

THE  
Hillside  
SCHOOL

EMPLOYEE HANDBOOK

2020-2021



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## **THE HILLSIDE SCHOOL MISSION and HISTORY**

*The mission of The Hillside School is to maximize the potential of the child with learning disabilities through excellence in education.*

The Hillside School is an independent, non-profit educational corporation founded in 1983. The school was established as a transitional school for children with learning disabilities in grades kindergarten through six. The need for a model program for children with learning disabilities became obvious as the school's population rapidly outgrew its home in The Holy Spirit Lutheran Church in Emmaus, PA. After standing full with a waiting list for several years, The Hillside School opened at a new, larger location. Its current site opened its doors in September 1989 at 2697 Brookside Rd. in Macungie, PA. To meet growing demand, The Hillside School expanded its program to include grades seven and eight in September 2012.

From its beginning, this accredited, non-profit elementary school established a two-fold vision to accomplish its mission. The first is to be a leader in the education of children with learning disabilities; the second is to educate and develop community awareness of the needs of children and adults with learning disabilities.

The purpose and philosophy is to provide superior educational instruction and programs to elementary and middle school children. The Hillside School faculty and staff assist each student in managing learning disabilities in an atmosphere that emphasizes knowledge and the skills for learning. Educational specialists employ diagnostic skills to design, implement, and evaluate curricula for each student.

## **THE HILLSIDE SCHOOL GOALS**

- Develop eager resilient learners equipped with strategies, self-confidence and advocacy skills to succeed in traditional learning environments.
- Help families of our children to understand the problems and challenges of learning differently and to become part of the solution.
- Act as a training center for teachers from public and independent schools to more effectively serve children with learning disabilities in their classrooms.
- Assist colleges and universities to expand and enhance the application of learning theories for students majoring in education, psychology, and social work.
- Serve as a national model for other schools that serve children with learning disabilities.
- Educate and develop community awareness of the needs of children and adults with learning disabilities.
- Assist families with financing a Hillside education through scholarships.

# **THE HILLSIDE SCHOOL**

## **PURPOSE AND OUTCOME STATEMENTS**

### **Mission**

The mission of The Hillside School is to maximize the potential of the child with learning disabilities through excellence in education.

### **Portrait of a Hillside Graduate**

Hillside students become...

- Confident self-advocates aware of their personal strengths and challenges
- Empathetic and thoughtful citizens of the community
- Resilient and enthusiastic learners who are joyful and optimistic in their approach to life
- Successful users of strategies and technological skills for independent learning
- Intrinsically driven to reach unique potential
- Creative and flexible problem solvers
- Risk takers with a strong sense of self and an “I can” attitude

### **Portrait of a Hillside Teacher - Characteristics of Professional Excellence**

Hillside School faculty...

- Accommodate diverse learners through instructional differentiation
- Implement evidence-based instructional programs and practices
- Demonstrate passion as reflective and collaborative seekers of knowledge
- Model and nurture acceptance and respect for all individuals
- Facilitate student social/emotional development with an emphasis on self-awareness and self-advocacy
- Celebrate, support, and engage all members of the Hillside Community – students, parents, professionals, and community members
- Embed the training and practice of executive skills across the curriculum to foster student success
- Integrate the use of innovative assistive technology
- Deliver the mission of The Hillside School

## **A Word About This Handbook**

This Employee Handbook contains information about the employment policies and practices of The Hillside School. Each employee is expected to read the Employee Handbook carefully, as it is a valuable reference. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which will require changes from time to time. In order to conduct its mission The Hillside School retains the right to make decisions involving employment as needed. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, The Hillside School reserves the right to revise, delete and add to the provisions of the Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the Head of School. No oral statements or representations can change the provisions of the Employee Handbook. The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers.

**The Hillside School is an at-will employer. This means that regardless of any provision in this Employee Handbook, either you or the School may terminate the employment relationship at any time, for any reason, with or without cause or 30-day notice. Nothing in this Employee Handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will. The termination of Faculty Contractual Agreements shall be governed by the termination provisions in those Agreements.**

## **Equal Employment Opportunity**

The Hillside School does not unlawfully discriminate against its employees or applicants. We strive to provide employees with a work environment free from all forms of discrimination. All employment related decisions are made without regard to race, color, national origin, religion, creed, physical or mental disability, marital status, sexual orientation, citizenship status, veteran status, age, gender or any other applicable basis that is protected by federal, state or local law, ordinance or regulation.

We are committed to complying with applicable laws providing equal employment opportunities. Any member of our workforce does not tolerate discrimination or harassment in any form. Upon submission of a complaint, appropriate Board-designated personnel investigate all incidents of unlawful discrimination in a timely and confidential manner, and, if warranted, appropriate action is taken.

The Hillside School complies with the Americans with Disabilities Act (ADA) and prohibits discrimination against employees or applicants with disabilities or perceived disabilities. We are committed to providing reasonable accommodations for qualified individuals with known disabilities who can perform the essential functions of the job, unless this would cause undue hardship. Employees with disabilities, who believe they need reasonable accommodation to perform the essential function of their jobs, are encouraged to contact the Head of School.

We believe that diversity enhances its overall performance and by bringing together individuals from different backgrounds, cultures, nationalities and lifestyles; a diverse work environment is created. We appreciate varying points of view, approaches to problem solving, ways of working and

characteristics for success. At The Hillside School, we look to our employees to mutually respect one another and help us create a diverse, enthusiastic work environment in which each individual is empowered to contribute to his or her full potential.

## **Drug and Tobacco Free Workplace**

The Hillside School strictly prohibits the use, being under any influence of, possession, sale, offer to sell, purchase, transfer, or manufacture of illegal drugs or alcohol while on school premises or while conducting school business. Employees are also prohibited from coming to work while under any influence of illegal drugs or alcohol. This applies to employees while on the job, on school premises, and while conducting school business outside the workplace.

The Hillside School may conduct searches for illegal or unauthorized drugs or alcohol on school property without prior notice to employees. Full cooperation from employees is expected. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated the policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, cars as well as any school property that is provided for employees' personal use, such as desks and file cabinets.

The use of any tobacco products on school property is strictly prohibited at all times.

Any violation of this policy may be cause for disciplinary action, up to and including termination of employment.

## **Workplace Violence**

The Hillside School is committed to providing a workplace that is safe and free from acts and threats of violence. The school strictly enforces a "zero tolerance" policy for acts or threats of violence by or against any employee or visitor. Threatening, harassing, intimidating, fighting or causing any other physical or psychological harm to a fellow worker or others will not be tolerated.

Further, possession of weapons (or brandishing of any object that could reasonably be construed as a weapon) of any kind on school property, in school vehicles, or while on school business is forbidden.

To enforce this policy and protect employees' safety, the School reserves the right to search all vehicles, packages, containers, purses, briefcases, backpacks, file cabinets, desks, or persons entering or in the School.

If you are aware of a danger and immediate act or threat of violence, you should seek emergency assistance at once by calling "911" and/or contacting the Head/Assistant Head of School.

Any violation of this policy may be cause for disciplinary action, up to and including termination of employment.

## **Confidentiality**

The Employee acknowledges that during the course of employment, he/she may obtain and have access to confidential information that is important to the School's business.

- This confidential information includes, but is not limited to, information relating to students, parents, donors, Board members and benefactors, student records, medical information, and proprietary educational techniques and strategies. Confidential details may include student, parent, employee and donor names, academic records, addresses, financial information, and other personal information.
- The employee may also become aware of financial, marketing and academic plans and other information that is deemed by the School to be proprietary.
- All the information referred to in this confidentiality section is collectively referred to as "Confidential Information". The Employee acknowledges that such Confidential Information is worthy of protection and is the sole property of the School. The Employee agrees that for so long as the pertinent information or data remains Confidential Information, the Employee shall not divulge or otherwise make use of any Confidential Information directly or indirectly, personally, or on behalf of any other person, business, corporation, organization, or entity, without the prior written consent of the School.

If you have any questions on confidentiality, your best course will be to err on the side of non-disclosure and consult with the Head of School.

## **Responsibility for Students**

- Each Hillside student is the responsibility of the school and of the teacher to whom he or she is assigned until the student boards the school bus or is picked up by a parent/guardian/assigned caretaker.
- A faculty/staff member must be in direct charge of students at all times.
- Another faculty/staff member must be engaged to supervise the students when he/she must leave an assignment for any reason.
- Students are escorted by their teacher to and from specials, assemblies, and the cafeteria.

## **Salary and Pay Dates**

Salaried employees who are exempt from overtime pay are paid across 12 months in 26 biweekly installments. Non-exempt hourly and salaried employees are paid every other Friday on a biweekly basis. If a payday falls on a weekend, or during a recognized holiday, employees will be paid on the last working day prior to the weekend or holiday. Non-exempt hourly employees will receive their pay in conjunction with the regular biweekly payroll cycle that follows any worked schedule.

## **Dress Code**

The Hillside School employee dress should be neat in appearance and consistent with the nature of the School's work, keeping in mind the impression made on students, visitors and other employees. During school hours, clothing that is inappropriately too tight, too short or too low should not be worn. Blue jeans and rubber flip-flops are not considered appropriate employee attire except for special events.

## **School Hours**

### **A. Faculty**

- The building opens at 7:30 A.M.
- Faculty arrival time is 8:05 A.M.
- Faculty may leave at 3:30 P.M. Monday – Thursday and 3:15 P.M. on Friday with the exception of scheduled faculty meetings and parent/teacher conferences. If you need to leave earlier, you are required to receive permission from the Head/Assistant Head of School.
- Faculty may leave school during their lunch period. For security and safety purposes, you **must** sign out when leaving and sign back in upon return.
- Faculty members will cover lunch/recess duty and other duties as assigned by the Head/Assistant Head of School.
- The duties of Faculty members will require work beyond regular school hours, i.e. evenings and weekends.
- Connect 5 will notify employees of snow days and delayed starts. In the event that Connect 5 is not working the phone chain will be used. Announcements will also be made on area radio stations and posted at [www.wfmz.com](http://www.wfmz.com).

### **B. Staff**

- The building opens at 7:30 A.M.
- Core hours for staff are as outlined by the Head of School.
- For security and safety purposes, you **must** sign out in the office when leaving and sign back in upon return.
- Connect 5 will notify employees of snow days and delayed starts. In the event that Connect 5 is not working the phone chain will be used. Announcements will also be made on area radio stations and posted at [www.wfmz.com](http://www.wfmz.com).

## **Time Away From Work**

### **A. Personal Days**

#### **Full-Time and Part-Time Faculty:**

- Full-time faculty are allotted five paid days of each academic year to be used for personal reasons. Personal days for part-time faculty are allocated based on contracted days.
- Consistency is important to the progress of our students. For that reason, no more than two consecutive days shall be permitted for personal reasons unless approved by the Head/Assistant Head of School.

Full-Time Faculty: *Friday and Monday are considered consecutive days.*

Part-Time Faculty: *Consecutive days are determined according to work schedules.*

- Requests for use of a personal day should be communicated to the Head/Assistant Head of School as soon as he/she becomes aware of the need. *The use of personal days during the months of September and June are discouraged and require special approval by the Head/Assistant Head of School. **Requests for use of personal days in May must be submitted a month in advance.***
- Accrued personal days will not be carried over into a subsequent academic year.
- Faculty will not be compensated for any unused personal days upon termination of employment.

## **B. Sick Days**

### **Faculty and Staff:**

- The School offers ten (10) paid sick days to provide to **full-time** employees who are unable to work due to illness or injury. In the event an employee needs time off to care for a sick child, parent or spouse, the employee is required to utilize personal/vacation days before sick days can be used.
- Employees, who are unable to report to work due to illness or injury, are expected to notify Donna (610-751-0441), Sharon (610-751-8312) or Jane (610-217-6837) as soon as possible or no later than 6:30 A.M. if a substitute is required. **Speak personally to Donna, Sharon, or Jane – do not leave a text message or voice message unanswered.**
- In the event additional sick time is necessary, faculty and staff are expected to keep the School advised as to their return date as soon as possible.
- **Sick days are not to be used to cover absences for routine medical or dental appointments.**
- Full-time employees who have exhausted their paid sick days will be required to utilize personal/vacation days in accordance with Section A. For absences beyond ten (10) days due to illness or injury, employees may qualify for a medical leave of absence.
- Absence of three (3) or more consecutive days due to an employee's illness or injury may need to be substantiated by a physician's note in order to be paid and the absence to be considered excused. The physician's note shall include the name of the employee, date, and the physician's signature.
- Absence of more than ten (10) consecutive days or more due to an employee's illness or injury require the employee to furnish a physician's note and a fitness for duty certification to the Head/Assistant Head of School. Failure to provide these upon an employee's return may result in termination of employment. For extenuating circumstances, please contact the Head of School.
- Accrued sick days will not be carried over into a subsequent academic/calendar year.
- Employees will not be compensated for any unused sick days at the end of the academic/calendar year.
- Employees will not be compensated for any unused sick days upon termination of employment.
- Any abuse of sick days and excessive patterns of absences may be grounds for termination of employment.

## **C. Vacation Days**

### **Full-Time Staff:**

- Paid vacation days as outlined by the Head of School.
- A Request Form for vacation time should be given to the Head/Assistant Head of School for approval. Scheduled time off should be communicated with the main office staff for informational purposes.
- No more than (5) five vacation days may be carried over into the next fiscal year.
- Staff will not be compensated for any unused vacation days upon termination of employment.

## **D. Bereavement:**

Employees will be granted up to three consecutive paid days whenever an employee is absent from his/her duties because of a death in the immediate family. If more than three days is required, you may request paid personal/vacation days.

Members of the immediate family shall be defined as your spouse or domestic partner; your children, stepchildren, or your domestic partner's children; your brother, sister, step brother, or step sister; your parents, step parents, mother-in-law, father-in-law (including mother-in-law or father-in-law by virtue of a domestic partnership); your grandparents, grandparents-in-law, grandchildren (including grandparents-in-law or grandchildren by virtue of a domestic partnership); your brother-in-law, sister-in-law, son-in-law, daughter-in-law (including brother-in-law, sister-in-law, son-in-law or daughter-in-law by virtue of a domestic partnership); your aunt, uncle, niece or nephew.

## **Unpaid Leave Time**

Employees may request an unpaid leave of absence for pregnancy, disability or to care for a family member or other similar reasons. Because of our limited resources and the small size of the School's staff, leaves of absence during the school year may adversely affect School programs. The Head of School may grant requests for leave, provided the request is consistent with the best interests of the School.

Employees should be aware that, like all public and private schools, The Hillside School is subject to the federal Family and Medical Leave Act. However, since The Hillside School has no employee who works at a worksite that employs 50 or more employees, no employee is eligible for FMLA leave pursuant to the statute. More information about the FMLA law is posted in the building along with other employee notices.

## **Injury at Work**

If an employee is injured at work, the Head of School should be notified immediately. Worker's Compensation forms are available if needed.

## **External Communication**

The Head of School is the official spokesperson for the School. Employees who receive a request from the news media for information (whether written or oral) or for an interview relating to the School or its business, should directly refer the inquiry to the Head of School. Any appearance on behalf of the School, or public comments about The Hillside School by the School employees, should have the advance approval of the Head of School.

## **Electronic Communications**

You are expected to review your Hillside School email on a daily basis and respond in a timely manner.

## **Harassment**

The School maintains a business and employment environment free from general harassment, ethnic harassment, sexual harassment and/or other inappropriate harassment.

General harassment includes, but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religious creed, ancestry, age, sex, national origin, sexual orientation, or disability. Ethnic harassment includes the use of any derogatory word or phrase characterizing a given racial or ethnic group. Sexual harassment includes, among other things: requests for sexual favors, vulgar language of a sexual nature, sexually derogatory names; unwelcome touching of another's body of a sexual nature, displaying sexually explicit pictures, photographs or cartoons, unwelcome advances of a homosexual or heterosexual nature, demands for sexual acts, promises of favorable employment decisions, and the threats of negative employment decisions.

**An employee who believes him or herself to be the victim of harassment should:** If willing and comfortable, inform the offending party directly the conduct is offensive and must stop. If uncomfortable communicating directly with the offending person, or if the direct communication with the offending person is not successful, contact the Head/Assistant Head of School. If uncomfortable communicating with the Head or Assistant Head of School, contact the President of The Hillside School's Board of Trustees or the Chair of the Audit Committee. Complaints and investigations are kept on a need to know basis. The School will not tolerate retaliation of any kind against any employee who complains about alleged harassment or who cooperates in the investigation of such a complaint. If, after investigation, the School determines harassment occurred, corrective action will be taken.

## **Corrective Action**

The purpose of corrective action, except termination, is to identify and improve employee conduct and/or performance that do not meet acceptable levels. If you are unable to meet expectations of performance and goals, you are subject to corrective action, up to and including termination.

The following types of corrective action may be used to address performance and conduct issues. The corrective measures outlined below are not intended to be all-inclusive.

- Verbal warning for performance
- Written warning
- Formal reprimand for misconduct

Failure to comply with the terms of any corrective action may result in further corrective action or termination of your employment.

## **Gift Acceptance Policy**

The Hillside School solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. The Hillside School recommends that prospective donors seek the assistance of personal, legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The Hillside School maintains the right to refuse any gift that is deemed to be in conflict with its mission and policies. See Appendix for the complete policy.

## **Jury Duty**

An employee required to serve on jury duty will be granted permission to be absent from work without loss of pay for the duration of such service.

- Arrange with administrators as soon as you receive your summons. A request for Time Away from Work must be submitted, along with a copy of the summons.
- When permitted by state law, we expect you to return to school if you are excused from jury duty during your regular work hours.
- We reserve the right to request proof of jury service issued by the Court upon return.

## **Student Health and Welfare**

- Any student who becomes ill should be sent to the Health Room. Call the office to ensure there is staff available to attend to the student.
- Medication is securely locked and administered only by office personnel.
- The Hillside School Accident Report Form is used to document incidents that result in serious injury. Please complete the form and return it to the office following the incident. See Appendix for the Accident Report Form.
- Any head injury should be taken seriously. The student must be accompanied to the office immediately. A Concussion Signs and Symptoms Checklist will be completed.
- See Medical Emergency Plan located in Crisis/Emergency Guide.

## **Student & Parent Handbook**

All Employees are expected to familiarize themselves with information in the Student & Parent Handbook.

### **Chain of Command**

When both administrators are out of the building, the guidance counselor will make education/school-related decisions. If the guidance counselor is out of the building, the teacher designated below would be the next in the chain of command.

The Executive Committee of the Board of Trustees approved this “Chain of Command.”

Head of School   Assistant Head of School   Guidance Counselor   Designated Teacher

### **Other Employment, Volunteering and Affiliations**

The Hillside School employees may hold outside jobs as long as they can satisfactorily perform their School job. Other employment cannot interfere with the School scheduling demands and cannot be in conflict with the mission and philosophy of the School.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside employment, volunteer duties or affiliations. If the School determines, in its sole judgment, that outside activities adversely impact, or may impact, employee performance or the ability to meet job requirements, which may change over time, or are in conflict with the mission and philosophy of the School, the School may require termination of the outside activity in order for the individual to remain employed at The Hillside School. If a School employee’s outside employment or activity has, or may have, an adverse impact on The Hillside School, it will be considered a conflict of interest.

### **Job Openings**

A Faculty/Staff opening may be announced verbally if/when one becomes available. If you are interested in applying for an open position, notify the Head of School.

# FACULTY

## **Faculty Meetings**

The Head of School and the Assistant Head of School schedule faculty meetings. Attendance is required. Due to the changing nature of the instructional model, it is difficult to schedule meetings in advance. If the model is full distance learning, faculty meetings will be held virtually.

## **Faculty Professional Development**

Professional development includes but is not limited to:

- Presentations at faculty meetings
- Presentations at colleges, conferences, etc.
- New Teacher Induction Program
- Faculty/Staff training as scheduled by Head/Assistant Head
- In-service programs
- Observations within the school and at other independent and public schools
- Professional workshops/conferences that offer topics of value
- Act 48 of 1999-Professional Education Credit hours
- Professional reading/summer book clubs
- First Aid/CPR Training

## **Teacher Evaluation**

The Hillside School will utilize *The Hillside School Faculty Evaluation*. See Appendix for the complete document.

## **Student Absences and Attendance**

- Attendance is completed daily by the teacher using Veracross.
- It is the classroom teacher's responsibility to contact the parents of any student with three consecutive days of absenteeism and no communication with the school.
- If there is a question as to the legality of an absence or excessive tardiness, the teacher should see the Head/Assistant Head for guidance.

## **Report Cards**

- Report Cards are distributed three times a year during parent/teacher conferences.
- The Report Card is signed and the original is stored in the office until the next conference.
- Teachers complete the Academic Progress Chart located in front of each student's permanent folder after each conference.
- Teachers place end of year completed report card in students' permanent files.

## **Conferences**

- Parent teacher conferences are scheduled three times a year. Conferences are scheduled in November, March, and May. Refer to your yearly calendar for specific dates.
- Conferences will require extended hours for teachers on some days.

## **Student Permanent Records**

- The permanent records are not to leave the school office for any reason.
- Do not make copies of any outside information.
- The information in the permanent record folder is CONFIDENTIAL. You may not disclose this information to anyone outside The Hillside School. Refer to section on Confidentiality.

## **Cell Phone Policy**

Faculty/Staff Use of Personal Cell Phones:

- No **personal** use in the presence of students.
- Personal emergency needs can be addressed.

Student Use:

- All student phone calls should be made from the main office with teacher permission.
- See page 22 in The Hillside School Student and Parent Handbook

## **Lesson Planning**

- Teachers should maintain a plan book containing daily lessons. This plan book should be visible.
- A plan book acts as a general record of the work covered. It shows that there is continuity of instruction for the students in your class.
- Submit a Schedule Template to Sharon F. within the first two weeks of school. This should be updated as you revise your schedule.

## **Substitute Plans**

In case of an absence for any reason, the teacher is to have complete lesson plans available in the classroom. A Substitute Folder should be on your desk containing the following:

- Current class roster with seating chart if names are not on desks
- Current math roster
- Information for Specialists Form
- A daily/weekly class schedule including specials
- Special directions for students with special needs, medications or health concerns
- Duty schedules - lunch, recess and bus
- Location of Employee Handbook, key to classroom, and Crisis/Emergency Guide
- 911 Emergency Procedure

- Bus dismissal information
- Map of School with Exits highlighted
- School Calendar
- Generic plans that can be used any time
- Extra activities
- General classroom procedures

### **Substitute Teachers**

- Substitute teachers are to follow the lesson plans provided in the substitute teacher folder.
- Substitutes should be asked to leave a written summary of the day's activities on the teacher's desk to facilitate continuity of instructional activities.
- Any concerns about a substitute should be reported to the Head/Assistant Head.

### **Field Trip Procedure**

Complete **Field Trip Request Form** and give a copy to Guidance Counselors. Forms are available in the Main Office (Green Folder).

### **Student Discipline**

A teacher's basic responsibility with regard to discipline is to maintain control of the class to ensure effective teaching/learning and safety and to enforce school procedures.

- All faculty/staff are responsible to maintain order and discipline in all situations. Any student behavior that results in significant disruption should be immediately addressed.
- It is imperative that strong lines of cooperation and communication exist among students, faculty, and parents.
- All faculty/staff members will not use corporal punishment, sarcasm, or ridicule as a form of discipline.
- Teachers/specialists should consult the guidance counselor regarding any on-going discipline problems.
- The counselor can also advise and assist in the creation and implementation of behavior modification/monitoring plans.
- Respect for people and property should be emphasized with all students.

### **Information for Specialists Form**

- Complete this form by September 25.
- Copy and distribute to all specialists, Donna, and Sharon. Please update as necessary.

# THE HILLSIDE SCHOOL

## CRITERIA FOR EFFECTIVE TEACHING

### Personal Qualities

- Gives careful attention to personal appearance, poise, and manner
- Demonstrates enthusiasm and an interest in teaching.
- Understands students, and is friendly and approachable.
- Expresses self appropriately, uses correct English, and is easily understood.
- Is reliable; completes duties promptly and accurately.
- Displays self-confidence and earns respect of others.
- Responds positively to constructive criticism, takes the initiative for change.
- Displays a pattern of regular attendance and is punctual
- Shows respect for opinions and feelings of others
- Exhibits discretion and tact
- Practices active listening

### Instructional Skills

- Displays knowledge of subject(s) including scope and sequence
- Develops well-organized lesson plans.
- Is able to diagnose a child's strengths and weaknesses.
- Establishes academic goals that will insure each child reaches his/her full potential for performance.
- Is able to remediate weaknesses while using the child's strengths to insure successful learning experiences.
- Uses appropriate teaching methods and tools skillfully.
- Is willing to try new techniques and experiment in their development.
- Develops self-monitoring and self-instruction strategies with students to encourage independent study habits.
- Provides the child with experiences to develop, practice, and transfer learning.
- Has an awareness of skill and workload requirements in a regular school setting.
- Demonstrates respect for the worth and dignity of each student.
- Addresses the affective needs of the child.

### Classroom Control and Management

- Provides a structured classroom environment.
- Maintains control, discipline, and rapport with students.
- Resolves discipline problems appropriately in line with school policy.
- Demonstrates fairness and consistency in the treatment of all students.
- Establishes and maintains classroom procedures that ensure a high level of student time on task and smooth transition from one activity to another.
- Maintains a neat and organized classroom.

### Professional Growth

- Translates professional learning experiences into professional practice
- Uses professional literature and research to support and improve professional practices
- Evaluates current practices, tries innovative approaches, and refines instructional strategies (including the effective use of technologies) to increase student learning and confidence to learn

- Seeks and is receptive to suggestions for implementing new practices, and /or techniques to improve student performance
- Assists colleagues (through sharing, consulting, conferencing, demonstrating, peer coaching, mentoring, etc.).

**Teacher Relationships with:**

- Administration
  - Complies with school policies and procedures.
  - Works cooperatively with administrative/supervisory personnel.
  - Submits accurate reports promptly.
- Staff
  - Shares ideas and works cooperatively with all other staff members including fellow teachers, support staff and specialists.
  - Keeps individual program in balance with the total program.
- Parents
  - Accepts responsibility for keeping lines of communication open with parents within framework of school policy.
  - Works with parents in a positive manner.
  - Develops an awareness and understanding of the parents' emotional involvement in their child's learning progress.
  - Reports to parents on individual goals established for the student and the progress being made toward reaching those goals.
  - Presents a positive image relative to The Hillside School and Independent education.
- Students
  - Establishes academic, social and emotional goals for each child.
  - Communicates teacher expectations relative to academic and behavioral standards.
  - Provides for positive student-teacher interaction.

# The Hillside School Faculty Evaluation

Name \_\_\_\_\_

School Year \_\_\_\_\_

Position \_\_\_\_\_

Evaluator \_\_\_\_\_

## ESSENTIAL TEACHER EXPECTATIONS

All faculty members at The Hillside School are expected to:

- Overtly support and act in accordance with the school's mission and values.
- Demonstrate appropriate planning and preparation for instruction.
- Develop and maintain a classroom atmosphere that inspires learning.
- Uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion.
- Appropriately carry out specific assignments, including but not limited to assigned duties and school events as determined by the Head of School.
- Maintain professional credentials, as appropriate.
- Honor the confidentiality of school and student information.
- Comply with the policies and procedures as articulated in the school's Employee Handbook.
- Authentically engage in self-reflection and annual development of a Professional Growth Goal on the Characteristics of Professional Excellence.

### Rating:

Meets Expectations

Does not Meet Expectations

Date for resolution \_\_\_\_\_

### COMMENTS

Faculty Member Signature \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

Note: If the faculty member wishes to make additional comments, he or she, may provide a written statement. This statement will be attached to the evaluation and will be considered an official part of the employee's evaluation.

# Professional Growth Goal and Plan

## Goal

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## Related Characteristics of Professional Excellence

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## Anticipated Student Outcomes

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## Steps to achieve this goal (Action Plan)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

## Resources/support needed to achieve this goal

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

## Measures of Success/Assessment Tools

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

## **Faculty Professional Growth Goal – Mid-Year Reflection**

Questions for discussion:

1. How is your goal making a difference in the education for your students and/or your classroom?
2. How is your goal making a difference in your professional growth?
3. Do you feel you need to adjust your goal?
4. Is there anything you need?
5. How are you keeping track of progress?
6. Other:

## Faculty Professional Growth Goal - Year End Reflection

How do you feel you have benefited from carrying out your professional goal? (Connect your goal directly to your students)

Think about the following parameters:

- In what ways have you enhanced/contributed to the Hillside mission?
- How has working on your goal had an impact on your students?
- What is the connection between what you are doing and the results you are seeing? Is there a connection?

As part of your reflection you may want to consider:

- Anecdotes from the year
- Examples of conversations you have had with parents
- Examples of conversations you have had with students
- Before and after “snapshots” of impressions you have gained about yourself
- Passing references made to you by colleagues
- Explicit conversations with colleagues

Remember, this reflection is not scientific. Be honest and realistic. Learning comes equally well (some would say better) from failure as it does from success. Sometimes we have to be patient about outcomes that take time to emerge.

## OBSERVATION CHECKLIST

Teacher \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Subject \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> student engagement             | <input type="checkbox"/> knowledge of individual learning strengths/needs |
| <input type="checkbox"/> sense of organization/neatness | <input type="checkbox"/> uses a variety of tools and groupings            |
| <input type="checkbox"/> strategies                     | <input type="checkbox"/> evidence of innovation/use of new teaching tools |
| <input type="checkbox"/> knowledge of subject           | <input type="checkbox"/> appropriate resolution of discipline problems    |
| <input type="checkbox"/> establishes goals/expectations | <input type="checkbox"/> encourages independent problem solving           |
| <input type="checkbox"/> encourages self-monitoring     | <input type="checkbox"/> makes connection to previous lesson              |
| <input type="checkbox"/> shows respect for students     | <input type="checkbox"/> well-established routines/procedures             |
| <input type="checkbox"/> assistive technology           | <input type="checkbox"/> instruction of executive skills                  |
| <input type="checkbox"/> uses EmPOWER                   |   |

**THE HILLSIDE SCHOOL**  
**CLINICAL SUPERVISION MODEL**

Pre-Observation Data Sheet

TEACHER \_\_\_\_\_ OBSERVER \_\_\_\_\_

DATE OF PLANNED OBSERVATION \_\_\_\_\_ TIME PERIOD \_\_\_\_\_

Please complete the following information and bring it to the pre-observation conference.

1. Where are you in the curriculum? (Unit; lesson; page numbers in texts; introductory, middle, or culminating activity?)

2. What are the objectives of this lesson and how will they be transmitted to the students? What concepts do you want the students to learn in terms of the curriculum?

3. Lessons include an introduction, body and summation (closure). What activities and methods will be used to develop your lesson?



**THE HILLSIDE SCHOOL  
TEACHER OBSERVATION FORM**

TEACHER \_\_\_\_\_ OBSERVER \_\_\_\_\_

DATE OF PLANNED OBSERVATION \_\_\_\_\_ TIME PERIOD \_\_\_\_\_

Description of Lesson:

Commendations:

Alternative Strategies/Suggestions:

Recommendations:

Teacher Comment (optional):

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Signature of Observer

Review, if necessary \_\_\_\_\_

**COLLABORATIVE PROFESSIONAL DEVELOPMENT PLAN  
PROPOSAL**

Name(s) \_\_\_\_\_

Date of Submission of Plan for Approval \_\_\_\_\_

Number of Act 48 Hours Requested \_\_\_\_\_

Needs Assessment:

Goals and Objectives:

Activities:

Resources:

Timeline:

Evaluation/Assessment:

Teacher(s) Signature(s) \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

## Procedure to Complete Collaborative Professional Development Plan

A Collaborative Professional Plan Proposal is to be developed by a teacher with one or more fellow teachers or an administrator. The Plan should reflect that this professional opportunity will have a positive impact on student learning and teacher growth.

### On the Proposal Form:

- **Needs Assessment:** A collaborative plan provides the opportunity for teachers to do research, solve problems, apply new information/knowledge, assess current practice, and reflect on professional practice. In this section, a brief explanation should be written that explains a need the teacher(s)/Administrator(s) have identified which requires further attention that the Collaborative Plan will address. This need should be directly related to increasing student academic success and teacher professional growth.
- **Goals and Objectives:** Specifically outline the goals and objectives of the Collaborative Plan. These objectives and goals must be directly related to enhancing student learning and teacher professional growth.
- **Activities:** Identify and explain the specific activities that will occur in order to meet the stated goals and objectives of this Collaborative Plan.
- **Resources:** Identify and explain the specific resources that will be utilized in order to meet the stated goals and objectives. These resources may include materials, technology, teachers, administrators, etc. and may be available either inside or outside of The Hillside School.
- **Timeline:** Provide a specific timeline that will be followed in order to meet the stated goals and objectives.
- **Evaluation/Assessment:** Identify the specific process/tool/test/etc. that will be utilized in order to determine if the stated goals and objectives of this Plan have been met. This evaluation/assessment can be qualitative and /or quantitative. If appropriate, any documentation of the evaluation/assessment that will be utilized to evaluate the effectiveness of the Plan may be attached to the form.

## **Respectful and Transparent Conflict Resolution**

Open communication is a central element of The Hillside School culture and values. We want to provide a comfortable and progressive workplace with a spirit of teamwork based upon positive, respectful, and supportive working relationships.

The School encourages open, honest, and constructive dialogue about school procedures, work standards, and performance—both formally (such as during the evaluation process) and informally (day-to-day interactions).

The Hillside School recognizes that, from time to time, conflicts may develop that require attention and understanding, whether they grow out of interpersonal situations, professional concerns, or disagreement with school policy. We take the position that the best way to resolve these situations is to discuss them openly before they become serious. We encourage open communication wherein problems can be discussed and resolved in a mutually respectful atmosphere.

### **Informal Process**

As a school community, we strive to resolve issues directly between the individuals concerned wherever possible. As an employee of The Hillside School, you have the responsibility to address conflicts as they occur.

The first step is to make an effort to resolve the matter with the other individual(s) involved.

If you are comfortable doing so, you are encouraged to approach the person with whom there is a conflict or issue to discuss the matter. If you would like assistance in doing so, or if you are not comfortable approaching the individual involved, please see Head/Assistant Head, who are there to support you in resolving the concern.

### **Support from Administrators**

All administrator doors are always open to you, to assist in resolving issues or to talk over questions or concerns you may have. Procedures that are more formal are available for resolving the most serious and urgent issues and concerns.

### **Formal Process**

The administration recognizes there will be times when, because of the strong emotions involved and/or the seriousness of the issue, a more formal process involving other levels of authority at the school will be required. This process may be used to address concerns regarding the application, interpretation, or execution of any existing policies or school rules, or similar serious issues between individuals or groups.

# **Respectful and Transparent Conflict Resolution**

## **Special Exception**

Due to their especially serious nature, issues of harassment or discrimination are handled outside of this process. For these issues, please see the complaint-reporting procedure described in the harassment policy.

## **How Do I Initiate the Formal Process?**

If an issue arises between you and a fellow employee that has not been resolved successfully through direct dialogue or through the informal intercession of your administrator, follow this procedure:

- Submit a written summary of the problem and your proposed solution to the School Head. This enables the School Head to become informed about the situation and to reflect on it.
- The decision of the School Head is final.
- If the object of your complaint is the School Head, you should submit your written statement directly to Donna-Marie Daday, who can be contacted at [donna.daday@pwc.com](mailto:donna.daday@pwc.com) and 610-349-5099. Your concern will then be addressed by the Head Support and Evaluation Committee.

## **Resolution and Follow-Up**

- Your written statement should include as many factual details of the incident(s) or issue(s), names of the individuals involved, and the names of any witnesses, as may be pertinent.
- In addition, in your statement you are strongly encouraged to suggest potential resolutions.
- The School will promptly investigate the situation and determine the appropriate remedy, if any.
- You will be contacted and informed of the resolution of the matter.

## **Confidentiality and Nonretaliation**

Those investigating for the school will preserve the confidentiality of facts and identities as much as is practical. Those making complaints are expected to maintain appropriate confidentiality and to act professionally at all times. Employees raising concerns in good faith are protected against retaliation of any kind.

# ACCIDENT REPORT FORM

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

School The Hillside School Grade/Teacher \_\_\_\_\_

### Check Appropriate Boxes

**TIME PERIOD** in which accident occurred

After School		Class Time		Specialist	
Before School		Field Trip		Recess	
Class Change		Lunch Period		Science Lab	
Other					

**LOCATION** where accident occurred

Art Room		Hall		School Bus/Public Bus	
Play Field		Field Trip		Science Lab	
Bus Loading Area		Multi-Purpose Room/Gym		Sidewalk	
Cafeteria		Playground		Other	
Classroom		Restroom			

**NATURE OF INJURY**

Burn		Dental Injury		Sprain/Strain/Tear (possible)	
Concussion (possible)		Dislocation (possible)		Other	
Contusion		Eye Injury			
Cut/Laceration/Puncture		Fracture (possible)			

**Describe Accident and Any Other Precipitating Factors** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Describe Injury** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Action Taken** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Nurse (RN) Notified of Accident:** Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

**Parent/Guardian Notified of Accident:** Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

**Student Dismissed at** Time \_\_\_\_\_ AM/PM **Accompanied by:** \_\_\_\_\_  
 (Name/Relationship to Student)

**EMS Called:**  YES  NO

If YES, student transported to Name of Hospital \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

**HOS Notified of Accident:**  YES

**Name of Individual Reporting Accident:** \_\_\_\_\_ Date \_\_\_\_\_

## ***The Hillside School 2020 – 2021 School Year*** **Acceptable Use Policy for Employees**

The following Acceptable Use Policy encompasses all of the information and regulations governing the use of the school's computers, devices, network, and other computer or network resources.

Students, faculty, and staff at The Hillside School are given access to a variety of valuable instructional technology tools and Internet access in classrooms, offices, the computer lab, and the library media center. In accordance with The Hillside School policies and instructional goals, all members of the school community are required to abide by the school computer use regulations.

We view our role as partners with parents and students and as such expect responsible use of computers to be a goal of all members of the school community including parents, teachers, students, administrators, staff, and guests. It is our intention to continually monitor and guide computer use for educational purposes only and that students using the Internet will be supervised at all times. To the extent practical, steps will be taken to promote the safety and security of the users of The Hillside School online computer network. A filtering system has been put into place to block or filter Internet or other forms of electronic communications and to block or filter access to inappropriate information.

The Hillside School will educate all students about appropriate online behavior, including interaction with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

To this end, we request that all parents read this policy, make sure that they understand it, and explain it to their child. Parents and children are required to sign the attached form and return it to the school. In addition, all teachers, administrators, and staff must also sign this agreement to use the school's computer, peripherals, and network.

### ***Acceptable Use:***

The Hillside School encourages use of school computing devices, network, and the Internet to enhance student learning. All use of computers must be in support of the school's mission, philosophy, educational objectives, and high professional standards, as well as meeting the varied instructional needs, learning styles, abilities, and the developmental level of the students.

### ***User Responsibilities:***

Students are responsible for using technology tools according to the instructions and direction provided by their teachers, their parents, and the regulations in this policy. Students will only use the login credentials (username and password) provided to them by the school and will not log on using another individual's login. Students are prohibited from using or attempting to obtain another user's login credentials or from telling others about their login credentials.

Students, teachers, and staff will do their utmost to protect the assets of the school and will attempt to avoid wasteful use of resources (i.e., unnecessary printing). Students are prohibited from playing games on school computers and devices unless they are educational games residing on that device or when the student is directed to an educational game(s) by a teacher or staff member. Students may only use electronic devices if an adult staff member is in the room. Use during recess is not

permitted unless a staff member is dedicated to that room. Students are not permitted to use electronic devices during morning room or dismissal in the gym.

Teachers are responsible for providing clear directions and rules for students using the technology under their supervision.

All school staff members will be responsible for assisting students in developing the ability to discriminate between appropriate and inappropriate sources, to choose resources suitable for their age/developmental/educational level, and to use that information to meet the educational goals set for them.

All users are responsible for respecting the rights of every other user at the school and on the Internet. Any user with knowledge of a violation of these regulations is responsible for reporting it to a school staff member. If a user receives any threatening or otherwise inappropriate communication is expected to report it to a teacher or school administrator. Students and staff are also responsible for following federal, state, and local copyright laws.

Teachers and staff members may issue other computing rules to be followed while a student is under their supervision. These rules are in addition to the rules stated in this acceptable use policy.

All users acknowledge that all data created, located, or stored on school computers and networks is the property of The Hillside School and that no user should have any expectation of privacy. **All electronic devices, printers and network access are for school related use. No student or employee is permitted to use devices or printers for personal use.**

All users are responsible for using the school's computing equipment and networks in an ethical and legal manner in accordance with school policy, local, state, and federal law.

### ***The Hillside School Responsibilities***

The Hillside School has the responsibility to protect all users of the school's computing devices and the assets of the school. To ensure these protections the school reserves the right to deny access to any user who violates the Acceptable Use Policy or other school regulations.

### ***Privileges***

Use of The Hillside School's computers, network, and other computing devices is a privilege provided by the school. This is a privilege, not a right, and any misuse can result in the cancellation of those privileges and disciplinary action by the school. ***School equipment is for school use, not personal use.***

### ***Consequences for Policy Violation***

Inappropriate, illegal, unethical, or unacceptable computer or network use by any member of The Hillside School staff, administration, or students may result in the revocation of privileges, disciplinary procedures, or possible notification of legal authorities in any case where local, state, or federal laws are violated.

### ***Vandalism***

Students and staff members are not permitted to make any unauthorized modification to any school computers, devices, or network. They may not make changes to any other user's data or computing devices. Students may not install any software on any school device.

## *The Hillside School 2020 - 2021 School Year*

### Network Access Policy for Employees

The Hillside School uses its Internet connections, computers, and other technologies in support of learning and communication, to enhance instruction, and to facilitate administration. Usage of this technology must be consistent with the school's mission, philosophy, educational objectives, high professional standards, and in accordance with the Children's Internet Protection Act ("CIPA") available at: <http://www.fcc.gov/guides/childrens-internet-protection-act> and the Children's Online Privacy Protection Rule ("COPPA") available at: <http://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>.

In addition to The Hillside School Acceptable Use Policy, all faculty and staff at the school should be aware that The Hillside School has the right to review and/or monitor all activities, all e-mail correspondences, and all material created by faculty and staff on school computers whether that computer is being used on-site or off-site.

The Hillside School reserves the right to install hardware and/or software to monitor the actions of individual users in order to determine whether those actions comply with school policy. School administrators have the right to view, delete, or alter anything stored within the school computer network.

Users may not use the network for anything contrary to law, to solicit others to break the law, to illegally copy, send, or distribute any copyrighted software, work, or other material including materials used by students under a staff or faculty member's supervision, use the network for any commercial purpose or financial gain, install unauthorized software or download unauthorized files on school computers, attempt to access material or sites that are blocked by the school, and faculty/staff may not "friend" any student under the age of 18 years.

Social media sites used by The Hillside School will be administered by the departments authorized to do so. No other members of The Hillside School are permitted to post anything that implies that they are doing so at the direction of or with the sanction of The Hillside School.

Online interactions with colleagues, students, alumni, and other community members should be conducted in the same professional manner as face-to-face interactions. At all times faculty and staff should remember that anything posted on the Internet leaves a digital footprint that can go on forever and to bear in mind that such material may reflect on their professional name. Faculty and staff should always maintain the respect, dignity, prudence, and professionalism reflected in The Hillside School **standards of professional behavior**.

***The Hillside School 2020 -2021 School Year***  
**Email Hosting Acceptable Use Policy for Employees**

This Acceptable Use Policy sets forth guidelines relating to the types of content that you may upload to the email or web servers (including Google Mail through The Hillside School Google Drive account). The Hillside School may remove any materials that, in its sole discretion, may be illegal, may subject it to liability, or which may violate this or any of the other school acceptable use policies or state/federal laws. The Hillside School will cooperate with legal authorities in the investigation of any suspected or alleged crime or civil wrong arising from any use of the Services. Your violation of this Acceptable Use Policy may result in the suspension or termination of employment.

***Acceptable Use:***

The following constitute violations of the Acceptable Use Policy:

1. Using the Services to transmit or post any material that contains nudity, pornography, adult content, sex, or extreme violence or contains links to any of the items in this list.
2. Using the Services to transmit or post any material that, intentionally or unintentionally, violates any applicable local, state, national or international law, or any rules or regulations promulgated thereunder.
3. Using the Services to harm, or attempt to harm, minors in any way.
4. Using the Services to transmit or post any material that harasses, threatens or encourages bodily harm or destruction of property.
5. Using the Services to make fraudulent misrepresentations or offers including but not limited to offers relating to “pyramid schemes” and “Ponzi schemes.”
6. Using the Services to access, or attempt to access, the accounts of others, or to penetrate, or attempt to penetrate security measures of The Hillside School or another entity’s computer software or hardware, electronic communications system or telecommunications system, whether or not the intrusion results in the corruption or loss of data.
7. Using the Services to transmit or post any material that infringes any copyright, trademark, patent, trade secret or other proprietary rights of any third party, including, but not limited to, the unauthorized copying and/or distribution of copyrighted material, the digitization and distribution of photographs from magazines, books, music, video or other copyrighted sources and the unauthorized transmittal of copyrighted software.
8. Using the Services to collect, or attempt to collect, personal information about third parties without their knowledge or consent.
9. Using the Services for any activity that adversely affects the ability of other people or systems to use the Services or the Internet. This includes but is not limited to “denial of service (DoS) attacks against another network host or individual user. Interference with or disruption of other network users, network services or network equipment is prohibited.

***Reporting of Violations of This Acceptable Use Policy:***

The Hillside School Requests that anyone who believes that there has been a violation of this Acceptable Use Policy to immediately send an email detailing such violation to the Head of School.

***Revisions to This Acceptable Use Policy***

The Hillside School may revise, amend or modify this Acceptable Use Policy at any time and for any matter.

## *The Hillside School 2020 - 2021 School Year*

### Online Social Networks Use Policy for Employees

***Purpose:***

The Board of Trustees of The Hillside School (hereinafter the “School”) recognizes that the use of Internet – based social networks by faculty, staff, students, and parents has proliferated.

It further acknowledges the following concerns with respect to School Employee use of social network sites:

1. Faculty and Staff of the School are representatives of the School;
2. Faculty and Staff of the School must take special care to ensure the privacy and safety of our students and families; and
3. Faculty and Staff of the School must take special care to ensure the Employee’s role at the School is considered when participating in online social network activities.

This Policy is intended to provide a framework for use by Faculty and Staff of social networks, including any online forums where information may be posted by participants, including Facebook, My Space, Twitter, chat rooms, blogs, and/or online bulletin boards.

***Policy:***

**Use of Social Networking Sites at the School**

- A. Classroom Use – Social networking is not age appropriate for elementary-age or middle school students and shall not be used in the classroom.
  
- B. Use of Social Networking Sites at the School – Faculty/Staff and students shall not access social networking sites during normal working hours while on School Premises, whether by means of computers/devices owned by the School or whether by means of the Employee’s personally owned computer/devices.

To this end, we request that all parents read this policy, make sure that they understand it, and explain it to their child. Parents and children are required to sign the attached form and return it to the school. In addition, all teachers, administrators, and staff must also sign this agreement to use the school’s computer, peripherals, and network.

**“Friending” of Students, Alumni, and/or Current Family Members**

- A. General Considerations – By initiating or accepting a friendship request from a member of the School community on a social network site, an employee provides access to his/her personal life. This may change the nature of the professional relationship with this “friend” and care should be taken when initiating or accepting such connections.
  
- B. Students and Alumni – Faculty and Staff may not initiate or accept social network friend requests with current or former students under the age of 18. Use professional discretion when “friending” alumni 18 and over. Understand that the power dynamics of the School, in which adults have implied authority over former students, continues to shape those relationships. Employees should immediately “unfriend” any students or alumni younger than 18 years old they have friended. Feel free to use the School’s policy as justification for “unfriending” any parents, community members or alumni if you feel that their being on your social network poses a conflict for you.

- C. Parents – Faculty and Staff are discouraged from initiating or accepting social network friend requests with parents, guardians, or family members of current students. The School expects each Employee to maintain a professional relationship with family members of current students. By avoiding social networking and similar sites, this helps control access to your personal information, avoid questions about the nature of your relationships, and maintain the professionalism of employees with each parent. The same discretion should apply to family members of alumni.
- D. Other “Friends” – Remind all other members of your network of your position as an educator whose profile may be accessed by current or former students, and to monitor their posts to your network accordingly.

### **Content of Your Social Network Profile and Information**

- A. Postings – Recognize that, even with careful and appropriate selection of social networking friends, information shared between School adults and former students is likely to be seen by current students as well. Be judicious in your postings to your own site and all friends’ sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else. Exercise appropriate discretion when using social networks for personal communications (friends, colleagues, parents, former students, etc.) with the knowledge that adult behavior on social networks may be used as a model by our students.
- B. Groups in Your Social Network – Associate with social networking groups consistent with healthy pro-social activities and the mission and reputation of the School, acting with sensitivity within the context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.
- C. School Information – As an employee, you are privy to information about the School’s students, parents, personnel, finances, operations, and other matters. Do not post confidential School information to an online social networking site. In particular, never provide identifying information of children attending the School.
- D. Images – Do not post photos and/or video images from School events with identifying features of students online.
- E. Communication – All official School communication sent via electronic means should be done through your School e-mail account. Personal e-mail accounts, social networking message systems, and other delivery methods do not provide an appropriate level of security.
- F. Privacy Settings and Content – Exercise care with privacy settings and profile content. Keep your privacy settings at appropriate levels to protect yourself. Recognize that there is no such thing as complete privacy on a social networking site, and any information posted on your site may be discoverable in the event of litigation. Content should be placed thoughtfully and periodically reviewed. However, even deleted information remains accessible and may be discoverable in the event of litigation.

### **Content of Your Social Network Profile and Information**

All policies of School, including those referenced in personnel handbooks, shall apply to an Employee’s conduct on social networking sites.

***The Hillside School 2020 - 2021 School Year***  
**Technology Policies Employee Agreement Form**

Please read the “*Parent & Student Technology Information*” booklet, “*Acceptable Use Policy for Staff Members, Network Access Policy for Staff Members, Email Hosting Acceptable Use Policy, & Online Social Networks Policy for Staff Members*” prior to signing this form.

**ACCEPTABLE USE, NETWORK, EMAIL HOSTING ACCEPTABLE USE, AND ONLINE SOCIAL NETWORKS POLICIES FOR STAFF MEMBERS**

I have read and agree to the terms described in the policies listed above.

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

**COMPUTER, NETWORK, & INTERNET ACCEPTABLE USE POLICY**  
***For Students***

I have read The Hillside School’s Parent & Student Technology Information Booklet that includes the Acceptable Use Policy for students and agree to follow the policies when interacting with the students in the school.

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

**Please note that no student will be allowed to use any computer or electronic device until the school receives a signed “Technology Policies Agreement Form” from the student and their parent/guardian.**

**MEDIA USE POLICY**

Please indicate your preferences below:

I do  I do not give permission for The Hillside School to use my image in photos or videos included in advertising or marketing materials (which may include advertisements or any other forms of school related promotional print material), on The Hillside School website, or on Facebook.

I do  I do not give permission for The Hillside School to include my name.

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

**THE HILLSIDE SCHOOL DIGITAL MEDIA USE AGREEMENT  
FOR STAFF**

The Hillside School may deploy digital tools such as videoconferencing for distance learning. To protect our community all participants are required to read, sign, and return this form to the school. Staff must read this and make sure that they abide by these policies. Check each item in the list below, sign it, and return it to the office.

- I agree that if I participate in video conferences with students in my class, other Hillside School teachers or staff, or students from other Hillside School classes I will comply with the requirements set forth below.
- I will make every attempt to control the participants in any video conference that I host. I will remind participants to wait for their turn. I will remind them that they will use the chat box in a videoconference to let me know they have something to say or they will follow the directions that I provide for respectful communication. I will remind them to listen to what is being said so that they can make thoughtful responses.
- I will determine if they will be allowed to use their microphones or just type into a chatbox and I will notify them of my choice/decision.
- I understand that if students/participants in my video conference fail to follow these guidelines I can mute their microphone and/or remove them from the meeting. Continued failure to comply may result in a conference with the school administration for further action.
- I understand that if I use a phone to present or participate in a Google Meet videoconference, I understand that it may not be as secure as using a computer as Google encrypts the audio and video but phone companies may not.
- I agree that as per The Hillside School I can videotape any video conference I host and that my students/participants access through a school or personal device I will only save to a secure location such as Google Drive/Classroom or a school storage device such as a folder on the school network. This is to comply with the Family Educational Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA), and the Children's Online Privacy Protection Act (COPPA).
- I acknowledge that I have been informed that each week's recordings will be available until the Friday of the week following when the recording took place. For example: The recordings from the week of 8/31/20 - 9/4/20 will be deleted on Friday 9/11/2020. I will delete all of the week's recordings on the schedule described above. This includes videos that are stored on your computer, flash drive, Google Drive, or any other storage device.
- I agree that I will follow The Hillside School standards for dress and behavior when in a video conference.

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Teacher/Staff Member Signature

---

Date

# The Hillside School

## Travel Expense Reimbursement Policy

### A. Statement of Purpose and Responsibilities

1. This document establishes policies for the reimbursement of travel expenses incurred during **professional development, conference** and **business** travel. It is the school's policy to reimburse employees for **ordinary, necessary** and **reasonable** expenses.
2. Prior to travel, the Head of School or Assistant Head of School must determine whether the appropriate budget is sufficient to fund all possible employee travel expenses.
3. Individuals traveling on behalf of The Hillside School should exercise good judgment with respect to incurring expenses and are expected to spend The Hillside School funds prudently.
4. Reimbursements for expenses that do not comply with this policy require prior written approval by the Head of School or Assistant Head of School.

### B. Documentation

1. Requests for reimbursement of travel expenses must be submitted on an Expense Report form that is available in the business office.
2. Expenses will not be reimbursed without detailed receipts. Summary credit card charge slips do not represent adequate supporting documentation.
3. Reimbursement requests must be submitted no more than **30 days** after the expense.

### C. Reimbursable Expenses

1. The following are reimbursable expenses, as long as they are for school purposes:
  - a. Hotel charges
  - b. Airfare, train fare, taxicabs and related tips
  - c. Meals, including tips up to 18%
  - d. Car rental expense
  - e. Personal mileage, if using own vehicle
  - f. Tolls and parking charges
  - g. Other reasonable and necessary expenses not specifically excluded below
2. The following expenses are **not** reimbursable:
  - a. First class/business class/economy plus airfare
  - b. Optional in-flight entertainment/refreshments
  - c. Hotel room movies and other forms of entertainment
  - d. Alcohol (with meals or not)
  - e. Child care costs
  - f. Grooming and personal services
  - g. Traffic fines
  - h. Tips in excess of 18% and/or tips in addition to pre-applied gratuity
  - i. Meals for anyone other than the employee (i.e. spouses)
  - j. Parties and gifts
  - k. Mileage that is **not** in excess of your normal daily commute to and from work

#### D. Air Travel

1. All employees are expected to travel economy/coach class at all times and are expected to take advantage of advance purchase rates. Upgrades in class are considered a personal expense.
2. The costs of cancelling and/or rebooking flights are not reimbursable unless it was necessary or required for legitimate school reasons (such as changed conference date).
3. If an employee adds on additional destinations or itinerary that do not have a business purpose, The Hillside School will only pay for the lowest airfare consistent with their school itinerary (additional costs being the responsibility of the employee).

#### E. Lodging

1. Prudent judgment should be used when selecting a hotel. A single room in a moderately priced, business class hotel is the school's standard.
2. The school will not reimburse an employee for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse for purposes of this policy.
3. For all lodging expenditures, hotel receipts must be submitted. Credit card charge slips do not represent adequate supporting documentation.
4. If an employee attends a **one** day event that is within **100 miles** of the school or a **multi-day event** that is within **50 miles** of the school, hotel expenses will be not reimbursed.

#### F. Rental Cars

1. Use of a rental car for traveling purposes will only be approved in instances when the cost of mileage reimbursement for a personal automobile would be greater than the cost of renting a vehicle. It is expected that reservations will be made for the least expensive model consistent with the number of employees traveling. Any upgrades for a premium or luxury vehicle will be charged to the employee renting the vehicle and reimbursement will be made at the appropriate economy rate.
2. Employees are expected to decline "Loss Damage Waiver" coverage and any supplemental liability coverage offered by the rental agency. Employees driving rental cars for school purposes will have excess liability coverage under the school's business liability policy.

#### G. Personal Vehicles

1. Employees who utilize personal vehicles for school purposes will be reimbursed at the current IRS rate of .54 per mile (subject to change). Employees will only be reimbursed for mileage in excess of **daily** commuting mileage to and from The Hillside School. Reimbursable mileage must be supported with documentation (i.e. MapQuest, Google Maps, etc.).

2. Primary insurance for employees who use their personal vehicles for school purposes shall be through their own personal automobile insurance policy, Damage to or other liability for the personal vehicle will be the responsibility of the employee.

3. Gas expenses are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

#### H. Distracted Driving Policy

The issue of distracted driving is a large and growing issue. NHTSA (National Highway Traffic Safety Administration) states: “The primary responsibility of the driver is to operate a motor vehicle safely. The task of driving requires full attention and focus. Cell phone use can distract drivers from this task, risking harm to themselves and others. Therefore the safest course of action is to refrain from using a cell phone while driving.”

While operating a motor vehicle (personal or rental) on Hillside School business, employees are **strongly discouraged** from using cell phones (including hands free) to answer or make calls while driving.

**It is illegal in Pennsylvania to use your cell phone while driving to send or receive texts, emails, or messages of any kind.**

#### I. Personal & Business Meals

1. Personal meals are defined as meal expenses incurred when traveling out of town on school business. Prudent judgment should be used when selecting a restaurant for personal meals. If a meal is provided by a conference as part of conference fees and an employee elects to purchase a meal independent of the conference, such meals will be considered a personal expense and will not be reimbursed.

2. Business meals are meals with a clearly substantiated business purpose and are directly associated with Hillside School business. Restaurants chosen should be reasonably and moderately priced. Employees should exercise prudent judgment.

#### J. Policy Exceptions

Any exception to the Hillside School Travel Expense Reimbursement Policy must have prior written approval of the Head of School or the Assistant Head of School. Requests for exception should document extenuating circumstances or proposed overall savings to the school.



## **DUE PROCESS & IEP POLICY**

### **PURPOSE:**

The Hillside School understands and recognizes that parents of current, prospective, exiting, or other students may pursue Due Process relief from their school districts and in this regard may request the assistance of The Hillside School personnel. The Hillside School further acknowledges that such parents may also seek assistance with respect to the creation and implementation of IEPs for their children. This Due Process and IEP Policy is designed and implemented to address requests for such assistance.

### **POLICY:**

Employees of The Hillside School are not available, and will not be permitted, to participate in any aspect of any **Due Process Proceeding**, including mediation, whether as a fact witness, expert witness, consultant, or otherwise. This Policy shall apply to all employees of The Hillside School, including its faculty, administrators, Board Members, and staff.

Employees of The Hillside School are not available, and will not be permitted, to participate in any aspect of any **IEP Proceeding**, whether as a fact witness, expert witness, consultant, or otherwise. However, Hillside faculty and staff will review IEPs and will provide input to parents of exiting students, upon reasonable notice and request.

The Hillside School implements this Policy in recognition of its limited resources, its commitment to maintaining positive and productive relationships with area school districts, and its stated mission of administering the education of currently enrolled students.

The Hillside School will provide copies of student records it has created, upon reasonable notice. The Hillside School will not provide copies of any documents in its possession which were created by or received from any entity other than The Hillside School. Photocopies will be furnished at a cost of \$.20 per page, plus postage and a per-request service fee of \$150.00. The Hillside School will provide an invoice for postage and photocopying fees. Payment of said invoice is required before The Hillside School will forward such photocopies. Due to its limited resources, The Hillside School recommends that all such requests be forwarded well in advance of the date on which such documents are required for use.

### **CONTACT:**

Questions concerning this Policy should be directed to the Solicitor for The Hillside School. This information can be obtained from the office of the School.

**The Hillside School  
2697 Brookside Road  
Macungie, PA 18062  
(610) 967-3701 / Fax# (610) 965-7683**



## **DUE PROCESS & IEP POLICY GUIDELINES**

### **OVERVIEW:**

The Hillside School has recently experienced a significant increase in requests from parents that its Faculty or Staff participate in Due Process proceedings, including mediation, involving their current or prospective students.

In response to these requests, and in recognition of Hillside's limited resources, its desire to foster and maintain positive and productive relationships with area school districts, and its stated mission of administering the education of currently-enrolled students, the Board has enacted a Due Process & IEP Policy (the "Policy"), which prohibits Hillside Faculty and Staff from participating in Due Process or IEP proceedings except as indicated in the Policy.

Hillside further adopts the within Guidelines with respect to the implementation and enforcement of the Policy.

### **FACULTY AND STAFF:**

The Due Process & IEP Policy shall be distributed to all Faculty and Staff at the beginning of each school year. Faculty and Staff members are asked to review and acquaint themselves with the provisions of this Policy. All questions concerning the Policy should be directed to the Head of School.

In the event that a member of the Faculty or Staff is asked to participate in any aspect of Due Process or IEP proceedings, he or she shall refer the parent(s) to the Due Process & IEP Policy, which is located in the Student and Parent Handbook at the beginning of each school year. He or she shall further advise that the terms of this Policy prohibit such participation. The Faculty or Staff member shall further advise the Head of School that a request has been made and forward all written communications with respect thereto, including electronic communications, to the Head of School.

Faculty and Staff shall not recommend, refer, or direct parents to any individual or organization for providing assistance or in connection with Due Process or IEP proceedings.

### **PARENTS:**

A copy of the Policy shall be distributed to all families at the beginning of each year by way of the Student and Parent Handbook.

# **THE HILLSIDE SCHOOL**

## **Gift Acceptance Policy**

The Hillside School solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. The Hillside School recommends that prospective donors seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The Hillside School maintains the right to refuse any gift that is deemed to be in conflict with its mission and policies.

### *I. Acceptance of Gifts*

The following guidelines govern acceptance of gifts made to The Hillside School for the benefit of any of its operations, programs or services:

- A. The Hillside School, Macungie, PA solicits and accepts gifts that are consistent with its mission and the terms of this policy.
- B. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities.
- C. In the course of its regular fundraising activities, The Hillside School will accept donations of money, real property, personal property, stock, and in-kind services.
- D. Decisions to solicit and/or accept potentially controversial gifts will be made by the Executive Committee of the Board of Trustees in consultation with the Head of School and Director of Development and Communications. The primary consideration will be the impact of the gift on the School.

### *II. Gifts to Individual Employees or Student Classrooms*

On occasion donors may wish to demonstrate appreciation for a child's progress through gifts to an individual teacher, staff member or to the classroom.

- A. Gifts made to individual employees or to student classrooms are subject to limitations that are reviewed annually and published in the Student and Parent Handbook, and the Employee Handbook. Donors are advised that gifts to individuals are not tax-deductible.
- B. Gifts above a "nominal value" are subject to prior review by the Head of School and may involve the Board of Trustees' approval. The Executive Committee will define this value annually.

### *III. Prior Review*

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for The Hillside School. Examples of gifts that will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

## **THE HILLSIDE SCHOOL**

### **Gift Acceptance Policy**

When considering whether to solicit or accept gifts, The Hillside School will consider the following factors:

- A. Values—whether the acceptance of the gift supports or compromises any of the core values of The Hillside School
- B. Compatibility—whether there is compatibility between the intent of the donor and The School’s use of the gift
- C. Public Relationships—whether acceptance of the gift may enhance or compromise the reputation of The Hillside School
- D. Primary Benefit—whether the primary benefit is to The Hillside School
- E. Consistency—is acceptance of the gift consistent with The School’s mission, policies and prior practice
- F. Form of Gift—is the gift offered in a form that The Hillside School could use without incurring substantial expense or difficulty?
- G. Effect on Future Giving—will the gift encourage or discourage future gifts?

#### *IV. Restrictions on Gifts*

The Hillside School encourages donors to give freely and trust The School to use the gifts as it sees fit. Donors who wish to designate a particular purpose or use for their donation need to understand that The Hillside School will not accept gifts that:

- A. would result in The Hillside School violating its corporate charter
- B. would result in The Hillside School losing its status as an IRC § 501(c)(3) not-for-profit organization
- C. are too difficult or too expensive to administer in relation to their value
- D. would result in any unacceptable consequences for The Hillside School
- E. are for purposes outside of The Hillside School’s mission
- F. place unreasonable restrictions on the use, maintenance or management of the gift, as determined by the Executive Committee

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee of the Board of Trustees, in consultation with the Head of School and the Director of Development and Communications.

Gifts from donors’ estates, unless otherwise restricted by the donor, shall become a part of the unrestricted revenue of The Hillside School. The Board may determine that gifts, or portions thereof, may be added to the endowment.

## **THE HILLSIDE SCHOOL**

### **Gift Acceptance Policy**

#### *V. Gifts Generally Accepted Without Review*

- A. *Unrestricted Cash.* Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must follow procedures determined by The School's Business Office.
- B. *Unrestricted Marketable Securities.* Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by The Hillside School's Investment Committee. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Executive Committee.
- C. *Unrestricted Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to The Hillside School under their wills, and to name The Hillside School as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- D. *Unrestricted Charitable Remainder Trusts.* The Hillside School will accept designation as a remainder beneficiary of charitable remainder trusts.
- E. *Unrestricted Charitable Lead Trusts.* The Hillside School will accept designation as an income beneficiary of charitable lead trusts.

#### *VI. Gifts Subject to Prior Review*

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- A. *Tangible Personal Property.* The Executive Committee shall review any gifts of tangible personal property in light of the following considerations:
  - 1. Does the property further the organization's mission?
  - 2. Is the property marketable?
  - 3. Are there any unacceptable restrictions imposed on the property?
  - 4. Are there any carrying costs for the property for which the organization may be responsible?
  - 5. Is the title/provenance of the property clear?
- B. *Life Insurance.* The Hillside School will accept gifts of life insurance where The Hillside School is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- Real Estate.* All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate, The Hillside School shall require, at donor's expense, an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, The Hillside School may require, at donor's expense, a qualified environmental firm to conduct a more complete environmental audit.

## **THE HILLSIDE SCHOOL**

### **Gift Acceptance Policy**

Criteria for acceptance of gifts of real estate include:

1. Is the property useful for the organization's purposes?
  2. Is the property readily marketable?
  3. Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property?
  4. Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
  5. Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?
- C. Any gift subject to restrictions.

#### *VII. Use of Legal Counsel*

The Hillside School may seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel may be appropriate for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements
- B. Documents naming The Hillside School as trustee or requiring The Hillside School to act in any fiduciary capacity
- C. Gifts requiring The Hillside School to assume financial or other obligations
- D. Transactions with potential conflicts of interest
- E. Gifts of property that may be subject to environmental or other regulatory restrictions

## **CONFLICT OF INTEREST**

### **A. Preamble and Statement of Purpose**

Members of the Board of Trustees and employees of The Hillside School must not act in their personal interests or in the interests of others, with respect to the School's affairs but must act exclusively in the interest of The Hillside School. Trustees and employees must have undivided loyalty to The Hillside School and may not use their positions as Trustees or employees, or use The Hillside School's property, in a manner that allows them to obtain a financial benefit for themselves or others to the detriment of The Hillside School. With this principle in mind, it is the policy of The Hillside School that the selection of individuals and businesses with whom it may enter into a business relationship of any kind must be determined solely in the best interest of The Hillside School, and the self-interest of any employee or Trustee must not be permitted to affect such choice.

It should be clearly understood that employees and those who serve on the Board of Trustees have a legitimate and important role in The Hillside School. The fact that they may represent organizations that have in the past provided, are currently providing, or may in the future provide goods or services to The Hillside School, or which may directly or indirectly benefit because of activities or The Hillside School does not, in and of itself, constitute a conflict of interest.

### **B. Duties of Trustees**

#### **1. Duty of Care**

The duty of care requires that Trustees be familiar with The Hillside School's finances and operations, and it requires that Trustees participate regularly in The Hillside School's governance. In carrying out these duties, Trustees must act in good faith using the degree of diligence, care and skill that prudent people would use in similar positions and under similar circumstances.

#### **2. Duty of Loyalty**

Trustees are charged with the duty to keep the interests of The Hillside School paramount to all other interests in decision-making with respect to The Hillside School. No Trustee shall engage in any transaction or arrangement involving The Hillside School that confers secret profits or unfair gains to Trustees or others. This duty of loyalty requires, among other things, that any conflict of interest be disclosed fully and completely.

#### **3. Duty of Obedience**

Trustees should ensure that The Hillside School remains compliant regarding its exempt, or central, purpose as typically defined in its articles or certificate of incorporation.

### **C. Duties of Employees**

The duties and responsibilities of employees of The Hillside School are as set out in the Faculty Handbook.

## **D. Implementation**

### **1. Trustees**

A copy of this Policy shall be sent by the President of the Board of Trustees to each Trustee on or before July 1 of each year. Each Trustee shall in turn review the Conflict of Interest Policy and, prior to August 30 of each year of their service on the Board, shall return to the President his or her signed Acknowledgment and Certification of Conflict of Interest Policy. The President should ensure that each new Trustee is briefed promptly, given a copy of the policy and asked to execute a certificate.

### **2. Employees**

A copy of this Policy shall be provided by the Head of School to each employee on before July 1 of each year. Each employee shall in turn review the Conflict of Interest Policy and, prior to August 30 of each year of their employment with The Hillside School, shall return to the Head of School his or her signed Acknowledgment and Certification of Conflict of Interest Policy. The Head of School should ensure that each new employee is briefed promptly, given a copy of the Policy and asked to execute an Acknowledgment.

## **E. Conflict of Interest**

1. **General Considerations.** It is not possible to enumerate all situations that constitute a conflict of interest. Obviously, the facts in each situation will determine whether the interest in question is such as to bring in within an area of potential conflict. Such facts would include the amount of business involved, the extent to which the employee or trustee could influence The Hillside School decisions with respect to the transaction, and whether the interest is of such nature that it might affect the objectivity or the business judgment of the employee or trustee.

2. **Typical Conflict of Interest Situation.** A conflict of interest may occur when a Trustee is influenced in his or her decision making by personal, business, financial or other factors not solely related to The Hillside School's best interests. Business transactions of The Hillside School in which a Trustee or employee has a financial interest (as defined) must be closely scrutinized. Prior to entering into business transactions, the proposed transactions must be carefully reviewed to determine that such transactions are in the best interests of The Hillside School.

3. **Need to Use Sound Judgment.** In determining whether there is a conflict involved, there is no substitute for sound judgment in each case based upon the particular facts involved.

4. **Basic Policy.** Any contract between The Hillside School and one or more of its Trustees or employees, or entities that are affiliated with one or more of its trustees or employees, may be void unless the following information is presented to the Board of Trustees prior to the acceptance of the contract:

- a. The material facts of the relationship or interest and of the contract or transaction are disclosed or are known to the Board of Trustees which in turn, authorizes the contract or transaction in good faith by the affirmative vote of a majority of the disinterested Trustees; and
- b. The contract or transaction is fair to The Hillside School as of the time it is authorized, approved, or ratified by the Board of Trustees.

5. Other Typical Conflicts of Interest. It would be considered in conflict with The Hillside School efforts, and a violation of trust, for an employee or Trustee, directly or indirectly, to engage in any of the following activities without the disclosure to the designated The Hillside School representative, prior to engaging in the activity.

- a. To have an interest in any organization that is or plans to be engaged in a type of venture or endeavor that is similar to that which is carried on by The Hillside School.
- b. To give, release or discuss with anyone not employed by or elected as a Trustee or employee of The Hillside School any data or information not already known or available to the public that might adversely affect the interests, goals, purposes, mission, or operations of The Hillside School.

6. Exceptions. There may be special situations justifying or requiring an exception from the basic guidelines. Every employee and trustee should be reminded that in any difficult or unclear situation, the matter should be discussed with the President of the Board of Trustees.

## **F. Conflict of Interest Determination Process**

### **1. Duty to Disclose**

Prior to the commencement of any negotiations with respect to a proposed transaction involving a Trustee or employee with a financial interest in the proposed transaction (the “Interested Party”), the Interested Party must make full disclosure, to the best of his or her knowledge, of any dual interest in the proposed transaction by submitting a report to the Board of Trustees disclosing why the proposed transaction or arrangement may or may not be in the best interest of The Hillside School.

### **2. Determination of Conflict**

After disclosure of the financial interest and all material facts to the Board, the Interested Party shall depart the Board meeting while the determination of a conflict-of-interest is discussed and voted upon. The Board, excluding any Interested Party, shall decide if a conflict of interest exists.

The Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising its due diligence, the Board shall determine whether The Hillside School can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not involving a conflict, the Board shall determine by a majority vote of its disinterested members whether the proposed transaction or arrangement is in The Hillside School’s best interest and whether it is fair and reasonable. In conformity with its determination, the Board shall make its decision as to whether to enter into the proposed transaction or arrangement.

### **3. Violation**

If the Board has reasonable cause to believe that a Trustee or employee has failed to comply with this Conflict of Interest Policy, the Board may inform the Trustee or employee of the basis for such belief and afford her or him an opportunity to explain the alleged failure to comply. After

hearing the response and making such further investigation as may be warranted in the circumstances, if the Board determines that such Trustee or employee has in fact failed to comply with this Conflict of Interest Policy, it may take action including, among other things, removal or termination of such Trustee or employee.

## **G. Gifts**

Trustees and employees are prohibited from receiving or giving any gift that is not permitted by generally accepted business ethical standards. If there is a dispute with respect to such ethical standards, the Board shall determine if a gift is prohibited. Neither Trustees nor employees may not accept a gift other than a gift of nominal value, without the approval of the Board.

## **H. Records**

The minutes of the Board meeting during which a potential or actual conflict of interest was discussed, shall contain:

1. The name of the Trustee or employee who disclosed an actual or potential conflict of interest or otherwise was found to have a conflict of interest;
2. The nature of the conflict of interest;
3. Any action taken to determine whether a conflict of interest was present and the decision of the Board as to whether a conflict of interest existed; and a decision as to whether the transaction was approved notwithstanding the conflict; and
4. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, including a record of any votes taken in connection therewith.

## **I. Definitions**

### 1. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family (as defined below):

- a. An ownership or investment interest in any entity with which The Hillside School has a transaction or arrangement.
- b. A compensation arrangement with any entity or individual with which The Hillside School has a transaction or arrangement.
- c. An ownership or investment interest in, or compensation arrangement with, any entity or individual with which The Hillside School is negotiating a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. Under the Determination of Conflict provisions of this conflict of interest policy, the Board decides if a conflict of interest exists.

### 2. Family

For purposes of this conflict of interest policy, family means spouse, parents, brothers, sisters, children, grandchildren, the spouses of children and grandchildren, aunts, uncles or cousins, and any other blood relative that resides in the same household as the Trustee or employee.

**J. Affirmation Statement**

1. Execution of Acknowledgement. Each Trustee and employee shall annually sign a statement in the form shown below which affirms that such person:

- a. has received a copy of the conflict of interest policy;
- b. has read and understands the policy; and
- c. has agreed to comply with the policy.

# **THE HILLSIDE SCHOOL**

## **ASSET MISAPPROPRIATION POLICY**

### **General Statement**

As employees and representatives of The Hillside School, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This policy pertains to the potential misappropriation of The Hillside School's assets. This policy is intended to encourage and enable employees and others to raise concerns about accounting practices or other financial improprieties, internal controls and auditing practices within the organization prior to seeking resolution outside the organization.

### **Reporting Responsibility**

It is the responsibility of all trustees, administrators, officers, employees, volunteers and other relevant persons (collectively "Employees") to comply with the high standards of business and personal ethics in the conduct of their accounting duties and to report violations or suspected violations in accordance with this policy. Examples of violations include the following: inappropriate use of funds (unauthorized or undocumented expenditures); misappropriating cash receipts (donations, etc.) for personal use or other unauthorized use; unauthorized or improper issuance of credits to customers/donors; engaging in questionable accounting, auditing, financial reporting, or internal control practices; violation of The Hillside School's Conflict-of-Interest Policy that results in financial harm to The Hillside School; threatening retaliation against any Employee who makes a good-faith report as provided herein.

### **Reporting Violations**

This policy addresses the organization's open-door policy and encourages Employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Head of School or Assistant Head of School (collectively or singularly "Administrators") will be in the best position to address an area of concern. However, if you are not comfortable speaking with the Administrators or if you are not satisfied with the response, you are encouraged to speak with someone who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud or when you are not satisfied or are uncomfortable with following the organization's open-door policy, individuals should contact the organization's compliance representative directly.

### **Administrator Responsibilities**

It is the responsibility of the Administrators to take all actions appropriate to investigate and resolve all complaints and allegations that are reported to them in accordance with this policy. In all cases, any such matters, and the resolution thereof, shall be reported immediately to the Compliance Representative.

## **Compliance Representative**

The organization's compliance representative is responsible for investigating and resolving all reported complaints and allegations concerning corporate accounting violations or other financial improprieties, inadequate internal controls, and auditing violations. At his or her discretion, the compliance representative shall advise the President of the Board of Trustees and/or the Audit Committee. The compliance representative has direct access to the audit committee of the board and is required to report to the audit committee at least annually on compliance activity. The organization's compliance representative is the chair of the audit committee. The name and contact information of this person shall be found at the end of this document and in the faculty handbook.

## **Accounting and Auditing Matters**

The audit committee shall address all reported concerns, complaints, or allegations regarding corporate accounting violations or other financial improprieties, inadequate internal controls, or auditing violations. The compliance representative shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

## **No Retaliation**

No Employee who in good faith reports a violation under this policy shall suffer harassment, retaliation, or any adverse employment or other consequence. An Employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## **Acting in Good Faith**

Any Employee filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of this policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense and subject to discipline.

## **Confidentiality**

Suspected violations of this policy may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation of internal controls, accounting practices or other financial improprieties and audits.

## **Handling of Reported Violations**

The compliance representative will notify the complainant and acknowledge receipt of the reported violation or suspected violation within a reasonable timeline. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **Employment at Will**

Nothing contained herein shall create any claim for wrongful termination nor shall this policy be considered to change the employment-at-will status of any Employee.

Contact: Jared Markowitz

Audit Committee Compliance Representative

Campbell, Rappold & Yurasits LLP

Certified Public Accountants

1033 S. Cedar Crest Boulevard, Allentown, PA 18103

Phone # (610) 435-7489

## **Whistle-Blower Policy**

### **A. Goals and Purpose**

The Sarbanes-Oxley Act amended the federal criminal code to create or enhance penalties for retaliating against whistleblowers while a federal investigation is underway. These changes to the criminal code apply to all business entities, possibly including nonprofit organizations, their board members and employees. Therefore, adopting policies and procedures for the protection of whistleblowers is advisable.

### **B. Policy**

#### **Preamble**

The Hillside School is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. The Hillside School requires Trustees and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and Trustees of The Hillside School must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

#### **Unlawful and Improper Behavior**

It is the responsibility of all trustees, employees, and other relevant persons to comply with the high standards of business and personal ethics in the conduct of their duties and to report violations or suspected violations in accordance with this policy. It is important that The Hillside School be apprised about unlawful or improper workplace behavior, including, but not limited to, the following:

- Inappropriate use of funds (unauthorized or undocumented expenditures)
- Misappropriating cash receipts (donations, etc.) for personal use or other unauthorized use
- Unauthorized or improper issuance of credits to customers/donors
- Engaging in questionable accounting, auditing, financial reporting or internal control practices

- Threatening retaliation against any employee or Trustee who makes a good-faith report as provided herein
- Theft
- Financial reporting which is fraudulent, intentionally misleading or negligent in any manner
- Improper or undocumented financial transactions
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper destruction of records
- Improper use of The Hillside School assets, including, but not limited to its funds, supplies, intellectual property and other assets
- Improper access and or use of confidential donor information
- Authorizing or receiving compensation for goods not received or services not performed
- Violations of The Hillside School’s Conflict of Interest policy that result in harm to The Hillside School
- Any other improper occurrence regarding cash, financial procedures, or reporting
- Any abuse of or discrimination against a The Hillside School employee, student, Trustee or volunteer.

### **Reporting**

We request the assistance of every Trustee and employee who has a reasonable belief or suspicion about any improper transaction. The Hillside School values this input and each Trustee and employee should feel free to raise issues of concern, in good faith, without fear of retaliation. Trustees and employees will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort. While The Hillside School has separate policies, which cover harassment and employment discrimination, this Whistleblower Policy applies to these situations to encourage the reporting of such wrongful actions against The Hillside School’s interest. Employees and other interested persons are encouraged to report any such improprieties without fear of retaliation or intimidation.

### **Investigation**

The Hillside School will investigate any possible fraudulent or dishonest use or misuse of The Hillside School’s resources, or abuse, discrimination or a failure to provide reasonable accommodation, by management, staff, or volunteers. The Hillside School will take appropriate action against anyone found to have engaged in fraudulent, dishonest, abusive or discriminatory conduct, including disciplinary action by the Hillside School, or civil or criminal prosecution when warranted.

## **C. Reporting Responsibility**

Each Trustee and employee of The Hillside School has an obligation to report in accordance with this Whistleblower Policy:

- Questionable or improper accounting, financial or auditing matters
- Violations and suspected violations of The Hillside School’s policies or any unlawful or improper workplace conduct (hereinafter collectively referred to as “Concerns”).

## **D. Authority of Audit Committee**

All reported concerns will be forwarded to the Audit Committee in accordance with the procedures set forth herein. The Audit Committee shall be responsible for investigating, and making appropriate recommendations to the Board of Trustees, with respect to all reported Concerns.

## **E. No Retaliation**

This Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to raise Concerns within The Hillside School for investigation and appropriate action. With this goal in mind, no Trustee or employee who, in good faith, reports a Concern shall be subject to harassment, retaliation or, in the case of an employee, adverse employment consequences. Moreover, an employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including termination of employment.

## **F. Reporting Concerns**

### **Employees**

This Policy addresses The Hillside School's open-door policy and encourages employees and Trustees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Head of School or Assistant Head of School will be in the best position to address an area of concern. In addition, if the individual is uncomfortable speaking with the Head of School, or the Head of School is a subject of the Concern, the individual should report his or her Concern directly to the President of The Hillside School's Board of Trustees or the Chair of the Audit Committee.

If the Concern was reported orally to the Head of School, the reporting individual, with assistance from the Head of School, shall reduce the Concern to writing. The Head of School is required to promptly report the Concern to the Chair of the Audit Committee, which has specific responsibility to investigate all Concerns. If the Head of School, for any reason, does not promptly forward the Concern to the Audit Committee, the reporting individual should directly report the Concern to the Chair of the Audit Committee or the President of the Board of Trustees. Contact information for the Chair of the Audit Committee and President of the Board of Trustees may be obtained through the Head of School. Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Chair of the Audit Committee.

### **Trustees**

Trustees should submit Concerns in writing directly to the Chair of the Audit Committee. Contact information for the chair of the Audit Committee may be obtained from the Head of School.

## **G. Handling of Reported Violations**

### **General**

The Audit Committee shall address all reported Concerns. The Chair of the Audit Committee shall immediately notify the Audit Committee, the President of the Board of Trustees, and the Head of School of any such report. The President of the Board of Trustees shall in turn report any Concerns to the Trustees. The Chair of the Audit Committee will notify the reporter and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated by the Audit Committee, or any other appropriate Committee of the Board of Trustees. The results of any investigation shall be reported to the Head of School and to the President of the Board of Trustees, who shall in turn report these results to the Trustees. Appropriate corrective action will be recommended to the Board of Trustees, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the reporter for resolution of the Concern.

### **Concerns Involving the Head of School**

The Audit Committee shall report Concerns involving the Head of School to the President of the Board of Trustees within five (5) days following receipt of any such report. The President shall in turn advise all Trustees of the Concern. The Audit Committee shall report directly to the Board of Trustees as to its investigation into any Concern.

### **Alleged Violations by President of Board of Trustees**

The Audit Committee shall immediately report any Concern involving the President of the Board of Trustees by convening a special meeting of the Board of Trustees. Notice of such meeting, together with a summary of the Concerns, shall be provided by means of first-class mail within five (5) days of receipt of notice of any such Concern.

### **Retention of Outside Consultants**

Upon its determination that additional investigation or consultation is warranted, the Audit Committee shall submit a request to the Board of Trustees to retain outside legal counsel, accountants, private investigators, and any other resource. Alternatively, the Audit Committee shall refer to another appropriate Committee of the Board of Trustees as deemed necessary to conduct a full and complete investigation of the allegations.

## **H. Acting in Good Faith**

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of The Hillside School's policies. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **I. Rights and Responsibilities**

### **Whistleblower Protection**

The Hillside School will use its best efforts to protect whistleblowers against retaliation. All complaints by Whistleblowers will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this practice means that whistleblower concerns will only be shared with those who have a need to know in order to conduct an effective investigation. (Should disciplinary or legal action be taken against a person or persons because of a whistleblower complaint, such persons may also have a right to know the identity of the whistleblower.)

### **Retaliation**

A whistleblower shall not be subject to retaliation. No punishment for reporting issues will be allowed, even if the claims are unfounded; a reasonable belief or suspicion that unlawful or improper workplace behavior has occurred is enough to create a protected status for the whistleblower. No action can be taken against the whistleblower with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Audit Committee Chair. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation does not prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

### **Baseless Claims**

Whistleblowers must be cautious to avoid baseless allegations, which are allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by The Hillside School, and /or legal claims by individuals accused of such conduct.

## **J. Posting and Notification**

This Policy is to be posted in The Hillside School's offices, including in the Employee Manual, and communicated to all new staff and Trustees as part of their orientation. In addition, each year, after the annual election of the Board President and after the Chair of the Audit Committee has been selected, the Head of School will have the responsibility of updating the contact information below for both of those individuals and then sending the policy with the updated contact information to all staff and the Board of Trustees. This Policy shall also be available to volunteers of The Hillside School.

## **K. Confidentiality**

Suspected violations of this Policy may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept

confidential to the extent possible, consistent with the need to conduct an adequate investigation of internal controls, accounting practices or other financial improprieties and audits.

## **L. Contact Information**

- Head of School: Donna Henry

- Chair of Audit Committee: Jared Markowitz

Identification of and contact information for the Chair of the Audit Committee may be obtained by contacting the President of the Board of Trustees.

- President of Board of Trustees: Donna-Marie Daday

Identification of and contact information for the President of the Board of Trustees may be obtained by contacting the Administrative Office at the School.

Date Approved: 8-22-13

Date Last Amended: 8-22-12

## **Requests for Employee Information Policy**

The Hillside School believes in the right of privacy for personnel information. This policy applies to all employees of the School, current and former. Nothing in this Policy shall be deemed to preclude the School from providing an employment reference (including, as part of that reference, confirming an employee's dates of employment, job title, base salary, and any information required to be released pursuant to local, state or federal law).

### **Employee Access to Personnel File**

Any current or former employee of the School may have access to his or her personnel file, as mandated by state law, with adequate prior notice and during school business hours. The inspection of a personnel file will be in the presence of an official designated by the School. There is no charge for this service.

### **Requests for Personnel File from a Third Party**

The Hillside School will not share the personnel file of an employee, current or former, with a third party except when:

1. Given written authorization to do so by the employee;
2. Requested do so by a government agency or law enforcement;
3. Necessary to comply with federal, state, or local law; or
4. Required to do so by subpoena.

Except in the circumstances numbered 2 through 4 above, when the School receives a request from a third party for the personnel file of employee, the School will respond that the School must receive specific written authorization from the employee to release the Personnel records.

### **Process for Release of a Personnel File**

To have a personnel file released, an employee must submit an original written authorization in the form of a permission letter. The permission letter must specify the information from the personnel file that is permitted to be released, the recipient, and the date the authorization terminates. The employee must sign and date it in blue ink.

The School must receive written authorization each time the personnel file is to be released. The School will not accept blanket authorization.

The employee shall deliver the original permission letter to the Business Manager, who will ensure that authorization has been given to the School in an acceptable manner. In the Business Manager's absence, the employee should submit the original permission letter to the Head of School.