

Administration

Overview

The William M. Davies, Jr. Career & Technical High School (Davies) is a state-operated school governed by an independent, business led Board of Trustees (Board) who are the policymakers for the school. Under the auspices of the Board, the Director is independently responsible for the day-to-day operations of the school.

The Director's duties include the following:

- Be responsible for the entire care, supervision, and management of the career and technical high school
- Recommend to the Board educational policies to meet the needs of the school, and to implement policies established by the Board
- Present nominations to the Board for assistant and associate directors and to appoint all other school personnel
- Provide for the evaluation of all school personnel
- Establish a school based management approach for decision making for the operation of the school
- Prepare a budget and participate in budget development, and to authorize purchases consistent with the adopted school budget
- Report to the Board on a regular basis the financial condition and operation of the school, and to report annually on the educational progress of the school
- Establish appropriate advisory committees as needed to provide guidance on new directions and feedback on the operation of the school¹

There are nine operations of Davies that fall under the umbrella of the administrative operations: Business Office; Business Partnerships and Work Based Learning; Facilities; Guidance; Human Resources; Instruction; Information Technology; Public Relations; and Student Management. Under the auspices of the Director, each of these nine operations of the school has department heads, coordinators, or supervisors who assist the Director in overseeing day-to-day operations.

The policy and procedures that are found within the Administration section of this manual are more school-wide in nature and do not specifically pertain to any one of the other operations.

Board of Trustees

Overview

The Board of Trustees (Board) is the governing authority of the William M. Davies, Jr. Career & Technical High School (Davies). The Board has the powers and duties of a school committee regarding the funding and programming of Davies. The members of the Board are appointed by the board of regents for elementary and secondary education and are broadly representative of the local communities served by Davies and the larger statewide workforce interests.

The Board of Trustees are authorized with the following powers and duties:

- Identify the educational needs of the communities served by Davies
- Develop educational policies to meet the needs of students in the communities served by the school district
- Appoint a Director of the school to serve as its chief executive officer and to approve assistant and associate directors from nominations made by the Director
- Provide policy guidance and participate in budget development
- Develop staffing policies which ensure that all students are taught by educators of the highest possible quality¹

Davies Board of Trustees

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Badge Policy

1.1 Authority

The William M. Davies, Jr. Career & Technical High School (Davies) places the utmost importance on building security. Research proves that limiting the amount of entrances to the building, and locking those entrances to all that do not have a means to open them (badge) heightens the overall security of the building.

1.2 Definitions

Badge is a form of identification used for all Davies staff and students. It includes the holders name, photograph, and, for students, bus number. This ID has a chip implanted that allows the holder to unlock one of the coded entrances to the school.

Coded Entrance is an entrance to the school that is locked to anyone without a badge. These entrances are the Main Entry, Guidance Entry, Modular Building, and Annex Building. Also, the Courtyard Entry is available in the morning only and the Gym Entry is available to Phys Ed Teachers and the Athletic Director.

1.3 Policy

1. Every faculty, staff member, and student at Davies is issued a badge. These badges are required in order to help ensure all of our safety by identifying the holder as a staff member or student. These badges must be worn at all times by staff and students.
2. Any vendors that sign into the building will be issued an orange visitor pass to identify that they have correctly signed into the building and have been positively identified.
3. Staff members and students are not to allow entrance to anyone who has not first been properly vetted by the Main Office staff or Guidance staff. (see *Davies Guest and Visitor Policy/Procedure* https://docs.google.com/document/d/1yyEaw8XqVydRh8ZWzllaksVzk9_bJpfifMFopoQ8pxE/edit)
4. If a badge is misplaced, it must be replaced immediately by contacting the Office of Student Management.

Building Closure

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) may need to close the building or delay classes in response to inclement weather or emergency situations. In such instances, the school will use several modes of communication to notify all faculty, staff, and students of the closure or delay.

1.2 Definitions

AlertNow - A telephone message service which allows Davies to send the same message to all Davies staff and students at the same time.

Closure - The school building is closed for the day to students and teaching staff. Synchronous classes will be held via Zoom. With the exception of a State of Emergency, all 12-month staff is expected to report.

Delay - Classes may be delayed for two hours to allow road crews to work on the roads and make them safer for transportation. Students and teaching staff will report at the stated delayed time. All 12-month staff are expected to report at their regularly scheduled time. This day does not have to be made up at the end of the school year.

Early Release - Students and teaching staff may be released early in order to avoid impending treacherous weather. All 12-month staff are expected to remain for the remainder of their regular shift. If this dismissal occurs after 11:00, this day does not have to be made up at the end of the school year.

Synchronous Learning - A general term used to describe forms of education, instruction, and learning that occur at the same time, but not in the same place. The term is most commonly applied to various forms of televisual, digital, and online learning in which students learn from instructors, colleagues, or peers, in real time, but not in person.

State of Emergency - In the event of treacherous weather, where it is imperative that the citizens of the State avoid driving to keep the roads clear for emergency vehicles and plows, the Governor will call a State of Emergency. When this occurs, all state agencies, including Davies, must close for the day. The building is closed for students, staff, and 12-month staff.

Zoom - The digital, online platform that Davies staff and students employ to participate in Distance Learning.

1.3 Policy

1. The need for building closures and/or delays will be determined and initiated by the Director.
2. Upon such determination, the Director will set in motion a series of communications.
3. Such communication will be enacted in multiple ways in order to be accessible by all faculty, staff and students.

1.4 Procedure

1. The Director will contact the Communications/Marketing Specialist as soon as a determination is made for the need to close the building or delay the opening of school.
2. Immediately thereafter, the Communications/Marketing Specialist will enact the following messaging systems so that the closing or delay can be disseminated to faculty, staff and students:
 - a. An online messaging will be entered into the system that broadcasts closings and delays on all local TV and radio stations.
 - b. An online messaging will be added to the Davies website and social media.
 - c. An AlertNow call out message will be recorded and broadcast to the home or cell telephones of all faculty, staff and students, based on the contact information on file with the Human Resources Office (for faculty and staff), or the Guidance Office (for students).
 - d. A voice message will be recorded on the school's main phone line. The message can be heard by calling Davies at 401-728-1500 and listening to the main message.
 - e. A Google Mail notification will be sent to "everybody", which will send an email to all Davies faculty, staff and students. *Registration can be done at the following web site to receive text or email notification from the RI Broadcasters System (the television and radio broadcasting system) regarding Davies school closings and delays:* http://www2.turnto10.com/weather/closings_and_delays/
3. Faculty and Staff must maintain updated contact information on file with the Human Resources Office in order to be notified of school closings and delays.
4. The AlertNow system and media outlets will announce who is responsible to attend school.

5. A general closure or delay of school will pertain to students and faculty. It also includes personnel who do not work a 12-month schedule.
6. Any instructional day the school is closed due to inclement weather will be synchronous learning via Zoom for all students.
7. Delayed starts to school will follow an amended schedule. [Hour Delay Schedule](#)
8. Early dismissals due to inclement weather will allow students to be dismissed first. Faculty and staff will be given direction as to if and when dismissal will occur.
9. Early dismissals in the event of an emergency will follow all procedures designated in the *Emergency Response Plan*.

Copy Machine and Reproductions

1.1 Authority

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed by the copyright holder for unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine. Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the forgoing purposes:

- *The purpose and character of the use*
- *The nature of the copyrighted work*
- *The amount and substantiality of the portion used*
- *The effect of the use upon the potential market for or value of the copyrighted work*

1.2 Definitions

The purpose and character of the use. The use must be for such purposes as teaching or scholarship.

The nature of the copyrighted work. Staff may make single copies of: book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays, or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.

The amount and substantiality of the portion used. Copying the whole of a work cannot be considered fair use; copying a small portion may be allowed if adopted procedures are followed.

The effect of the use upon the potential market for or value of the copyrighted work. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Reference

- P.L. 94-553, Federal Copyright Law of 2000 (U.S. Code, Title 17)
- P.L. 105-304, Digital Millennium Copyright Act of 1998

1.3 Copy and Reproduction Policy

1. Copy machines are located throughout the building for various uses.
2. Most of the copy machines require an ID code for operation. (Obtain in Business Office)
3. Students are not permitted to make copies on any of the copy machines in the building.
4. Copy machines in offices are for the specific use of that office. (ie. Main Office, Guidance, Diverse Learners, etc.)
5. Faculty is permitted to use the copy machines in the following locations:
 - a. Main Office Mailroom
 - b. Staff Lounge
 - c. Room 228
 - d. Modular Building
 - e. Guidance Waiting Area
6. Use machines appropriately to avoid breakdowns and jams.
7. Clear all paper jams out of courtesy for the next user.
8. In the event of an error message or problem with the machine, do not attempt to repair the machine.
9. Notify the Assistant Business Coordinator (x314) for problems or request maintenance for a machine.

Davies Guest and Visitor Policy/Procedure

1.1 Authority

The Rhode Island Department of Education (RIDE) urges all Rhode Island schools to adopt a School Crisis Response Plan, which includes detailed plans related to mitigation and prevention, preparedness, response, and recovery. As part of this overall plan, the Davies Board of Trustees has the authority to adopt an official policy and procedure that guides the handling of all guests and visitors to the Davies campus.

1.2 Definitions

Guest: an individual who has official business with an office or individual at Davies.

Guest Log: book located at both the Main entrance and the Guidance entrance, which is used to track all guests to the Davies campus.

Guest Pass: a bright orange badge, which is provided upon signing into the guest log and providing acceptable identification. The badge is to be visibly worn by all visitors and returned to the receptionist upon signing-out.

Identification: documentation provided by a guest. Acceptable forms of identification include a driver's license, state issued ID card, or United States Passport.

MMS: Davies' student management system, which houses all student demographic information including parent/guardian/contact information.

Panic button: a quick-push button located at both the Main Entrance and the Guidance Entrance, which directly alerts the local authorities of an emergency.

Supervisor: member of the administrative team. Specifically, the Director, Supervisor of Academic Instruction, Supervisor of Career & Technical Education, Supervisor of Student Management, or Supervisor of the Office for Diverse Learners.

Visitor: an individual who does not have official business with an office or individual at Davies, but rather wishes to simply visit a faculty or staff member.

1.3 Guest and Visitor Procedures

A. General Procedure for Guests

Guests arriving at the Davies campus must wait outside for identification purposes before gaining entrance at either the Main Entrance or Guidance Entrance. Once the guest has pushed the buzzer, the receptionist must ask the guest's name and reason for wanting entrance. The guest must have identification available to give to the receptionist upon admittance.

No guest shall be admitted if they are wearing oversized clothing or bulky clothes; if they are carrying large bags or packages; or if they are unable to provide identification. The receptionist must call a Supervisor if the guest is denied admittance or for any guest who seems suspicious, uncooperative, or who demonstrates erratic behavior. Guests who are uncooperative require that the receptionist alert a Supervisor. Guests who are aggressive, threatening, or violent require the receptionist to push the Panic Button.

Guests wishing entrance are to enter alone. Children may accompany a guest, but people with a guest who have no business or appointment at Davies may not enter. Guests should not hold the door open for subsequent guests.

B. General Procedure for Visitors

We have a "No Visitor" policy. Visitors are not allowed to enter the building to simply "visit" staff or students during the school day. Visitors should not be granted access to the building and should be told that only individuals with official business may gain access. Visitors who are uncooperative require that the receptionist alert a Supervisor. Visitors who are aggressive, threatening, or violent require the receptionist to push the Panic Button.

C. Main Entrance Protocol (see Appendix A)

Once a guest is allowed into the building at the Main Entrance, the receptionist is to direct the guest to report directly to Main Office for business with the Director, Human Resources, Business Office, IT Coordinator, Student Management, Nurse, Physical Plant Supervisor, or other general business; or to the Attendance Office for student dismissal upon entering. All guests with appointment with Diverse Learners, Workforce Readiness, Academic/Technical Supervisors, Marketing/Communications or Guidance must drive to the Guidance Entrance for admittance or be picked up in the Main Office by the individual that is expecting the guest.

Once at the receptionist's area, the guest must show valid identification. All guests must sign the Guest Log and receive a guest pass once identification is verified. The receptionist must call the destination of the guest to announce arrival. If no one responds, the guest must wait until there is acknowledgement of receiving a guest. No guest is allowed out of the office without verified identification, registration in the Guest Log, or a guest's pass. The guest's pass must be returned when the guest signs out of the building in the Guest Log upon completion of all Davies business.

D. Guidance Entrance Protocol (see Appendix B)

Once a guest is admitted at the Guidance Entrance with appointments for Diverse Learners, Workforce Readiness, Academic/Technical Supervisors, Marketing/Communications, or Guidance, they must report to the Guidance counter. Guests having business with the Director, Human Resources, Business Office, IT Coordinator, Student Management, Nurse, Physical Plant Supervisor, Attendance, or other general business must drive to the Main Entrance for admittance or be picked-up in the Guidance office by the individual that is expecting the guest.

Once at the Guidance counter, the guest must show valid identification. All guests must sign the Guest Log and receive a guest pass once identification is verified. The receptionist must call the destination of the guest to announce arrival. If no one responds, the guest must wait until there is acknowledgement of receiving a guest. No guest is allowed out of the office without verified identification, registration in the Guest Log, or a guest's pass. The guest's pass must be returned with the guest signs out of the building in the Guest Log upon completion of all Davies business.

1.4 Student Pick-Up

Parents/guardians picking up students from Nurse or Attendance offices must be in MMS as a contact. If the guest is not on the MMS contact list for a student, the receptionist must call the parents/guardians in MMS to notify them that someone is here attempting to dismiss their child. Parents/guardians must give permission in order to dismiss a student to a guest who is not on the MMS contact list.

1.5 Deliveries

Parents/guardians dropping off items for students are to leave the items with the receptionist. Students are not to be called out of class to meet a guest in the office. Students may be called at the end of class to pick up items that are dropped off.

Deliveries are to be directed to receiving areas. Receiving personnel are to be notified of the impending delivery.

1.6 Lock Down

In the instance of a lock down, no guests/visitors are to be admitted to the building. Existing lock down procedures are to be followed. (See school safety plan)

Appendix A - Guest Protocol (Main Office)

- Ask:
1. **Name?**
 2. **Business?** (Why here? Who are you here to see? Are you an expected guest?)
 3. **Identification available?** (If no identification is available, then no entry is granted and a Supervisor must be called)

*Direct guests to report directly to Main Office for business with the Director, Human Resources, Business Office, IT Coordinator, Student Management, Nurse, Physical Plant Supervisor, or other general business; or to the Attendance Office for student dismissal upon entering.

*All guests with appointments with Diverse Learners, Workforce Readiness, Academic/Technical Supervisors, Marketing/Communications, or Guidance must drive to Guidance Entrance for admittance or be picked up by the individual expecting the guest.

- Once Admitted:
1. Show identification (Driver's license, State-issued ID, or US passport is required)
 2. All guests must sign-in and out of the Guest Log.
 3. Receptionist must call destination of guest to announce arrival.
 4. All guests must visibly wear a guest pass.
 5. Parents picking up students from the Nurse or Attendance offices must be in MMS as a contact.

- Deliveries:
1. Direct to appropriate receiving area.
 2. Notify receiving personnel of impending delivery.

*Call a Supervisor if an individual wishing to gain entry seems suspicious (ie. wearing overly sized clothes/coats, carrying big bags, multiple people wanting entrance) or is uncooperative.

*Push the panic button if an individual wishing to gain entry is aggressive, threatening, or violent.

*We have a "No Visitor" policy. People are not allowed to simply "visit" students or staff during the school day.

*Parents dropping off items for students are to leave items with receptionist. Students are not to be called out of class to meet a guest/visitor in the office. Students may be called at the end of class to pick up items dropped off.

Appendix B - Guest Protocol (Guidance Entrance)

- Ask:
1. **Name?**
 2. **Business?** (Why here? Who are you here to see? Are you an expected guest?)
 3. **Identification available?** (If no identification is available, then no entry is granted and a Supervisor must be called)

*Guests with appointments for Diverse Learners, Workforce Readiness, Academic/Technical Supervisors, Marketing/Communications or Guidance must report to the Guidance counter.

*All guests with business with the Director, Human Resources, Business Office, IT Coordinator, Student Management, Nurse, Physical Plant Supervisor, Attendance or other general business must drive to the Main Entrance for admittance or be picked up by the individual expecting the guest.

- Once Admitted:
1. Show identification (Driver's license, State-issued ID, or US passport is required)
 2. All guests must sign-in and out of the Guest Log.
 3. Receptionist must call destination of guest to announce arrival.
 4. All guests must visibly wear a guest pass.

- Deliveries:
1. Direct to appropriate receiving area.
 2. Notify receiving personnel of impending delivery.

*Call a supervisor if an individual wishing to gain entry seems suspicious (ie. wearing overly-sized clothes/coats, carrying big bags, multiple people wanting entrance) or is uncooperative.

*Push the panic button if an individual wishing to gain entry is aggressive, threatening, or violent.

*We have a "No Visitor" policy. People are not allowed to simply "visit" students or staff during the school day.

*Parents dropping off items for students are to leave items with receptionist. Students are not to be called out of class to meet a guest/visitor in the office. Students may be called at the end of class to pick up items dropped off.

Dress Code Guidelines

1.1 Authority

It is important for all employees to project a professional image of William M. Davies, Jr. Career & Technical High School. Employees contribute to the feeling and reputation of the school in the way they present themselves. We believe that Davies faculty/staff serve as role models and should always project that image. A professional appearance is essential to a favorable impression with students, parents and visitors. Good grooming and appropriate dress reflect employee pride and inspire confidence. All personnel should respect these guidelines.

1.2 Dress and Grooming

1. Professional grooming should remain the acceptable standard. Clothing should be neat and clean.
 - a. Not acceptable: skin-tight pants, short skirts/dresses, jeans, shorts above the knee, tank tops, halter-tops, athletic shoes, casual sandals (ie. flip-flops) or any extreme in dress.
 - b. Hats or caps must not be worn during the school day.
 - c. Be cognizant of any extreme in style communicated with the use of jewelry/accessories, fragrances or hair.

2. Certain staff may be required to meet special dress and grooming standards, such as wearing uniforms, depending on the nature of their job. Workplace attire must be neat, clean and appropriate for the work being performed and the setting in which the work is performed. In specific technical areas (Auto Careers, Hospitality, Machine...) or departments (Maintenance, IT, Business Services...) guidelines for attire may be tailored to the job. Those employees who must meet special clothing needs based upon the specific nature of their job should determine the standard together with their immediate supervisor.

3. Any employee unsure of what is appropriate should check with their immediate supervisor or the HR Coordinator for clarification.

1.3 Dress-Down Days

1. The designated day will be permitted with approval on the last day of the work week. Casual dress is permitted when you participate by donating \$10.00, by check, per month to the “cause” or charity event that is supported by the Davies Community. Dress down casual is defined as follows:
 - a. Shirts: All collared shirts or appropriate T-shirts are considered casual; this will include blouses, golf shirts and polo shirts.
 - b. Pants: Casual slacks, trousers, knee-length shorts or jeans. These should not be torn or frayed.
 - c. Footwear: Depending on the department, athletic shoes or casual sandals may be worn.
 - d. Not allowed: Shirts with inappropriate slogans, tank tops, muscle shirts, crop tops, spandex, sweat pants, or exercise outfits.

1.4 Disclaimer

This policy may be modified at any time, at the sole discretion of William M. Davies, Jr. Career & Technical High School. Davies reserves the right to modify this policy, as fashion trends change, at any time. Davies will notify employees of any such modifications via an electronic communication.

Facility Usage

1.1 Authority

The following rules, regulations and fees have been determined for rentals of the Davies school facilities in accordance with State regulations. This is a sound and necessary approach which will enable community use of the facility.

1.2 Definitions

Eligible Organizations are defined as the following: Educational to include Public and Private Schools; Professional/Industrial; Labor; Youth Group (*supervised*); Civic/Community; City/Town Government; Religious Services; and Emergency Services.

1.3 Policy

1. All requests for use of the school facilities must be made by eligible organizations on the [School Facility Use Agreement](#).
2. All forms must be signed by the person who will be held responsible for any damages to the facility or loss of property directly related to such use. Regulations for use are on the reverse side of the agreement.
3. Arrangements must be made with the school Director or their designee well in advance of the rental date. Requests not made within two weeks of the rental date will be denied.
4. There is no charge for the use of the Davies School's facilities. However, charges may be incurred for mandatory custodial services after-hours.

1.4 Rules Governing Community Use of Davies Facilities

1. Facilities shall be used only for the specific dates and purposes as stated on the application form and shall not be transferable to any other group or activity.
2. All activities shall be terminated no later than 11:00pm.
3. It is mandatory that at least one school custodian be present during all functions held at Davies. The custodian will be present the entire time the facility is in use, including adequate time preparing for opening, cleaning, and closing the area used. (*One hour before and one hour after is the minimum requirement.*)

4. Use of the Library, shops, and/or computer labs will require special approval and the presence of one of our appropriate instructors/designees.
5. Kitchen facilities and equipment are available only under the supervision of a cafeteria staff member who will be present during the entire period the kitchen is in use.
6. The presence of uniformed police officers and/or firemen is mandatory pursuant to local, town and city ordinances at the Lessee's expense. Requirements: Lincoln Police (401-333-1111) must be contacted by the Lessee and arrangements made for officers to be present at all events. Lime Rock Fire Department (401-344-2121 or 401-728-7193) must be contacted by the Lessee and they will make the determination as to whether their attendance is required.
7. The coordinator of the program is responsible for learning where all the external exits are located and prior to the commencing of the program, the coordinator is to make an announcement to the attendees informing them where these exit egresses are in the case of an emergency.
8. If the program is running during normal business hours, the coordinator of the program must ensure that all participants sign in with the Davies Main Office staff and receive a Visitor's Pass.
9. The William M. Davies, Jr. Career & Technical High School through the Director, reserves the right to decline or cancel rental of the facility.
10. Smoking is prohibited in the facility and within 25 feet of the building as pursuant to the laws of the State of Rhode Island.
11. The Davies School is not responsible for the loss or theft of personal goods belonging or related to the activities of the Lessee.
12. The Lessee shall provide evidence of liability insurance in the minimum amounts of \$50,000 - \$100,000 personal liability with \$10,000 property damage. No activity is to be initiated by the Lessee until the proper insurance policy and other requirements as stated on the application are met within a minimum of one week prior to the reservation date.
13. For the use of the grounds and/or athletic field, the Lessee will be required to post a cash bond or leave a deposit of \$1,000.00 two weeks prior to the date of the event. Damages, if any, to the above mentioned areas will be determined by the Director and/or their representative. The Davies School reserves the right to waive the bond at the discretion of the Director.

Flexible Work Hours Policy

1.1 Authority

This policy provides non-union/non-classified staff, hereinafter referred to as professional staff, with reasonable flexibility in establishing their daily working hours so they are better able to balance the needs of family and work responsibilities. The purpose of the policy is to better accommodate the needs of the professional staff members while maintaining excellent services to students/prospective students and their families, faculty/staff, alumni, friends of William M. Davies, Jr. Career & Technical High School (Davies) and other members of the Davies community.

1.2 Definitions

Essential staff means professional staff members that must be present during inclement weather resulting in delays or cancellations. Specifically, the Facilities Coordinator.

Frontline means the web-based absence management system utilized school-wide to request all modifications to normal work days and hours.

Instructional Supervisors means professional staff that have student supervisory duties. Specifically, the Director, Supervisor of Career & Technical Education, Supervisor of Academic Instruction, Supervisor of Student Supports, and the Supervisor of Student Management.

Operational Supervisors means professional staff that do not have student supervisory duties, but are members of the Management Team. Specifically, Information Technology Coordinator, Human Resources Coordinator, Facilities Coordinator, Business Services Coordinator, and the Marketing & Communication Specialist.

Professional Support Staff means professional staff directly supervised by an Instructional or Operational Supervisor. Specifically, the Assistant Business Coordinator, Information Systems Administrator, Information Technology Support Specialist, Bi-Lingual Parent Liaison, Office of Workforce Development Coordinator, Executive Assistant to the Director, and the Coordinator of Instructional Services.

Professional Staff means non-union/non-classified staff members. Specifically, Instructional Supervisors, Operational Supervisors, and Professional Support Staff.

1.3 Acceptable and Unacceptable Uses

A. Acceptable Uses

Employees may request reasonable flexibility to meet the needs of life circumstances involving self-care, caring for a family member or maintaining household needs. These tasks include, but are not necessarily limited to the following:

- Working from home while sick (only when deemed necessary by the Director)
- Doctor's appointments and medical care decision making meetings
- Emergencies with childcare
- Car/Homeowner emergencies (such as breakdowns, leaks, floods, etc.)
- Inclement weather resulting in school cancellations (excluding State of Emergency declarations by the Governor)
- Attending educational responsibilities for self or family members

B. Unacceptable Uses

Application of the Flexible Work Hours Policy must meet the needs of Davies employees. The policy will not allow one to restructure work hours/days to meet the social aspects of an employee's life outside of work. The tasks that are unacceptable uses of flexible work hours include but are not limited to the following:

- Re-arranging work hours/days to meet family transportation needs on a regular basis
- Attending extra-curricular activities for yourself or a family member/friend
- Working from home due to sleeping late or inclement weather not resulting in school cancellation

1.4 General Provisions

A professional staff member may request a modification to their standard hours if a modification will better allow them to balance personal responsibilities. A professional staff member may request a variation to their normal starting time and stopping time provided that they:

1. Work Monday through Friday during "core hours" such as 7a-2:30p, 7:30a-3p, 8a-3:30p, etc.
2. Work their normal seven paid hours per day resulting in 35 hours per week.
3. Take a minimum half-hour unpaid lunch break

A professional staff member may:

1. Request to start work later than their regular shift if they are staying later to fulfill a 7 hour work day
2. Request to leave work early if they are starting work earlier than their regular shift to fulfill a 7 hour work day
3. Leave work midday, but return and stay later than their regularly scheduled hours to fulfill a 7-hour work day.

An Instructional or Operational Supervisor may:

1. Work from home up to one day a month completing 7 hours of assigned work.

For example, a professional staff member is requesting to attend a child's school event that starts at 1p. The professional staff member normally works from 7:30a to 3p, but is approved to leave work at 12:30p and return at 2p. The staff member would have to report to work one hour before their regular report to work time (6:30a) or work one hour past their regular end time (4p), thereby still completing a 7 hour work day.

At all times, professional staff members are expected to arrange their working hours to assure the needs of their department and the "customer's needs" (students, prospective students, parents/guardians, faculty, staff, alumni, Board members, etc.) are met. A schedule rearrangement must not negatively impact the ability of the professional staff member's coworkers or subordinates to perform their job duties effectively.

A schedule modification per this policy shall not result in a decrease in the number of regular weekly work hours.

1.5 Request/Approval Process

1. A professional staff member seeking to adjust their work hours as outlined above is to make a formal request to their immediate Supervisor, via the Frontline absence management system, outlining the desired change to their work schedule based off the acceptable uses listed previously in this policy. This request must include:
 - a. A brief explanation of why a schedule modification is needed (a professional staff member is not required to provide personal or confidential information).
 - b. A description of the hours the professional staff member would like to be out of the Davies facility/grounds and the intention to make up the hours or identify the need to work from home.
2. The Supervisor and/or the Director will review the request based upon the guidelines provided in this policy. Supervisors and/or Director approve the adjusted work

schedule/location if the professional staff member works their allotted work hours and assures their work performance and services to students, families, and other members of the Davies community will be maintained at a thoroughly satisfactory level.

3. The professional staff member's immediate Supervisor and/or the Director must approve any changes to an already approved flexible schedule.
4. When working from home, a professional staff member must submit a written record of their workday. This written record must include date, start time, end time, tasks accomplished with associated timer intervals. This written record must be submitted the day following the work from home day.

1.7 Disclaimer

Davies assumes no liability for any direct or indirect damages arising out of working from home.

This policy may be modified or discontinued at any time, at the sole discretion of the Director. Davies reserves the right to modify this policy at any time without notice. Davies will notify employees of any such modifications via an electronic communication.

Fund Raising

1.1 Authority

Certain school programs and activities are fully or partly supported through the solicitation of funds from students, staff, and community. Solicitation and collection of money in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization or program is permissible, provided the instructional program is not adversely affected and that appropriate procedures are followed.

The Director and/or the Student Council will determine if and when fundraising events will take place. All parties involved in fundraising activities shall be sensitive to the issue of resource equity, with no school or student body being unreasonably advantaged or disadvantaged in comparison to others.

The Director's approval is required of all fundraising activities related to out-of-state travel and those which entail significant sums of money.

1.2 Policy

- Fundraising activities must not interfere with the educational program and shall be of direct benefit to the students, school and/or educational process.
- All parties involved in fundraising activities shall be sensitive to the issue of resource equity, with no school or student body being unreasonably advantaged or disadvantaged in comparison to others (ie. large expenditures for computer labs, staff, or permanent facilities, etc.).
- Student/staff participation must be voluntary.
- All parties involved in fundraising shall be sensitive to the demands placed on the community through a multitude of fundraising efforts. Fundraising activities shall be coordinated through the Director or Student Council to alleviate over burdening the community and its agencies.
- Fundraisers (raffles, etc.) shall adhere to all Gaming Commission regulations.
- Fundraising activities will involve the Business Services Coordinator to adhere to all accounting requirements.
- All collected monies will be given to the Business Office for deposit in an account designated for that specific group.
- Fundraising activities requests must be submitted with a specific purpose.

- All equipment and materials donated from funds raised under these guidelines shall become the property of the William M. Davies, Jr. Career & Technical High School.
- Door-to-door solicitation by students is not permissible due to concerns for student safety.
- All funds collected from fundraising activities will be supervised by Davies faculty or staff.
- Receipts or tickets will be given where applicable.
- Fundraising is not to be used in assisting a campaign for election of a person to an office or for the promotion or opposition to a ballot proposition.

1.3 Procedure

- All fundraising events must be requested in writing: [Activities Request Form](#) and submitted to the Student Council for approval and then forwarded to the Director for final approval.
- All funds relating to fundraising are to be turned in to the Business Office no later than 2:30pm **daily**. All money must be counted. Coins must be rolled, and coin wrappers can be obtained from the Business Office.
- A [Student Activities Deposit Form](#) must be completed and be turned in to the Business Office for each activity deposit. The deposit form must be signed by the activity advisor/sponsor.
- Requests for the issuance of checks from the group account should be submitted to the Business Office at least 72 hours in advance of the required date. [Student Activity Fund Temporary Invoice Voucher](#)

**GUIDE FOR
DAVIES
CLASS
ADVISORS**

Revised May 2021

What is a Class Council?

A class council is created to oversee all class events. A good council is an invaluable resource to the Class Advisor. If well-led, it will begin to take initiative, directing the class, saving the Advisor time, and learning the essential skills of leadership and follow-through that will help them in the world of work or advanced education. The Class Council and Advisors will plan all the social activities of the class. They will promote the Class at all school functions, encourage involvement, and fundraise when necessary to defray costs of class functions.

Administrative Requirements

You will have to keep the records for your class. This requires collecting, organizing, and depositing large amounts of money, gathering personal information and collecting forms and permission slips, and hunting people down when they miss your deadlines.

Money

As soon as you become advisor, you should go to the Accountant in the Business Office to start an account for your class. You will be given a receipt book that must be returned at the end of each school year. Use this book to issue receipts to your students when you collect cash.

Deposits should be made to the Accountant as soon as possible after the collection of money. See the School Documents folder in the shared Google Drive for deposit forms. Count the cash, checks, and coins, and fill out the form. Bring the money and the form to the Business Office. You will be given a receipt for the deposit, which you should keep in your class records.

Record Keeping

You can use whatever system is best for you: folders, books, receipt books, lists...the point is, make the system work for you. Students will chase you down from the moment you exit your car in the morning to the second you put your coat on to leave in order to ask you for information and due dates.

You will want to encourage students to make appointments to see you for information or set aside "office hours" such as immediately after school or prior to the start of school, when you will be available to give information and take money. Be aware that many students will insist they handed forms, money, and information to you only to find it in their locker or car later on, so you will need to have checklists and records available with which to consult.

What is the difference between the Class Council and the Student Council?

The Davies Student Council is made up of the Class Officers of each of the Class Councils. This Council meets once a month. The Student Council is authorized to propose and create rules that govern activities and functions at Davies. They can propose changes to the Director for approval. The Student Council can assist the Director by being a voice for the school.

Student Council is responsible for the scheduling of social events in the school. All requests for fundraiser (both in and out of school) must be submitted to the Student Council at least 21 days before the event. Dances and functions, both formal and informal, to be held off or on school grounds, must be submitted to the Student Council using the applicable forms (see appendix) at least 21 days before the event. This ensures that there will be no conflicting events, functions, or fundraisers, and avoids confusion on behalf of advisors, leaders, and coaches. Requests for fundraisers and functions must be left in the mailbox of the Student Council Advisor on the Monday before the next scheduled Student Council meeting.

The members of the Student Council will vote to approve your request. If approved, the request will be given to the Director for final approval the next day. The Student Council is responsible for keeping a calendar of all Class Council events in order to ensure that no events overlap. Events are entered in the calendar immediately after the Council approves them. Once the Director approves the event, it will be changed to a different color in the calendar to show that it has been approved.

Freshman Year

Forming a Council

Forming a class council is the most important thing you will do as a class advisor. If done right, you will have some people who take charge and have vision of their own. If you get a bunch of blank stares and “Uh, I don’t know”, don’t despair. You will have four years to train them correctly so that by senior year when they can drive and know that their activities are on the line, they will faithfully execute the tasks you give them. This is not only about Senior Prom, it is about follow through and responsibility. Organizing a prom or trip is a major endeavor, and you will have reinforced skills in leadership and attention to detail that are crucial to survival in many workplaces.

Have an Initial Meeting

You can have a class meeting by submitting an activities request (found on School Documents) for an assembly to the Student Council. Don’t forget to request coverage through Frontline (if needed). You should have at least one All Class meeting to introduce yourself and rally the troops.

- Decide how you want to run your class council. Please note that your class council is separate from the Davies Student Council, which is run under separate auspices. You can structure your class council however you like. Would you like a formal election? Do you want interested parties simply to show up and make a sort of a club out of it? After you have your council, do you want to elect officers immediately?
 - Note: Beware of popularity contests. Often, you will find many hard workers who are not assertive enough to run for office, and you will find that people want to be Class President because it is cool. Sometimes, waiting for elections for deciding among the counsel later into the job helps to avoid classes of the cliques and vanity elections.

Communicating With the Class

- Use Freshman lunch for communication. Although there are a few freshmen in Sophomore lunch, you can always get to the majority of your class to make announcements at the lunch.
- Use the morning announcements. Be sure to follow the School-Wide Announcement Policy when requesting a morning announcement.
- If you cannot make Freshman lunch, write up an announcement for someone else to announce during lunch duty. This way you can communicate with the main Freshman

lunch as well as the Freshmen who find themselves in Sophomore lunch. Sometimes we forget about them.

- Use breakfast time. It is the best time to spend individual time with individual class members, and if you have to make an announcement, most people will be there. Upperclassmen tend to drive and come at the last minute, but you can use this strategy effectively for Freshman and Sophomore years.

After Your Class Council is Formed

By Davies tradition, the Freshmen should accomplish the following. However, you can add to this list or delete from it as you see fit.

- One school wide dance in the Spring
- One semi-formal dance combined with Sophomores
- Pep Rally
- Two school wide fundraisers per year and up to three Freshman only fundraising events per quarter (these must be approved by the Student Council)

School Wide Dances

The Freshmen host a school wide dance in April or May. In the past, it has been called the “Spring Fling”. The hours of a school wide dance are 6:00pm - ~~10:30~~ 9:00pm. Students may bring one outside guest. Students bringing guests will fill out the Guest Form accepting responsibility for their guests, and they will be placed on the Dance List with their respective assigned ticket numbers. (See appendix for “Procedure for Hosting a School Wide Dance)

Students must also submit a permission slip signed by their parent or guardian when purchasing tickets.

Pep Rally/Spirit Week

This is easy Freshman year.

- Get the list of events from the Senior Advisors.
- Find some way to equitably sign up volunteers for events. You may collect volunteers on a certain day and then have the Council do a lottery for events where there are more volunteers than needed, or you may come up with some other system. Have a couple people in reserve as well.
- Post the finished event list when they are ready to avoid last minute chaos at the time of the event. This is another area where you will have people who did not get the event they wanted. You can use them in some other role from painting signs to organizing things.

The Freshman Dance

This is a semi-formal. One suggestion is to combine with Sophomores to have one event. This saves you the cost of the DJ and there will be more people for a grander event. Some classes do this, some do not. You can have a buffet, snacks, or a dinner. Charge what you need to cover the event and make a profit.

Let the Council take responsibility for the decorations. Since no one has a license, you can make the run, but this is a great opportunity to have them do the work and see who will provide leadership for the future.

Note: See Appendix, "Procedure for Hosting a School Wide Dance". Note that as attendance will not be as high as a school wide dance, you may be able to adjust the number of chaperones required accordingly. Ticket prices should be set after you have your budget for food and expenses, and should ideally be calculated to include a slight profit to be used for class functions.

Fundraising

You may choose to start fundraising right off the bat. You can also establish "Class Dues" which will be paid yearly, monthly, or each semester as frequently as you choose. This, if actually paid by all members, can cut a significant amount off of prom tickets, senior trip, or allow you to buy the yearbooks for all seniors. It must be started right away Freshman year, so they have never known any other way. Establish it as a "matter of fact" if this is something you choose to do.

The Breakdown

- Get to know your Freshmen through a class meeting or other informal contacts.
- Form a council.
- Plan and hold the Freshman sponsored School Wide Dance.
- Plan a semi-formal independent of, or along with, the Sophomores.
- Assign activities for Pep Rally.

Sophomore Year

Congratulations, you have survived the first year. This year will be pretty much a repeat of last year, but you might want to concentrate on some fundraising.

School Wide Dances

The Sophomores host a school wide dance in November or December. The hours of a school wide dance are 6:00pm - ~~10:30~~ 9:00pm. Students may bring one outside guest. Students bringing guests will fill out the Guest Form accepting responsibility for their guests, and they will be placed on the Dance List with their respective assigned ticket numbers. (See appendix for "Procedure for Hosting a School Wide Dance") **Students must also submit a permission slip signed by their parent or guardian when purchasing tickets.**

Fundraising

Nobody likes fundraising, and if you do, you are a very special advisor who should be given an award. Unfortunately, there is no such award, so enjoy another large coffee and get on with the fun!

You can do many things if you fundraise effectively. Your council should help research fundraising opportunities, and then be willing to execute them. (See appendix, "Fundraising")

Good luck and don't let this drive you crazy...Delegate, Delegate, Delegate. Remember the mantra, "I am the advisor!". You should be available to liberally dispense your wisdom, but let your students know that they are responsible for the actual work. This, of course, is the ideal which you will achieve by Senior year!

The Breakdown

- Continue to meet with your council.
- Two school wide fundraisers per year and up to three fundraising events per quarter (these must be approved by the Student Council)
- Plan and hold the Sophomore sponsored School Wide Dance in the Fall.
- Plan a semi-formal independent of, or along with, the Freshmen.
- Form the Sophomore Pep Rally teams.

Junior Year

School Wide Dances

The Juniors host the Welcome Back Dance in September. The hours of a school wide dance are 6:00pm - ~~10:30~~ 9:00pm. Students may bring one outside guest. Students bringing guests will fill out the Guest Form accepting responsibility for their guests, and they will be placed on the Dance List with their respective assigned ticket numbers. (See appendix for "Procedure for Hosting a School Wide Dance") **Students must also submit a permission slip signed by their parent or guardian when purchasing tickets.**

The Prom

Although the prom is generally organized by the Senior class, you will be responsible for providing any assistance that may be necessary. As Juniors, you should book a place for the prom NEXT YEAR. Start researching this in the winter, so you can book in the spring - **at least one full year in advance.**

- Sell as many tickets as you can, and keep track of Juniors attending and their guests.
- Organize the "Prom Promise" event, which will be held the day of or before the prom. Administration (or an agent thereof) will make the arrangements with the presenter for you. Get coverage for yourself and attend.
- Give "The Speech" to your class prior to the prom to ensure perfect behavior. Also, ascertain that students attend the Prom Promise presentation to encourage good behavior.
- Help check in people at the prom.
- Tabulate ballots for and announce the Junior ~~King and Queen~~ and the Prom Court, see Senior Advisors for exact numbers of people to elect. You can have open class elections for Prom Court or you can have teachers choose either at the event or before.

Booking the Prom for Senior Year

- Go visit places and ask for recommendations.
- Meet with the staff at the various locations, and determine a spot you might like to consider for the prom.
- Look at food menus and decor.
- Consider the following: Is there a policy for minimum ticket sales? Does the facility supply the police officer or does the class need to obtain the officer? Is there a required number of officers set by the facility? Are there any extra charges for not making the minimum or for the beverage bar (such as a bartender fee)? Is there a good location for photos? How flexible is the staff, will they set up tables like you want them and will they

be flexible if you need to change the numbers? Do they provide meal choices for those with special dietary needs?

- When you and your council decide on the location, you will most likely be asked to pay a non-refundable deposit.

Ordering Class Rings

Class rings are ordered through the same company that provides the diplomas and caps & gowns, Josten's. A representative from Josten's will come to the school and give a demonstration to the Juniors during an assembly. You will need to submit an Extracurricular Activities request for the assembly and request coverage through Frontline (if needed). The Josten's representative will do all of the work, you just need to be present to introduce them to the class. Ask the Junior teachers to come to the assembly to help with student supervision.

Pep Rally and Spirit Week

This will be the same as last year. Have fun.

Graduation

As Junior Advisor, you will be called upon to help the Administration with this event. They will need Juniors to pass out programs and assist with ushering. Also, Junior Class Advisors act as Marshalls for the Graduation procession.

You will also be able to sell flowers, many people forget flowers and are grateful for the opportunity to purchase them at the last moment. Place an order with your florist three weeks ahead, and pick them up the day of graduation. You can easily sell a couple hundred carnations for fifty cents or a dollar each. **If you intend to sell flowers, notify the Executive Assistant so arrangements can be made with the venue to set up a table for you.**

The Breakdown

- Continue to meet with your council.
- Two school wide fundraisers per year and up to four fundraising events per quarter (these must be approved by the Student Council).
- Plan and hold the Welcome Back Dance.
- Plan for Prom for Senior Year.
- Form the Junior Pep Rally teams.
- Assist with Graduation.

Senior Year

Here's where it all happens. You will feel crazy this year, and you may even want to lose your temper on a regular basis toward the end of the year. Never fear, you will survive, and create some great memories. Please remember that the following is simply a guide based on Davies tradition. People have added things, omitted things, and changed things around. The following is a guide of possible activities.

Ring Breakfast

The ring breakfast is generally held in the fall. Your Josten's representative will let you know when the rings are ready. Historically, the breakfast is held in the Patriot Room and catered by Hospitality. Only those students that ordered class rings are invited to the breakfast. You will need to submit an Extracurricular Activities request to the Student Council and a catering request to the Chefs in Hospitality Careers. The invoice for the catering will be paid out of your class funds. You should also request teacher coverage through Frontline (if needed) so you can join the students and enjoy a delicious breakfast. Be sure to tell the Yearbook Advisor the date and time of the breakfast so they can get photos for the yearbook!

Pep Rally and Spirit Week

Seniors generally organize Pep Rally and Spirit Week. Spirit Week is **generally held in the Fall, coinciding with the fall sports schedule.** ~~the week before the February vacation.~~ Here is a rough checklist to make the event simple:

- Have a Senior Class Council meeting to decide what you will do for the days of Spirit Week. Past days have involved crazy hair, theme dress up, hats, and Black & Gold. You may do anything you want (with the exception of cross-dress day, which has been banned by Administration).
- **Submit a Facilities Request Form to the Director to get approval for the event.**
- Put out a list of events for the Pep Rally. Past events have included various relay races, volleyball, basketball, sack races, dress-up games, and the infamous Tug-of-War. These events are students vs. teachers (the idea is to promote school spirit). Make sure you have enough teachers sign up for each event.
- Decide how many contestants and people in reserve you want for each event, and ask the class advisors to sign up people for their classes.
- Locate the items you need for the games prior to the day of the event. Many of the items are in the Physical Education department, so check with the Department Coordinator regarding supplies.
- Ask for the assistance of the Phys Ed department in organizing the event.

- Two weeks prior to the event, begin the publicity. Hang posters stating the event and dates, and make sure that the correct information is announced.

At the Pep Rally...

Administration will call down the classes. This will be a loud, raucous affair, so make sure that people are seated in their areas and cheering positively. Begin the games, enlisting the help of referees and assistants as needed.

Homecoming Dance

Seniors have rights to the Homecoming Dance. This is held the Friday of Spirit Week, before the February vacation. This is a major fundraiser for the Class if well done. Follow the procedures for having a School Dance. (See appendix)

Senior Supper

Traditionally held in October or November, this is the large kick off formal event of the Senior year. You will announce superlatives, eat, and dance.

- Do the superlatives. You will have to decide what they will be and get ballots out, either to all Senior advisories or by way of a class meeting. You can also use Senior lunch, but you may miss a lot of people who are at Junior lunch due to scheduling or out on work-based learning.
- Get approval for the date and fill out the Extracurricular Activities Request for permission to use school facilities, or permission to hold an event off school grounds. If you need the facilities, hand the form in to the Executive Assistant to the Director and notify Student Council. If you will be off site, simply hand in the permission forms to your Supervisor.
- Book a place well in advance if you plan to have the event off campus. Although this isn't a busy time of year, you will need to find a banquet hall or a hall and a caterer, which can get tricky. You can use the cafetorium and bring in a caterer, as well.
- Hire your DJ.
- Work out a budget, you will be budgeting for food, entertainment, and the cost of awards.
- Decide on awards, and make sure you bring the Superlatives to the trophy shop in advance.
- Print tickets, hang posters, and begin sales. Set a cut off date farther ahead than a regular dance, because you want to make sure the numbers are in on time for the caterer.
- Give a copy of the superlatives to the Yearbook Advisor.

Note: When booking a caterer or hiring a facility, look for extra charges like gratuities, soda bars, bartender or setup fees, or any other facility fees. There may be a fee for the police officer, or you may have to hire the officer separately.

At the Event

- Assign someone to check in attendees.
- Eat, drink, and be merry.
- Have an MC who will announce the superlatives. They should be set up by the advisors and kept highly hidden until the time of the event.
- Pay the facility.
- Pay the DJ.
- Pass out favors if you have any.
- Clean up. Have your council stay and help.

The Prom

Hopefully you booked a place already. If not, you might run into trouble scheduling.

- If you have not already booked the DJ last year, do so WELL IN ADVANCE. Prom DJ's are generally expensive.
- Review budget and determine price for tickets.
- Fill out Extracurricular Request Form for the prom date and notify Administration.
- Book police officer if that is your responsibility (sometimes the facility includes the officer). You will have to book the officer(s) from the town where the prom will be held.
- Print invitations and share with the Junior Class Advisor, who will assist you in the sales. You can order the invitations from any one of the prom catalogs that you are receiving en masse by this time. You can also print them in house through Graphics.
- Begin sales, you might have to begin sales well in advance due to the expense of the prom. One month should be more than enough time. Cut sales off in accordance with when the venue needs the final count.
- Get final count to the venue.
- Go early to set up. You can have open seating or you can reserve tables ahead of time like wedding seating - this is very effective because people want to sit with their friends, but early arrivals tend to spread out, leaving one or two seats at a table. If you have them reserve tables ahead, they can make place cards, and place them out. This is entirely up to you and the council. Request coverage if you feel this is necessary.
- Check people in as they are entering and advise them they will need to stay in.
- Have fun. Try to eat your food and not go crazy.
- After the dinner is done, before the dancing starts, announce the Prom Court. Hand the microphone off to the Junior Advisors so they may announce their Prom Court.
- Pay the facility.

- Pay the DJ. Make sure the DJ has given you an invoice that you can turn in to the Accountant. Note: Be sure to include the DJ's meal in the cost of the tickets. The DJ should be offered a free meal.

Note: One effective way of having people comply with your sales deadlines is to charge The Late Fee. Charging a significant amount over the ticket price for late purchases makes people want to pay you on time. A good fee is \$10 or \$15.

Senior Picnic

The picnic is held during Final Exam week, scheduled for lunch time after the exam is over for that day. This is usually held at the YMCA down the street from Davies, although it has been held on Davies property in the past. You will need to provide all the food and paper goods. Generally, Senior teachers will stop by throughout the event and help with the grilling duties. This is paid for out of class funds and there is no cover charge for the Seniors.

Senior Breakfast

The breakfast is also held during Final Exam week, scheduled after the exam is over for that day. You will need to book a venue that is willing to cater breakfast for the Senior class at 10:30. This is paid for out of class funds and there is no cover charge for the Seniors.

Senior Trip

With all luck, you will have settled the details Junior Year. However, there is still time if you did not. Book it, fundraise, and get people to commit and pay you ahead of time. Spread out payments if you can, and you will have more attendees. Don't worry if your students change their mind about attending or complain about the location. By this time, you will be a master of negotiation, but you cannot please everyone - the important part is having a class trip that will encourage as many members of your class to attend.

Keep rallying the troops and delegate as much as possible!

- Fill out the Extracurricular Activities Request with the office. If you go out of state, fill out Travel Request Forms, obtain emergency contacts, and get enough chaperones.
- Request teacher coverage through Frontline and make sure that your chaperones also do so.
- Go and have fun.

Graduation

You will assist Administration with graduation. You will help run rehearsals, and since you know your people best, you will help keep events running smoothly.

Responsibilities of the Advisor

- The Class Advisor should help with the graduation ceremony. You will need to assist in all rehearsals and activities run by Administration prior to the event.
- You will need to order caps & gowns. Usually, these are ordered through the same company that does the diplomas, Josten's. Set aside a specific time to do caps & gowns. It is more efficient to make announcements ahead of time that students will need their money on a certain date, and have a class meeting. Request coverage as necessary to have the meeting. Make sure to get correct measurements for the caps & gowns. The representative from Josten's can give you an idea of what they will need and the costs.
- Graduation is held off campus. The Executive Assistant to the Director will contact the venue and make the necessary arrangements for the graduation ceremony. It is your responsibility to contact the Executive Assistant and help with the arrangements in any way they need.
- Contact your florist again! You will need arrangements to decorate the stage.

Responsibilities of Administration

Administration will run the graduation practices with the students (you are required to attend and assist as needed).

Responsibilities of Guidance

Guidance will order diplomas and determine who will be graduating. Guidance will also ensure that all past debts to the school are paid prior to the graduation ceremony. They will be present for, and assist with, the graduation rehearsal.

Epilogue...

You have survived Graduation. Now you truly know how it feels to make a difference in the lives of a class, and you can breathe a sigh of relief after a crazy year! Feel free. Enjoy your time. Bask in the sunshine...

Until...Reunion planning time! The fun never ends, does it?!

You might consider appointing people to assist with the reunion and deciding at what point you will host reunions. Guidance does have addresses on record, but it may help to gather cell phone numbers, email addresses, and numbers of people who can reach class members if they move.

Appendix

Procedure for Hosting a School Wide Dance

Use the following checklist for dances, adding or adapting as you need for your class.

- Have a council meeting and propose a date and/or theme.
- Use the ~~Student Council~~ **Activities Request** form (see School Documents) to submit this proposal to the ~~Student Council~~ **Director**.
- When approved, begin active organization of the dance at least three weeks ahead.
 - One Month Ahead: Book your DJ and reserve a police officer for the detail. You will need one officer for every 100 students. Order the wristbands for a school wide dance. These are easy to find online under “tyvek wristbands”.
 - Three Weeks Before: Have tickets printed and make a “Dance List”. Copy the **Permission Slips and “Guest Forms”**.
 - Three Weeks Before: Begin to look for chaperones. You will need 9-10 people to commit to the chaperoning if the dance sells out. Many people will tell you they’ll stop by. Try to get them to commit to certain times (early or late in the dance) so you can get a list of 9-10 committed individuals.
 - Two and One-Half Weeks Before: Make attractive colorful signs and post them around the building. Begin announcements as to when tickets will go on sale. State that admission will be limited.
 - Two Weeks Before: Sell the tickets. Remember to bring the Guest Forms for students bringing guests. Collect **Permission Slips and Guest Forms** ~~them~~ at the same time as you sell the ticket. When selling tickets, it is best to create an urgency, because the students like to see who is going and buy at the last minute. You should continue to emphasize that you will cut off sales at a certain number. Have your council members sell tickets at lunches (when you find out who is able to handle money), and sell them table to table at breakfast. Students often try to “reserve” tickets. This is an effective sales strategy - they will tell you when they get paid. Place their name on the list, but tell them that if you don’t receive the money and the tickets sell out, you will need to begin selling the “reserved” tickets, so make sure to get that money to you.
 - Before the Dance: Purchase your refreshments and decorations.
 - Two Days Prior to the Dance: Confirm the police detail by calling the Detail Officers at the Lincoln Police Station, 401-333-1111.
 - Create a deadline and stick to it: This is the most crucial part of avoiding the Procrastination Purchase that throws off your dance count. A good date is the

Wednesday before the dance. Get the announcement out, “Wednesday is the last day for dance ticket sales”. You may have a couple “reservations” that insist that they are going to pay you tomorrow. Gauge this - if you feel it is appropriate and you haven’t sold out, you can do this at your discretion. Too many exceptions negates your deadline, however, there will be students who will have some money issue.

- When you sell out, announce it: This is the best advertisement for your next event. You are running such a great event that it sold out. “Sorry, I don’t have any more tickets, but we’ll be doing (insert event here) in the future, and that will be great too. Don’t forget to buy your ticket early for that one”.
- The day before the dance, you will need to call and confirm the police detail. You want to make sure that an officer has accepted the detail.

Tips for dance: \$5 seems to be a good price for tickets. Selling water and snacks for \$1 each throughout the event will make a nice profit for you.

The Day of the Dance

- Make sure you have all refreshments set up. Decorate.
- Set up a table in the atrium for your ticket checkers. It is best to have at least two people man this table as the Check In Staff. You must check off the students and do the wristbands.

Fundraising

Class Wide Fundraising

There are many organizations that will assist you in sales drives. There are candles, candy, magazines, wrapping paper - you name it, you can sell it.

If you do a class wide fundraiser with individuals selling things, you may do one of the following:

1. Credit the individual for their sales. They can then later use the "account" to pay for trips, proms, yearbooks, or cap and gown. Note that this takes a lot of bookkeeping. Eventually, if you have an organizationally inclined council member, you may entrust them with helping you keep tabs on the accounts.
2. Have a class fundraiser where all proceeds are credited to the class. This fund can be used to subsidize junior/senior events so they will be less expensive for everyone.

You can also have small fundraising endeavors, such as a series of car washes where teams take turns doing the car wash and proceeds go to the class.

Locations for car washes:

- Banks on a Saturday or Sunday - there are many in Pawtucket and Central Falls that allow use of their lot on the weekend with prior notice.
- Any business that supports the community.

Fundraising ideas:

- Carwash
- Sale of Yankee Candles, Candy (outside of school only), holiday gifts
- Talent Night
- Dances - you should make a profit with a well-executed school dance
- Class Dues

Fundraising Links:

Yankee Candles - GBI Marketing

<http://www.yankeefundraising.com/index.html>

QSP - Reader's Digest

www.readersdigest.com

Forms

Please make use of the following forms. They will help you along the way.

Student Activities Fund Temporary Invoice Voucher

Use this form to pay a vendor or to pay yourself back for expenses incurred out of pocket. You will need to submit either an invoice from the vendor or the receipts for purchases you have made.

Student Activity Fund Deposit Form

This form is the deposit slip when you bring money to the Accountant. You will receive a receipt after your deposit is made.

Teacher Coverage Through Frontline

You will use this option in Frontline if you need a class covered. You may need one class covered for a class meeting or event, or you may need the whole day such as in the case of the Senior Trip or Senior Picnic. Enter the date in Frontline as far in advance as possible so that coverage will be scheduled for you.

Extracurricular Activities Request

This form must be filled out prior to scheduling any event with your class. This will be submitted to the ~~Student Council Advisor~~ prior to the event so that any potential conflicts in the school can be avoided. This form will be used to obtain approval for the event, fundraiser, or function both inside and outside the school. You will also use this form for permission to use any facilities (ex: cafeteria, kitchen, stage) for a function.

Davies Public Relations Form

This form is for publicity. If you would like class events on the school website or in the local press you may submit the information to the Communications Marketing Specialist and it will be announced and publicized as appropriate.

Travel Request

This form is necessary to schedule out of state travel, and is essential for liability purposes. You must document the trip. This can be used for any class trips or should the Prom be over the state line. For liability purposes, you will collect all personal information emergency numbers and Social Security numbers from students traveling out of state. A copy must be turned in to the Business Office. You will keep a copy in case of emergency.

*All forms can be located in the School Documents folder in the shared Google Drive.

Staff Parking

1.1 Authority

The William M. Davies, Jr. Career & Technical High School (Davies) strives to ensure safe and structured parking areas for all staff, students and visitors. To that end, the following parking policy must be adhered to by all staff members.

1.2 Designated Parking Areas

1. Staff members will park in the following designated parking areas:
 - a. The main staff parking lot.
 - b. The side of the building near Auto/Electrical/Machine, in the unmarked spots. Spots with signs for Administration and Auto Visitors are not for general staff parking.
 - c. The parking spots near BioTech.

2. Staff members are prohibited from parking in the following areas:
 - a. The bus loop in the front of the building and the bus loop in the rear of the building. These are Fire Lanes and Bus Stop areas.
 - b. The spots near the Guidance office. These are for parents/visitors only.
 - c. In front of the Auto/Electrical/Machine bay doors.
 - d. In front of the Haz-Mat building.
 - e. In front of the Modular building or on the grass in front of the Modular building.
 - f. In front of the Annex building.
 - g. Behind the kitchen/Patriot Room and boiler room areas.
 - h. The reserved spots at the top of the loop in front of the building. These spots are reserved for those with a Handicap placard, visitors, the Employee of the Month, and the Director.

1.3 Policy

1. All staff members and students parking a vehicle on Davies property must register their vehicle to obtain a parking pass. Students must contact the Information Aide in the Student Management Office to register their vehicle. Staff must contact the Executive Assistant to the Director to register their vehicle.

2. Some members of the maintenance staff will be allowed to park in the rear of the facility in areas designated by the Facilities Coordinator.
3. Any vehicle parked in an unauthorized area will be tagged with a yellow warning tag and the registration will be recorded. If that same vehicle is in violation three (3) times, the vehicle will be towed at the owner's expense.
4. The following procedures will be used when an employee seeks special parking privileges due to a medical condition that prevents them from adhering to the Davies Parking Policy:
 - a. Request the exemption in writing to the Human Resources Coordinator.
 - b. Provide documentation from a healthcare provider:
 - i. Specific medical condition directly related to parking exemption
 - ii. Probable or expected duration of medical need

Personal Communication

1.1 Authority

Technology has changed the way we communicate and has a huge impact on how we communicate. Email, telephone, texting media devices, whiteboards, and the use of the Internet (ie. Pinnacle, homework site, etc.) are valuable ways to communicate to students, parents, staff and others. Anything communicated through various mediums must be professional in nature, as all communication forums cannot be assumed private or secure at all times. Davies will monitor any and all such communication. Communication via these means is reasonably expected to take place during non-instructional times. In all instances, adhere to all tenants of the [Responsible Use of Technology Policy](#).

1.2 Definitions

Cell Phone/Mobile Device - A mobile device (or handheld computer) is a computer small enough to hold and operate in the hand. Typically, any handheld computer device will have an LCD or OLED flatscreen interface, providing a touchscreen interface with digital buttons and keyboard or physical buttons along with a physical keyboard.

Classroom Phone - A telecommunications device that permits two or more users to conduct a conversation when they are too far apart to be heard directly. Simplex is the name of the company that provides service to the classroom phones. AT&T provides service to all of the office telephone lines.

Email - A message distributed by electronic means from one computer user to one or more recipients via a network.

Fax Machine - A device that sends and receives reproductions of documents over telephone lines by converting them to and from electronic signals.

Mail - A letter or package conveyed by the postal system.

1.3 Policy

Use the appropriate communication in the appropriate setting. Many school-based communications may be confidential or privileged information. Be cognizant of the fact that

students, parents, visitors, and other persons may be able to view or hear communications. Students are not to use teacher computer stations to avoid access to such communications. Be aware that whiteboards, video screens, and projections may be inadvertently seen by individuals who should not have access to certain information. The same applies with all telephone and person-to-person conversations.

1. Use of Email

a. Davies Email

- i. Davies email is the official communication within the school community.
- ii. Official email is intended to meet the academic and administrative needs of the school and is used to communicate to all employees official business pertaining to the operation and function of the school.
- iii. Every staff member is expected to have and maintain an official Davies email account ending in daviestech.org.
- iv. Staff is expected to check the school email on a regular basis in order to stay abreast of all pertinent communication within the school and respond when appropriate.
- v. If staff chooses to redirect email to an off-campus account, staff does so at its own initiative and risk. Having email redirected does not absolve anyone from the responsibilities associated with communication sent to the school account.
- vi. In school, Davies email is not to be used for personal purposes regarding non-school related communications.
- vii. Davies email is also the preferred account to communicate with outside educational community, parents, students, vendors, agencies, etc.
- viii. Use discretion and common sense when communicating through the school email.

b. Personal Email

- i. Personal email accounts may be accessed as they relate to school business (ie. lesson plans for absent teacher, redirected school mail).
- ii. It is understood that personal emails and websites are not to be kept open during class time.
- iii. Students are not to access personal emails at teacher stations.

2. Use of Classroom Phone

- a. Every classroom is equipped with a Simplex system phone, an ATT line phone, or both.
- b. These phones are for the sole purpose of conducting school business.

- c. Conversations of a confidential nature should not be discussed in front of students, parents, visitors, or others to prevent information being overheard.
 - d. Students are not to use classroom phones.
 - e. A directory of phone listings is available in the *School Documents* folder found in the shared drives in the Google Drive.
 - f. When making outside calls, refrain from making long distance calls and dialing information (411).
 - g. Teachers are provided access to local calling from telephone located throughout the campus at the following locations:
 - i. Teacher's Lounge
 - ii. Teacher's Lounge - Modular Building
 - iii. Guidance Conference Room
 - iv. Main Office Break Room
 - v. Main Office
 - vi. Mail Room
 - vii. Teacher's Copy Area (across from room 201)
3. Use of Cell Phone/Mobile Device
- a. Model responsible cell phone use for students.
 - b. Keep cell phones out of view and in a secure place.
 - c. Keep the ringer OFF or set to "vibrate", avoiding classroom interruption or embarrassing ringtones.
 - d. Allow non-emergency phone calls go to voicemail for retrieval at a later non-instructional time.
 - e. Use cell phones in a private, quiet place away from students.
 - f. Do not use in the hallways, cafeteria, or other common student passing areas.
 - g. Refrain from taking pictures or videos not associated with school assessments or proficiencies.
 - h. Follow all school policies pertaining to Internet use when accessing Internet or wireless applications via individual data packages available through wireless providers.
4. Use of School Fax Machine
- a. The school fax machine is located in the Main Office and is to be used for Davies business only.
 - b. Guidance, Student Supports, and other offices that have fax machines are for use only for those specific departments and may only be used with permission of that area's Supervisor.
5. Outgoing Mail
- a. Both the US Postal Service and UPS make deliveries and pick-ups daily.

- b. All outgoing mail is to be deposited at the main switchboard to be metered by the Business Office staff and sent out.
 - c. Any mail that is not for official Davies business must have appropriate postage before it will be sent out with the outgoing mail.
 - d. Any packages or returned merchandise must have Supervisor's approval before the Business Office staff permits the item to be metered for mailing.
6. Incoming Mail
- a. All incoming mail is received by the Telephone Operator or a member of the Business Office staff.
 - b. Each employee is provided with a mailbox in the mailroom where all mail will be placed after received. Larger packages may be kept in the reception area, and the recipient will be notified.
 - c. All employees are expected to check the school mailbox on a regular basis in order to stay abreast of all pertinent communication within the school and respond when appropriate.
 - d. Employees are expected to respect the privacy of others by not removing anything from another's mailbox or send students into the mailroom to retrieve mail.
 - i. Students are NOT permitted to go into the MailRoom for ANY reason.
 - e. Incoming mail is expected to be related to school business at Davies. It is not for personal incoming mail.

**BOARD OF REGENTS'
PERSONNEL
POLICY MANUAL**

March 2002

These policies are intended to reflect the Regents' commitment to deal fairly and in good faith with our employees. We believe that high performance is directly related to high morale and commitment to a higher purpose. We believe our employment policies and practices make the Department of Elementary and Secondary Education an employer of choice for employees seeking a challenging and fulfilling work life dedicated to the basic tenet: **That all children can and must learn.**

The Regents are dedicated to pursuing the result of all children achieving at high levels of performance. Whether your work involves working with schools and school districts as part of Central Staff or directly with children and their families in one of our State schools or the Driver Education program, it is expected that each person be dedicated to the result of ensuring that Rhode Island children will be prepared to be successful citizens, workers, and life-long learners.

Consistent with our belief that life-long learning is critical to a fulfilling and successful life, we expect our employees to continue to learn and grow. Learning and continuous improvement are essential to innovation and a critical part of what needs to occur to ensure that we are effective. We will foster and support a work environment that reflects these fundamental commitments to children and to the learning and growth of our workers.

We hope that you find your experience with our organization to be challenging and fulfilling.

BOARD OF REGENTS
PERSONNEL POLICIES

INTRODUCTION

The purposes of this manual are:

1. To provide clear and concise information regarding the employment policies of the Board so that all parties are aware of them; and
2. Be able to carry out the policies of the Board of Regents for Elementary and Secondary Education relative to its employees.

The personnel policies and procedures contained herein are applicable to non-classified non-faculty members of the Board of Regents.

The Board also recognizes that there are collective bargaining agreements with the Board and that where the provisions of this personnel policy manual and the respective agreement(s) substantially conflict, the collective bargaining agreement(s) in force shall hold. Furthermore, it is not the intention of the Board or the Commissioner, implicitly or explicitly, to alter such agreements by the language contained within this policy manual.

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1. POLICIES REFLECTING OUR COMMITMENT TO CREATING AN ENVIRONMENT FOR HIGH MORALE AND PRODUCTIVITY

1.01 Work/Life Programs

Regular attendance is important to the success of our organization. We do recognize that our employees are at times balancing their commitment to the organization and their clients against their need to fulfill personal responsibilities. At the discretion of management, work times may be varied, provided the employee will be available when the clients need them.

1.02 Americans with Disabilities Act

Our policy is in accordance with The Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against persons with disabilities in hiring as well as in all terms and conditions of employment. Reasonable accommodations to insure equal opportunity in the application process and to enable employees to perform essential functions of the job enjoyed by employees without disabilities will be implemented. In order for an employee to obtain the protection offered by the ADA, an individual must have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment that substantially limits one or more major life activities, have a record of such impairment, or be regarded as having such impairment.

1.03 Immigration Law Compliance

Our policy shall comply with The Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees must provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, the organization must terminate employment.

1.04 Drug-Free Workplace

In accordance with the Federal Drug-Free Workplace Act of 1988, and the policy adopted by the Board, all employees are advised of the following:

That unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on property owned, leased or under the control of the Department of Education or in vehicles owned or leased or under the control of the Department of Education or at Education Department sponsored activities.

Every employee shall abide by the aforementioned prohibitions as a condition of their employment. Any employee found to have violated the above prohibitions shall be disciplined in accordance with their respective collective bargaining agreement and the applicable law and may be subject to penalties up to and including termination or completion of an appropriate rehabilitation program.

2. CLASSIFICATION

2.01 Department of Education

THAT the Board of Regents approve the Table of Organization as of July 1 of each fiscal year; and further

THAT any change in the approved total number of state funded authorized positions or dollars allocated for those positions be prospectively authorized by the Board of Regents, with changes to non-state funded positions approved retrospectively; and further

THAT the Board be provided with such forms and procedures as necessary to accomplish the above policies and such forms and procedures shall include any analysis requested by the Board of the appropriateness of the Table of Organization.

2.02 Classification Plan

The Department of Elementary and Secondary Education shall submit a classification plan, which will place all non-classified, non-faculty administrative employees appearing in the Table of Organization into the pay plan by grade, union and non-union.

The classification plan shall consist of the position titles, pay grades, and specifications approved by the Board of Regents for each class of position in the non-classified service.

2.03 Job Performance Descriptions

In determining the classification to which any position should be allocated, the specifications of each class shall be read as a whole. Consideration shall be given to the general and specific

duties, responsibilities and qualifications required for appointment, and the relationship to other classes. Class specifications are intended to be descriptive and explanatory and are not to be construed as inclusive or exclusive.

2.04 Allocation to a Class

Whenever new positions are authorized and established, job specifications will be prepared, and a pay grade will be recommended for the position that is within the Board of Regents pay plan.

2.05 Reallocation

Whenever the duties and responsibilities of existing position(s) change substantially, that position may be reallocated to another classification and pay grade. The requesting party must prepare a new and complete job description and forward it to the Director of Human Resource Development, who will consider and act on the request. If the position is upgraded, the incumbent, if any, shall be placed in the new class at a salary within the assigned pay range. When a filled position is downgraded, the incumbent shall be placed within the new range at his or her present salary, or if above the maximum of the new range he/she will be placed at the maximum.

2.06 Pay Plan Exceptions

In matters involving the retention or recruitment of exceptional employees, the Department of Elementary and Secondary Education may request a salary in excess of the pay grade maximum; said request shall be forwarded to the Board for its approval. The Commissioner of the Department of Elementary and Secondary Education may approve movement within the pay grade.

3. APPOINTMENTS

3.01 Employment by the Board of Regents At Will

Pursuant to R.I.G.L. 16-60-7 employees at the Department of Education serve “at the pleasure of the Commissioner of Elementary and Secondary Education”, thus employment by the Board of Regents is at will. The employment at will doctrine affect public employees NOT covered by civil service laws or union contracts which require “cause” for discharge. For those employees,

employment is at will, and they are free to terminate their employment voluntarily at any time, with or without cause and with or without notice. In the same way, employees are subject to termination at the sole discretion of management at any time with or without cause and with or without notice. For this reason, these terminations are not subject to the grievance procedure. Nothing in these policies shall be construed to be a contract between the employee and the Board.

3.02 Equal Opportunity and Affirmative Action

It is the policy of the Board to employ and promote on the basis of ability and to make active efforts to ensure that individuals will not be discriminated against on the grounds of race, color, religion, sex, national origin, disability, or sexual orientation. It is the policy of the Board to support Affirmative Action, and to base decisions on employment so as to further the principle of equal employment opportunity.

3.03 Diversity

Managing diversity is the process of creating and maintaining a culture that naturally enables all employees in our work force to contribute their full potential in pursuit of organizational objectives. The term diversity refers to the differences and similarities that exist in the collective mixture as all employees in our work force. These include differences that may be visible such as race, age, or gender, and those that are not as obvious, such as culture, religious beliefs, sexual orientation and differing abilities. Our objectives are to achieve a mixture that reflects the customers we serve and the communities in which we reside.

3.04 Temporary/Contract Personnel

There are times when it makes good business sense to utilize the services of temporary or contract personnel. Temporary employees are not eligible for any Education Department benefits. These assignments will be completed without the expectation of continued employment.

3.05 Recruitment

It shall be the policy of the Board to make vacancy notices available so as to attract as wide a spectrum of candidates as is possible. It shall be the standard procedure to include the phrase "Equal Opportunity/Affirmative Action Employer" on all job postings and advertisements.

3.06 Limited Period Appointment

A person appointed to a limited period position is not considered a temporary employee under Section 3.04 but is eligible for benefits. A limited period employee shall serve a probationary period on the same basis as a new employee. An employee hired under this section may be entitled to some or all of the fringe benefits normally available to similar positions as specified by the Commissioner or his/her designee at the time of employment.

3.07 Temporary Promotional Assignment

An employee may be promoted to a new position or to an acting status in another position for a temporary period. In recognition of the additional responsibilities and duties, the appointment may be made at a base salary not less than the minimum of the higher salary range. At the end of the temporary assignment, he/she shall be returned to his/her former position at a salary not less than what he/she would have received had he/she remained in his/her original position.

3.08 Promotional Assignment

Employees who are promoted may be returned to his/her former position for unsatisfactory performance providing the position is available. An employee so affected shall be notified by the appointing authority, in writing, of the reason(s) for such action.

4. SALARY**4.01 Salary Administration**

The Director of Human Resource Development is responsible for developing and submitting the annual salary schedule for consideration by the Commissioner. The Commissioner shall submit an annual salary schedule to the Board for final approval.

Eligible employees who have demonstrated satisfactory performance in accordance with Section 6.06 (Performance Evaluation) will receive an increase in accordance with the Board of Regents Pay Plan. Employee salaries including base pay, educational incentives and longevity pay shall not exceed the maximum of the pay grade except as provided in 2.06. There shall not be any automatic pay increases.

5. EMPLOYEE BENEFITS

5.01 Retirement Plan (ERS)

Eligible new employees of the Department of Elementary and Secondary Education who are under sixty (60), shall become members of the State Employees' Retirement System as established by 36-9-1 of the General Laws of 1956, as amended, and contributions to such retirement plan shall be deducted from said employees' pay at the rate prescribed by Chapter 36-10-1 of said General Laws of 1956, as amended.

5.011 TIAA (Rhode Island Department of Education)

Employees who are appointed to the non-classified service in the Rhode Island Department of Elementary and Secondary Education and who are members of TIAA may elect to remain in that system (if approved by the retirement board for good and just cause).

5.012 Tax Deferred Annuity

Eligible employees may participate in Tax Sheltered Annuities. Detailed information is available from the Office of Human Resource Development.

5.02 Social Security

The above-mentioned retirement system is in addition to the provisions of the Social Security Act, which is available to most employees.

5.03 Health Insurance

Employees, except temporary employees (Section 3.04) and those in limited period appointments of under six months, and part-time personnel whose work week is not less than 20 hours, are entitled to individual or family basic health benefits. Eligible employees may choose a basic health plan from the options offered and approved by the State of Rhode Island. Some of these plans offer alternatives to the basic health plan and may include additional costs to the employee. Retired employees may continue group health insurance at their own expense, in accordance with rules and regulations promulgated by the State Retirement Board.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows employees the option of continuing their group health and dental insurance under specified conditions at their own expense. Employees and their dependents are eligible under most circumstances to continue health and dental insurance for up to 18 months when termination of insurance is due to reduction of hours worked, or upon termination of employment (for reasons other than gross misconduct). Within 14 days of termination, the employee will be provided information on COBRA, including an election form. Election to continue coverage must be completed within 60 days after the date of the COBRA election notice or qualifying event, whichever occurs later.

5.04 Group Life Insurance

All employees, except some limited-period appointments, may elect to participate in the State Group Life Insurance Program.

5.05 Annual Leave

Full-time permanent employees not covered by a collective bargaining agreement shall have 22 full working days annual leave, accrued at the rate of 5.9 hours per pay period. Annual leave may not be taken during the first six months of employment; however, accrual will begin during the first pay period of employment. Accrued annual leave may be discharged with the approval of the immediate supervisor at the convenience of the department. Employees working less than full-time will accrue annual leave prorated to their appointment. When the service of any staff member is terminated, the employee or his/her estate shall be entitled to receive full pay for each day of vacation equal to the vacation credits due him/her as of the day of termination. All non-classified employees with 20 years or more state service shall receive an additional five working days annual leave per year. The maximum carryover from one year to the next shall not exceed two years accrual (306.8 hours max carry over).

5.06 Sick Leave

Sick leave is intended to provide an employee with pay in the event of long or short term illness or that of a family member, not inconsistent with the Rhode Island Family and Medical Leave Act. The definition of family leave shall include domestic partners as defined in RIGL 36-12-1(3).

Calendar and academic year faculty and staff are eligible for sick leave accrual. An employee is entitled to sick leave in accordance with the provisions of his/her union contract, which prevails where applicable, or this Board of Regents Personnel Policy Manual.

Employees accrue fifteen (15) working days of sick leave per year up to a maximum of 125 days. The accrual rate and maximum will be prorated for part-time employees. The rate of accrual for employees on leave of absence will be based on the percentage of pay received during the leave.

The Commissioner or his/her designee may require a physician's certificate validating the use of sick leave.

A pregnant employee unable to perform her work and so certified by her physician shall be entitled to use accrued sick leave for any time she is unable to work. When the service of a non-union employee shall be terminated by retirement (mandatory, involuntary or voluntary) or death, such employee or his/her estate shall be entitled to receive full pay for each hour of accrued sick leave to his/her credit, in accordance with the following formula. As of the date of the termination, an employee shall be entitled to receive full pay for 50% of all accrued sick leave over 390 hours up to and including 630 hours, and 75% pay for all accrued sick leave over 630 hours up to and including 875 hours.

All non-classified calendar and academic year staff will report their sick leave discharges on the bi-weekly attendance report, signed by the employee and certified by the employee's supervisor.

For the purposes of 5.05 and 5.06, a year shall begin on the first pay period in January and end on the last pay period in December.

5.07 Leave Without Pay

A full-time employee may apply for a leave without pay for good reason. An employee shall apply, in writing through his/her immediate supervisor to the Office of Human Resource Development, stating his/her reasons and the length of the leave requested. The Commissioner or his/her designee shall approve or disapprove any request for leave under this section and shall indicate in writing any conditions relative to the leave, which shall be binding, on both parties. A leave may be renewed upon the request of the employee and the approval of the

Commissioner or his/her designee. The total leave, including renewal, shall not exceed one year, unless expressly approved by the Board of Regents.

Any employee who is absent from duty without authorized leave for five consecutive working days or who fails to resume his/her duties at the expiration of a leave of absence shall be deemed to have resigned without notice. It shall be the responsibility of the employee to return to work promptly at the expiration of such leave.

Leaves to protect status are not granted for non-classified personnel.

If a leave without pay is granted because of a worker's compensation claim, the employee shall be eligible to receive health benefits in accordance with Section 4.15.

5.08 Military Training Leave

Employees who are members of the military reserve or national guard shall be granted military training leave on the following basis: leave with pay is allowed for a period of not more than 15 days in any twelve-month period; extension of military leave in excess of 15 days may be granted without pay. Such leave shall not apply to weekly drills or monthly weekend drills.

5.081 Military Leave: Active Duty

Non-classified employees of the Board of Regents who are called to active military duty to any branch of the military of the National Guard:

- Shall be granted a military leave of absence during the period of such involuntary active military duty.
- Shall, consistent with Stat of RI Personnel Rule 5.0632, receive compensation for the first 60 days of such duty at the same rate and amount as he/she would have received had the recall not occurred and the employee had remained in the Board's active employ.
- Shall continue to receive those benefits customarily provided employees, which are not provided by the federal government while on involuntary active duty.
- Shall return to his/her position with the Board of Regents at the conclusion of such involuntary active military duty.

5.09 Jury Leave

An employee who is ordered by an appropriate authority to report for jury duty shall be granted a leave of absence from his/her regular duties during the actual period of such jury duty and shall receive for such period of jury duty his/her regular pay and shall remit the jury duty pay received to the employer.

5.10 Holidays

The following shall constitute the official holidays: New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Victory Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, and any day on which a general election of state officers is held.

5.11 Tuition Waiver

The Board of Governors has gratuitously continued the practice of extending tuition waivers to employees of the Board of the Regents of Elementary and Secondary Education. So long as this practice of the Board of Governors continues, the Board of Regents may continue the policy of awarding tuition waivers to employees who are eligible to receive this benefit by virtue of policies and practices now applicable to employees of the Board of Regents for Elementary and Secondary Education (non-classified, non-union), or by virtue of a negotiated collective bargaining agreement.

General fees or cours charges for institutions under the jurisdiction of the Board of Governors may be waived. The level of eligibility for full-time employees shall be unlimited. This waiver applies to the employee's spouse and legal dependents who are pursuing courses in a regular study program for credit at the baccalaureate level only. In the event of an employee's death, the tuition waiver benefit shall be provided for those spouses and legal dependents who have been accepted or are enrolled at the time of such death and who maintain continuous enrollment.

Only full-time employees are eligible.

If an employee is on leave without pay neither he/she nor his/her spouse and/or legal dependents is eligible for tuition waiver.

Employees of the Regents who are the beneficiaries of this benefit as a result of application by his/her spouse shall be subject to the same restrictions as are all qualifying non-classified employees of the Board.

Waiver of fees will be limited strictly to tuition. All other fees, books, supplies, travel and other expenses must be paid by the individual.

Tuition waivers are not applicable to non-credit courses.

5.12 Leave for Professional Development

Non-union employees who have served at least two (2) years full-time may be granted short-term leaves of absence to pursue professional development at workshops, seminars, and conventions. This leave shall be granted at regular pay and the recipient upon termination of the leave shall return to his/her duties. Application for such leaves shall be made six (6) weeks prior to the date for which the leave is requested. In certain circumstances, shorter notice of such leave may be considered. In any event, the leave requires the written approval of the Commissioner or his/her designee.

5.13 Leave for Graduate Study

Employees who have served for at least three (3) years may, upon written approval of the commissioner, be granted a leave of absence for the purpose of pursuing graduate study for a period of either a year or a half year.

An employee applying for such a leave may apply for leave without pay or leave at one-quarter pay for either period of time. In either case, it is understood that the employee will return to his/her duties upon the termination of the leave for a period equivalent to one (1) year for each one-half year of leave, or unless by mutual agreement between the employee and the Commissioner it is deemed inadvisable.

If an employee resigns and does not return after leave, money received must be returned.

The employee applying for such leave shall present in writing the plan of study he/she expects to pursue while on leave to the Commissioner which must be approved by the Commissioner before the request for leave is granted. At the close of the period of leave, he/she shall file an appropriate report with the Commissioner.

An employee who is on leave for graduate study and who is receiving a salary shall be permitted to accept financial aid in the form of a fellowship or scholarship which does not require the performance of teaching or other studies that would prevent him/her from pursuing a full-time program of graduate study.

5.14 Sabbatical Leave

It is the policy of the Board that a limited number of employees may be eligible for sabbatical leave; such leave is a privilege, not a right. A sabbatical leave clearly must benefit the institution as well as the individual.

Upon approval of the appointing authority, employees after the completion of six (6) years of employment may be eligible to take a sabbatical leave for the purpose of advanced study, independent research, or pursuance of a higher academic degree.

An employee on sabbatical leave shall receive for a period of one year, half pay, or for a period of up to six (6) months, full pay, with the understanding that he/she return to his/her duties for a least one (1) year upon termination of the leave, unless by mutual agreement between the employee and the appointing authority, it is deemed inadvisable.

Upon his/her return from sabbatical leave, an employee's salary shall be the same as he/she would have received had the period of his/her leave been spent in the service of the Board and he/she shall be returned to the same level which he/she had at the time said leave commenced if it exists, or if not, a substantially equivalent level.

An employee on sabbatical leave is not eligible to receive and will not accrue vacation or sick time.

5.15 Leave Without Pay - Fringe Benefits

Health Insurance. Employees on leave without pay due to personal illness, or educational leave are eligible for one year of state-paid benefits and, when applicable, must pay the employee's share of the optional health plans. Employees with over one year on personal illness or educational leave must transfer to a direct payment plan with their health carrier to maintain coverage. An employee on leave without pay receiving Worker's Compensation benefits may receive up to two (2) years of health benefits coverage.

Life Insurance. Employees on leave without pay for Worker's Compensation, personal illness, or educational leave may continue their life insurance coverage by paying the employee's share of coverage for the period of the leave but not to exceed twelve months. Employees on leave without pay for personal reasons may convert their health and life insurance to a direct plan with their carrier.

5.16 Personal Leave

Each non-classified, non-union, non-faculty employee shall be entitled to four (4) days leave of absence with pay each calendar year for emergencies or to attend to personal matters or religious observances which cannot be reasonably attended to outside of the normal work day. Personal leave may be used for the day before Christmas, the day after Thanksgiving, or holy days. Employees will not be required to give a reason as to a condition or approval for the use of personal leave, but prior approval must be obtained to assure that their absence does not interfere with the proper conduct of office functions.

5.17 Bereavement Leave

Each non-classified, non-union, non-faculty employee shall be granted up to three (3) days leave with full pay for a death in the immediate family. The immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, or any person living in the employee's household. Sick leave may be used for any days needed beyond the three (3) days.

5.18 Employee Assistance Program

The Employee Assistance Program, a service available to all state employees and their dependents, is a highly confidential, professional source of help for persons needing information, assessment, and referral to counseling or treatment resources. The intent of this program is to provide access to a network of treatment resources which are equipped to deal with the employee's personal problems such as emotional, family and marital conflict, as well as drug and alcohol problems.

6. WORKING CONDITIONS

6.01 Standard of Conduct

It is the responsibility of every employee to conduct himself/herself inside and outside his/her workplace as to be worthy of the esteem a public employee must enjoy by acting in such a manner as not to bring discredit upon his/her employer.

6.02 Contracts and Agreements

No employee may benefit financially through abuse of his/her position. No employee may benefit whether directly or indirectly by any contract, grant, or agreement made as a result of his/her position.

6.03 Work Week

The normal work week is a least thirty-five hours, Monday through Friday, although there may be other work weeks and schedules currently in effect or subsequently developed which more effectively allow for the discharge of one's work and family responsibilities.

6.04 Overtime

Non-classified employees are not normally entitled to be paid for work performed in excess of their standard work week although there may be certain classes of positions presently entitled to overtime. Any overtime with pay requires advance approval in writing, by the appointing authority or his/her designee.

6.05 Outside Employment

An employee may not engage in outside employment after working hours if it is incompatible with the ethics of the position or interferes with the proper discharge of the employee's duties.

6.06 Performance Evaluation

All employees shall annually prepare a report of progress toward stated and agreed upon goals. This progress report will form the basis of an evaluation by his/her immediate supervisor. Written evaluations shall become part of each employee's personnel file.

7. MISCELLANEOUS PROVISIONS

7.01 Personnel Files

There shall be only one official personnel file for each employee. Such file will contain his/her original application, letters of reference, evaluation(s), personnel action forms as well as other pertinent materials related to his/her employment.

7.02 Grievance Procedure

This grievance procedure shall apply to those employees who are not in a collective bargaining unit.

The term “grievance” shall mean any difference (other than termination) or dispute between an employee and his/her supervisor with respect to the interpretation, application, or violation of any of the provisions of this personnel policy manual. Tuition waiver decisions are reviewable to the Commissioner or his/her designee from the decision of the Office of Human Resource Development.

The term “official” in [c] below shall mean the appropriate supervisor, assistant or deputy commissioner at the Department of Elementary and Secondary Education.

The term “agency head” in [d] below shall mean the Commissioner of the Department of Elementary and Secondary Education.

There shall be a grievance procedure as follows:

[a] A grievance shall be presented by the aggrieved employee to his/her immediate supervisor within five (5) working days of the employee’s knowledge of the occurrence of such grievance of five (5) working days from the time the employee should have had knowledge of the grievance.

[b] An aggrieved employee shall discuss his/her problem with his/her immediate supervisor who shall attempt to settle the problem within five (5) working days. In the event that there is no resolution by the immediate supervisor, the grievance shall automatically proceed to the next level.

[c] If the grievance is not resolved according to Section [b] above, it shall be reduced to writing and the aggrieved shall meet with the appropriate official who shall render a decision in writing to the employee within five (5) working days.

[d] If the grievance is still not resolved according to Section [c] above, the agency head or his designee shall grant a hearing to the aggrieved and shall render a decision in writing to the employee within ten (10) working days after the conclusion of the hearing. Such decision shall be final.

Walkie Talkie Etiquette

1.1 Authority

Walkie Talkies are used to communicate amongst Davies staff when other means of communication are not viable. As in all matters pertaining to communication at Davies, professionalism and courtesy are to be employed when utilizing the two-way radio system. All FCC regulations apply to the usage of these devices under the Wireless Telecommunications Bureau department of the Federal Communications Commission.

1.2 Definitions

FCC is the Federal Communications Commission who is an independent government agency that regulates interstate and international communications by radio and television and wire and cable and satellite.

Listen Before You Talk refers to the act of waiting and listening to ensure there is clear air before speaking into the device.

Walkie Talkie is a hand-held device used to communicate via a two-way radio system.

Wireless Telecommunications Bureau is the division of the FCC which develops and executes policies and procedures for fast, fair licensing of all wireless services, from fixed microwave links to amateur radio to mobile broadband services.

1.3 General Transmission Guidelines

1. The base unit of the two-way radio system is located at the main switchboard. General operation of the two-way radio communication system will be provided for all persons providing switchboard coverage upon their hire.
2. Radio transmissions are not private conversations. Everything that is transmitted on the base or portable units may be heard by other persons monitoring the school channel. This includes FCC monitoring where fines could be levied for inappropriate usage.

1.4 Policy

1. Attempt communication by other means before use of Walkie Talkie
2. Be courteous and efficient in acknowledging broadcasts.
3. Employ the "Listen Before You Talk" policy required by the FCC.
4. Do not engage in personal conversations that can potentially be overheard by visitors.
5. Do not transmit personal or confidential information (*ie. student names or staff information*).
6. All broadcasts are to be transmitted via Channel 1.
7. Channel 2 transmissions are only for use in emergency situations by building supervisors.
8. All portable units are the property of Davies.
9. Charging and care of the portable units are the responsibility of those who are assigned units.
10. The following communications are prohibited by the FCC:
 - a. Profane, indecent, or obscene language
 - b. Malicious interference with any other radio transmission
 - c. Direct communication of personal messages
 - d. Unnecessary or unidentified transmissions
 - e. Announcements that can be announced by other means
11. Volume is to be turned down when in an instructional area.
12. The Coordinator of the Physical Plan will keep an inventory of who has a Walkie Talkie unit.

1.5 Procedure

1. When a transmission is heard, wait until the message is complete and there is clear air (Listen Before You Talk).
2. Depress the microphone button and then begin speaking. Speak directly into the microphone without screaming. Speak distinctly. Release button when message is complete.
3. Identify yourself and to who the message is directed.
4. Do not interrupt on-going transmissions. Wait until that communication is finished before beginning a new one.
5. Keep receiving volume at an appropriate level depending on location.
6. Limit all conversations to specific business details. Avoid personal comments.
7. Make all attempts to limit conversation and connect via telephone or other means to discuss details and secure professionalism.