using their accrued paid sick time off until after the first 90 days of employment.

### Notice and Documentation

To qualify for paid sick time off, an employee must verbally notify his/her/their supervisor as soon as practicable that the employee must be absent. For qualifying absences of more than three consecutive days, an employee may be required to provide reasonable documentation that the sick time off was used for a permitted purpose (see footnote 1).

### Carry-over and Payout

Regular full-time employees may not carry over any unused paid sick time off into the next calendar year. In addition, unused paid sick time off will not be paid out upon termination.

Part-time and seasonal employees may be eligible to carryover up to 40 hours of unused but accrued paid sick time off into the next calendar year. However, such employees will not be permitted to use more than 40 hours of paid sick time off in any one calendar year.

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<sup>2</sup> For example, intermittent FMLA leave may be taken in one-hour increments and if paid sick time is applied to that intermittent time off, then the paid sick leave may be used in lesser increments than the employee’s regularly scheduled hours for that day, equal to the FMLA time off,

Upon termination of employment, employees **will not** be paid for any unused sick days.

#### Rehire

If there is a separation from employment, and the employee is rehired within six (6) months of separation, previously accrued but unused paid sick time off shall be reinstated.

#### No Retaliation

Eligible employees who request or take paid time off under this policy will not be retaliated against. Employees may bring a claim for an applicable violation of Jersey City's Paid Sick Time Off law.

Personal Days It is recognized that all employees will make every effort to be in school to support the work of children and colleagues. Paid personal days (up to three per year for full-time employees) are provided to accommodate personal or religious observances or engagements, bereavement, significant family events, presenting a paper, leading a workshop, etc. Personal days must be requested of your supervisor as far ahead as possible, but preferably at least one week in advance. Employees shall not be permitted to request a personal day immediately before or following a school break or long weekend. The protocol for requesting a personal day must be followed. Any exception to the personal day policy based on extraordinary circumstances require a meeting with the head of school.

#### Bereavement

Employees may take up to three additional days for bereavement – this leave is for the death of an immediate family member or close friend.

Unused personal or bereavement days may not be carried over from year to year and will not be paid out upon termination.

### **Smoking, Alcohol and Prescribed Drugs**

The school maintains a smoke-free workplace and smoking is not permitted in the school buildings, anywhere on campus or while on any school-related trips or at any school events. The school will not tolerate employees that are impaired by or under the influence of alcohol or drugs while working. No employee may consume or be under the influence of alcohol or controlled substances or engage in the unlawful manufacturing, distribution, dispensation, possession or use of an illegal drug prior to going on duty, while on duty, while operating a vehicle owned or leased by the school, or while otherwise performing school business, either on or off the premises.

Prescribed drugs and over the counter drugs that are improperly used or possessed by an employee are restricted to the same extent as any other controlled substances. Employees taking a prescribed drug at work must keep the drug in its original container to identify the drug, dosage, date, prescription and authorizing physician. Prescription drugs used by an employee should be kept out of sight and out of students' reach at all times. Employees must be fully aware of and comply with any work restrictions that should be observed while taking the drug. If use of a drug may affect an employee's ability to perform his or her job, the employee must notify the head of school. This information will be kept confidential.

As a part of Stevens' policy to ensure a drug-and-alcohol-free workplace, within the limits of applicable federal and state laws, Stevens reserves the right, in its sole discretion, to test for drugs and alcohol. Some such situations that may give rise to testing include, but are not limited to the following:

1. In conjunction with an offer of employment with Stevens;
2. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
3. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
4. As a follow-up to a rehabilitation program, where allowed by applicable law;

All tested employees will be able to receive a copy of the laboratory results that certify the results or the testing done. It is a condition of your employment and continued employment with Stevens that you comply with the Substance Abuse Policy.

The use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and may seriously impair that Employee's value to Stevens. Any employee who is using prescription or over-the-counter drugs that may have the propensity to impair his or her ability to safely perform his/her/their work-obligations or may affect the safety or well-being of others must submit a physician's statement that the prescription drug use will not affect job safety. The Employee is not required to identify the medication or the underlying illness. Various laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to violate or interfere with individual rights under these laws.

### **Statements to the Press**

Employees may not serve as representatives of the school for the purpose of granting interviews to the media, including representatives or reporters for any newspaper, radio or television network or network affiliate, independent news agency or entity without the express prior written consent from the head of school. Any and all press inquiries should be directed to the head of school. Nothing contained in this policy is intended to apply to, and will not be applied in a manner that conflicts with, an employee's rights to engage in concerted activities regarding the terms and conditions of employment and/or any other rights protected under the National Labor Relations Act.

### **Travel and Expense Reimbursement Policy**

It is the school's policy to reimburse employees for ordinary, necessary and reasonable expenses incurred during professional development, conference and employee recruitment travel. Employees are expected to exercise prudent judgment regarding expenses covered by this policy. Prior to travel, the appropriate academic team member (or head of school for administrators) must review the travel costs and determine whether funding is available for all possible employee travel expenses. Reimbursements for expenses that are not in compliance with this policy require prior written approval of the head of school.

#### **A. Documentation**

1. Requests for reimbursement of travel expenses must be submitted on a Reimbursement Request form, which is available from any office manager or the business office.
2. Expenses will not be reimbursed without original, detailed receipts. Summary credit card charge slips do not represent adequate supporting documentation. Requests for exceptions to this policy need to be approved by the head of school.
3. Reimbursement requests must be submitted no more than 30 days after the expense.

#### **B. Approvals**

1. Reimbursement Request forms, together with required receipts, must be submitted to the appropriate academic team member (or head of school for administrators) for review and signature approval.
2. Those approving expenses are responsible for ensuring that the expenses reported are supported by the required documentation and that the expenses are reasonable and necessary.

#### **C. Reimbursable Expenses**

1. The following may be reimbursable expenses, as long as they are for school purposes:
  - a. Hotel charges
  - b. Airfare, train fare, PATH/subway fare, taxi cabs and related tips
  - c. Meals, including tips of no more than 20%
  - d. Car rental expense
  - e. Personal mileage, if using own vehicle
  - f. and parking charges
  - g. Other reasonable and necessary expenses not specifically excluded below
2. The following expenses are not reimbursable:

- a. First class/business class/economy plus airfare
- b. Optional in-flight entertainment/refreshments
- c. Hotel room movies and other forms of entertainment
- d. Alcohol
- e. Child care costs
- f. Barbers/hairstylists/personal services
- g. Traffic fines
- h. Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- i. Meals for anyone other than the employee (i.e. spouses)
- j. Parties and gifts

#### D. Air Travel

1. All employees are expected to travel economy class, and are encouraged to search for the lowest available fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made.
2. The cost of cancelling and/or rebooking of flights is not reimbursable unless there are extenuating circumstances that are discussed with a school administrator or is required for legitimate school reasons (such as changed conference date).

#### E. Lodging

1. Prudent judgment should be used when selecting a hotel. A single room with a private bath in a moderately priced, business class hotel is the school's standard.
2. The school will not reimburse an employee for separate travel costs associated with his/her/their spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her/their spouse or partner for purposes of this policy.
3. For all lodging expenditures, hotel receipts must be submitted. Credit card charge slips do not represent adequate supporting documentation.
4. If the employee attends a one-day event that is within 50 miles of your home or a multi-day event that is within 25 miles of your home, hotel expenses will not be reimbursed.

#### F. Meals

1. Employees will be reimbursed for personal meal expenses at amounts not to exceed \$15 for breakfast, \$20 for lunch and \$50 for dinner.
2. If a meal is provided by a conference as part of the conference fees and an employee elects to purchase a meal independent of the conference, such meals will be considered a personal expense and will not be reimbursed.

#### G. Rental cars

1. When renting a car results in cost savings (as compared to shuttle or cab service from an airport) it is expected that reservations will be made for a compact vehicle. Occasionally a mid-size vehicle may be appropriate when more than one employee will be using the vehicle. The cost of premium, luxury or four-wheel drive vehicles will be charged to the employee renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate.
2. Employees are expected to accept "Loss Damage Waiver" coverage so that any damage to the rental car is covered with no deductible. Employees driving rental cars for school purposes will have liability coverage under the school's business liability policy.

#### H. Personal Vehicles and Local Public Transportation

1. Employees who utilize personal vehicles for school purposes will be reimbursed at the rate of \$.25/mile. Miles submitted for reimbursement should be net of any commuting miles.
2. Primary insurance for employees who use their personal vehicles for school purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability.
3. Gas expenses are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.
4. Mileage will not be reimbursed for local travel. Local travel is considered to be a trip within a 10-mile radius of the school.

5. The PATH, Light Rail, NJ Transit and NYC subways and buses should be used for travel to local area events whenever possible. Reimbursement requests should be net of normal commuting costs.
6. Toll charges incurred while traveling for school purposes will be reimbursed.

## Use of School Property

### Use of Equipment – In General

All Stevens property—including all electrical equipment, products, vehicles, computers, network systems, personal devices such as cell phones or blackberries, telephones, copier machines, two-way communication equipment, as well as any kitchen equipment, storage areas, work areas, lockers, or file cabinets are provided to further the business interests and goals of Stevens. As such, all such property or equipment is to be used only in connection with Stevens' business. Personal use of any Stevens' property or equipment, including but not limited to stationery, office supplies or postage, is strictly prohibited. Employees shall not remove any equipment or property owned by the school from the school premises unless approved by the head of school.

Any items or packages taken out of the workplace are subject to inspection at any time. Likewise, any classroom, personal locker or storage space provided to you is also subject to inspection by the school at any time.

Stevens' premises, telephones, and email are not to be used for employees or others to engage in the practice of soliciting non-school related collections or donations; selling raffles, goods, or services; operating betting pools; or solicitations of any kind. Nothing in this provision shall be interpreted as interfering with an employee's right to engage in concerted activities regarding the terms and conditions of employment or any other rights protected by the National Labor Relations Act.

Employees are required to maintain all Stevens' property and equipment in proper and working order. Employees must immediately report any loss, damage or malfunction relating to any such property or equipment to their supervisor. Employees who cause destruction of, lose, steal, misuse or fail to return any Stevens' property upon demand may be personally liable for replacing or fixing the item or compensating Stevens for the cost of the item, and may be subject to discipline, up to and including termination.

Employees who are released from employment for any reason must return any and all Stevens equipment, products or property to their supervisor prior to leaving the school.

### Use of Phone and Voice Mail System

Telephones and voice mail are the property of Stevens and are provided for use in conducting Stevens' business. Employees are expected to exercise care in the use of all such property. Non-business use of telephones must be kept to a minimum. Any charges to Stevens for inappropriate telephone use will be charged to the employee for reimbursement.

All communications and information transmitted by, received from, or stored in the voice mail system are the property of Stevens. Use of the voice mail system for personal purposes is prohibited. **Employees have no right of privacy** in any matter stored in, created, received or sent over the voice mail system. Stevens, in its discretion as owner of the voice mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received or sent over the voice mail system, for any reason without the permission of the Employee and without notice.

Even if Employees use a password to access the voice mail system, the confidentiality of any message stored in, created, received or sent from Stevens' voice mail system is not assured. Use of passwords or other security measures does not in any way diminish Stevens' right to access materials on its system, or create any privacy rights of Employees in the messages and files on the system. Any password used by Employees must be revealed to the school upon request so that it may access voice mail messages in the Employees' absence, and/or for other security-

related purposes. Failure to provide a password upon request will not preclude the school from otherwise accessing voice mail and may lead to disciplinary action, up to and including termination.

Stevens' policies against sexual or other harassment apply fully to the voice mail system, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no voice mail messages are to be created, sent, or received if they contain intimidating, hostile, or offensive material. Any violation of the phone or voice mail system policy may result in disciplinary action, including warnings, suspension without pay and/or termination.

### **Use of Personal Devices**

Personal devices, such as cell phones, including Smartphones, tablets and laptops may be provided by Stevens for use in conducting school business. Employees to whom such devices are provided, are required to exercise care in use of any such property. Non-business use of personal devices, whether provided by Stevens or not, must be kept to a minimum. The use of such devices must not interfere with the performance of Employees' duties and responsibilities. Stevens reserves the right to prohibit the use of such personal devices during work hours.

Employees shall not store any student-specific information or any other protected, confidential or proprietary information on any personal device, including but not limited to laptops and cell phones. Employees shall not use any personal devices to take photographs of students unless prior permission has been granted by the head of school. All communications and information transmitted by, received from or stored in any personal devices that are issued by Stevens are the property of the school. Employees have no right of privacy in any matter stored in, created, received or sent over any such personal device. Stevens, in its discretion as owner of such devices, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received or sent over these devices, for any reason without the permission of the employee, and without notice.

Any password used by Employees in connection with any personal device issued by Stevens must be revealed to the school upon request. The Use of passwords does not preclude the school from accessing or monitoring the device. Failure to provide a password upon request will not preclude the school from otherwise accessing information on the device but may lead to disciplinary action up to and including termination.

Stevens' policies against sexual or other harassment or discrimination apply fully to the use of personal devices and any violations of those policies may result in discipline up to and including termination. Therefore, no information, shall be created, displayed, transmitted, or stored in such device that is intimidating, hostile, disruptive or offensive to others.

Employees are prohibited from using their cell phones or other personal devices while operating motor vehicles during working hours or while on Stevens business or while driving Stevens' vehicles even if not on school business. This policy applies regardless of whether the Employee is operating a school-owned vehicle or his/her/their own vehicle in the course of employment. The only exception to this policy is in the event a call must be made in a bona fide emergency, such as to "911" or a similar emergency number (e.g., to call an ambulance, fire department, etc.). Violations of this policy may result in disciplinary action up to and including termination.

### **Computer and E-mail Usage**

Computer systems, including the computers themselves, computer files, the email system, and software that are furnished to Employees, are Stevens property provided for business use only. All communications and information transmitted by, received from, or stored in these systems are records and property of Stevens. Use of these systems for personal use is prohibited. The computer and/or email system shall not be used to send or receive personal information. Student-specific information and any other protected, confidential and/or proprietary information shall not be transmitted from or through the computer or email system.

**Employees have no right of personal privacy** in any matter stored in, created, received or sent over Stevens computer and email systems. Employees must reveal passwords to their employer-provided email accounts upon request. Stevens may access these accounts in the Employees' absence and/or for other security-related purposes



whether or not such accounts are password protected. Employees should not use a password, access a file, or retrieve any stored communication without authorization. Stevens, in its discretion, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received or sent over these systems, for any reason and without the permission of an Employee. This includes the right to monitor, access, or review information sent or received by employees through personal password protected, web-based email accounts, such as Yahoo, AOL, Gmail, etc. **Stevens also reserves the right to access, view, monitor or delete information transmitted or received on a personal device(s), including cell phones that Employee utilizes for any business or work-related purpose. Employee understands that school information of any kind, defined in the broadest sense, remains the sole property of the school forever and always regardless of the device upon which it is stored.**

Even though Stevens has the right to retrieve and read any e-mail messages or other information created, transmitted, received or stored in the computer systems, such information shall still be treated as confidential by other Employees and accessed only by the intended recipient. Employees are not permitted to retrieve emails or information that is not intended for their review unless requested to do so by the head of school. This Policy applies to all personal devices, including those that are not owned by Stevens.

Stevens' policies against sexual or other harassment apply fully to the computer and email systems, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no information shall be created, displayed, transmitted, or stored in the computer and email system that is intimidating, hostile, disruptive, or offensive to others.

The computer systems shall not be used to send (upload) or receive (download) any confidential information such as student information, copyrighted material, trade secrets, proprietary financial information, or similar materials unless required of your position. Employees, if uncertain about whether certain information is confidential, copyrighted, proprietary or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult with the head of school.

Employees are required to notify the head of school upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **Internet Usage**

Stevens may provide Internet access to certain employees to assist them in obtaining work-related data and technology. Use of the internet for personal or any reason, other than business-related reasons is strictly prohibited. Violations of this policy may lead to disciplinary action up to and including termination. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via Stevens computer communications systems is considered to be part of the official records of Stevens and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, Employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful. Employees have no right of personal privacy in anything they create, store, send or receive on the computer systems.

The equipment, services, and technology provided to access the Internet remain at all times the property of Stevens. As such, Stevens reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through online connections and stored in the computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any Employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of confidential, copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an Employee did not create material, does not own the rights to it, and/or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. To ensure a virus-free environment, best judgment should be used when downloading files from the internet or opening email attachments. If there is concern about a file or attachment please contact the technology coordinator.

Abuse of the internet access provided by Stevens will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of prohibited conduct and can result in disciplinary action up to and including termination:

1. sending or posting discriminatory, harassing, or threatening messages or images;
2. copying, pirating, or downloading software and electronic files without permission;
3. violating copyright laws;
4. failing to observe licensing agreements;
5. engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
6. sending or posting messages or material that could damage Stevens' image or reputation;
7. participating in the viewing or exchange of pornography or any other obscene materials;
8. sending or posting messages that defame or slander other individuals;
9. attempting to break into the computer system of another organization or person;
10. refusing to cooperate with a security investigation;
11. jeopardizing the security of the Stevens' electronic communications systems;
12. passing off personal views as representing those of Stevens; or
13. engaging in any other illegal activities.

### **Social Media**

This policy applies to all Employees who use any type of multi-media, and social networking website, blog or any other form of interactive journal that is accessible to other internet users. This includes, but is not limited to, MySpace, Facebook, Twitter, Yahoo! groups, YouTube, or any other external, non-school related blogs, wiki's or other sites where content can be posted.

Employees are prohibited from blogging or posting on any external, non-school-related social media or network site during working hours. Such conduct is an abuse of school time and an inappropriate use of the school's computer system. In addition, the following are guidelines that must be adhered to even during non-working hours and in connection with any external, non-school-related web-based postings, not only postings made from Stevens' computers (which are prohibited). Violations of these guidelines may lead to disciplinary action up to and including termination, as well as possible civil or criminal legal action.

Employees shall not post on any site at any time any proprietary or confidential information regarding Stevens, its current, past or future students, or any confidential or personal information regarding any Stevens' employee, affiliate, student, vendor or other person or entity with whom the school does business.

1. If an Employee posts comments on any internet site that relates to Stevens or any policy issue in which the school is involved, and identifies him/herself as an employee of Stevens, such employee must include the following disclaimer in a prominent place: "Any views presented herein are solely those of the author and do not necessarily represent the views or position of Stevens Cooperative School." An Employee shall neither claim nor imply that he/she/they is speaking on the school's behalf, unless expressly authorized in writing, in advance, by the head of school. Nothing contained herein is intended to interfere with an employee's right to engage in concerted activities, including discussing the terms and conditions of employment, or any other right protected by the National Labor Relations Act.

2. Any postings shall not include any school logo or trademark, unless expressly authorized in writing, in advance, by the head of school.
3. Employees shall not at any time use blogs or other social media or networking sites to harass, defame, or attack any employee, student, family member of any student, or any other affiliate of the school based on sex, sexual orientation, race, national origin, religion, age, disability or any other protected category.
4. Employees shall not post or spread disparaging, defamatory and/or untrue information about the school, its employees, students, family members of students, and/or any person or entity with which Stevens affiliates or does business with. Nothing contained herein is intended to interfere with an employee's right to engage in concerted activities, including discussing the terms and conditions of employment, or any other right protected by the National Labor Relations Act

Employees should be aware that they are personally and legally responsible for any postings that they may make or that are made at their direction or on their behalf. Thus, in addition to disciplinary action up to and including termination for violation of any school policy, employees may be subjected to legal liability if their posts are found to be defamatory, harassing or in violation of any other applicable law.

This policy shall not preclude, interfere with or dissuade discussions among employees about terms and conditions of employment or other legally protected activities, including but not limited to Section 7 rights under the National Labor Relations Act.

### **Whistleblower Policy – Conscientious Employee Protection Act (“CEPA”)**

Stevens requires trustees, officers, and staff members to observe high standards of ethics in the conduct of their duties and responsibilities. All parties must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. In that regard, the school has adopted this Whistleblower Policy to address the submission by trustees, officers and staff members of complaints, concerns and suspected violations with respect to any matter of public concern, including but not limited to the following:

- Questionable accounting, internal accounting controls and auditing matters.
- Compliance with legal and regulatory requirements.
- Theft of any kind.
- A retaliatory act against an employee who reports a suspected violation of any of the above.
- Any other conduct that is illegal or unethical and is a matter of public concern.

### **Procedure for Reporting Violations**

Trustees, officers, and staff members have a duty to share their complaints and concerns, and suspected violations regarding the ethical and legal standards noted above should be addressed directly to the Compliance Officer – the school's Board Chair.

### **Compliance Officer**

The school's Compliance Officer is responsible for investigating and resolving all reported complaints, concerns and suspected violations and, at her/his discretion, shall advise the head of school and if required as described below under “Legal and Accounting Matters”, shall advise the Audit Committee. The Compliance Officer is required to report the Audit Committee annually on compliance activity. The school's Compliance Officer is the Board Chair. If a trustee, officer, or staff member thinks it is inappropriate to report a complaint, concern or suspected violation to the Compliance Officer, the complainant should report such matters to the Audit Committee.

### **No Retaliation**

No trustee, officer, or staff member who in good faith reports a complaint, concern or suspected violation in accordance with this Whistleblower Policy shall suffer harassment or retaliation. A trustee, officer, or staff member who retaliates against someone who has reported a violation is subject to discipline up to and including removal from the board or termination of employment.

**Legal and Accounting Matters**

The Compliance Officer shall immediately report to the Audit Committee, and the Audit Committee shall address, all reported complaints, concerns or suspected violations regarding accounting matters, matters of internal accounting controls, auditing matters, legal or regulatory matters, or matters of any kind that may give rise to heightened litigation risk. The Compliance Officer shall work with the Audit Committee toward resolution of the issue.

**Confidentiality**

Complaints, concerns and suspected violations may be submitted to the Compliance Officer on a confidential basis by the complainant or may be submitted anonymously. Reports of complaints, concerns or suspected violations will be kept confidential to the extent possible, consistent with the overriding need to conduct a thorough investigation.

**Handling of Reported Violations**

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by an investigation.

## SCHOOL ROUTINES

### 6<sup>th</sup>-8<sup>th</sup> Grade School Dance

In the winter, teachers help 6<sup>th</sup>- 8<sup>th</sup> grade students plan a middle school dance. Each grade is assigned a responsibility approved by the academic team. Families may be enlisted to assist with preparations and cleanup, but they may not chaperone. 6<sup>th</sup>-8<sup>th</sup> grade teachers share chaperone duties with administrators.

### Afterschool

At dismissal time, children signed up for the Afterschool program should be escorted by one of the teachers to the Afterschool room. Head teachers should provide a space on their bulletin or white board for families to sign their children up for Afterschool each day. The teacher must stay with the child/group until an afterschool teacher accepts responsibility. Do not dismiss any student unaccompanied by an adult from Afterschool until you have checked the form in the office or spoken to one of the families, guardians or other responsible adults listed on the school's form as eligible to pick up the child(ren). Families must communicate alternative afterschool plans (i.e. going home with another student) via written communication.

Faculty interested in teaching a special program in Afterschool should see the director of auxiliary programs. Faculty will be asked to provide a written description of the class prior to the printing deadline for the brochure.

Materials in the Multi-Purpose rooms or Afterschool rooms are for use in Afterschool and Early Morning drop-off only. Please do not borrow them for classroom use.

### Assemblies

Several times a year, assemblies are held at River Street, Garden Street and Newport. The dates of assemblies and the configuration of classes to be gathered will be noted on the faculty calendar. These gatherings are an opportunity for students to sing favorite songs, share project work and to share information about upcoming events. Teachers and staff should remind students of appropriate behavior during an assembly, particularly with regard to being a respectful audience when other children are performing.

### Bathrooms

Each classroom that uses a hallway bathroom should have a system of bathroom passes. No more than two children may leave the room at any one time unless a teacher escorts a group. A helping parent or other non-Stevens employee may not assume this responsibility for the teacher. If children are lined up in the hallway for a bathroom stop, please help to ensure that silence and decorum is maintained.

In classrooms that have attached bathrooms, teachers and associate teachers are responsible for monitoring use of the bathroom. A helping parent or other non-Stevens employee may not assume this responsibility for the teacher.

### Birthdays

Families may choose to have their child celebrate a birthday in school. These celebrations should be simple and low-key such as small cupcakes or fruit at snack time, after lunch or at the end of the day. Large cakes are not recommended. A candle and song are fine, but party favors are not allowed. Please plan with the families, a similar celebration for children with summer birthdays at the beginning or end of the school year.

If a child is having a party outside of school, invitations may only be distributed in school if every member of the class is included. Ask the child or family to distribute them to cubbies at the beginning or end of the school day, not during the day. Encourage families to invite the entire class or less than half the class for birthday parties and to plan simple affairs. Help children to keep their discussion of parties outside of the school.

## **Classroom Materials**

3<sup>rd</sup>–8<sup>th</sup> grade teachers are required to establish a sign-out system for math textbooks, Spanish textbooks, atlases, literature circle books, calculators and any other permanent equipment loaned to students. At the end of the unit or year, please have the students sign the items back in. Notify the business office of any missing items, as families must be billed for them.

## **Community Teachers**

At the beginning of each year, one community teacher assists with the 2s and one assists with the 3s. After that time, the community teachers will cover for sick teachers or be assigned to classes that need support. Teachers may request to have community teacher support on a regular weekly basis at a particular time, recognizing that if coverage is needed elsewhere due to absenteeism, the community teachers may not be available at that time. Please email your special requests for community teacher support to your building supervisor and the head community teacher by Friday morning of the week prior to the requested support. Please do not attempt to make your own arrangements for community teacher coverage.

## **Cubbies**

Each classroom should have a system to ensure that children's jackets are hung and backpacks securely tucked in. Clutter on the floor can cause serious accidents. Once a week, please check for lunch remains in cubbies.

## **Dismissal**

### **At Garden Street and Newport:**

- Teachers must escort children to the school entrance at 2:50 p.m. (Kindergarten), 3:00 p.m. (1<sup>st</sup>- 4<sup>th</sup> grades) and 3:15 p.m. (5<sup>th</sup>- 8<sup>th</sup> grades).
- Each child must be dismissed directly to a designated pick-up person or, in the case of 5<sup>th</sup>-8<sup>th</sup> graders, who have permission noted on the student information form to leave unescorted, whether it be every day or on certain days.
- Do not dismiss any student until you have checked the student information form in the office or spoken to one of the parents, guardians or other adults authorized on the form to pick up the child.
- All children must say good-bye to their teacher by shaking hands before leaving to ensure that the teacher has recognized the pick-up person or acknowledged that the student is approved to leave unaccompanied.
- Families should be asked to wait on the sidewalk on Garden Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets in Hoboken or outside the door in Newport. Please send children to their families as you see them.
- Schedules permitting, an administrator may be outside as extra security.
- Children may not run or play on the sidewalk. Families are expected to supervise their children for safety and for respect of passersby as soon as they have "received" their child.
- If a child has not been picked up by 3:15 p.m., he/she/they is to be taken to the office to see if a message has been received. If not, the teacher should try to reach a family, guardian or other adult listed on the school's form as eligible to pick-up, and then take the child to Afterschool.

**At River Street:**

- 3s are dismissed from their classroom door or from the main door at 11:30 a.m. or 3:15 p.m. Families are asked not to bring strollers into the lobby if possible.
- PreK and PreK/K students are dismissed at 2:50 p.m. at the main door. Families should wait on the sidewalk.
- Each child must be dismissed directly to an authorized pick-up person, and must say good-bye to their teacher by shaking hands before leaving.
- If a PreK or PreK/K student has not been picked up by 3:15 p.m., you should first try to reach a parent, guardian or other adult authorized on the dismissal form to pick up the child, and then take the child to the Afterschool room.

**At Bloomfield Street:**

- 2s are dismissed from the entrance door at 11:15 a.m. Families are asked to wait outside the gates so that teachers can easily see them but keep the courtyard uncrowded.
- If a 2s child is not picked up on time, efforts are made to reach the Families or guardians and the child may be taken to River Street if necessary.

**For All Children:**

A note, email or phone call from families must confirm playmate arrangements or changes in the authorized pick-up person. If you are uncertain about an arrangement, please bring the child to the office to check with a telephone call. Never dismiss a child to an unknown person or if you have any feelings of concern. Also, never dismiss a child to another child's family no matter how well you know the family, how many other times that family has taken the child, or how insistent they are. Messages from families about pick-up will be delivered to your room.

**Door Duty at Garden Street and Newport**

A staff member stands at the main entrance door each morning to greet children and their families and to show that children are cared for at all times in school. The teacher or administrator on duty is to let children in from 8:15 to 8:45 a.m. Children in the lower and intermediate divisions who arrive before 8:30 a.m. must go to Early Morning Drop-Off, not to their classroom. In middle school, students who arrive early may enter their classrooms starting at 8:20 a.m. Please ask families or caregivers to identify themselves if you do not know them before allowing them to enter the building.

Teachers and administrators are responsible for the door duty at the school door on a rotating basis, a week at a time. The office managers set the schedule prior to the start of the school year and post it in the offices. During the week of a head teacher's Door Duty, the associate teacher is responsible for being in the classroom by 8:15 a.m. If you are unable to do any day of your week of duty, you are responsible for finding a replacement.

**Early Morning Drop-Off**

This service is for children attending full day programs (2s and 3s student are not able to participate) who arrive early from 7:45 until 8:30 a.m. Prior to 8:30 a.m., all full day lower and intermediate division children, in all buildings must be in this program. They may not wait in hallways or lobbies for classrooms to open. Middle school students may enter their classrooms starting at 8:20 a.m.

**Lunch**

Children and teachers eat lunch together in their classrooms. Head and associate teachers may alternate breaks during lunchtime, but it is important for each to eat lunch with their groups several times a week.

Teachers are expected to respect the students' rules for lunch – no soda or candy, or high sugary foods., Please plan for your own lunch and refrain from consuming the emergency lunch supplies in the refrigerator – they are for children who have forgotten lunch. Parents and faculty/staff also have the option of participating in the 3<sup>rd</sup> party food service program identified by Stevens. Please report to the principal any children who frequently come to school without lunch or with lunches containing "poor" nutritional choices.

Please be sure that behavior is orderly - no shouting, no talking from one table to another, no standing and eating, and no moving around the room except to discard garbage. Children are not permitted to share their food with other students. Children are responsible for cleaning up after themselves and recycling. The school does not provide paper or plastic ware for lunches – children are expected to bring washable items in from home.

### **Mail and Mailboxes**

All staff has a mailbox in their building. Mail and messages may be distributed throughout the day. Please make it a point to check your box at the beginning and end of each day. Fold (and staple or tape) any note to the head of school or another colleague that mentions a child or family since families may also have access to the mailboxes. Outgoing mail for school business should be placed in the office bin for mail to be posted. Outgoing mail for personal business should already include postage.

### **Maintenance**

Facilities staff will be working in the school buildings everyday during school hours. Please leave your classroom in order – garbage in bins, chairs on tables, etc. Repair requests should be given in writing to the facilities manager. Cans, bottles and paper products should be recycled in accordance with the system implemented in each building.

### **Office Managers' Work Spaces**

Please respect the workspaces of the office staff and administrators. These are not areas to socialize. The office managers and receptionist must pay attention to the phones, door buzzers and the needs of children and families. The faculty rooms are provided as socializing or relaxing space.

### **Park**

At least two adults must accompany children in the 2s through 4<sup>th</sup> grade to the park during recess periods. Take a first-aid kit and a cell phone. Sign your group out and in on the sheet posted in the hallway near the offices. This is mandatory, as we must know where each group is at all times. Please count your group before leaving the park and bring equipment back with you.

Please set clear parameters each day for children's play and the areas allowed. You may close an area at your discretion or take park privileges away from a child if necessary. Teachers are responsible for reminding students about clothing guidelines and ensuring that no student participates in park (or gym) while wearing inappropriate footwear. Teachers are expected to ensure that all children are playing appropriately and are included in the different organized games being played.

During a free playtime, teachers should spread out and keep an eye on children at all times. Please remind helping parents it is not a time to chat -- vigilance is essential. You may not play in a game with students, but may act as referee, coach or umpire. It is impossible to monitor safety if you are involved in the activity. Students may not leave the park to retrieve balls and may never play on the sidewalk. Due to insurance issues, students may not play with children from other schools at any time. Cell phone use is prohibited unless in case of an emergency.

### **School Closings**

School closings or delayed openings for snow or other emergencies will be announced through automated phones calls (to home or cell, not both), by email, text message and/or as an alert on the school website. The school does not necessarily close when public schools do. A determination about closing school is made by the head of school. Assume we are open until you receive notification from the school. Teachers are not expected to put themselves in danger in order to come to school in severely inclement weather. On days when attendance is lower due to a specific weather condition, absence or tardiness is not recorded, and teachers do not begin a new curriculum unit or administer a test.



## Summer Work Packets

Teachers of 3<sup>rd</sup>/4<sup>th</sup> – 8<sup>th</sup> grades are asked to prepare an electronic packet of summer work for their incoming students. These packets are prepared in collaboration with the head.

## Supplies

Basic classroom supplies are available in the supply closet at Garden Street, the hallway closets at River Street and the annex at Newport. Office managers/receptionist will ask you to sign for any supplies dispensed so they can keep track of the cost of supplying each age group. A note in the office manager/receptionist's box the day before you plan to pick up supplies will help her/him honor your request promptly.

Maintenance supplies are available in the Movement room closet in Hoboken. Children may not be sent to get these supplies. The closet is strictly off limits to them – ADULTS ONLY. First-Aid supplies are available at the nurse's stations at Garden and Newport, and at the office manager's station at River Street. Please make up a classroom kit including tissues, Band-Aids, and latex gloves.

Orders for permanent classroom equipment or supplies must be submitted to the respective principal or early childhood director for approval. The school has a budget for text and trade books. The appropriate principal or early childhood director must approve all book orders. Please supply title, author and ISBN number.

## Trips

Any time all or part of your group leaves the building (including park time) the trip sheet in the hallway near the offices must be signed. Non-walking trips require approval from the respective principal and the director of student services and equity. We use public transportation whenever possible. Send a permission on-line form and informational email to families about non-walking trips at least one week ahead. Include the reason for the trip, and the schedule. If family chaperones are needed, a request to all families should go out at least three weeks prior to the trip. Families should be informed that priority is given to those families who have yet to chaperone and a lottery system will be used to select family volunteers, it is not a "first response, first attend" system.

For each day trip that requires taking a form of transportation (i.e. bus, Path, subway, ferry), the head teacher will typically be the lead chaperone. The lead chaperone is responsible for all logistics associated with the trip, including the collection of permission slips, insuring the chaperone-to-student ratio for the trip is within the ratio required by Stevens, and reporting all trip logistics to the supervising academic team member for review and approval. The lead chaperones will also be the point of contact during the trip should the need for communication arise.

For each overnight trip, the director of student services and equity is responsible for identifying a lead chaperone. The lead chaperone is responsible for all logistics associated with the trip, including the collection of permission slips, insuring the chaperone to student ratio is within the ratio required by Stevens, and reporting all trip logistics to the supervising academic team member for review and approval. The lead chaperones will also be the point of contact during the trip should the need for communication arise.

Any room/cabin/tent will be a student-only sleeping space or will contain at least 2 (two) adults.

Remind children of expectations on trips: walk in pairs, hold hands (2s -1<sup>st</sup>); adults at the front and back of the line; students show courtesy to other pedestrians; students are silent crossing streets.

All staff present are responsible for the entire group and for supervising parent volunteers. Please count the children frequently. Lead chaperones should not be responsible for a specific small group of students. This leaves them available to handle tickets, navigate, float and handle emergencies. When entering or leaving subway cars, one teacher should hold the door until all students have passed through and be the last to enter or leave the car.

Teachers must notify specials teachers (a week in advance) if your group will miss a scheduled time due to a trip. You may re-schedule if the teacher has other time free. If you are running late at the end of a trip, you must call the office. Be sure the office has at least one cell phone number to contact you.

### **Visitors**

All visitors to the school (including helping parents) must be asked to sign in at the office and wear a visitor's tag throughout their stay in school. Prospective families attending admission events will wear school generated name tags.

## FACULTY/STAFF GUIDELINES

### Accidents and Illness

Any accident or injury to students or staff must be reported to the head of school, principal or early childhood director as quickly as possible. It is best for you to be overly cautious in reporting, even when there is doubt about the seriousness of an injury. An Incident Report form must be filled out immediately following the accident or illness and submitted to the office. The child's family must be contacted about the incident as well.

Minor first-aid requirements should be sent to the nurse or office manager, if those two options are not available then teachers can attend to the wound. Cuts should be cleaned with soap and water, and gloves should always be worn when there is bleeding. If there is blood or vomit in the area then a maintenance person should be called. If no maintenance person is available then a teacher or staff member are expected to clean it. A 1:10 solution of bleach and water should be used, and vomit should be cleaned with the cleaning supplies available in each building.

If a child receives first-aid or has an accident, families must be notified by telephone or in person by the teacher, the office manager; or, in the case of a serious injury, by the head of school or another administrator. If a child seems to be ill, he/she/they should be taken to the office by a teacher to have his or her temperature taken. If there is a fever, the families will be notified and the child will remain in the office until the family arrives. If a child simply needs to rest, he/she/they may stay in the office.

Teachers may never administer medication of any kind (including holistic or vitamin treatments, Ritalin or other daily medications and cough drops) to children. Only the nurse, office manager or an administrator may do so. Families must take children's medication (including cough drops) to the office with a note. Teachers may not, under any circumstances, accept or hold medication, including cough drops, in the classroom. The exception is the administration of an EpiPen or Benadryl in an emergency. Faculty and staff are required to view EpiPen training each year. EpiPens must be kept by the child's teacher at all times including on trips. If an administrator is not present on an overnight trip a teacher may be designated to dispense medication.

### Admissions

Faculty involvement in the admissions process for applicant students is invaluable and expected. This may include participation in-group visits of applicants, hosting individual visits in the classroom, making visits to applicants' current schools and conducting provided assessments, work packets, and observation checklists. These must be submitted to the Admissions office no more than two days after the student's visit. Teachers are responsible for briefly observing applicants in the class/grade below theirs when notified of a candidate's visiting day. Teachers on the Admissions Committee are expected to work with the head of school, respective principal, early childhood director, director of student services and equity and the director of admissions to create a list of the most qualified applicants. Teachers are also involved in placement decisions for new and returning children in the multi-age classrooms. All head and specials teachers are required to participate in two weekend or evening admissions events and will be asked to participate in additional events as needed. Associate teachers are encouraged to participate in admissions events as well.

### Allergies

A list of children in your classroom with allergies will be provided in September. Please make yourself aware of any children in your class with allergies that have been brought to the school's attention and consult with their families as to appropriate responses. If you have a child in your class who has an EpiPen for severe allergic reactions or may need Benadryl request training from the nurse or an administrator.

Teachers, in consultation with the head of school, or supervising academic team member, may declare a classroom "nut aware" if there is one or more children with nut allergies in the class.

## Associate Teacher Mentoring

Each head teacher is responsible for training his/her/their associate by:

- Including them in and scheduling regular weekly planning meetings
- Recognizing that the associate is learning so regular evaluation is expected and appreciated
- Presenting feedback in the form of both immediate critiques following first-time attempts at such things as running meeting, preparing and leading a lesson, or interacting with families; and on-going discussions about classroom management and routines, preparation of materials, etc.

Head teachers ensure that the associate is clear about *expectations*:

- Associate teachers must be in the room by 8:15.
- If a teacher is going to be late or absent, she/he must notify her/his head teacher, the head community teacher, and the supervising academic administrator.
- If a head teacher is absent, the associate teacher assumes responsibility for the class and a community teacher works with her/him for the hours requested if they are available.
- Associate teachers should alternate breaks with their head teacher during lunch time since it is important for teachers to eat lunch with the group several times a week - it can be a valuable time together, and also a time to initiate discussions about nutrition.
- Associate teachers are expected to attend Back to School Nights.
- Associate teachers are required to participate in report writing, with limits of no more than three (3) December reports and five (5) June reports for first year associate teachers and five (5) December reports and seven (7) June reports for second year associate teachers.

Head teachers ensure that the associate is aware of *opportunities*:

- Attendance at parent conferences is encouraged whenever possible.
- Attendance at the two Open Houses for prospective families is recommended.
- Attendance at least two of four faculty meetings per month is required and is determined in conjunction with the academic team at the start of each trimester. This is part of the preparation and orientation process within our associate teacher program.
- The head of school, respective principal and early childhood director visit classrooms regularly, and meet with associates periodically.
- Associate teachers may meet periodically as a group.
- At least once a year an "Associate Switch" of some kind takes place – with each associate switching with another and spending the day in a different classroom. Associates arrange these days in consultation with the principal.
- Each associate teacher is entitled to take one professional development day each year to attend a workshop or conference or to visit one or two schools. This day should be scheduled with the supervising academic team member and head teacher at least one month in advance.

## Babysitting

It is not acceptable for teachers to baby-sit for children in the school, unless the head of school has approved such a situation. Approval will *never* be given to baby-sit for children in the teacher's class.

## Behavior of Faculty and Staff

All adults in school are expected to maintain respectful behavior in the presence of students or families in or near our school buildings. All adults should treat colleagues and supervisors with respect, integrity and professionalism. There will be no soliciting of non-Stevens endorsed charities by teachers, families, or students such as the selling of Girl Scout cookies or other individual/group charities. It is expected that all school materials will be treated respectfully and appropriately.

## **Behavior of Students**

All teachers and staff are responsible for supervising behavior of all students in all common areas - hallways, multi-purpose rooms, courtyards, bathrooms, park, sidewalks near school buildings, etc. Please remind students in your class that appropriate behavior that shows respect for others is expected at all times in school or on trips and at any school event. It is necessary to remind students that Early Morning and Afterschool are part of the school program and day and all school rules apply at those times. Children may not run or talk loudly in the hallways. When using stairways, children should stay to the right and refrain from talking. Students are expected to handle snow and ice responsibly and respectfully.

All teachers and staff are responsible for reminding students about clothing guidelines and ensuring that no student participates in park or gym while wearing inappropriate footwear or clothing inadequate for the weather. Students should not wear hats inside any school building. Gum is not to be chewed during the school day (inside or outside) or on school trips. Students are not permitted to solicit non-Stevens endorsed charities (e.g. selling Girl Scout cookies).

## **Cell Phones**

Personal cell phones of faculty and administration are expected to be turned off or on vibrate mode at all times in the classrooms and offices. Teachers may not accept or make personal calls or text message on cell phones when children are present in the room or when they are being supervised at the park. Office managers may not accept or make personal calls on cell phones or text message when families, students or teachers are present in the office. All employees are prohibited from taking any photographs of any students at any time using their cell phones, personal devices or personal cameras unless permission is granted by the head of school. Photographs of students are only permitted in accordance with the Photography Policy.

Staff members may not make or accept any communication from current students on their cell phones. Staff members may not give their cell phone number, or that of a colleague, to current students for any reason. Please remind helping parents that they are not permitted to make cell phone calls or text message in classrooms or in the hallways. In addition, helping parents are prohibited from taking photographs of students with their cell phones, personal devices or personal cameras.

If a middle school student must have a cell phone for communication with families before and after school, the cell phone must be checked in with the student's teacher for the entire day (including Afterschool). Cell phones and other electronics will be held during Study Group and Extended Day programs and returned to students at the end of Afterschool. If a student must contact a family member prior to Afterschool, the device must be returned directly to the teacher. Teachers are expected to return any student's property in the same condition that it was received. If damage occurs the case is mediated by the respective principal.

Students may not handle or look at the personal devices of faculty and staff.

If cell phones or other devices are used for school related purposes, the school reserves the right to view, access, monitor, transfer or delete any school related information contained on the device. The school's policies, including but not limited to those against discrimination and harassment, apply equally to an employee's use of personal devices.

## **Child Study Team**

Each campus at Stevens has a child study team (referred to as the CST) that consists of academic administrators, the learning support specialist and school counselor. The goal of the CST is to regularly discuss student progress academically and social-emotionally and to recommend, when needed, strategies, interventions, or support needed to maximize a student's opportunity to meet classroom and/or school expectations. When a student has difficulty with any facet of their development, the CST

assesses the situation and proposes a plan of action with the classroom teacher(s). In school interventions are discussed and when patterns of difficulty are observed that affect the student's ability to succeed, families are contacted to discuss observations and an appropriate support plan.

The school and families may determine that a student should have a full evaluation for assessment of difficulties and to develop more substantive strategies for intervention. The child study team discusses the options available to families including classification through the local board of education or testing by private evaluators. If for any reason it's determined that a child's best interests would be more adequately served in a different environment, the school assists the family in seeking and assessing a suitable placement.

## **Classroom Practices**

Please familiarize yourself with Stevens' consistent language and classroom practices:

- The school year is divided into three trimesters (not semesters or terms) – the fall trimester, the winter trimester and the spring trimester.
- A gathering in the classroom is referred to as “meeting,” (not “circle.”)
- Children participate in “Pick-up”, not “Clean-up,” at the end of block building or any activity. Using the word “clean” implies that the work was dirty or messy, rather than productive.
- Avoid referring to the children as “kids” and try not to call them “boys and girls”. Please call them “1<sup>st</sup> graders,” “children” or “students.”
- Never use terms of endearment (such as honey, sweetheart) when addressing children. It is unprofessional, shows inappropriate favoritism, and families may think it is inappropriate.
- We use the term “sound spelling” not “invented spelling” because it is a more accurate description of the process by which children listen to the sounds in words. The concept of “invented” spelling is worrisome to some families – and misleading as well as inaccurate.
- We refer to readers’ workshop (several readers in a workshop) and writers’ workshop (likewise) and Author’s Chair (one author in a chair).
- Cooking projects are encouraged in the classrooms as science, math and collaborative activities (sometimes with helping parents) – these projects should be nutritional and, where possible, related to social studies.
- Please do not make cookies and brownies, but rather a nutritious item that students might not make frequently at home. Provide guidance to helping parents on appropriate items for cooking projects.
- Please do not use markers in the classroom for writing or artwork. Crayons and colored pencils are much more effective as art materials and do not create a mess. Students may use sharpies under the direction of a teacher or in the Art room.
- Bulletin boards (in classrooms and hallways) are seen primarily as spaces for the display of students’ work or guidelines. They need not be used to “impress” adults. Hand lettering and charts/diagrams constructed by teachers and students together are preferable to manufactured versions.
- Teachers should practice legible “teacher” writing when using whiteboards or creating signs.
- All attempts should be made to reduce electrical consumption by turning off lights and fans when the classroom is vacant.

## **Clothing**

Remind families to help their children choose practical clothing for the work and play they will be doing at school. (Faculty is expected to make the same practical choices in their own clothing). All children should have a sweatshirt or sweater in school at all times. 2s through Kindergarten students should have a complete change of clothing in school.

Party shoes, clogs, flip-flops, Crocs, or shoes with more than a half inch heel should be very strongly discouraged in the classroom (worn once if a new family did not read the guidelines) and may never be worn in the park or gym. If students do not have appropriate footwear for park or gym, they must sit out and a family should be contacted.

Teachers are asked to set a good example with their own choice of footwear and to avoid shoes that are not acceptable for students.

On days when Movement is scheduled, girls should wear pants or footless tights. Please be sure families are alerted to those days at the beginning of the school year. Children should wear a smock for art, if a family has requested it. However, families may indicate that they don't want their child to be hampered and may allow them to work in regular clothing. Hats (even Stevens caps) may not be worn inside any school building.

Stevens students are asked to dress in clothes that are respectful of a group environment.

- Shirts or other clothing may not have images that make reference to sex, drugs, alcohol, cigarettes or violence. Language on t-shirts should be respectful and appropriate.
- Shorts and skirts should fall below the fingertips when arms rest at student's sides.
- Straps on shirts or tank tops must be wider than two finger width. The shirt may not expose chest, back or mid-riff areas.
- All undergarments must be covered.
- Jewelry should be kept to a minimum.

Faculty reserve the right to determine that an outfit or an article is too distracting or inappropriate for school and may ask a student to go to the office and have their family bring in alternate clothing.

Attire for faculty and staff is business casual but should be appropriate for their respective work environment; this might include teachers wearing comfortable clothing when in classrooms with young children or dressing more formally for events. In general faculty must adhere to the same guidelines of dress as the students. For 12-month staff, it is acceptable to wear more comfortable, informal clothing during the summer but attire should always be appropriate and respectful, taking into consideration that you are representatives of the school to colleagues and the external community. Summer camp staff should follow dress code guidelines outlined during camp orientation by the auxiliary programs director. Questions related to acceptable attire as well as accommodations for religious, disability or other protected purposes should be directed to the head of school.

### **Communications to Families**

Emails or calls from families should be returned within 24 hours and preferably on the same day. If for some reason you cannot respond adequately within that time frame, please confirm with the family receipt of their message and identify a specific time by which you will respond to them.

When responding to a family's email or phone message, be thoughtful about whether to reply by email, by phone or by meeting in person. As a general rule of thumb, any neutral, positive or informational messages are appropriate for email. Any constructive, negative or problematic information should be initiated in person or on the phone to facilitate a two-way dialogue.

Any letter intended for families should be submitted to the respective principal, assistant principal or early childhood director in draft form at least two days prior to the intended date of mailing or distribution. The head of school, respective principal, assistant principal and early childhood director should be made aware of any written communications directed at families, and will often suggest edits or changes to ensure consistency and accuracy of information school-wide. Please copy all email communications with families to your immediate supervisor. Head teachers are responsible for sending class newsletters the first and third Friday of every month in accordance with the expectations communicated by the academic team.

### **Confidential Information**

Staff members sometimes receive confidential information from families or other faculty members. If the information concerns a situation that might require further attention or action, please share the information with the head of school only, being sensitive to the size and nature of our community. Both during and after their

employment, all employees are expected to maintain the confidentiality of all sensitive school related information and that of students and families.

## **Crisis Management**

### **Evacuation**

If emergency service personnel advise us to leave the vicinity of the building:

- River Street classes go to Saints Peter and Paul Church first (404 Hudson Street, 201-659-2276) and the Kaplan School second (115 Park Avenue, 201-659-4000).
- Bloomfield Street classes go to Saints Peter and Paul Church first (404 Hudson Street, 201-659-2276) and the Kaplan School second (115 Park Avenue, 201-659-4000).
- Garden Street classes go to the Kaplan School (115 Park Avenue, 201-659-4000).
- Newport classes go to Newport Green. In inclement weather students will go to the Garage at Marketplace, across the street from the school.

### **Safety Drills**

By New Jersey state law, Stevens is required to conduct two safety drills each month.

- Practice drills may occur on days with inclement weather but will never occur on days with severe weather. A real emergency and a need to evacuate the building can occur at any time.
- It is best practice to leave the building immediately. Students are not allowed to bring personal belongings with them, nor are they allowed to put on coats or additional clothing. Helping parents must evacuate the building along with the students and staff.
- Have one adult lead the group, and the other follow the last child after closing all windows and doors, and turning off the lights. Have one teacher bring the attendance book and count the children as they leave the room, while on the street and when returning to the building.
- Always exit through the designated door for the room, unless there is a traffic jam and it is clear that another stairway is less busy. If a “pretend” fire is encountered, turn around and try the alternate route.
- Any staff without a class should check the nearest bathroom and then assist children in movement or in younger groups.
- Students walk to pre-determined locations outside of the school and remain assembled in their designated area until a signal to return to the building is given. All students who evacuate the building must return to the building. Families may not pick up their child during a drill.

Head teachers should review these instructions with students at the beginning of the year:

- Line up at the door immediately.
- Do not pause to gather coats or other belongings.
- Walk in single file into the designated area outside the building.
- Remain in line, and observe strict silence throughout the evacuation.

## **Curriculum Documentation**

Expectations for curriculum documentation are set during opening meetings in August and the first weeks of school. The head of school, principals, early childhood director and director of student services and equity are available to assist teachers throughout the school year.

## **Faculty as Parents**

When faculty and staff members enroll their children in the school, they accept the same contractual responsibilities as any other member of the Cooperative. Faculty and staff children may not work with their parent in a classroom or be unattended in the hallways at any time. Faculty and staff members who are also parents may not serve as the Faculty Representative to the Board of Trustees.

Faculty and staff members' children not enrolled in Stevens are welcome in the school for brief visits providing they are not ill.



## **Faculty Meetings**

Weekly meetings for the full faculty are held every Tuesday from 4:00 to 5:00 p.m. All head teachers and full-time specials teachers are required to be available for meetings every Tuesday throughout the school year. Please do not schedule tutoring, parent conferences or other commitments on Tuesdays and please contact your supervising academic team member if you cannot make a meeting.

Part-time teachers are expected to attend meetings whenever requested for particular discussions and are welcome to attend at any time. Associate teachers are encouraged to attend faculty meetings whenever their afterschool schedules allow.

Suggestions for agenda items for any of the meetings should be made directly to the head of school, supervising administrator, or to any of the committee chairs.

## **Faculty/Staff Absence Form**

All faculty and staff absence requests, including but not limited to Personal Days, Bereavement Days and Professional Development Days, must be submitted via the “Faculty/Staff Absence Form” Google doc. Faculty should submit this doc to the appropriate principal, and staff should submit requests to their supervisor. Employees will only be notified if a request is not approved or if further discussion is warranted.

Please note that all absence requests must be submitted at least two weeks in advance, so that proper coverage can be arranged. Without the proper advanced notice, requests may not be honored. Professional development day requests should be made four weeks in advance so that the business office has adequate time to make advance payment.

Once the appropriate parties have approved an absence request, a copy of this form will be presented to the community teacher or person providing coverage.

## **Faculty/Staff Rooms**

Please treat these small, heavily used, shared spaces with respect and consideration for others:

- Clean up after yourself, remove garbage and other items from the tables and don't allow things to grow in the refrigerator.
- The custodians may remove all perishable food from the refrigerators each Friday.
- Cans, bottles and paper products should be recycled in accordance with the system implemented in each building.

## **Family Handbook**

Please acquaint yourself with the Family Handbook and comply with all policies and agreements stated therein. Handbooks can be found at [stevenscoop.org](http://stevenscoop.org), on the faculty/staff forms and downloads page.

## **Food and Drink**

These guidelines include before and after school, during snacks and lunch and apply to students, teachers and families:

- Children may only eat and drink at designated times with their groups. Students or teachers may not consume late breakfasts in the classroom.
- Please ensure that children are seated during snack and lunch.

- Snack supplies (an assortment of crackers and raisins) are kept in the multi-purpose room in Garden, the faculty room in Newport and at the River Street building. Collect appropriate amounts for the day or for a week.
- Families may also send one piece of fruit or cut vegetables for their child(ren)'s snack. These snacks should require no preparation, containers or utensils.
- Water is served with snack - you may choose to keep pitchers of water in the classroom at all times. Tap water is fine to be used in all buildings except Garden Street where the pipes are old and the water has not passed testing. Filtered water is supplied in coolers at that building.
- Children are expected to have a plastic drink cup or water bottle in the classroom. Please do not use paper cups except for visitors or in emergencies.
- You may ask a helping parent to supply snack - please encourage them to consider nutritious items (fruit, vegetables, simple crackers) and avoid cookies, cakes, chips, etc. If a substantial meal appears, please ask them to limit the choices or quantities. See the guidelines for snack in the Family Handbook.
- Children are expected to bring a healthy lunch including a drink - no candy or soda, no desserts and no fast food! If a family sends cookies or cake, please ensure that these items are returned to the lunch box. Please remind families at September meetings that we maintain nutritional lunch guidelines.
- You are responsible for initiating discussions about nutrition whenever appropriate. Notify the head of school, respective principal or early childhood director if families need reminders about choosing healthy snack and lunch items.
- Only healthy snacks are permitted in the Afterschool room.
- Please make yourself aware of any children in your class with food allergies that have been brought to the school's attention and consult with their families as to appropriate response.
- Be sure to supervise garbage disposal and the cleaning of classroom tables after lunch.
- You may eat lunch with your students in the classroom or take a lunch break at another time in the faculty room. Teachers are encouraged to eat lunch at students' tables whenever possible.
- Your breakfast should be consumed before the children enter the room. Coffee or other drinks may not be consumed when the children are in the room.
- The Health Inspector can be very strict – coffee cups and unwrapped food may not be visible in the classroom at any time. Please do not eat or drink in the classrooms at any time other than lunch or snack, or in the hallways at any time.
- Children, staff and helping parents may not chew gum at any time in the building or on school trips.

## **Graduation and Journey**

Middle school faculty and staff are expected to attend Journey, Graduation is optional.

## **Harassment, Intimidation and Bullying Policy**

Stevens is committed to providing a safe environment for all students. It is the school's policy that any form of physical or verbal abuse is unacceptable. Please see Appendix A for the full Harassment, Intimidation and Bullying Policy.

## **Helping Parents**

The head teacher and parent class coordinator will devise a system for signing up parents for helping parent days. The following are the policies for each grade:

- The 2s do not have helping parents, as they are too young to understand why their parent might not be in the room.
- The 3s have a helping parent every day.
- PreK/K and K have a helping parent one day a week throughout the year.
- In 1<sup>st</sup> through 4<sup>th</sup> grades, each family does helping parent one time during the year.
- In 5<sup>th</sup> grade, each family has the option of being a helping parent for half a day.
- The 6<sup>th</sup> and 8<sup>th</sup> grades do not have helping parents, but teachers in these grades may ask parents to assist with trips, plays, etc.

If you would like extra assistance (for trips or plays for example) an email should be sent to families. If you are looking for a specific expertise from the parent body, talk to the head of school, respective principal, assistant principal or early childhood director. For scheduled helping Parent days, talk to the parent at least a week ahead and let them know what they will be expected to do. Most parents are comfortable being “general helpers” but some may have a particular skill, craft or passion that may enhance your plans for the class. Some parents are nervous being in the classroom and may prefer to purely observe or be given specific instructions.

Set aside certain tasks in the classroom that are suitable for helping parents such as re-doing bulletin boards, displaying work in the hallway, labeling, filing book reports, etc. The helping parent is expected to help with lunch in the classroom as necessary. Parents may not use cell phones in the classrooms or hallways during their helping parent day – they are expected to suspend their business lives and focus on their child’s experience. Parents may be asked to bring in snack on their helping day. Please read the Guidelines for Helping Parents in the Family Handbook.

It is important to discuss with a helping parent at least one week before the first time they are carrying out this role the routines and appropriate language to use with students. Please be clear in explaining that all student to student conflicts should be mediated and resolved with intervention by the teachers only, not by parents. Notify your supervising administrator if a parent seems to have difficulty understanding how we treat children or is "inappropriate" toward you or students. Helping parents may not be alone with students except for their own children.

## **Holidays**

The school does not celebrate any religious holidays, but it does recognize the variety of religions and cultures represented in our community. Children may need the opportunity to ask questions and work out confusions. Please answer such questions as honestly and simply as you are able (encouraging the participation of children who may have more information than you), and suggest the use of reference materials for more accurate information. National holidays are generally noted in an age-appropriate manner discussing the reasons for celebration and their historical context. Stevens does not allow “Hallmark” holidays (such as Halloween, Mothers’ Day) to become a guiding principle for curriculum ideas or art projects. A knowledgeable family may be willing to come in and talk about the traditions or customs that a particular student would like to share.

Specific holiday guidelines:

- Children may not wear costumes or distribute candy in school at Halloween time because it can be too frightening and overwhelming for many children. Thanksgiving is celebrated on the Tuesday before the holiday with assemblies (at Garden, River and Newport) incorporating favorite songs and some discussion and presentations of reasons for gratitude. Some classes may get together for shared mini “feasts” or special snacks that they have prepared.
- The school community honors Martin Luther King, Jr. by participating in an optional ½ day of service with All Saints Episcopal Day School and other schools in the community on Martin Luther King, Jr. Day.
- If children bring in cards for St. Valentine’s Day, they may only be distributed if there is one for every child in the group - please find a quick, unobtrusive time for distribution to cubbies at the end of the day. Candy may not be distributed.

## Hours

All head teachers should arrive in the classroom between 7:45 and 8:00 a.m., with the schedule for the day posted prior to the children's arrival at 8:30 a.m. Specials teachers and associate teachers must be in the room by 8:15 a.m.

Specials teachers are expected to be in their room at least five minutes before a group's arrival. Please pay careful attention to the clock as timely transitions affect the whole class as well as daily schedules throughout the school. "One-hour" Specials classes actually end after 55 minutes to allow, "passing time." "Half-hour" and "45-minute" classes end two or three minutes early.

If a class is to be collected from the classroom for a special, be on time. Deliver students back three to five minutes before scheduled ending to allow for prompt arrival of the next class.

All faculty are expected to be in the building until at least 3:30 p.m. unless they have a scheduled university or college class. Faculty meetings are typically on Tuesdays from 4:00 – 5:00 p.m. Teachers may work in the school buildings in evenings and weekends. Tutoring in designated rooms after informing the supervising academic team member is allowed.

Work hours for administrative staff are determined by the head of school as the demands of each school year dictate.

## Introductory Letter

Each head teacher should prepare a letter of introduction to families that will be made available to families in early August. It should include any supplies that children will be expected to bring to school (notebooks, pencils, etc.). The letter should be submitted to the respective principal no later than mid-June.

## Kitchen Areas

All buildings on the Stevens campuses are equipped with kitchen areas. They are available for use except when the rooms are used for other classes or a meeting. If you plan to use the kitchen during an available time, please check with your supervising academic team member.

- Basic baking supplies and equipment are stored in the kitchens for everyone's use. Please label any supplies or foods that are not available for sharing with others!
- You and your group are responsible for cleaning up after yourselves. Never leave unwashed dishes in the sink. Children should assist in washing dishes and putting away materials as part of their understanding of the use of shared spaces. Please show them how to treat the kitchen with respect by leaving it neat and clean, and returning all items to their correct places.
- Please remind helping parents to clean up the Kitchen areas if they use them for snack preparation or other classroom tasks. All dishes and utensils must be washed and put away.

## Library

Each head and specials teacher is responsible for maintaining a classroom library with both fiction and non-fiction that is age-appropriate and relevant to the curriculum. All staff should foster good "library behavior," both in and out of the classroom, by checking that children's hands are clean prior to handling books, prohibiting food and beverages during reading times, and reviewing public library rules before and after visits. Faculty is encouraged to supplement use of the classroom libraries with occasional trips to the Hoboken Public Library or the Jersey City Public Library. All teachers should have Library cards and should encourage students in 3<sup>rd</sup> grade and above to have their own cards as well.

## **Mentor Program for New Faculty/Staff**

New staff members are assigned an individual mentor who supports their transition to the Stevens community in their first year. The goal of the mentor program is for someone who has worked at Stevens for at least two years to acclimate their designated new faculty/staff member to the culture and climate of the school. Mentors should have at least two meetings with their assigned mentee – before school begins and midway through the school year. Mentors are provided with a table of mentor responsibilities to review with their mentee and should make themselves available to their mentee as a support person throughout the year.

## **Money**

Lower and intermediate division students should not bring money to school at any time (except for the Book Fair and trips). Middle school students should only bring money to school for incidentals. Children are not permitted to sell, trade or barter any items at school.

## **Nut Allergies**

As reactions to peanuts and other nuts (pine-nuts, almonds, walnuts, cashews) are common causes of severe allergic reactions or anaphylaxis, we have adopted a “nut aware” policy to reduce the risk of exposure to nut allergens. Students can avoid exposure to food allergens most effectively when families, students, and school work in partnership. If a child in your class has a nut allergy, please communicate to your families that because of the presence of an allergy they should not send any food containing that ingredient to school. This includes snack, lunch and items provided for birthday celebrations. If you find that a family has a difficult time following this policy please contact the respective assistant principal or the early childhood director.

## **Parent Conferences**

In addition to casual conversations and telephone calls, mandatory conferences with families are held twice a year. The academic team will distribute a calendar of dates stating when the conferences should occur. Associate teachers are encouraged to participate with head teachers in as many conferences as possible. First year teachers should discuss Parent Conference protocol with the respective principal or early childhood director prior to the first set of conferences.

Teachers or families may request interim conferences at any time. Please notify the supervising administrator when such a conference is being scheduled, requesting their presence as needed. Suggestion of outside support by tutors or therapists may not be mentioned to families by a teacher at a conference without prior consultation by the teacher with the administrator

If the tone of a conference becomes unprofessional or disrespectful, it is advisable to state that you would like to end the conference so that everyone has time to digest the information shared. You may, of course, request the attendance of your administrator at the subsequent meeting. This also applies to any phone call with a parent that becomes disrespectful or unproductive. Always state that another time will be found to continue the conversation but an ending at this time is necessary.

Conference notes must be completed and submitted to the head of school, respective principal or early childhood director within 48 hours of each conference. Please highlight key issues raised by both you and the parent(s) and any on-going strategies or remediation that is suggested.

## **Parent Meetings**

Mandatory and optional interactions with families are as follows:

- Faculty and staff are encouraged, but not required, to attend the General Membership meetings of the Cooperative in September, January and April. The September meeting provides an overview of the functioning of the Coop and the family committee assignments for the year. January is devoted to budget discussion and the April meeting includes board member elections.

- Head and associate teachers are required to attend Back to School night at the beginning of the school year. You should be prepared to provide families with an overview of the curriculum for the year, discussion of your daily schedule, materials and classroom routines, the academic and behavioral expectations for your age group/grade, homework guidelines, your use of helping parent days, etc.
- Head and associate teachers are required to have a final presentation towards the end of the year, and head teachers are required to participate in a “meet the teacher” for families of the rising grade.
- You may be asked to participate in or attend various Family education workshops (no more than three required) during the course of each school year.
- All faculty and staff are strongly encouraged to participate in some fashion in the Student/Faculty Basketball Game in February. This event raises money towards the school’s development efforts.
- Faculty and staff are also encouraged, but not required, to attend the Spring Auction. Staff tickets to the Spring Auction are free for faculty and discounted at 50% for their guests.

### **Parent-School Partnership Agreement**

Stevens believes an optimal educational experience requires a cooperative partnership between the school and its families. Effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, mutual respect and a common vision of goals. In acknowledgement of the collaborative relationship between families and the school, all parties recognize the following principles as being critical to the success of their partnership:

#### ***What can families expect in regard to relationships with the school?***

- The school recognizes and seeks families’ insight and expertise in reference to their child.
- The school demonstrates a professional and respectful attitude to families, including open and honest communication and a considerate demeanor.
- The school works with families toward the resolution of any problem.
- The school keeps families informed through systematic reports, conferences, Membership meetings, publications and conversations.
- The school honors every family’s right to confidentiality.
- The school communicates with families at a time and place that permits an appropriate exploration of school-related issues.

#### ***What can the school expect in regard to relationships with families?***

- Families recognize the faculty and administration as professionals.
- Families respect that the curriculum and policies crafted by the school are carefully designed to meet the educational needs of the children.
- Helping parents assist in the classrooms as directed by the teachers.
- Families demonstrate a professional and respectful attitude to the school, including open and honest communication and a considerate demeanor.
- Families work with the school toward a resolution of any problem.
- Families keep informed of school policies, procedures and communications and will attend meetings, conferences and other required events.
- Families honor the school’s right to confidentiality.
- Families communicate with the school at a time and place that permits an appropriate exploration of school-related issues.

### **Permission Slips**

For each trip which requires taking a form of transportation (ie. bus, Path, subway, ferry) the lead chaperone is responsible for collecting a permission slip from the family(s) of each student going on the trip. If a permission slip has not been submitted, the respective student may not go on the trip.

## Phone Calls

Telephone calls cannot be connected to a faculty member during the day unless it is an emergency. Messages are left in mailboxes, so be sure to check mailboxes each day. Time sensitive calls may be made from a classroom phone while students are in the room if it is not disturbing to the class and as long as confidential information is not being shared. Telephones in the faculty rooms and the office may be used if class is in session and call includes confidential student information.

Children may not use the telephones for personal calls, unless they have permission from the head teacher.

## Photocopying

Teachers are able to make photocopies at their discretion. (Please talk directly with the office manager for procedures.) Please do not send children to the office with last minute copying requests for the whole class or for friends unless it is really necessary for class work. Children may **never** use the photocopiers.

## Photography and Photo Policy

Photographs of Stevens' students on or off school property, during both the school day and during out-of-school events, may only be taken with school-owned cameras. Faculty/staff-owned cameras (including cell phones) may not be used at any time. Pictures taken with school cameras must be forwarded to the director of marketing and communications who will be responsible for publishing such photographs on school webpages, in emails and/or in printed publications. A list of students who may not have their photos published will be made available to faculty in the beginning of the school year. Please be sure to have these children absent from any pictures you submit to the director of communications. (Note: Students on the "do not publish" list may still have their pictures displayed in the classroom.) Photographs may not be stored on any personal computer. Faculty/staff should not share photos with families in any way including through email, on picture-sharing websites or using social media. Families may take photos during class or school events.

## Professional Development

All faculty and staff are encouraged to seek avenues of professional growth. Workshop, seminar and conference announcements will be shared at faculty meetings or sent by email. The head of school, respective principal, assistant principal or early childhood director may suggest a particular opportunity for a topic relevant to a specific classroom or age group or to assist you with a recognized weakness or strength.

- Requests for funds for attending conferences or workshops should be made in writing to the supervising academic administrator or the head of school at least four weeks in advance, using the Faculty/Staff Absence form.
- Professional development requests should be paid for by the business office and not by faculty or staff. Please submit requests to the business office at least four weeks in advance.
- Each head and associate teacher is entitled to take professional development days to attend workshops or conferences, or to visit another school, all of which align with their individual goals for growth.
- Faculty members are also encouraged to arrange with the respective principal or early childhood director to visit other classrooms throughout the school.
- At least once a year each associate teacher should switch with another associate to experience the life of the classroom for a different age group. Make this arrangement with the head teachers involved and with approval from the supervising academic administrator.
- Current education articles are included in the Monday Morning Memo. A collection of education and curriculum articles, including information on other schools, is available in the faculty rooms. Teachers are encouraged to add articles or publications of interest to these collections.
- Teachers who want to report on a particularly compelling workshop or to share written materials with colleagues should let the head of school or supervising academic administrator know so that it/they can be included in the Sergio's Sunday Scoop or at a faculty meeting.

## **Progress Reports**

Teachers prepare progress reports on each student for families in November (deadline around December 1<sup>st</sup>) and May (deadline around May 28<sup>th</sup>). For the fall reports, all teachers submit a curriculum overview and complete the skills checklists. Head, associate, and the 6<sup>th</sup>-8<sup>th</sup> grade math teachers complete a comprehensive narrative for each student as well. All teachers complete a curriculum overview, narrative and skill checklist section for the May reports. Each grade has its own report form, corresponding to the appropriate curriculum and social and emotional expectations for that age group. All reports must be completed and submitted by the stated deadline to the respective principal or early childhood director as instructed. Faculty must save their reports as Google docs, and not store them on a hard drive of any computer so confidentiality is ensured. Please do not leave finished or work-in-progress reports around in the classroom or in the office. All progress reports are stored on the school's server and faculty can request to see a report from the office manager of their building. The reports are confidential documents and should be handled accordingly.

## **Recommendation Forms**

If a family asks you to fill out a Teacher Recommendation form for another school, never send it out yourself. Complete the form and submit it to your supervising academic team member. Information cannot be sent to other schools if a family's account is not current.

## **Reporting Child Abuse**

All staff are required by New Jersey State law to report suspected child abuse or neglect. As soon as you have reason to believe that a child may have been abused, neglected, or otherwise needs protection, this must be reported to the head of school or principal who will then be responsible for reporting to the NJ Division of Youth and Family Services (DYFS).

## **Security**

Never admit an unidentified person into any of our school buildings. At Garden Street, it is essential for the security of everyone in the shared building that you not hold the door open to anyone you do not recognize who attempts to enter behind you. Remind the person to use the buzzer for the appropriate school. Teachers are issued keys to the front door of their building and to their classroom. Never lend your keys to anyone else, including families. The facilities manager holds the keys to all buildings. It is generally safe to leave your classroom unlocked during the day but always close the door if you are out of the room. Do not leave valuables (bags, radios, cell phones) visible. We do not lock classroom doors unless it is required during a safety drill.

## **Stevens Brand and Use of Communications Guide**

In order to maintain consistent use of the Stevens logo, type font and color palette, all faculty and staff should follow the Stevens communications guide when creating any electronic or printed materials. With exception to pre-printed stationery, any use of the Stevens logo should receive approval from the director of communications.

## **Student Attendance**

Teachers submit attendance to the office managers daily. Office managers maintain the official attendance record in the school database.

If your class leaves the room before the student arrives, please leave a note on your bulletin board outside the room. Students are considered late if they arrive after 8:45 a.m. (8:30 a.m. for 5<sup>th</sup> - 8<sup>th</sup> grade.) Tardiness must be marked on the attendance system used by the teacher and entered into the school database by the office manager.

### **When students in Pre K/K – 2<sup>nd</sup> grades are late:**

Families are required to leave their child with the office manager. This avoids disruption and distraction for other students and allows the student to get settled more quickly into the school day.



**When students in 3<sup>rd</sup> – 8<sup>th</sup> grades are late:**

- Send them to the office to receive a late slip.
- Please do not allow tardy children to enter the classroom without a late slip.
- You may find it helpful to put a sign on the closed classroom door to indicate that the day has started and a late slip is required.
- When a student is late for the third time, please email the respective principal or early childhood director with child's name and the dates on which the child was late.
- Teachers are expected to determine age appropriate, meaningful consequences for students who are chronically late. This should include a family phone call.

**Technology Policy**

The school provides access to technology resources, including devices and the Internet, for Pre-K through 8<sup>th</sup> grades. Students in 7<sup>th</sup> and 8<sup>th</sup> use MacBook Air laptops. Students in grades 3<sup>rd</sup>-6<sup>th</sup> have access to Google chrome books under the careful supervision of the grade's head teachers. Head teachers are responsible for ensuring that the Google chrome books are well maintained and cared for and a system is established to ensure the proper care and handling of the devices is maintained. Students are expected to treat all computers with respect and care. In order for students to use the school's technology resources, families and students must sign the Appropriate Use Policy.

Outside of the Bring Your Own Mac Device program for 7<sup>th</sup> and 8<sup>th</sup> grade students, other students may bring in their own computers to school only with prior permission from their teacher, the technology coordinator, and supervising academic team member. The school's Appropriate Use Policy also applies to these devices, and the school is not responsible for loss or damage to privately owned computers. Please see Appendix B for the full Appropriate Use Policy.

**Tutoring**

It is not permitted to accept a position as a tutor to a student without prior and full consultation with your academic administrator. You may not tutor a student in your class or one potentially entering your class the following year. You are responsible for collecting payment directly from the families on your terms (weekly, monthly). The school will not take any responsibility for collecting delinquent payments. The school provides designated tutoring rooms upon the approval of the supervising academic team member and auxiliary program director.

**Valuables**

Lower and intermediate division students should not bring money to school at any time (except for the Book Fair and trips). Middle school students should only bring money to school for lunch out days and incidentals. Children are not permitted to sell, trade or barter any items at school.

"Collectibles" may not be brought into school at any time.

## APPENDIX A – HARASSMENT, INTIMIDATION AND BULLYING POLICY

### APPENDIX A – HARASSMENT, INTIMIDATION AND BULLYING POLICY

Stevens Cooperative School is committed to providing a safe, supportive, respectful and inclusive environment for all students; it is the School's policy that any form of physical, emotional, discriminatory, Sexual, Cyber, verbal or relational abuse (single incident or ongoing) that jeopardizes the learning or well-being of any child is unacceptable. Such incidents are addressed promptly by head and specialist teachers and Communicated directly to the Supervising administrator. Patterns of unsafe, inappropriate, and/or antisocial behavior will be brought to the attention of the head of school and can ultimately result in Suspension, or in extreme cases, expulsion from School. The objective of this policy is to define what anti-Social behavior is and what the consequences of these behaviors are in our School. Incidents of anti-Social behavior will be addressed quickly and effectively, with respect for all parties.

#### **Student Expectations:**

It is expected that Stevens students engage in respectful interactions that enhance and create a safe and Supportive learning environment. As a progressive school one of our central tenets is ensuring and promoting the social and emotional well-being of all children. This includes helping children develop strategies and skills for dealing with conflict.

#### **What is Anti-social Behavior/ Bullying?**

Anti-Social behavior or bullying is the use of aggression by an individual or group with the intention or outcome of hurting another person or group. It will be defined as such in instances that compromise the Safety, Social-emotional well-being, and/or learning capacities of another individual.

Examples of bullying include, but are not limited to:

- Emotional- using hurtful body language, deliberate avoidance, excluding, tormenting, damaging another's belongings
- Relational- intending to harm others through deliberate manipulation of their relationships and Social status
- Physical-pushing, kicking, hitting, tripping, punching, unwelcome physical contact
- Discriminatory- harassment based upon race, religious affiliation, socio-economic status, disability, gender, Sexual orientation, etc.
- Sexual Harassment- unwelcome physical contact, sexually inappropriate comments, demands and behaviors Verbal-name-calling, sarcasm, spreading rumors, gossip, teasing
- Cyber- use of technology (computer, phone, email, social networks) to harass, intimidate or bully.

#### **Reporting Process**

Any incident witnessed directly by teachers will be addressed immediately. Students should report any anti-Social behavior situation to any adult employed by the school. This will then be communicated to School administration and properly investigated, and when appropriate, interventions implemented. Parents or primary caregivers who witness or hear about any incidents from their child should report the incident to the classroom head teacher and Supervising academic administrator, who will investigate after being notified and then follow-up with the parent or primary caregiver. We strive to create an environment where families, students, and faculty feel comfortable reporting incidents. Once an incident has been witnessed or reported, the School personnel will take the following steps:

- Assess the nature, severity, and frequency of the behavior.
- The adult who witnessed the behavior or who received the report of the behavior will inform the site Supervisor, usually the principal.
- Address the behavior with the student(s) if deemed appropriate to do so.
- If warranted, complete an incident report form immediately.
- When an incident report form is filled out, an administrator is informed and will sign the form and the report is sent home to families to be signed and returned. An incident report form has two parts: Part one asks

the teacher or witnessing adult to describe the nature of the incident, identify witnesses, describe actions taken and is signed by the adults (teacher, administrator, families). Part two requires the student(s) (applicable for students in grades 3-8) to complete a reflective section where they must write about what happened, and what they should have done differently.

- If an incident occurs during an after school workshop/class when the head/associate teacher is not present, the Supervising adult will complete an incident report and the completed incident report will be given to an administrator on that particular site.
- In Severe cases or when a behavioral pattern emerges, the School Counselor will be informed and will support students as determined by the academic administrator and when necessary the head of School. If an incident occurs outside of school hours and off school property that families feel could affect the child's schooling, then the adult should contact school personnel.

### **Responses**

The range of ways in which school personnel respond to an incident of anti-social behavior will be determined by age, developmental appropriateness, Severity of the behaviors, past incidents, and degree of harm. We are always acting with prudence and the interests of children's well-being as paramount. The goal is to work positively and productively with students to help them understand the impact of their words and/or actions within the context of an event. It is important that adults and students report any concerns they have regarding concerning behaviors. It is better to be proactive and discuss this with appropriate school personnel, so that an assessment of the situation can be made.

Consequences and appropriate remedial measures may include, but are not limited to:

- Discussion, counsel, advice
- Call home to family
- Conflict resolution (with teacher)
- Think Sheet to reflect on actions
- Skill building lessons in courtesy, tolerance, and conflict management
- Restorative discussions or activities (individually, in a group, or as a class) with the School Counselor or other community members
- Temporary removal from the classroom to a recovery space
- Temporary removal from an extracurricular, athletics, or afterschool programmatic offering
- Sent to the principal
- Meeting with family, student, and appropriate school personnel
- Behavioral modification plan that works to re-direct behavior to a more appropriate course
- Suspension
- Expulsion
- If a child has repeated incidents that do not demonstrate a change in decision making nor appropriate behavior over a period of time as stated in the behavioral modification plan, Stevens, through the head of School, reserves the right to take action up to and including required out-of-school counseling, in School or out of School Suspension, or expulsion.

### **Resources:**

*Bullying: A Handbook for Educators and Parents*, Rivers, I., Duncan, N., and Besag, V.E. (2009) Rowman & Littlefield Education, Lanham, MD

American Federation of Teachers: See a Bully, Stop a Bully, Make a Difference Campaign

## APPENDIX B – TECHNOLOGY APPROPRIATE USE POLICY

### I. Purpose

- A. The array of technology resources available at Stevens Cooperative School (“Stevens” or “school”) advances our educational goals by facilitating innovation, creativity, communication, research, resource and knowledge sharing, collaboration, and critical thinking. However, use of the school's technology resources is a privilege and not a right.
- B. This policy defines the “acceptable use” of the school’s technology resources, including but not limited to, computers, mobile devices, electronic tablets, digital camcorders, interactive whiteboards, digital projectors, networks, electronic mail services, electronic information sources, and other electronic devices. This policy applies to all Faculty and Staff users of the school’s technology resources, regardless of whether those resources are used on or outside of the school premises.
- C. It is important that you understand this policy completely so that you understand what is required of you. If you need help understanding this policy, or have questions about how this policy applies to a specific situation, please ask the director of technology.
- D. Faculty and Staff users must agree to this acceptable use policy as a condition of receiving access to the school's technology resources.

### II. No Privacy Expectation

- A. All content that is created, received, sent, or stored using the school's technology resources is the property of the school. Users have no expectation of, or right to, privacy in any such content. Users should not expect that their use of school technology resources is private, confidential, or secure.
- B. Users are advised not to save or transmit sensitive personal information, data or personal files on school devices or networks. The school’s computer network and Internet service will not constitute a public forum.
- C. The school, in its discretion as owner of the technology resources, reserves and may exercise the right to monitor, access, retrieve, and delete any such content, for any reason, without notice, and without the permission of the user.

### III. Responsible Use of the school's technology resources

- A. Stevens firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is controversial or not consistent with the educational goals of the school.
- B. It is the responsibility of the user to use the Internet and other technology resources of the school in a legal, ethical, responsible, and considerate manner.
- C. Any email sent from a Stevens email address or from a Stevens computer is considered a direct reflection of the school, regardless of any disclaimer, and care should be taken to maintain decorum and professionalism. All communications by users from Stevens’ computers should be consistent with the image, purpose and mission of the school.
- D. Stevens Cooperative School has not installed any filtering software on its technology resources. Users are responsible for using the school’s technology resources only for appropriate purposes, and accessing only appropriate sites. Users may not use the school’s technology resources for inappropriate purposes including, but not limited to:
  - Disruptive Modifications of Systems – Users may, in consult with the technology staff, download, install and test new software applications that support the school's educational goals. However, if any software or system modifications are deemed dangerous, damaging, insecure or otherwise inappropriate they will be removed and prohibited by technology staff -potentially resulting in loss of data and/or a temporary outage of access to any device that requires servicing.
  - Fraud or Financial Gain – Users may not use the school’s technology resources to take unfair and illegal financial advantage of others or to pursue outside interests for profit.
  - Plagiarism/Violation of Intellectual Property Laws – Users may not use the school's technology resources to use another person's intellectual property without his or her prior approval or proper citation, or for copyright or trademark infringement including, but not limited to, the illegal copying,

distribution, or sharing of copyrighted material (including but not limited to software, music, or movies). If you need guidance on Fair Use standards, laws and guidelines, please seek assistance from the technology staff. The copying or distribution of any materials from Stevens' computers or other technology resources is prohibited without the consent of the Academic Team.

- Peer-to-Peer (P2P) File Sharing Software – Users are prohibited from using Peer-to-peer (P2P) file sharing software to engage in the trading of music, movies, or other files, in violation of copyright laws or other laws protecting intellectual property.
- Inappropriate Materials – Users may not use the school's technology resources to create, access, send, view, post, print, download or store materials that are illegal, offensive, obscene, or pornographic, or materials that advocate hate, racism, sexism, abuse, violence, or harassment and discrimination, unless they serve as historical evidence or academic purposes. If a user has a question about whether or not any particular material would be considered inappropriate, he or she should discuss it with a member of the administration or the director of technology. The school's policies against discrimination and sexual or other harassment apply fully to the use of school technology resources.
- Social Media/Social Networking – Users may not use the school's technology resources to visit websites, blogs, or features whose primary purpose is social interaction, including but not limited to, Facebook, Instagram, and Twitter, unless such use is for educational purposes. Faculty/staff members who choose to participate in social media/social networking in their personal time with personal technology resources must adhere to the social media policy set forth in Section IV, below.
- Cyber Bullying and/or Harassment – Users may not use the school's technology resources to create, post, send, or print hostile, hurtful, embarrassing, abusive, harassing, or damaging material, messages, statements, images, or threats, unless they serve as historical evidence or academic purposes. If a user has a question about whether or not any particular material would be considered inappropriate, he or she should discuss it with a member of the administration or the director of technology. The school's policies against discrimination, bullying and sexual or other harassment apply fully to the use of school technology resources.
- Gambling – Users may not use the school's technology resources to promote or participate in wagering of any type.
- Gaming – Users may not use the school's technology resources to play games, which are not educational in nature and approved in advance by the school.
- Interfering with Network Resources – Users may not waste, interfere with, interrupt, or degrade the performance or security of the school's networks.
- Violating Confidentiality – Users may not communicate confidential school and student information online or through the school's technology resources unless the recipient is entitled to receive the confidential school and student information (e.g., the parent of a child; school administration). Users must maintain the confidentiality of student information in compliance with federal and state law. Faculty/staff members who use social media may not communicate students' or colleagues' names, contact information, email addresses, or other personal information, via social media, when using social media for personal purposes and not educational purposes.
- Violating Privacy – Users may not gain access to, share, rename, move, delete, or otherwise tamper with the documents, files, or other information of other users without their permission. Users also may not access another user's account without that user's permission.
- Violating Security – Users may not invade or bypass the security of the school's technology resources.
- Vandalism – Users may not use, harm or destroy, or attempt to harm or destroy, school-owned equipment, or data, or the data of another user or network that is connected to the system. This includes, but is not limited to, physical damage and the uploading or creation of computer viruses.
- Violation of School Policies – Users may not use the school's technology resources to violate school policies including, but not limited to, the policies set forth in the Stevens Faculty/Staff Handbook.

#### IV. Social Media/Online Commentary

- A. Faculty/staff member participation in social media and online commenting is not permitted through the school's technology resources for personal purposes. Users may only access social media or social

networking websites using school technology resources for educational purposes. Faculty/staff members who participate in such sites on their own time with personal technology resources have professional obligations. As educational professionals, faculty and staff members serve as role models for students. Accordingly, their actions online should be consistent with, and respect, their professional obligations. Faculty and staff members should never do or say something online that they would not feel comfortable repeating in front of students, families, colleagues, the administration, and the board of trustees.

- B. Faculty/staff members wishing to use social media outside of the school premises for the purposes of disseminating information relating to education, curriculum, instruction, school-authorized activities and athletics, school or district news or general information relating to work, activities and accomplishments of the school and its staff, as representatives of the school, must first consult and obtain approval from the administration and/or board of trustees.
- C. Faculty/staff members who use social media for classroom/school purposes and therefore identify themselves as a Stevens employee must ensure that their profile and related content is consistent with how they wish to present themselves to colleagues, families, students and community members.
- D. If a faculty/staff member chooses to post, on any website, comments that relate to the school, and identifies him/herself as an employee of Stevens, the faculty/staff member must include the following disclaimer in a prominent place: "Any views presented herein are solely those of the author and do not necessarily represent the views or position of Stevens Cooperative School." The faculty/staff member shall neither claim nor imply that he/she/they is speaking on the school's behalf, unless expressly authorized in writing, in advance, by the administration.
- E. Faculty/staff members who use social media may not communicate students' or colleagues' names, contact information, email addresses, or other personal information.
- F. Faculty/staff members who "friend" or "follow" students or families on social media or social networking websites must limit their communications to educational purposes and not personal uses.
- G. All online communications with students and colleagues, if necessary, should be professional in nature and occur through the school's official email system, and not through personal email accounts or instant messaging or other online mechanisms.
- H. Faculty/staff members who access social media or social networking websites in their own time and through personal technology resources should not register for the sites using their Stevens email addresses.

These policies are not intended to interfere with any employees' rights pursuant to applicable law relating to the terms and conditions of their employment.

#### V. Security

- A. Users are responsible for the security and integrity of information stored on their individual accounts and should take serious precautions to prevent others from being able to use their accounts. Under no conditions or circumstances should users give their own passwords to anyone other than the director of technology.
- B. The school, at its sole discretion, reserves the right to bypass any user's passwords and to directly access the system of any user.
- C. Users must notify the director of technology immediately if they identify a potential security risk, problem or any inappropriate use of school technology resources.

#### VI. Privately Owned Technology Devices

- A. The school's technology resources include its networks and access to the Internet. This Acceptable Use Policy applies fully to privately-owned technology devices (including but not limited to computers, mobile devices, electronic tablets, digital camcorders, interactive whiteboards, digital projectors, networks, electronic mail services, electronic information sources, and other electronic devices) used to access the school's networks, used to access the school's Internet connection, or that connect to or use any of the school's other technology resources. Use of personally owned technology devices in class by students is always subject to a teacher's discretion and classroom rules. The use of privately owned technology devices at the school may be prohibited if they are deemed a risk or threat to the school's technology resources.

## VII. Faculty Laptop Program

- A. All laptops issued to faculty under the Faculty Laptop Program (and all software installed on those laptops) are the property of the school and will remain the property of the school at all times. The same policies and conditions of use that apply to other school computers apply to laptops issued to faculty.
- B. Faculty receiving laptops will be required to sign a Faculty Laptop Agreement as a condition of use.
- C. Users must notify the director of technology immediately as soon as they become aware that the security of their laptop has been compromised, or if their laptop is physically damaged, missing, or stolen. Users must also file a police report including the serial number within 24 hours of any theft.
- D. Users must return their laptop to the school at the school's request, and/or upon termination of employment. Failure to return a laptop may result in a theft report being filed with the local Police Department.
- E. Users will not be held responsible for damage to the computer that occurs from use of the computer for school-related activities. Users will be held personally responsible for damage to the computers that occurs from use of the computer for matters that are not school-related - which use is not authorized. If a user is held responsible for damage to a computer, the user will be responsible for the repair and/or replacement cost of their laptop (at fair market value on the date of loss), or, if applicable, any insurance deductible, if the loss is covered by insurance.
- F. Users may not apply any writing, drawing, stickers or labels to their laptop.

## VIII. Faculty/Staff Produced Material

- A. All faculty/staff produced material using the school's technology resources will be subject to treatment as school-sponsored publications. Accordingly, the school reserves the right to exercise editorial control over such publications.

## IX. Applicable Laws

- A. Use of the school's technology resources must be in compliance with all applicable laws. Suspected violations of applicable law are subject to investigation by the school and law enforcement officials. Applicable laws include, but are not limited to:
  - Federal Copyright Law: U.S. copyright law grants authors certain exclusive rights of reproduction, adaptation, distribution, performance, display, attribution, and integrity to their creations, including works of literature, photographs, music, software, film, and video. Violations of copyright laws include, but are not limited to, the making of unauthorized copies of any copyrighted material of copyright commercial software, text, graphic images, audio and video recordings and distributing copyrighted materials over computer networks or through other means.
  - Federal Wire Fraud Law: Federal law prohibits the use of interstate communications systems (phone, wire, radio, or television transmissions) to further an illegal scheme or to defraud.
  - Federal Computer Fraud and Abuse Law: Federal law prohibits unauthorized access to, or modification of, information in computers containing national defense, banking or financial information.
  - Federal and New Jersey Child Pornography Laws: Federal and state laws prohibit the creation, possession, or distribution of graphic depictions of minors engaged in sexual activity.
  - Federal Postal Lottery Statute: Federal law prohibits chain letters, which request sending money or something of value through the U.S. mail. Solicitations through electronic messages are also illegal, if they require use of U.S. mail for sending money or something of value through the U.S. mail.
  - Defamation: Users may be subject to lawsuits for defamation if the victim can show that he or she was clearly identified as the subject of defamatory messages and suffered damages as a result.
  - Invasion of Privacy: Users may be subject to lawsuits for actions, which result in the invasion of privacy.
  - Public Disclosure of Private Facts: Users actions, with respect to lawsuits for the widespread disclosure of facts about a person, which result in damages to that person.
  - False Light: Users may be subject to lawsuits for wrongfully attributing views or characteristics to another person in ways that damage that person's reputation.
  - Wrongful Intrusion: Users may be subject to lawsuits for the intrusion into areas of a person's life in which they can reasonably expect they will not be intruded upon.

#### X. Exceptions for Educational Use

- A. Stevens understands that there may be occasions when certain uses that are otherwise prohibited by the Acceptable Use Agreement may serve a legitimate educational purpose. Written requests to engage in such uses should explain the educational significance of the requested uses and the purpose for the use. These requests will be considered on a case-by-case basis by the administration and approved or denied in writing as soon as reasonably practicable.

#### XI. Enforcement of Acceptable Use Policy

- A. Users who violate this policy will be subject to disciplinary action including, but not limited to, revocation or suspension of technology resources privileges, and suspension and/or termination of employment.

#### XII. Reservation of Rights

- A. Stevens reserves the right to modify this Policy as needed to keep up with emerging technologies and challenges in the online environment.

#### XIII. Disclaimers

- A. Stevens cannot guarantee the security and privacy of any material stored on the school's computers, networks, or other technology resources.
- B. Use of the school's technology resources is entirely at the risk of the user.
- C. Stevens makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing.
- D. Stevens takes no responsibility for the loss of data, files, information, or other content that is created, downloaded, stored, sent, or received using the school's technology resources.

#### XV. User's Release and Indemnity

- A. Stevens does not restrict users' access to any Internet sites and cannot guarantee that users will not encounter offensive or controversial material while using the school's technology resources. Users agree to waive, and release Stevens, its current and future agents, officers, Trustees and employees from, all claims and causes of action that they may have that arise from their use, including acceptable and unacceptable use, of the school's technology resources. Users further agree to indemnify and hold harmless Stevens, its current and future agents, officers, Trustees and employees, from all damages, claims, causes of action and suits that may be brought by any person arising out of the User's use, including acceptable and unacceptable use, of the school's technology resources, including reasonable attorney's fees and costs incurred to defend such actions.



## APPENDIX C – TECHNOLOGY APPROPRIATE USE POLICY AGREEMENT

I have read the Acceptable Use Policy and understand the Acceptable Use Policy. I accept and agree to abide by the terms of the Acceptable Use Policy.

I understand that the school's technology resources are intended for educational purposes. I understand that Stevens cannot guarantee the security and privacy of any material stored on the school's computers, networks, or other technology resources. I understand that Stevens makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing and that Stevens takes no responsibility for the loss of data, files, information, or other content that is created, downloaded, stored, sent, or received using the school's technology resources.

I understand that any violation of the Acceptable Use Policy may result in disciplinary action including, but not limited to, suspension or revocation of my technology resources privileges, suspension or termination of my employment, other legal action and/or my required indemnity for costs and damages incurred by Stevens and its current and former agents, officers, employees and Trustees, including reasonable attorney's fees. I accept responsibility for all financial and legal liabilities that may result from my use of the school's technology resources.

I understand that Stevens does not restrict users' access to any Internet sites and cannot guarantee that users will not encounter offensive or controversial material while using the school's technology resources. Users agree to waive and release Stevens, its current and future agents, officers, Trustees and employees, from all claims and causes of action that they may have that arise from their use, including acceptable and unacceptable use, of the school's technology resources. Users further agree to indemnify and hold harmless Stevens, its current and future agents, officers, Trustees and employees, from all damages, claims, causes of action and suits that may be brought by any person arising out of the User's use, including acceptable and unacceptable use, of the school's technology resources, including reasonable attorney's fees and costs incurred to defend such actions.

Faculty Member Name: \_\_\_\_\_ (please print)

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

## APPENDIX D – LAPTOP AGREEMENT

In this agreement, “Stevens” and “the school” means Stevens Cooperative School. “Faculty/Staff Member” means the faculty/staff member employed at the school identified above. The “Laptop” means the laptop owned by Stevens with the following serial number and includes all software and applications install end on the laptop:

Serial #: \_\_\_\_\_

Inventory # \_\_\_\_\_

Title Legal title/ownership of the laptop is and will remain at all times with Stevens.

Right to Use Right of use and possession of the Laptop is limited and is conditioned upon full Property compliance with all Stevens’ policies, including the Acceptable Use Policy and the Faculty/Staff Handbook. The same policies and conditions of use that apply to other school computers apply to the Laptop.

The Faculty/Staff Member may not apply any writing, drawing, stickers or labels to the Laptop.

Term of Possession The limited right to possession of the Laptop begins with the checkout of the Laptop by the Faculty/Staff Member and terminates no later than the Faculty /Staff Member’s last day of employment at Stevens, unless terminated earlier by Stevens, at its sole discretion. The Laptop must be returned to Stevens on request of the school or termination of the limited right to possession.

No Expectation of All content that is created, received, sent, or stored using the Laptop is the property of the Privacy school. The Faculty/Staff Member has no right of privacy in any such content. The Faculty/Staff Member should not expect that his or her use of the Laptop is private, confidential, or secure.

The school, in its discretion as owner of the Laptop, reserves and may exercise the right to monitor, access, retrieve, and delete any such content, for any reason, without notice, and without the permission of the Faculty/Staff Member.

Data Backups The Faculty/Staff Member must save all school related data to Google Docs as a method of backing up information from the Laptop. Other data backup solutions may be used with the written approval of the director of technology.

Unlawful Possession Failure to return the Laptop in accordance with this agreement and without written consent of the school will be considered unlawful possession and/or appropriation of school property.

Loss or Damage The Faculty/Staff Member must exercise care in the use of the Laptop. If the Laptop is lost, damaged, or stolen, the faculty/staff member is responsible for the reasonable cost of repair or replacement at fair market value on the date of loss, or if applicable, for one-half of any insurance deductible. Loss, damage, or theft of the Laptop must be reported to the technology coordinator by the next school day after the occurrence. The Faculty/Staff Member must also file a police report including the serial number within 24 hours of any theft.

Anti-Theft The Laptop contains anti-theft tracking software, which enables: (I) the transmission of the device’s geographic location, and (ii) the transmission of photographs taken of the device’s surroundings using an internal web camera. These features are designed to facilitate the recovery of a lost or stolen computer. Stevens intends to activate these features only if a computer is reported as missing or stolen by the user. The software will remain dormant unless and until one or both features are specifically activated by the director of technology who is the only person authorized to activate these features and access the transmissions.

Faculty Member Name: \_\_\_\_\_ (please print)

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of Stevens Cooperative School Employee Handbook and understand that it sets forth the school's employee policies as well as the duties, responsibilities, and obligations of employment with the school. I understand that it is my responsibility to read the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook.

In particular, I understand that: (1) the Internet, E-mail, Voicemail, Computer systems, and any other information systems or storage media (the "Systems") and all information created in, transmitted by, received from, or stored in these Systems or on any of my own personal devices used for school-related purposes are the property of the school, and (2) **I have no expectation of privacy in connection with the use of the Systems.** \_\_\_\_ [employee initials]. **I acknowledge and consent to the school's monitoring of my use of these Systems and the Internet.** \_\_\_\_ [employee initials].

**I also acknowledge that my employment with the school is not for a specified period of time other than that set forth in the Employment Letter and that I can be terminated at any time for any reason or no reason, with or without cause in accordance with the terms set forth in my Employment Letter.** I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no supervisor or employee, except the head of the school, has the authority to enter into an employment agreement--express or implied--providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, the school reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing and must be signed by the head of school. No oral statements or representations can change the provisions of this Employee Handbook. **No implied contract concerning any employment-related decision, term of employment, or condition of employment can be established by any statement, conduct, policy, or practice.**

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Employee Name [print]

### EMPLOYEE COPY

*TO REMAIN WITH EMPLOYEE HANDBOOK*

## ACKNOWLEDGMENT

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**I also acknowledge that my employment with the school is not for a specified period of time other than that set forth in the Employment Letter and that I can be terminated at any time for any reason or no reason, with or without cause in accordance with the terms set forth in my Employment Letter.** I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no supervisor or employee, except the head of the school, has the authority to enter into an employment agreement--express or implied--providing for employment other than at-will.

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Date: \_\_\_\_\_

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

\_\_\_\_\_  
Employee Name [print]

### SCHOOL COPY

*PLACED IN EMPLOYEE'S PERSONNEL FILE*