

# Faculty and Staff Handbook

Revised June 2007

## TABLE OF CONTENTS

<b>ORIENTATION</b> .....	3
<b>SESSIONS</b> .....	3
<b>SUPERVISION</b> .....	3
<b>ATTENDANCE</b> .....	4
<b>DUTIES</b> .....	5
<b>ATTIRE</b> .....	6
<b>KASHRUT</b> .....	6
<b>KIPPOT</b> .....	6
<b>FIRE AND INTRUDER DRILLS AND SAFETY</b> .....	7
<b>DISTRIBUTION OF NOTICES</b> .....	7
<b>STUDENT ABSENCE AND EARLY DISMISSAL</b> .....	7
<b>CLASSROOM MANAGEMENT</b> .....	8
<b>CLASSROOM MAINTENANCE</b> .....	8
<b>GUESTS AND GUEST SPEAKERS</b> .....	9
<b>FIELD TRIPS</b> .....	9
<b>DUPLICATING MATERIALS</b> .....	9
<b>AUDIO-VISUAL AND COMPUTER LAB USAGE</b> .....	9
<b>PARKING AND ENTRY</b> .....	9
<b>SMOKING; FLAMMABLE MATERIALS</b> .....	9
<b>TELEPHONE</b> .....	10
<b>REPORTS TO THE OFFICE</b> .....	10
<b>LESSON PLANS AND CURRICULUM</b> .....	10
<b>COMMUNICATION WITH PARENTS</b> .....	11
<b>COMMUNICATION WITH BOARD REPRESENTATIVES AND ADMINISTRATION</b> .....	11
<b>TEACHER ENGAGEMENT AND EVALUATION PROCESS</b> .....	11
<b>TERMINATION AND/OR NON-RENEWAL OF CONTRACT</b> .....	13
<b>INTERNET CODE OF CONDUCT</b> .....	14
<b>SEXUAL ABUSE/SEXUAL HARASSMENT POLICY</b> .....	15

NOTE: This handbook is part of the employment contract between a teacher and the Hebrew Academy of Morris County and may be revised from time to time, as circumstances require at the discretion of the Head of School of the HAMC. Not all contractual agreements recorded in the contract are repeated in this handbook.

Much of the information in this handbook is also applicable to other HAMC employees and, as such, should be noted by all employees.

1. **ORIENTATION**

The school year begins with an orientation for all teachers and assistants. Teachers and assistants must attend the session as scheduled. Teachers should plan to have their classrooms set up prior to orientation as time for setup during inservice days will be limited.

2. **SESSIONS**

Classes begin daily at 8:30 AM and end at 3:25 PM with dismissal at 3:30 PM; Middle school davening is scheduled to begin at 8:15. All classes begin promptly at the scheduled time, and no class should be dismissed before the normal dismissal time.

3. **SUPERVISION**

It is each teacher's responsibility to know the whereabouts of each student in his/her class at all times. Students should only be out of the classroom if absolutely necessary. Teachers should send another student to check on a student out of the class for an extended amount of time. All employees should supervise the halls, making sure that students do not run and that they are where they are supposed to be.

During the day, no class or group of students is to be left unattended. In case of emergency, the office should be notified, and provisions for temporary supervision will be made. Substitute teachers will be informed by the administration of supervision policies

**IN THE MORNING:** All K-5 first period teachers are to be in the gym at 8:15 to pick up their students and escort them to the classroom.

**MIDDLE SCHOOL TEFILLOT:** All students are to report to the designated area for tefillot every morning at 8:15. Teachers responsible for supervising tefillot must be on duty at 8:15, are to remain for the entire time, and are to make sure that students have the necessary davening materials. Those teachers then escort students back to class at the completion of morning prayers.

**AT RECESS:** Please note the following regarding recess at lunch and other times:

- *All teachers* are to supervise during recess.
- If recess is to be held outside, a student should be sent to the office to get a key for reentry

into the building; the key must be returned at the end of the recess. Exit to the outside should be done through the side or rear door of the classroom wing only.

- The specified supervision teacher goes outside with the group or stays in the hall to monitor and control noise levels and to insure that there is no eating other than in designated areas.
- Middle School students have recess during lunch only. All other grades may have ten minutes in the morning, and grades K-3 may have an additional ten minute recess in the afternoon. All classroom recesses are at the teacher's discretion.
- Recess should take place outside the classroom (weather permitting), on the ball field with the teacher in charge. Students should not be allowed to roam the halls or stay in the classroom while others are outside.
- While outside, students should remain within the ball field during recess. For safety's sake, *students should be in sight of the teacher at all times.*

**AT LUNCH:** All teachers assigned to lunch supervision are responsible for bringing students to the lunch room and making sure they wash and say the proper brachot, they are seated properly, they participate in the blessings after meals, all boys wear kippot, and students clean their lunch area. Lunch duty teachers are also responsible for supervising during the recess time. Students should always be accompanied by teachers to and from the lunch room, and the teacher is responsible for discipline. During lunch, all students are to sit at lunch tables and are not allowed to walk, run, or create unusual noise.

**AFTER LUNCH:** The lunch duty teacher brings the students back to the classrooms after lunch, where they will meet the afternoon teacher. Students are not to be left unattended if the afternoon teacher has not arrived.

**IN THE AFTERNOON:** Dismissal begins with the primary grades and continues up the grades. All last period teachers are responsible for walking their students to their designated dismissal area. All PM duty teachers are responsible for remaining with the students to which they have been assigned until the last one has left the building or until an administrator takes over at 10 minutes past dismissal.

**COVERING CLASSES:** When a faculty member covers a class during his/her scheduled prep period or lunch period, additional compensation will be given at his/her period rate. When he/she teaches or assists in a class beyond his/her scheduled periods, compensation will be given at the appropriate substitute rate (i.e., the capacity in which he/she is covering) or at his/her rate, whichever is higher. During periods when a teacher's class is out of the building for a trip, that teacher is available to cover classes without extra compensation. Overnight trips will result in additional compensation of one full-time equivalent daily rate for each day of the trip. *In order to be compensated correctly, the employee must indicate the coverage accurately on the sign-in sheet.* Covering teachers should follow the lesson plans left by the absent teacher, if available. If there are no plans, teachers should check with the office.

#### 4. ATTENDANCE

For the purpose of facilitating bookkeeping and payroll matters, teachers and assistants are required to sign in upon arrival at school by placing their initials in the appropriate column on the sign in sheet. Upon return from an absence, teachers and assistants must put their initials on the

sign in sheet in the column which indicates the reason for the absence. An extra duty form is available for indicating extra coverage and must be submitted to the office before additional compensation can be given. All forms must be appropriately signed before being submitted to the office for processing.

**SICK AND PERSONAL DAYS:** The number of sick and/or personal days that a teacher or assistant is entitled to is indicated on the contract.

Sick days are to be used with care. If an employee is ill, it is imperative that the office be informed as soon as possible. If an employee is aware in the evening that he/she will be unable to come to work the next day, the person in charge of getting substitutes should be called so that one may be obtained as soon as possible. If a call cannot be made until morning, it should be done before 7:00 AM, but not at an unreasonably early hour. Unless absolutely unavoidable, calls should not be left on the school's voice mail system as it may be received too late to obtain a substitute.

Personal days are meant to be used to conduct personal business which cannot be taken care of any other time than during regular school hours. If an employee is planning to request a personal day, a request form must be completed and then submitted to the office not less than 48 hours in advance in order to be counted as a personal day. Upon approval, teachers will be required to submit the proper lesson plans for that day.

Each unused sick day will be compensated on the June 30th paycheck at the employee's daily rate. Each sick day taken beyond the allotted days and each unauthorized personal day will be deducted from the salary at the employee's daily rate. Four late arrivals will be equal to one-half day of unauthorized absence.

Each unused personal day will be compensated on the June 30th paycheck at the employee's daily rate. Each personal day taken beyond the allotted days and each unauthorized absence will be deducted from the salary at the employee's daily rate.

Unused sick and/or personal days are cumulative based upon provisions as outlined on the contract.

**PROFESSIONAL DEVELOPMENT; OTHER EXCUSED ABSENCES:** Professional development days must be approved in advance by the Head of School. There will be no loss of salary or allowable days. There will be no loss of salary or allowable days for jury duty or shiva for the immediate family. In addition, teachers and assistants are entitled to one bereavement day per year for any loss other than those required for sitting shiva.

## 5. **DUTIES**

Teachers are expected to teach the classes to which they have been assigned by the Head of School. In addition to performing any other reasonable duties as required by the Head of School and/or the Board of Trustees, the teachers' duties are as follows:

- Attending faculty meetings and inservice meetings
- Attending at least three evening holiday programs, school-wide fairs and presentations
- Attending Open School Night and Parent-Teacher Conferences

Teachers may also be assigned the organization and production of a holiday program and/or graduation program. Sometimes, two teachers will work together to produce a program. In addition, teachers may be required to prepare their classes for an assembly to be presented to the school community. These presentations may be in the form of a play, class presentation of material, choral reading, etc., and will be presented according to a schedule. These activities are considered ongoing educational activities and are therefore part of the teaching assignment, not subject to additional compensation.

Exceptions to the foregoing are school-wide programs, conceived, organized and prepared for presentation outside of the school day, that extend beyond the class assignment or curricular responsibility of the individual in charge. Examples of ongoing programs within the school for which additional stipends are paid are:

- School-Wide Purim Play
- Student Council
- School Newspaper
- Year Book
- Graduation
- Sports Team Management and Coaching

In some cases, the stipends provided will be built into the number of contractual periods already provided to the faculty member who assumes responsibility for such a program.

6. **ATTIRE**

All employees are required to dress appropriately and conservatively for classes. Jeans and sweatshirts are not acceptable, except in the ECC. Jewish male teachers are required to wear a kippah at all times. Teachers should always be well-groomed and present a professional image to the students. Male teachers are required to wear a button-down shirt with a tie on Fridays, Rosh Chodesh, the model Seder and other holiday celebrations as designated by the administration. Female teachers are required to wear skirts on Fridays, Rosh Chodesh, the model Seder and other holiday celebrations as designated by the administration. However, dress slacks may be substituted for skirts if the temperature forecast for one of these days (reported on or after after 10:00 PM the preceding evening) forecasts a high temperature of 32 degrees Fahrenheit or below.

7. **KASHRUT**

Only dairy or pareve food items (containing no meat or meat by-products or shellfish) may be brought to the school at any time. Only kosher dairy or pareve items marked with an approved kosher symbol can be served to students and staff. Other dairy or pareve items may be brought for individual consumption.

8. **KIPPOT**

Boys, male teachers, and guests should always have their heads covered appropriately when engaged in learning, worship, eating, or while visiting and observing such activities. Teachers of all subjects are requested to see to it that all boys wear kippot in class. Non-Jewish teachers and

guests are requested but not required to wear kippot.

9. **FIRE AND INTRUDER DRILLS AND SAFETY**

Safety is of the utmost importance in every school. Therefore, all outside doors are to be kept closed and locked at all times. To allow reentry to the building, teachers are to take an outside door key with whistle from the office when taking a class outside, making sure that the door is relocked after they enter. All visitors in the building must wear a visitor's badge.

All staff members will be issued a keyless fob to allow entry to the building without assistance from the office and during off-hours if needed. If the fob is lost, the staff member will be charged \$10 for a replacement.

In the event of a fire or a fire drill, it is imperative that everyone evacuate the building quickly and in an orderly manner through the exits as designated on the floor plan posted in each classroom. Teachers should close their classroom door and supervise the safety procedures, not only in the school building but in the yard and on the street and driveways adjacent to the building. An unannounced fire drill will take place regularly. When the fire alarm sounds, the students should line up quietly in an orderly fashion, and leave through the designated exit, walk to the upper parking lot and wait for further instructions. No talking should be allowed. *These same instructions should be adhered to during any recess period.* Leaving any group of students unattended is hazardous.

In the event of an intruder outside of the building while students are on the playground, any or all of the teachers on duty will blow three short blasts on the whistle. Everyone outside will go to the nearest walled entrance and crouch behind the wall until an adult can open the door to let the children in. At that point the office should be informed so that the police can be contacted via 911.

In the event of an intruder in the building, the intruder siren alarm will be sounded. The teacher in the classroom will lock the deadbolt on the door, and move the children to a corner of the classroom, out of sight. If at all possible, the blinds should be closed. The staff room door should also be locked by any staff inside. Children in the hallway will go into the nearest open classroom. Students in the gym will immediately go into the music room. Only if the adult can determine **with certainty** that there is no danger to the children in the classroom should the door be opened to admit a child (per the police). The *all clear* will be the cessation of the ringing of the siren, followed by two short blasts.

10. **DISTRIBUTION OF NOTICES**

School notices are one of the means of communication with the parents. *They are also the only way in which students and their teachers are informed of changes in transportation arrangements.* The teacher or supervisor of a class at dismissal time should send a student to the office to collect the notices and then **personally distribute** to the students all notices and other items and should indicate in substitutes' lesson plans that they do the same.

11. **STUDENT ABSENCE AND EARLY DISMISSAL**

Attendance is to be taken by the teacher in the morning, and the attendance slip is to be placed in

the classroom mailbox in the hallway or delivered to the office by 9:00 AM.

Teachers are responsible for sending homework home for absent students when requested by the parents, but should not provide assignments in advance. Teachers should contact the home of a student who has been absent for two days or more and provide information regarding material covered, work done and assignments due.

At no time should a student be dismissed early without permission from the office. Parents who wish to take their children from school before the end of regular classes **must** be referred to the office. Notes requesting early dismissal should be sent to the office in the morning. Students should be dismissed in an orderly fashion at the regular dismissal time.

## 12. CLASSROOM MANAGEMENT

For the teacher's sake, it is important that a majority of the discipline problems be handled in the classroom. In this way, the authority of the teacher will be reinforced in the eyes of the students. Should a teacher feel that a situation has reached a point where it can no longer be handled within the classroom (i.e., too much time will be taken from teaching or the situation has become extremely uncomfortable), the student should be given an Office Referral form and sent to the Head of School. If he/she is unavailable to deal with the student at that time, he/she will return the student to class and deal with the problem as soon as possible. The student should not be allowed to sit alone in the hall or in front of the office, as this usually does not effect the sought-after goal and supervision of the student is problematic. No student should be sent to a lower grade class as a punishment as this only lowers self-esteem.

## 13. CLASSROOM MAINTENANCE

Before classes begin, teachers should check their rooms to ascertain preparation and readiness and to note proper lighting and ventilation. Teachers should pick up any mail, notes, announcements, supplies or audio visual materials before they start teaching and check their boxes and voice mail regularly throughout the day. Requests for any materials from the office must be made in writing and submitted well in advance of need.

Preparation of materials and classrooms cannot be done at the last minute. Teachers must make absolutely sure that they are ready to teach as soon as the session begins. Promptness is not only a virtue in the running of a school, it is mandatory.

Teachers should be sure that bulletin boards in classrooms in the halls display examples of students' work and are changed monthly, based upon the assignments distributed at the beginning of the school year. Blackboards should be erased and classrooms tidied at the end of each teaching assignment so that the next teacher has a clean room in which to start teaching.

After dismissing students and prior to leaving the building, teachers should make sure that the room and the surrounding areas are ready for the clean-up crew. Books, pencils, etc. should not be left on the floor. All desks should also be cleared and student chairs put on top of desks where possible. Teachers should turn off the lights, close windows, disconnect any electrical appliances, and log off classroom computer before leaving.

Teachers should also refrain from drinking or eating in the classrooms, as students will also want the privilege of doing so. There is to be no eating or drinking at any computer station at any time.

14. **GUESTS AND GUEST SPEAKERS**

Guests of students or teachers must check in at the office and receive a visitor's pass before going down to the classrooms. Teachers are asked to let the office know if guests are expected during the day. Parents may not visit classrooms during the day without checking in at the office, and teachers are asked to send immediately to the office *any* visitors who are not wearing a visitor's pass. It is the teacher's responsibility to check with the offices that any guests who will be dealing directly with the students have had a criminal background check conducted.

15. **FIELD TRIPS**

Because each class is allowed only two trips per year based upon the curriculum, teachers should plan carefully. This is in addition to some general trips planned by the school. Teachers should fill out the appropriate forms and submit them to the office. The office will check the master calendar and put the trip on the master calendar. Teachers must make their own arrangements for the trip (e.g., telephone calls, transportation request forms, collecting money, etc.) and have a Trip Permission Slip on file for each student. If chaperones are needed, the Head of School must be consulted first and the teacher must check with the office that the chaperone has had a criminal background check conducted.

Teachers accompanying a class on a field trip must inform the office well in advance of periods they will be out of the building and of any teaching assignments or supervision assignments that must be covered and provide appropriate instructions and/or lesson plans.

16. **DUPLICATING MATERIALS**

Teachers should duplicate before or after school or during their prep period. **In an emergency only**, a student *with a note signed by the teacher and stating the number copies needed* may be sent to the office for copies to be made.

17. **AUDIO-VISUAL AND COMPUTER USAGE**

Teachers should make use of audio-visual equipment (ex. overhead projector, VCR) when teaching. The office should be informed in advance of what is needed and whether setup is necessary. All teachers should plan to use the computers to enhance their teaching.

18. **PARKING AND ENTRY**

All employees must park in the designated areas and enter and leave the building through the entrance nearest the office.

19. **SMOKING; FLAMMABLE MATERIALS**

All HAMC property is a smoke-free environment. No smoking is allowed in the building at any time, nor are teachers and staff allowed to smoke in their cars while parked in the parking lot. The

location and nature of any flammable materials within the building should be reported to the office.

20. **TELEPHONE**

Teachers may use the phone in the Staff Room or the Conference Room for making school related calls. The telephone in the office may not be used by other than office personnel. Calls of a personal nature should not be made on school phones and should be initiated or received after school hours. Outside messages will be sent to staff voice mail throughout the day. Teachers should check their voice mail for messages throughout the day and return calls as soon as possible. In an emergency, the office will deliver the message immediately. Students are not allowed to initiate the use of the telephone. Only if parents *must* be contacted should a teacher initiate the call and send the student to the office where the call will be made by office personnel.

21. **HOMEWORK AND TESTS**

Homework is a logical extension or the reinforcement of the learning that goes on in the classroom and is normally assigned four nights per week. It may be given, at the discretion of the teacher, over a holiday period or weekend, with the understanding that it not be written on a Jewish holiday or on Shabbat. Light homework, mainly reading, will be provided to students during Chol Hamoed, intermediary days of Sukkot. For the elementary grades, approximately thirty minutes of homework in either general or Jewish studies, may be assigned. In the middle school grades, approximately one hour in each of general and Jewish studies may be assigned. Long-term assignments should be due before a vacation. No homework or test preparation should be assigned on the night of a school wide program or community celebration and tests should not be given on the day following a holiday or a vacation.

No more than two major tests per day should be administered to a single class. Teachers should confer with their fellow grade-level colleagues to avoid any conflicts. A middle school calendar will be available for middle school teachers to record and thereby coordinate the assigning of long term assignments and tests.

22. **REPORTS TO THE OFFICE**

Periodically, reports will be submitted to the office. Teachers should be sure that they meet the requested deadline. Any reports from students or teachers to be typed must be legible and grammatically correct and submitted to the office well in advance of need.

23. **LESSON PLANS AND CURRICULUM**

When requested, teachers are to submit to the Head of School or to such other person as the Head of School may direct, a copy of their lesson plans following guidelines set up by the Head of School. All teachers will implement grade level curriculum objectives set forth in the curriculum guide with approved resources and using a variety of teaching strategies to reach all student needs. Teachers may be asked to use a variety of assessment techniques during the course of the year, including establishing rubrics for grading.

Teachers must have on file in the office a substitute's folder containing classroom management

materials, classroom schedules, and one full day's worth of emergency lesson plans that can be administered by *anyone*. The emergency lesson plans must be replaced by the teacher once they have been used.

24. **COMMUNICATION WITH PARENTS**

Formal communication between teachers and parents is done at least four times per year, by report card at the end of each of the marking periods and at parent-teacher conferences. In addition, teachers are encouraged to send home the Special Report to Parents and the Homework Report forms as often as necessary. When contacting parents regarding their children at other times, teachers should record the information on the Parent Contact sheet.

25. **COMMUNICATION WITH BOARD REPRESENTATIVES AND ADMINISTRATION**

**Communication with Board Representatives:** There will be a minimum of two informal meetings held between the Professional Staff and the Board of Trustees Representatives each academic year. Other meetings between Board representatives and the professional staff may be requested by the Board and /or a number of professional staff.

**Communication with Administration:** An individual teacher concern should be taken up first with the Head of School. In the event that the concern is not resolved at that level, the Head of School may contact the Chairman of the Personnel Advisory Committee or the Board President, who, at his/her discretion, may schedule a meeting with all interested parties.

Discussions between faculty members and school parents concerning the terms of any faculty member's employment by the Hebrew Academy of Morris County is strenuously discouraged, except that this prohibition is not intended to prohibit communications between a teacher and an authorized representative of a Teachers' Association when such representative is also a parent of the school.

26. **TEACHER ENGAGEMENT AND EVALUATION PROCESS**

NOTE: This section of the Teachers' Handbook, covering paragraphs 26 and 27, is not intended to impose upon the HAMC any standard of "due process" as that term is commonly understood, or any other obligations. Nor do the provisions of these sections confer any contractual rights to continued employment on any teacher. These guidelines, as set up, will be followed only to the extent that it is possible within a given academic year. The failure of any HAMC employee or representative to follow the procedures set forth below shall not affect the rights of HAMC to enter into, terminate, or fail to renew any contract. In addition, it is not the intention of the HAMC to provide the teacher with any special rights to the renewal of a contract as a result of the inability or failure of the HAMC to follow the procedures outlined below.

**BACKGROUND CHECK:** All employees must agree to allow HAMC to conduct a criminal background check (including a motor vehicles check and periodic updates if necessary), to provide all information required to conduct said check, and to answer any questions raised as a result of such check. Any employment agreement may be nullified by HAMC in its sole discretion in the event that the employee fails to cooperate in such check and/or fails to answer questions raised as a

result of such check, or should the check reveal information which, in the judgment of the HAMC, makes it inappropriate for the employee to continue at HAMC.

**OFFER OF EMPLOYMENT; EXECUTION OF CONTRACTS:** Contracts for re-employment will ordinarily be issued no later than May 30th of the academic year. A teacher must sign and return a contract offered within ten days of receipt.

**PROFESSIONAL SUPERVISION AND VISITATION:** It is the duty of the Head of School to administer and supervise the curriculum and instruction in the school and to evaluate teacher performance. Accordingly, teachers will be visited, both formally and informally, by the Head of School and/or the Head of School's representative in the classrooms during the performance of their teaching duties. Both formal and informal visits may be unannounced and teachers may or may not be asked to discuss their lessons afterward. They should not interrupt their normal routine nor acknowledge visitors.

Formal written evaluation will take place as follows:

1. Teachers in their first or second year of employment at HAMC will receive one or two formal evaluations, timed at the discretion of the Head of School. Where possible, goal setting will emerge from these visits.
2. Teachers employed by the HAMC for three years or more, will receive one formal evaluation which shall take place at a time designated by the Head of School.
3. Specific recommendations for areas of improvement may accompany reports and evaluations presented to the teacher following the formal visitations. These written evaluations may form the basis for professional improvement or re-appointment.
4. Teachers who wish to request a meeting to discuss the results of any formal evaluation may do so by contacting the Head of School.
5. During the month of June, all teachers re-engaged for the following school year will meet with the administration to set goals for the coming year.
6. Nothing contained herein should be interpreted to limit the number of formal or informal observations which the Head of School, in his/her sole discretion, may elect to conduct.
7. Responsibility for teacher evaluation rests with the Administration. The inability or failure of the Administration to conduct the formal or informal evaluations outlined above will restrict the rights of the HAMC in determining the re-appointment of its professional staff.

Minimum criteria included in formal evaluations are as follows:

1. A completed copy of each evaluation report will be given to each teacher observed prior to the conference of the evaluation.
2. The teacher will be asked to initial and date all copies of said evaluation as an acknowledgment of receipt.
3. The teacher will have the right to submit any written response he/she deems pertinent to the evaluation report.
4. The Administration will discuss areas of concern with the Teacher.
5. Copies of all written evaluation reports will be placed in the teacher's file.

Informal evaluations may also become part of the teacher's file and may be used as a basis for evaluation, professional development and/or re-appointment. The Personnel Advisory Committee of the HAMC may direct that a record of its discussions at a meeting regarding a specific teacher be placed in that teacher's file. All material in a teacher's file may, along with other factors, be

considered during the teacher evaluation process. Teachers shall have the right to review their files. The Teacher may, at his/her option, submit a written statement in response to any material contained within his/her file.

27. **TERMINATION AND/OR NON-RENEWAL OF CONTRACT**

For purposes of this section 27, teacher categories are defined as follows:

Category A: K - 8 teachers who teach no less than 37.5 periods per week.

Category B: K - 8 teachers who teach no less than 25 periods per week.

Category C: K - 8 teachers who teach fewer than 25 periods per week.

- A. A Teacher in Category A or B in the first through fourth years of employment at HAMC, who is dissatisfied with the administration's recommendation for non re-engagement or non-renewal of contract, may submit a statement to the administration and to the Personnel Advisory Committee.
- B. A Teacher in Category A or B who has completed more than four years and one day of employment at the HAMC who is dissatisfied with the administration's recommendation for non re-engagement or non-renewal is entitled to initiate the following procedure, provided that said non-renewal is not for any of the causes outlined in Paragraph 27D.
1. Within five school days of receipt of written notification of specific reasons for non-renewal, the teacher may request a meeting with the administration and the chairperson of the Personnel Advisory Committee or his/her designee. This meeting should take place within five school days of the request.
  2. If the teacher is dissatisfied with the results of that meeting, the teacher may request a hearing before the Executive Committee of the Board of Trustees. This must be done in writing to the Head of School within five calendar days of the meeting.
  3. Within five school days of the request for a hearing, the Chairperson of the Personnel Advisory Committee must contact the President of the Board of Trustees for the purpose of scheduling a meeting between the Executive Committee of the Board of Trustees and the Teacher. The hearing shall take place within twenty-one (21) days following submission of the written request to the Head of School. The President of the Board of Trustees shall act as the Presiding Chair of the hearing. The Teacher shall be present and may be represented by two non-voting advocates. The Head of School shall be present.
  4. The Teacher shall receive a decision from the President of the Board of Trustees within ten (10) days after the conclusion of the hearing. The parties may, by mutual agreement, extend this time limit.
  5. The decision of the Executive Committee of the Board of Trustees shall be binding upon all parties.
- C. The intention of the foregoing provisions of this, Paragraph 27, is to promote effective communication between the teacher and the Board of Trustees and the Administration and to provide the Teacher with an opportunity to express the reasons for his/her disagreement with the Administration's determination not to offer a teacher a contract for re-employment. Therefore, the failure of the HAMC to strictly comply with all of the time periods or procedures set forth above may not be interpreted to give rise to any rights on the part of the teacher to have his/her contract renewed solely as a consequence of the HAMC's failure to follow the

procedures set forth above.

- D. Notwithstanding any other provision in this document, for issues which may place risk upon the students or constitute a risk to the school, e.g. substance abuse, child abuse, theft, incompetence, incapacity, unbecoming conduct, conduct not in consonance with the educational and religious philosophy of this school, insubordination or other unprofessional conduct, the administration may request the immediate termination of any teacher under contract.
- E. In any year in which fewer positions are available in the coming school year than in the preceding year, the administration will honor seniority for assignment only if there is a position available that is appropriate to the experience, ability and certification of the senior staff person. When two teachers are equally qualified, the teacher with seniority will be re-engaged. If two teachers are not equally qualified, the teacher with the more appropriate qualifications (i.e. teaching ability, experience, education and certification) will be engaged, regardless of seniority. In considering teaching ability as part of the analysis of qualifications, the administration will primarily rely on the teacher's two most recent evaluations. If the administration offers a teacher a position or certain periods and the teacher declines to accept such position or periods, the administration shall have no obligation to consider the teacher for other positions. It is the administration's responsibility to decide what is best for the education of the students. Based upon the above-mentioned criteria, sole, final discretion rests in the hands of the administration.
- F. Seniority should be continued as long as a teacher is employed, whether it is full or part time. Full or part time status does not affect seniority. When additional periods become available for teaching, there are multiple teachers who could add periods and such teachers are equally qualified under the analysis in paragraph E, the periods shall first be offered to the teacher with greater seniority.

28. **INTERNET CODE OF CONDUCT**

The faculty members and staff of the Academy agree and abide by the following:

Faculty and staff shall at all times maintain a high level of professional performance, which includes Internet usage.

- The creation and distribution of offensive or harassing messages is prohibited.
- The Internet should not be used for any illegal or unlawful purpose.
- Offensive comments about race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin, or disability are deemed inappropriate.
- Prohibited is the use of messaging or Internet for illegal or unlawful purposes, including copyright infringement, libel, slander, fraud, defamation, plagiarism, forgery, impersonation, soliciting for illegal schemes, or computer tampering (i.e. spreading of computer viruses).

## 29. SEXUAL ABUSE/SEXUAL HARASSMENT POLICY

Hebrew Academy is committed to maintaining a positive learning and working environment. The Academy does not tolerate acts of sexual harassment or related retaliation against or by any employee or student. This Sexual Harassment Policy provides a definition of sexual harassment and related retaliation, prohibits sexual harassment and related retaliation, and sets out procedures to follow when a member of the Academy believes a violation of the Policy has occurred. It is also a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint. It is intended that individuals who violate this Policy be disciplined or subjected to corrective action, up to and including termination or expulsion.

### Definitions:

- *Appointing authority/disciplinary authority:* An appointing authority is the individual with the authority or delegated authority to make ultimate personnel decisions concerning a particular employee. A disciplinary authority is the individual who has the authority or delegated authority to impose discipline upon a particular employee.
- *Complainant:* A complainant is a person who is subject to alleged sexual harassment.
- *Respondent:* A respondent is a person whose alleged conduct is the subject of a complaint.
- *Sexual harassment:* Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and/or education ; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.
- *Hostile environment sexual harassment* is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.
- *Retaliatory Acts:* It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

### Policies and Procedures:

- In order to take appropriate corrective action, Hebrew Academy must be aware of sexual harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to the Head of School or Director of Guidance. It is the responsibility of the Head of School or Director of Guidance to determine the most appropriate means for addressing the report or complaint. Options include investigating the report or complaint, attempting to resolve the report or complaint through a form of alternative dispute resolution (e.g., mediation), or determining that the facts of the complaint or report, even if true, would not constitute a violation of this Policy. The Head of School or Director of Guidance may

designate another individual (either from the board or from outside the Academy) to conduct or assist with the investigation or to manage an alternative dispute resolution process.

- If an investigation is conducted, the complainant and the respondent shall have the right to receive written notice of the report or complaint, present relevant information to the investigator and receive a copy of the investigator's final report.
- If a Policy violation is found, the report(s) shall be sent to the disciplinary authority for the individual found to have violated the Policy, and the disciplinary authority must initiate a disciplinary process against that individual. The disciplinary authority shall have access to the records of the investigation. All records of sexual harassment reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law.