

Human Resources

Overview

The Human Resources (HR) Department plays an integral role in the strategic management of an organization. The HR Department at William M. Davies, Jr. Career & Technical High School (Davies) handles a multitude of activities that includes acting as the liaison for the Rhode Island Department of Administration, HR planning and analysis, equal employment compliance, employment action processes, compliance with policy and procedure, employee advocacy, contract negotiations, Davies employee liaison to the Board of Trustees, teacher coverage/substitute needs, staffing, HR development, compensation and benefits, health and safety awareness, security issues, HRIS, ethics, evaluation standards, HR training, employee and labor management relations.

Discrimination and Harassment: Nondiscrimination/Anti-harassment Policy and Complaint Procedure

1.1 Authority

The William M. Davies, Jr. Career & Technical High School (Davies) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Davies expects that all relationships among persons in the agency will be business-like and free of bias, prejudice and harassment.

1.2 Definitions

Harassment - Verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of their relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment, (ii) has the purpose or effect of unreasonably interfering with an individual's work performance, or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by email, phone (including voice message), text messages, social networking sites, etc.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on circumstances, these behaviors may

include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

1.3 Policy

Equal Employment Opportunity

It is the policy of Davies to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identification, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law. Davies prohibits any such discrimination or harassment.

Retaliation is Prohibited

Davies encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Davies to promptly and thoroughly investigate such reports. Davies prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation or such reports.

Individuals and Conduct Covered

These policies apply to all employees or volunteers, whether related to conduct engage in by fellow employees or by someone not directly connected to Davies (e.g., students, an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Davies encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor or the Human Resources Development Coordinator. In addition, Davies encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Davies recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

1.4 Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or the Human Resources Development Coordinator.

Davies encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Prepare a written statement that documents the incidents that you perceive as harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include: training; referral to counseling and/or disciplinary action such as warning; reprimand; withholding of a promotion or pay increase; reassignment; temporary suspension without pay; or termination, as Davies believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Davies' Director.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

1.5 Disclaimer

Davies has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Davies will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has any questions or concerns about these policies should talk with the Human Resources Development Coordinator and/or any Supervisor.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Davies prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Exit Interview Policy

1.1 Authority

William M. Davies, Jr. Career & Technical High School is committed to the development and retention of employees. To support this effort, the Human Resources Department has developed an exit interview process and survey. The exit interview plays an integral part in understanding why an employee has chosen to leave the organization. Interview responses provide insight into Davies High School's work environment, benefits package, supervisory practices, policies/procedures and leadership; all of which may be contributing factors for a person's exit from the organization. Trends will likely surface, which may lead to changes in employment practices and the work environment. Subsequent changes may be made with the goal of improving employee retention and reducing turnover.

1.2 Definitions

Exit Interview means a set of questions designed to elicit information from an employee who had decided to leave the organization.

1.3 General Exit Interview Process

1. Once an employee has provided notice that they are leaving (ie. retiring, resigning, etc.) the organization, the immediate supervisor should contact Human Resources to alert the team of the pending separation including the employee's name, title and separation date.
2. Human Resources will begin the exit interview process by contacting the employee to invite them in for an exit interview. The prospective former employee will make an appointment with Human Resources to conduct a face-to-face exit interview. Employees have the right to deny participating in the exit interview process.
3. Upon scheduling an exit interview, Human Resources will send the future former employee an exit interview via e-mail or inter-office mail along with confirmation of the scheduled exit interview. The survey will capture consistent data on a number of variables (ie. work environment, salary, benefit, etc.) to help identify trends on why people are leaving the organization. [Exit Interview Survey](#)
4. Surveys are requested to be returned to Human Resources at least 24 hours prior to the in-person exit interview. The review of survey responses may create further discussion during the interview.

5. A quick oral review of the survey questions and answers between the employee and Human Resources will occur. Human Resources will ask for clarification of any answers needing further defining. Open communication will occur to identify any areas for improvement within the organization.
6. Any reported information that is found to be concerning will be reported to the Director.
7. For any employees not contacted prior to leaving the organization, Human Resources will send the former employee an exit survey via e-mail or the U.S. Postal Service. Human Resources will reach out to the former employee via phone once the survey has been completed and turned in to conduct the exit interview.

1.4 Voluntary Participation

Employees may participate in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and constructive in their responses.

1.5 Confidentiality

Human Resources will make a great effort to keep all information confidential wherever possible. When possible, information to departments and supervisors will be communicated in aggregate form, although in small offices or where specific situations exist, it may not always be possible to keep the information anonymous. Davies will immediately act upon information that relates to harassment, discrimination, or illegal activity and it will not be possible to keep the source of this information confidential. Human Resources will alert the Director of any reported information that requires immediate corrective action.

1.6 Disclaimer

This policy may be modified or discontinued at any time, at the sole discretion of William M. Davies, Jr. Career & Technical High School. Davies reserves the right to modify this policy at any time without notice. Daviess will notify employees of any such modifications via an electronic communication.

Exit Interview Survey

Name: _____ Title: _____

Reason for leaving: _____

If you are leaving Davies High School for another employer and are willing to share your employment information please fill out the following:

Employer: _____ Job Title: _____

Salary: _____ Additional Benefits: _____

Please rate the top three reasons you are leaving William M. Davies, Jr. Career & Technical High School:

- | | | |
|---|--|--|
| <input type="checkbox"/> Financial | <input type="checkbox"/> Leaving the Education field | <input type="checkbox"/> Not a good fit |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Family Reasons | <input type="checkbox"/> Company Policies |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Further Education | <input type="checkbox"/> Career Advancement |
| <input type="checkbox"/> Location/Re-location | <input type="checkbox"/> Administration/Management | <input type="checkbox"/> Work Hours/Schedule |

Please choose the appropriate category for each statement below keeping in mind your employment at William M. Davies, Jr. Career & technical High School:

Statement	Disagree	Agree	Strongly Agree	Notes
The job I was hired for met my expectations.				
My job expectations were clear.				
I was given the appropriate tools to properly complete my job responsibilities.				
I received adequate trainings from Davies to successfully complete my job duties.				
Davies is a safe and supportive environment.				

I received adequate feedback from my Supervisor/Management.				
The salary and compensation package was suitable.				
I was able to find career growth within Davies.				
Davis tapped into my potential and made good use of my abilities.				
The policies and procedure at Davies High School met my expectations.				

The most enjoyable aspect of my positions at Davies:

The least likeable aspect of my position at Davies:

In your opinion, how could Davies improve?

Employee Signature

Date

Human Resources Representative

Date

Extra-Curricular Activity Appointments

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) recognizes that extra-curricular activities are a great opportunity to enhance a student's educational experience. These activities create a need for staff members to lead the student activities.

1.2 Davies Extra-Curricular Activities

Currently, Davies offers the following activities for students:

- Skills USA
- Student Council
- Class Council
- School Newspaper
- Audio/Visual Club
- Diversity Club
- Glee Club
- CSI/Forensics Club
- Gender/Sexual Alliance Club
- History Club
- Literary Arts Club
- Math Center
- Music/Performing Arts Club
- Photography Club
- Robotics Club
- Women in Technology
- Writing Center
- Baseball
- Fastpitch Softball
- Girls Basketball
- Boys Basketball
- Girls Soccer
- Boys Soccer
- Cross Country
- Cheerleading
- Football

- E-Sports
- Volleyball
- Wrestling
- Swimming

This list is subject to change at the onset of a new school year.

1.3 Activity Appointments

The Human Resources Development Coordinator will send out a general posting request for each activity to all employees by email. This email will be sent during the fourth quarter of the school year for the Extra-Curricular Activity needs for the following school year.

Interested staff must complete the posting request and submit it to the Human Resources Office by the deadline date outlined in the email.

All positions will be filled internally by Davies staff. If Extra-Curricular Activity needs are not met after selections have been completed, external recruitment will be conducted to meet the needs of the school and the activity.

If new Extra-Curricular opportunities arise during the course of the school year, or a replacement staff member is necessary, a general posting request will be sent to all employees by email at that time.

Staff member stipend amounts for Extra-Curricular Activities can be found in the Davies Teachers Association Contract Bargaining Agreement, Appendix B: Supplementary Salary Scale.

Family Medical Leave Act (FMLA)

1.1 Authority

The Family Medical Leave Act of 1993 (FMLA) is a United States labor law requiring covered employers to provide employees with job-protected and unpaid leave for qualified medical and family reasons. William M. Davies, Jr. Career & Technical High School (Davies) complies with all requirements of FMLA.

1.2 Definitions

Continuing Treatment - A period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Eligible Employee - An employee that has worked at least twelve (12) months for Davies, been employed for at least one thousand, two hundred fifty (1,250) hours during the twelve (12) months preceding the commencement of leave, and must be employed at a worksite where at least fifty (50) employees are employed within seventy-five (75) miles of the worksite.

Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

1.3 Policy

It is the policy of Davies to provide family and medical leave in accordance with the federal Family Medical Leave Act and state law. If your absence qualifies as FMLA leave under both state and federal laws, you will use your entitlement under each law at the same time, to the extent permitted by law. If one law's provisions provide a greater benefit, you will receive the greater benefit. If you are not eligible for FMLA, you should consult Davies' other leave policies to determine if other leave might be available.

Types of Absences Covered

Under the FMLA, eligible employees may take up to twelve (12) weeks of unpaid leave in the designated twelve (12) month period for any of the following:

- For incapacity due to pregnancy, prenatal medical care, or childbirth
- To care for your child after birth, or placement for adoption or foster care
- To care for your spouse, son or daughter, or parent, who has a serious health condition
- For a serious health condition that makes you unable to perform your job
- For a qualifying exigency, as described below

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

An eligible employee may take up to twenty-six (26) weeks of unpaid leave during any single twelve (12) month period to care for a spouse, son, daughter, parent, or next of kin who is a covered military service member and incurred a serious injury or illness in the line of military duty. The twelve (12) month period is measured forward from the date leave begins. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties from which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

You do not need to use your leave entitlement in one block. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the operations of the school. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Benefits and Protections

During FMLA leave, Davies must maintain your health coverage under any group health plan on the same terms as if you had continued to work. Upon return from FMLA leave, you must be restored to your original or equivalent position with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of FMLA leave.

1.4 Procedures

You must complete a *Family or Medical Leave Request Form*. This form is available in the Human Resources Office. After completion, return this form to the Human Resources Development Coordinator and you will be informed whether you are eligible under FMLA. If you are, then you will receive further information required that included an explanation of your rights and responsibilities. If you are not eligible, you will be provided with a reason for the ineligibility.

When to Request Leave

Where leave is foreseeable, you should make a request for leave at least thirty (30) days in advance. Foreseeable leave should be scheduled so that it does not unduly disrupt Davies' operations. Where thirty (30) days advance notice of the need for leave is not possible, you must provide notice as soon as practicable and generally must comply with normal call-in procedures. Davies employees are responsible for following the policy and procedures set down for [Frontline Policy/Request for Leave](#). If the circumstances change such that the amount of leave needed changes, you should provide notice of the change within two (2) business days.

Notifications and Certifications

When requesting leave, you must provide sufficient information to permit a determination of whether the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. You also must indicate if the requested leave is for a reason for which FMLA leave was previously taken or certified.

After requesting leave or indicating a need for leave, you will be given a notice and a "Rights and Responsibilities" notice explaining your eligibility and expectations. You will also be required to provide certification supporting the need for leave. All FMLA forms are available in the Davies Human Resources Office. You will have fifteen (15) calendar days to return a complete and sufficient certification.

You also may be required to provide periodic recertification supporting the need for leave, and may be required to report periodically on your status and intent to return to work. Davies reserves the right to require a second or even third medical opinion; these will be at the company's expense if requested.

1.5 Pay During Leave

Generally, family and medical leave absences are unpaid, but you may request to use paid leave (sick leave, vacation, personal, etc.) while taking FMLA. Davies reserves the right to require that you use paid leave during FMLA leave. In order to use paid leave, you must comply with the normal paid leave policies.

You may also be eligible for income replacement under a benefit program or other entitlement such as short-term disability (AFLAC), workers' compensation, and so on. If you are receiving such benefits during FMLA leave, you cannot be required to substitute company paid leave (sick leave, vacation, personal, etc.). However, as Rhode Island state law permits, you and Davies may agree to have paid leave supplement the disability plan benefits (ie. where those benefits are less than your regular wages or salary).

1.6 Returning to Work

You will be reinstated to the same job or an equivalent position upon completion of FMLA leave, except where denial of restoration is permitted by the FMLA. If you have exhausted all available leave and are still unable to return to work, you no longer have any job restoration rights under FMLA. However, each situation will be reviewed on a case-by-case basis to determine whether you may be eligible for rights and protections under other laws or company policies.

1.7 Fitness for Duty

When leave is taken for your own serious health condition, you are expected to return to work when released by a healthcare provider. You may need to provide a Fitness for Duty certification before returning to work. The Fitness for Duty certification must be signed by a healthcare provider.

If you are released for light duty work and are offered a light duty job but refuse, any short-term disability benefits you may be receiving may cease, depending on the terms of the plan.

However, you may still use your FMLA entitlement to unpaid leave.

1.8 Disclaimer

If you suffer a work-related injury that is covered under worker's compensation, and you are eligible for family and medical leave, any absences due to the injury may qualify for FMLA leave. Termination of employment may occur if you fail to return from leave at the time agreed upon (barring circumstances which required an extension of available leave) or if you are found to have taken leave on a fraudulent basis.

If your job evaluation date passes while on FMLA leave, you will receive the performance evaluation upon return, and the results of the evaluation (such as pay raises) will be effective as of the date of return to work.

If you are discharging sick leave, vacation, or personal leave accruals, you will continue accruing your normal accruals during FMLA leave; if you are not discharging accruals then you will not be eligible for accruals, consistent with state policy.

FMLA makes it unlawful for the employer to interfere with, restrain, or deny the exercise of any right provided under FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. You may file a complaint through the standard procedures available to you based upon your classification and/or collective bargaining agreement.

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

Frontline Policy/Request for Leave

1.1 Authority

William M. Davies, Jr. Career & Technical High School is committed to delivering excellent services to students, their families and the community. In order to meet the needs of those we serve, being punctual and regular attendance is an essential responsibility of each employee at Davies High School. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and should be avoided. William M. Davies, Jr. Career & Technical High School is using Frontline Education as a time and attendance system. The purpose of using Frontline Education is to accurately track employee's out of work time, manage professional development and efficiently offer Substitute Teacher coverage for Student Support Service meetings happening during the workday. Frontline Education is a comprehensive program that allows Substitute Teacher coverage to be identified along with tracking Sick, Personal and Vacation time for payroll records to accurately record annual accruals.

1.2 Definitions

Absence is defined as the failure of an employee to report for work when he or she is scheduled to work.

1.3 Absence Management Process

1. Upon hire, Human Resources will create an account in the Frontline Education system for all employees. Employees will be invited to create an account through auto-generated communication from Frontline to their Davies email account.
2. By virtue of his/her employment, each employee is required to create a Frontline Education account by following the steps supplied in the auto-generated email from Frontline Education. Frontline can be accessed via phone (using a personal pin), an app or via the Frontline website: <https://aesoponline.com>.
3. When an employee needs to request an absence from work it is their responsibility to log into Frontline Education and create an absence using the following guide for absence reasons:

- a. Bereavement - Please see the Union contract or Administrations policy to abide by previously set protocol when using this choice
 - b. FMLA-Self - To use FMLA a previous request has to have been submitted and approved by Human Resources
 - c. FMLA-Family - In order to use FMLA a previous request has to have been submitted and approved by Human Resources
 - i. Each FMLA option offers the use of Sick, Personal, Vacation and Unpaid time as an option which is at the employee's discretion to choose and identify their desired time used for the requested absence
 - d. Jury Duty - Using Jury Duty as an absence reason required submitting official documentation into your Supervisor when choosing this option
 - e. Personal Day - Must abide by annual accrual schedule and be pre-approved by supervisor
 - f. Professional Development - Employees requesting attendance to continue professional development must previously request and gain approval to attend such trainings, meetings or events using this absence reason
 - g. Sick Time - Must abide by annual accrual schedule
 - h. Site Visit - Employees escorting students off site must gain prior approval
 - i. Student Supports - When Student Supports sets up a parent meeting, IEP, etc., this absence reason will be used
 - j. Unpaid Leave - If an absence is being requested when all the employee's allotted time has been used
 - k. Vacation - Must abide by annual accrual schedule
4. Employees must properly identify the date they are requesting an absence and time (full day or custom time)
- a. If a Teacher is requesting a full day absence a Substitute is required to fulfill their daily class responsibilities. Employees must identify the need for a Sub. In the notes section of the absence request staff must identify the specific periods and/or advisory that coverage is needed
 - b. If a Teacher's absence is not a full day, a Substitute is not required per the system. Staff are responsible to identify in the notes section of the absence request the periods and/or advisory that needs coverage
 - c. If a Teacher has a co-teacher in the classroom a Substitute is not required for that period and should be noted in the absence note
 - d. If Faculty are leaving on a Common Planning Time (CPT) day they will need to enter their elongated daily schedule (2:00-4:00) into Frontline and a Supervisor would enter the time if staff left due to an emergency that day.

- e. All employees are to be held responsible for canceling or editing their requests if changes need to be made prior to the day of their requested absence
5. When a Teacher requests an absence through Frontline they can add notes to the Substitute in the absence request “Notes to Substitute” section along with attaching documents to be used during the coverage period.
6. If an employee is requesting **Professional Development** as the absence reason they must complete a [Conference Request Form](#) and submit to their Supervisor who upon approval will enter the absence into Frontline for the employee. The request form will move on to the Director for approval. If approved, it will be approved in Frontline. If the request is not approved, the Director will delete the absence through the system.
7. When Student Supports has scheduled a meeting where staff are being asked to attend they will add the absence into Frontline Education. In the notes section of the absence the office of Student Supports will identify the student and the type of meeting that is being scheduled. If there are any changes, the Student Support office will be responsible to keep Frontline updated accurately to request proper coverage.
8. Once an absence request has been submitted Substitutes are eligible to pick up the coverage.
9. All absences must be entered into the system by 6:20am on the day of the requested absence. Frontline does not allow employees to enter an absence into Frontline after 6:20am on the day of the absence.
 - a. After 6:20am if requesting time out of work, employees must email their Supervisor and HR Personnel Aide to alert of needed coverage. It will be the Supervisor’s responsibility to enter the absence into Frontline.
 - b. If an employee needs to leave during regular scheduled work hours for emergency purposes, they must alert their Supervisor and HR Personnel Aide to alert of coverage needs. Their Supervisor will be responsible for entering their absence into Frontline.
 - c. If an employee needs to adjust their requested absence on the day of after 6:20am or arrive back to Davies earlier than requested, employees are held responsible to alert their Supervisor who will put the updated changes into the system.

10. If you are faculty and your absence falls on a scheduled CPT (Common Planning Time) day, you must account in your absence for the missed CPT time in Frontline. If you leave work during the work day due to an emergency on a scheduled CPT day, your Supervisor will add the additional hours into your absence on Frontline.
11. If an employee faces Frontline Education access issues, they are responsible to reach out to Human Resources to resolve the issue immediately.

1.4 Absence Protocol for Faculty

1. All time off requests should be entered into Frontline prior to 6:20am the day of the absence. After 6:20am on the day of the absence, you will not be able to put your request into Frontline.
2. When requesting time off, in the "Notes" section of your request it is required that you identify the times/periods that you will need coverage. If you have a co-teacher, do not identify that period as needing coverage unless you know that teacher will be absent and add any instructions to direct sub plans in "Notes to Administrator".
3. In emergency situations that require requesting an absence/time off after 6:20am, you are required to email and/or text your supervisor to inform them of the time needed. For coverage purposes, you are responsible to email the Information Aide for the Human Resources Office. Please be specific identifying which periods need sub coverage.
4. If you take time off in the middle of the day, it is your responsibility to accurately report your time to your Supervisor if you returned earlier than expected or were out longer than anticipated.
5. Teachers who have the last period unassigned and who will not be returning to work must have the permission of the Director or his/her designee before leaving the building and must complete the log-out process.
6. If you are requesting a full day off from work, please select "Full Day" and do not choose customized hours.
7. If you are taking a half day, please do not use "Half Day AM" or "Half Day PM". Identify the time by using "Custom" and manually entering the times you will be absent. When

missing a few periods, please identify in Frontline that you do not need a Sub. The Information Aide will find you coverage for those specific periods based on your notes.

8. If you request time off on a Common Planning day, you **MUST** account for those missed hours. (ex. If you leave 6th period your custom request should be 12:16pm-4:00pm)
9. If you entered an absence in Frontline and you no longer need that time out of work, please log into Frontline and delete your absence. If it is the day of the scheduled absence, past 6:20am, please contact your immediate supervisor to delete the absence. Please check in with the Information Aide to alert that you no longer need coverage via email.

Request for Medical Workplace Accommodation Form

A reasonable medical workplace accommodation is any modification or adjustment to a job's customary tasks or responsibilities to enable a qualified employee with a "disability" to perform essential job functions without undue hardship on the conduct of William M. Davies, Jr. Career & Technical High School ("Davies") business or operation. Reasonable medical workplace accommodation also includes adjustments to assure that a qualified individual with a disability has employment rights and privileges equal to those of employees without disabilities. To consider your request for a medical workplace accommodation, please provide the following required information:

Part 1 – To Be Completed by Employee (additional sheets may be used, if necessary)

Name: _____ Date of Request: _____
Department: _____

Immediate Supervisor: _____

Reason for Request (i.e., Job Change, Work Schedule Modification, Special Equipment, etc.):

Suggested reasonable accommodation to meet your requirements or limitations:

Is this a temporary or permanent accommodation (circle one)?

TEMPORARY/PERMANENT

Length of Time:

If you have requested this medical accommodation before, please state approximately when the prior request was made, the name of the individual who responded and the outcome of the request:

Medical Documentation

In all cases, Davies will need to obtain documentation or other authority regarding your request. We may need to discuss the nature of your request(s) and accommodation with your treating physician (if applicable) to address your request for an accommodation.

If requested, can you obtain documentation or other authority to support the need for an accommodation based on your medical request or limitation?

Yes No

Verification and Accuracy

I verify that the above information is complete and accurate to the best of my knowledge and I understand that any intentional misrepresentation contained in this request may result in disciplinary action.

I also understand that my request for an accommodation may not be granted if it is not reasonable or if it creates an undue hardship on my employer.

Signature: _____ Date: _____

Print Name: _____

Summary of Next Steps

1. This request will be reviewed with you and acknowledged by your supervisor.
2. Your supervisor will then submit your request to the Human Resources Development Coordinator for consideration.
3. You will be notified of the decision and/or the proposed accommodation.
4. If you disagree with the decision or proposed accommodation, please contact the Human Resources Office for assistance at 401-728-1500 X. 317.

Part 2 – To be completed by immediate supervisor (and additional managers, if applicable)

Interactive Discussion Date: _____

Employee's Suggested Accommodation: _____

Results of Interactive Discussion: _____

Evaluation of Impact (if any): _____

Accepted Not Accepted:

If Not Accepted, Why?

Alternative Accommodations (list in order of preference):

- 1.
- 2.
- 3.

Effective Date of Accommodation:

Duration Period of Accommodation:

Reason denying request for accommodation:

Immediate Supervisor's Signature: _____

Date: _____

HR/EEO Officer's Signature: _____

Date: _____

CC: Employee

Medical Accommodation Request

1.1 Authority

Under the Americans with Disabilities Act of 1990 (ADA), an employee is entitled to an accommodation when the accommodation is needed because of the employee's disability. Under the ADA, a person has a disability if they: have a physical or mental impairment that substantially limits one or more major life activities; have a record of such impairment; or are regarded as having such impairment. Only people in the first or second categories are entitled to reasonable accommodation.

1.2 Definitions

Accommodation is any modification or adjustment in the work environment or in the way things are customarily done that enables an employee with a disability to enjoy equal employment opportunities.

Effective is when an accommodation enables the employee to perform the essential functions of the job or to enjoy equal access to the benefits and privileges of employment that employees with disabilities enjoy.

Reasonable accommodations are when the accommodation seems reasonable on its face, meaning feasible or plausible.

1.3 Policy

If an employee has a disability and needs an accommodation because of the disability, Davies will review the accommodation request to provide a reasonable accommodation, unless the accommodation poses an undue hardship. In addition to being reasonable, an accommodation also must be effective in meeting the needs of the individual.

In many cases, a reasonable accommodation will be obvious and can be made without difficulty and at little or no cost. Frequently, the individual with a disability can suggest a simple change or adjustment based on his or her life or work experience. Davies Human Resources Development Coordinator will consult the person with the disability as the first step in considering an accommodation. In many cases the employee will be able to provide

accommodation ideas. However, Davies will also refer to the employee's doctor, who may be able to provide useful accommodation suggestions based upon the employee's medical need.

1.4 Procedure

The employee making an accommodation request must complete the [Request for Medical Workplace Accommodation Request Form](#) and submit the request to the Human Resources Development Coordinator.

To determine whether a particular employee has a disability, Davies may request medical documentation that shows whether the employee has impairment and whether that impairment substantially limits one or more major life activities.

Davies may require that the documentation about the disability and limitations come from an appropriate health care or rehabilitation professional. Appropriate professionals include, but are not limited to, doctors (including psychiatrists), psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals.

Organizational and Employee Development

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) shall provide an Organizational and Employee Development (OED) program which will provide the Davies professional (non-faculty) staff with a comprehensive system that encourages and promotes meaningful professional development activities. Professional training will be designed to improve standards and practices that will ultimately enhance industry-based standards and improve content knowledge in each functional area. The ultimate result will enhance skill levels and create an overall environment that will increase productivity. In addition, it will create and promote a safe and equitable work/school environment and promote a culture that is conducive to learning and employing quality work practices.

1.2 Policy

The goal of professional development for Davies professional (non-faculty) staff is to have a central role in fostering improvement and achievement in work practices. Each staff member must commit to the practice of enhancing their work skills through continued professional development. These professional development activities will cultivate expansion and attainment of practices needed to sustain and mature non-faculty departmental areas.

Professional staff members who fully participate in OED sessions/activities will receive a stipend based on the same terms and conditions of the collective bargaining agreement for the Davies Teachers' Association/NEARI/NEA.

1.3 Guidelines

Professional development is a self-motivated, voluntary process of learning relevant knowledge, skills and attitudes. Each Davies professional (non-faculty) staff member will align their activity to a business/industry standard, the Davies School Improvement Plan or the Rhode Island Basic Education Program (BEP) to establish relevance of subject matter.

High quality professional development enables each member of the professional staff to move to the next level of expertise and ability. It stimulates staff to raise their understanding of their area of expertise and strengthen their willingness to make changes that will improve and

expand their knowledge. The goal of professional development is to help staff take on a central role in fostering improvement and achievement in work and school.

The professional staff, to include Davies Leadership Team and other non-classified employees, is eligible to participate in the OED program. A complete list of the eligible members is available in the Human Resources Office.

The fiscal year will be the time structure employed for professional development activities, July 1st through June 30th.

To receive the OED stipend, participants must complete thirty-five (35) credit hours during the allowable year as stated above.

Participants who earn more than thirty-five (35) credit hours in a school year may carry over up to ten (10) credit hours to be applied to the upcoming fiscal year. Participants may begin earning the ten (10) credits with professional development activities held after July 1st of each year.

All OED training sessions will be offered after regular scheduled hours or on weekends.

OED credit may be obtained for participating in credit/non-credit , pre-approved courses and workshops.

A Professional Development Request Form to attend an outside course must be submitted to the Human Resources Office for approval PRIOR to attendance (requests made from Human Resources will be approved by the Director). The request must include a description of the course and a clearly written summary of how you anticipate attendance at this program relates to your professional development within your professional line of work. Upon completion of the course/workshop, documentation must be provided which verifies attendance and completion before final OED credit is awarded.

Professional development activities can be shared with other staff through presentation measures. Presenters will receive one (1) OED credit hour for every one (1) hour of preparation time. In addition, they will receive OED credit hours for the length of the presentation.

School Improvement and Professional Enrichment (SIPE) Guidelines

1.1 Authority

The school improvement plan and professional enrichment processes form the cornerstone of educational change and the foundation for improving the quality of education within our structural systems. William M. Davies, Jr. Career & Technical High School (Davies) planning and enrichment processes will provide the framework to strive for excellence in our academic and technical programs by improving student achievement and outcomes and creating and promoting a school environment and culture that is conducive to teaching and learning.

1.2 Definitions

School Improvement - The goal of school improvement is to support the objectives outlined in the Strategic/School Improvement Plan. The Board of Trustees and Association agree to maintain the school-based management approach for decision making for the operation of the school by establishing, consistent with R.I.G.L. 16-45-6 and 16-53.1-2, a School Improvement Team. Teacher participation in the School Improvement Team at Davies shall be voluntary. The Association shall determine, in a fair and equitable manner, the members who shall be selected and forward the list to the Director. There shall be two (2) teacher members of the School Improvement Team.

Professional Enrichment - The goal of professional enrichment is to help staff take on a central role in fostering improvement and achievement in schools. Professional Enrichment provides the Davies staff with the opportunity for betterment of teaching and learning in Davies. It is a self-motivated, collegial, and voluntary process of learning relevant knowledge, skills, and attitudes. High quality professional enrichment enables teachers to move to the next level of expertise and ability. It stimulates to raise their understanding of education and strengthen their willingness to make changes that will improve and expand the learning of both staff and students alike.

1.3 Policy

All teachers are eligible to participate in school improvement and/or professional enrichment activities. The eligibility period begins the day after the official close of school, continues through the summer, and ends the last day of the following school year.

1. To receive a stipend, participants must complete twenty-five (25) credit hours during the year as stated above.
2. Participants who earn more than fifty (50) hours in a school year may carry over up to ten (10) credit hours to be applied only to the upcoming school year.
3. All professional enrichment training sessions will be offered after school hours or on weekends.
4. Participation in school improvement and/or professional enrichment activities as guided by the education reform initiatives but not limited to: the Basic Education Program (BEP), the School Improvement Plan, and/or the Every Student Succeeds Act, or RIDE definition of High Quality Professional Development. These activities may be considered for school improvement approval and credit hours.
5. Participation in outside courses, workshops, or seminars (electric-based or on site) may be considered for an approved professional enrichment activity. Credit for the approved professional enrichment activity will be granted only if the member can demonstrate knowledge learned by leading a training presentation to departmental or school-wide colleagues and/or provide evidence that supports an event or activity that strengthens Davies and the learning community.

1.4 SIPE Compensation

Teachers who participate in twenty-five (25) hours of school improvement and/or professional enrichment activities will receive the following stipend at the end of the school year: **\$675.00**

Criteria for receiving the school improvement and/or professional enrichment stipend are:

- Prior pre-approval of the planned activity via signature of immediate supervisor on the [SIPE Request for Approval and Request for Credit Form](#).
- Accurate and complete documentation to support the activity work and outcome.
- Participants will only receive credit hours for time on task. This excludes registration, lunch, dinner, or breaks.
- Attainment of the minimum requisite hours for the year.
- The specific procedure to use when leading a presentation occurs when a presentation packet for pre-approval is submitted to your immediate supervisor. This packet contains:
 - Presentation outline
 - Teacher hand-outs
 - Reflection sheet
 - Evaluation

- Credit is received after completed reflections and evaluation sheets are submitted and acknowledged by your immediate supervisor via signature on the [SIPE Request for Approval and Request for Credit Form](#).

Teachers are eligible for up to two (2) SIPE stipends per school year. Individuals may receive additional SIPE stipend(s) based upon demonstrated need and Director approval.

1.5 SIPE Activities

Allowable

- Advancement of professional practices (ie. moving to a higher level of expertise or the development of a more enhanced skill)
- Webinars - educational field/content/professional practices
- Conferences - demonstration of skills learned
- Curriculum Work
- Plan & Facilitate School Events/Facility-related measures (ie. Community & Public Relations, Health & Safety)
- Specific Pre-Approved Activities (ie. in-house PD series)

Not Allowable

- Books/Journals
- Research
- Surveys
- Tech Advisory Groups
- Network Groups/Industry Affiliations
- Trade shows
- Attendance at school events (ie. Freshman Orientation)

Social Media Policy

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

1.2 Definitions

Social Networking - any web-based publishing and communications technology such as logging, forums and Wikis. As an example, such sites may include Facebook, Instagram, MySpace, YouTube, LinkedIn, Blogster, Foursquare, Twitter, TikTok, and Flickr.

Social Media - scalable, universally-accessible web and mobile technologies used in the transfer of user-generated content, including conversations and other types of media. Examples of common social media platforms include, but are not necessarily limited to:

- a) Social networks (Facebook, LinkedIn)
- b) Blogs (Wordpress), microblogs (Twitter, Tumblr)
- c) Social curation (Reddit, Pinterest)
- d) Media sharing (YouTube, TikTok, Flickr, Vimeo, Instagram)

1.3 Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Davies, as well as any other form of electronic communication.

The same principles and guidelines found in Davies' policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise

adversely affects members of the Davies community may result in disciplinary action up to and including termination.

1.4 Policy

Post only Appropriate and Respectful Content

- Maintain the confidentiality of Davies staff and students. Do not post internal memos, policies or procedures. Do not post ANY student information (names, addresses, grades, etc.)
- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action.
- Express only your personal opinions. Never represent yourself as a spokesperson for Davies. If Davies is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Davies. If you do publish a blog or post online related to the work you do or subjects associated with Davies, make it clear that you are not speaking on behalf of Davies. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Davies”.
- When you put information out onto the internet, you are a digital citizen of the internet, and should use your best judgment while acting as a role model digital citizen for others.

Using Social Media

Refrain from using social media while on work time or on equipment provided by Davies. Do not use your Davies email address to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

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

Media Contacts

Employees should not speak to the media on Davies' behalf without contacting the Marketing and Communications Specialist. All media inquiries should be directed to them.

1.5 Use of Personal Social Networking Sites Outside of Work

Davies personnel are prohibited from using any personal Social Networking application for Davies business. Any other use shall reflect or imply they are speaking on behalf of or as a representative of Davies, and any views expressed must be the employee's own views.

1.6 No Expectation of Privacy

- Davies reserves the right to monitor and/or view all Social Networking activity without notice or consent.
- Any Davies issued electronic devices, and all communications transmitted through said electronic devices, remain at all times the property of Davies.
- There is no expectation of privacy when using Davies issued devices or networks.

1.7 Statement of Enforcement

Noncompliance with this policy may result in one or more of the following actions being taken against the violator:

- a) A meeting will be held with the staff member, their direct supervisor, and the Human Resources Coordinator. A verbal warning will be issued.
- b) A meeting will be held with the staff member, their direct supervisor, and the Human Resources Coordinator. A written warning will be issued and held in the staff member's personnel file.
- c) User access may be terminated immediately or at any other time deemed appropriate by the Director or their designee, and the user may be subject to review and corrective action as determined necessary.
- d) Appropriate disciplinary action will be taken, up to and including termination, for noncompliance with the terms of this policy.

1.8 Disclaimer

This policy may be modified or discontinued at any time, at the sole discretion of William M. Davies, Jr. Career & Technical High School. Davies reserves the right to modify this policy at any time without notice. Daviess will notify employees of any such modifications via an electronic communication.

Time Clock

1.1 Authority

At William M. Davies, Jr. Career & Technical High School (Davies) all non-exempt, classified employees are required to punch a timecard daily, using the designated time clock at the start and the end of their workday.

1.2 Policy

Employees must punch in prior to the start of their work shift and be ready to begin work at their work assignment at the starting time of the shift. Employees must punch out at the end of their work shift.

Employees who leave the building during the middle of their work shift for an approved leave/break and then return to work must punch out when they leave and then punch in when they return to work.

Employees are granted a five (5) minute "clean up" allowance at the end of each work shift.

Punches that occur after the start of a shift or prior to the end of a shift may result in time docked by 15-minute increments. The supervisor may allow for a grace period on rare occasions, when an employee is unavoidably detained or must leave early. However, a pattern of late punch ins or early punch outs will be docked - as stated above - and the employee will be subject to disciplinary procedures. A pattern is defined as more than three (3) early, late or missed punches in a bi-weekly pay period.

No one may punch the timecard for another individual under any circumstances. Such an action is falsification of records. If any employee fails to punch his or her timecard, the employee must notify their supervisor. Failure to punch in and out appropriately may result in disciplinary action.

Only the supervisor or authorized administrator may alter any information on the timecard, including approval of missed punches. Any alterations must be initialed and dated by the supervisor.

Any time clock malfunctions must be reported immediately to the Business Office at extension 306 or extension 311.

1.3 Procedure

The ATR120 Time Clock, timecard rack, and employee timecards are located next to the entrance at the loading dock.

Press the appropriate key, as indicated below, and place the timecard in the top slot of the ATR120 Time Clock. The ATR120 will automatically align to the correct day/date.

Daily Work Shift

- Start, PUNCH IN - IN1
- End, PUNCH OUT - OUT2

Leaving/returning to the facility during the work shift

- PUNCH OUT - OUT1
- PUNCH IN - IN2

Worker's Compensation Guidelines

1.1 Authority

Under R.I.G.L. 28-29 all employers in the State of Rhode Island are required to carry worker's compensation insurance in order to cover costs accrued for any employee that is injured during the course of their duties.

1.2 Policy

If an employee of William M. Davies, Jr. Career & Technical High School (Davies) is injured on the job, they must immediately report the injury to the School Nurse and the Human Resources Coordinator. All injuries must be reported within twenty-four (24) hours.

1.3 Accident/Injury Reporting

Report any injury to the School Nurse. An Incident/Injury Report Form will be initiated at this time. This form must be reviewed then signed off by the injured employee's supervisor. All reports must be completed and given to Human Resources (HR) within twenty-four (24) hours of incident. The Personnel Aide in HR will process the claim with Worker's Compensation for the State of Rhode Island, including the process of notification to <https://24hrnotification.ri.gov>.

Once the claim has been established with our carrier, the Worker's Compensation insurance carrier will contact the employee directly to discuss the injury. They will also follow the employee's treatment plan to ensure they are receiving adequate treatment.

The employee should provide accurate and timely information to Davies HR and their physicians regarding their medical condition.

1.4 Medical Bills

All medical bills which occur due to a workplace injury are sent to the Worker's Compensation insurance company. The Worker's Compensation insurance company has access to all medical files which are the result of the injury.

1.5 Claims

All claims are handled according to state regulations and proper insurance practices.

Filing a false Worker's Compensation claim is illegal, and will result in disciplinary action.

1.6 Returning to Work

For employees with work restrictions, review appropriate accommodations with the Human Resources Coordinator. This practice allows the employee to be as productive as possible when temporarily placed on work restrictions, and does not place a financial strain on the employee during the recovery process.

1.7 Additional Information

Family and Medical Leave (FMLA) may run concurrently with a Worker's Compensation Leave. The employee should review their own circumstances with the Human Resources Coordinator prior to the commencement of leave.

Title IX Policy and Grievance Procedure

1.1 Discrimination Based on Sex Prohibited

The William M. Davies, Jr. Career & Technical High School (“Davies”) is committed to maintaining an education and work environment that is safe, supportive, and free from discrimination based on sex, including sexual harassment.

This policy, which Davies adopts pursuant to Title IX of the Education Amendments of 1972 (“Title IX”) and its implementing regulations, prohibits sexual harassment in connection with all of the academic, extracurricular, athletic, and other programs of Davies, including all aspects of the career and technical program, and whether on or off school grounds, including on school buses, at work-based learning placements, at sports games, and on field trips.

1.2 Definitions

Complainant - An individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant can be a student, an employee, or a third party.

Respondent - An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A respondent can be another student, a teacher, an administrator, any other Davies employee, or a third party. Respondents will be presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Sexual Harassment - Unwelcome conduct on the basis of sex that satisfies one or more of the following:

- A Davies employee conditioning the provision of an aid, benefit, or service on the complainant’s participation in unwelcome sexual conduct;
- Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the complainant equal access to the educational program or activity or to employment; or
- Sexual assault, dating violence, domestic violence, or stalking.

1.3 Title IX Coordinatore

Davies shall designate an employee to serve as the Title IX Coordinator. The Title IX Coordinator is responsible for coordinating the school's response to complaints of sexual harassment. All questions regarding Title IX or this policy may be referred to the Title IX Coordinator.

Davies shall maintain up-to-date information about the Title IX Coordinator, including their name, title, office address, and contact information, on the Davies website and in student handbooks.

2.1 Reporting Discrimination and Harassment

The following procedures apply to allegations of sexual harassment. Please note that Davies also has policies prohibiting all forms of discrimination and harassment other than sexual harassment. For the procedures applicable to reporting and investigating other forms of discrimination and harassment, please see Student Handbook. Please also note that Davies employees may choose to pursue complaints of sexual harassment under this policy or under the general anti-discrimination policies.

Any employee who becomes aware of conduct that may violate this policy must immediately notify the Title IX Coordinator, regardless of whether there is a formal or written complaint and even if a complainant requests that the employee do nothing. **An employee's failure to notify the Title IX Coordinator of conduct that may violate this policy is its own violation of this policy and will result in discipline.**

In addition, any person - including students - may report sexual harassment, whether or not the person reporting is the person alleged to have been the victim of the conduct. A minor student's parent or guardian (including the parent or guardian of a minor complainant, minor respondent, or minor third party) may act on the student's behalf at any point in the reporting, investigation, and grievance processes.

I. Where to report.

Students may report to the Title IX Coordinator or to any trusted Davies employee, such as a teacher, supervisor, the principal, school nurse, school counselor, social worker, or coach. Employees must report to the Title IX Coordinator.

II. When to report.

All complaints should be made as soon as possible. While there is no time limit for making a complaint, the sooner the Title IX Coordinator knows about the complaint, the sooner they can take steps to stop any discriminatory behavior and remedy its effects.

III. How to report.

Complaints may be made orally or in writing. The contents of a complaint generally should include:

- The complainant's name (and if the person make the report is someone other than the complainant, include the reporting person's name as well);
- The name of the alleged perpetrator;
- A description of the conduct, including the date, time, and location;
- The names of any witnesses; and
- Requested supportive measures, if any.

2.2 Initial Response to Allegations of Sex Discrimination and Harassment

Once Davies is on notice of an allegation of conduct that may violate this policy, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Title IX Coordinator will consider the complainant's requested supportive measures, if any.

The Title IX Coordinator will also explain the complainant's option to file a formal complaint and the process for filing a formal complaint. The Title IX Coordinator will explain that Davies has a legal obligation to investigate the allegations in a formal complaint, and that if a formal complaint is not filed, the administration may nevertheless still investigate the report (either under this or another applicable policy).

2.3 Formal Complaints

A formal complaint is a written document (which may be an email) that alleges sexual harassment against a respondent and request that Davies conduct an investigation into the allegation. A complainant can file a formal complaint with the Title IX Coordinator in person, by mail, or by email. The Title IX Coordinator can also sign a formal complaint on behalf of a complainant.

Formal complaints will be investigated and decided according to the procedures set forth below. These procedures are intended to ensure that all investigations and adjudications are:

1. Equitable. This means that both parties will have the same opportunities to present their side of the story to the investigator, to present evidence, and to be accompanied by an advisor of the party's choosing (which could be a parent, attorney, or other person).
2. Objective. This means that the investigator will be free from actual or perceived bias or conflict of interest. It also means that the investigator will consider both inculpatory and exculpatory evidence; that credibility determinations will not be based on a person's status as a complainant, respondent, or witness; and that Davies will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, legally privileged information.
3. Prompt. Temporary delays will be permitted only for good cause (such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities).

Davies is required to dismiss a formal complaint if the conduct alleged in the formal complaint (i) would not constitute sexual harassment even if proved; (ii) did not occur on school grounds or at a school-sponsored activity; or (iii) took place outside of the United States. Davies may also (but is not required to) dismiss a formal complaint if the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint.

If Davies dismisses a formal complaint, the Title IX Coordinator will notify all parties. A party may appeal the decision to dismiss a formal complaint by following the Appeals Process set forth below. The complaint may also be referred for investigation and possible disciplinary action pursuant to other applicable policy.

2.4 Supportive Measures

Regardless of whether a complainant chose to file a formal complaint, Davies shall offer individualized services to the complainant, which shall be designed to restore or preserve equal access to education or employment, protect student and employee safety, and deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extension of time or other course-related adjustments, modifications of class or work schedules, campus escort services, and mutual restrictions on contact between the parties.

Nothing in this policy precludes Davies from removing a student respondent from the premises on an emergency basis where, after conducting an individualized safety and risk analysis, Davies

determines that an immediate threat to the physical health or safety of any individual arising from the allegations of sexual harassment justifies removal. Davies shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. Further, nothing in this policy precludes Davies from placing an employee respondent on administrative leave while the investigation and grievance process is pending.

2.5 Investigation and Adjudication of Formal Complaints

1. Davies will provide written notice of the investigation to all parties. The notice will include, among other things, a copy of this policy and a sufficiently detailed description of the allegations. At a minimum, the notice will specify the identities of the parties involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident, if known.
2. The Title IX Coordinator will select an investigator to investigate the allegations in the formal complaint. In some cases, the investigator may be an outside investigator.
3. The investigator will interview the complainant, the respondent, and any witnesses, and gather evidence, as appropriate. Examples of evidence that the investigator may consider include emails, text messages, social media, photographs, videos, surveillance footage, and medical reports. The parties will be permitted to bring an advisor, such as a parent, guardian, counselor or an attorney, with them to the interview.
4. Before completing an investigative report, the investigator will offer both parties the opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. Both parties will have ten (10) days to submit a written response to the evidence, which the investigator will consider prior to completion of the investigative report.
5. The investigator will create an investigative report that fairly summarizes relevant evidence and send copies of the report to both parties (and their advisors, if any) for their review and written response.
6. The investigator will provide a copy of the final investigative report and the parties' written responses (if any) to a neutral decisionmaker, who shall be selected by the Title IX Coordinator and who may be an outside decisionmaker. The decisionmaker will offer each party the opportunity to submit written, relevant questions that a party wants asked of any other party or witness. The decisionmaker will then provide each party with the answers and allow for additional, limited follow-up questions from each party.
7. The decisionmaker will apply a preponderance of the evidence standard to determine whether the alleged sexual harassment occurred. The decisionmaker will issue a written decision to both parties at the same time.

8. If the decisionmaker finds that sexual harassment occurred, the decisionmaker will recommend an appropriate disciplinary consequence for the respondent. The Title IX Coordinator will be responsible for arranging and overseeing the implementation of the disciplinary consequence.

2.6 Option for Informal Resolution

After a formal complaint is filed, and where appropriate in light of the nature of the allegations and facts involved, Davies may offer the parties the option to pursue an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. All parties must voluntarily agree to the informal resolution after receiving a full written disclosure of the allegations and their options for formal resolution. The consent to an informal resolution must be in writing.

3.1 Appeals Process

Either party may appeal from a decision to dismiss a formal complaint or from the decisionmaker's determination of responsibility. The appealing party must submit their appeal, in writing, to the Director within ten (10) days of receiving the notice of dismissal or determination of responsibility.

Appeals will only be allowed for the following reasons:

- Procedural irregularity that affected the outcome of the matter,
- New evidence that was not reasonably available at the time of determination of responsibility or dismissal was made, that could affect the outcome of the matter, or
- The Title IX Coordinator, investigator(s), or decisionmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Both parties will be notified of the appeal in writing and will have the opportunity to submit a written statement in support of or challenging the outcome. Appeals will be decided by the Director. The outcome of the appeal will be in writing and issued to both parties at the same time.

4.1 Confidentiality

Davies will strive to maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances. Davies may, however, have a legal obligation to share information received during an investigation. For example, Davies is required to report known and suspected cases of child abuse to the Department of Children, Youth and Families. Davies may also have an obligation to report known or suspected violations of the law to local law enforcement.

5.1 Discipline

Any student or employee who is determined to have violated this policy will be subject to discipline in accordance with policy and applicable law. The range of disciplinary consequences that may be imposed on a student for violations of this policy includes, but is not limited to, removal from extracurricular activities or other school-sponsored events, removal from athletic activities, and suspension (in-school or out-of-school). The range of disciplinary consequences that may be imposed on an employee for violations of this policy includes, but is not limited to, verbal or written reprimand, referral to counseling, suspension without pay, and termination from employment.

6.1 Complaint to External Agencies

Nothing in this policy is intended to discourage a complainant from reporting acts of unlawful sexual harassment or sexual violence to local law enforcement. In the event a complainant chooses to file a report with local law enforcement in addition to filing a complaint with Davies under this policy, Davies will conduct its own investigation, independent of any law enforcement investigation.

In addition, any individual who believes they have been subjected to sexual harassment may file a formal complaint with:

The United States Department of Education
Office for Civil Rights (“OCR”)
5 Post Office Square
Boston, MA 02109
(617)289-0111

7.1 Retaliation and Malicious Reporting Prohibited

Davies prohibits retaliation against any individual who makes a report of sexual harassment or who cooperates in an investigation. Any individual who believes they have been subjected to retaliation is encouraged to report the retaliation to the Title IX Coordinator. Employees must report any instance of retaliation against a student immediately to the Title IX Coordinator.

Any individual found to have retaliated against another person for reporting sexual harassment or for cooperating in the investigation of a complaint is in violation of this policy and will be subject to disciplinary action.

If an investigation results in a finding that the complainant knowingly and falsely accused another person of sexual harassment, the complainant will be subject to disciplinary action.

8.1 Employee Training and Requirement of Impartiality

Davies shall ensure that the Title IX Coordinator and any employee or third party acting as an investigator, decisionmaker, or person facilitating an informal resolution process is adequately trained and free from conflicts of interest and bias.

Legal References:

Title IX of the Education Amendments of 1972

34 C.F.R. § 106.30 et seq.

R.I. Gen. Laws § 16-38-1.1

R.I. Gen. Laws § 16-85-2