INTRODUCTION ..........................................................................................................................6
A. About the Handbook .................................................................................................................6
B. Core Documents of the School .................................................................................................6
   Mission Statement....................................................................................................................6
   Student Profile..........................................................................................................................7
   Teacher Profile ........................................................................................................................7
   Core Values .............................................................................................................................8
SECTION I. POLICIES ON RIGHTS AND PROTECTIONS OF EMPLOYEES .........................11
A. Employee Files ......................................................................................................................11
   1. Personal Information ..........................................................................................................11
   2. Personnel Files ..................................................................................................................11
   3. Review of Files ..................................................................................................................11
   4. Employment Checks, References, and Recommendations ..............................................12
B. Anti-Harassment Policy .........................................................................................................12
   1. The School’s Policy Against Harassment .........................................................................12
   2. Sexual Harassment ..........................................................................................................13
   3. Consequences of Harassment ..........................................................................................14
   4. Reporting Harassment ......................................................................................................14
C. Other Rights and Protections ...............................................................................................15
   1. A Drug and Alcohol-Free Workplace ..............................................................................15
   2. Security of Personal Belongings .........................................................................................15
   3. Employee Privacy .............................................................................................................16
   4. Accommodations .............................................................................................................16
   5. Open Door Policy .............................................................................................................17
SECTION II. POLICIES ON WHAT IS EXPECTED OF EMPLOYEES .......................................18
A. Standards ..............................................................................................................................18
   1. Standards of Conduct and Discipline ..............................................................................18
   2. Employees’ Relationship to Students and Parents .............................................................20
   3. Hours of Work ..................................................................................................................22
   4. Attendance and Punctuality ..............................................................................................22
   5. Dress ..................................................................................................................................22
B. Confidentiality .......................................................................................................................23
C. Reporting Child Abuse ..........................................................................................................24
D. Electronic and Telephonic Communications .......................................................................25
   1. General Guidelines for Use ..............................................................................................25
   2. Access to Information .......................................................................................................26
   3. Prohibited Conduct ...........................................................................................................26
   4. Disciplinary Action ...........................................................................................................27
E. Grievance Procedures ...........................................................................................................27
F. Additional Policies and Procedures .......................................................................................27
   1. Conflicts of Interest ...........................................................................................................27
   2. Gifts to Employees ............................................................................................................28
   3. Smoking in the Workplace ...............................................................................................28
   4. Modifications to School Property ....................................................................................28
 SECTION III. POLICIES CONCERNING THE WORKPLACE ........................................................... 29
  A. Emergencies and Inclement Weather ........................................................................... 29
  B. Emergency Procedures ................................................................................................. 29
  C. Contagious Illnesses .................................................................................................... 30
  D. Blood-borne Pathogens Exposure Control Plan ......................................................... 30
  E. Employee Use of School Facilities ............................................................................ 30
  F. Transporting Students .................................................................................................. 31
 SECTION IV. POLICIES ON HIRING ....................................................................................... 32
  A. Equal Employment Opportunity .................................................................................. 32
  B. Job Posting ................................................................................................................ 32
  C. References, Background Checks, and Fingerprinting ................................................. 33
  D. P.L. 2018, C.5, Sexual Misconduct/Abuse Disclosure Release .................................. 33
  E. Employment Authorization – Immigration Reform and Control Act ...................... 33
  F. Performance Appraisal ................................................................................................ 34
 SECTION V. POLICIES ON COMPENSATION AND BENEFITS .............................................. 35
  A. Employment Classifications ......................................................................................... 35
  B. Direct Deposit of Paychecks ......................................................................................... 38
  C. Benefits Overview ....................................................................................................... 38
  D. Benefits Legally Required ........................................................................................... 39
    1. COBRA ......................................................................................................................... 39
    2. Family and Medical Leave Act (FMLA) and New Jersey Family Leave Act (NJFLA) ... 39
    3. New Jersey Unemployment ....................................................................................... 39
    4. New Jersey HINT Law ................................................................................................ 39
    5. Short Term and Long Term Disability ...................................................................... 39
    6. Social Security and Medicare ................................................................................. 40
    7. Workers Compensation .............................................................................................. 40
    8. Family Leave Insurance ............................................................................................ 40
  E. Benefits Provided by Dwight-Englewood ................................................................. 40
    1. 403(b) Retirement Savings Plan ................................................................................. 40
    2. Bereavement Leave ...................................................................................................... 41
    3. Group Health Insurance – Medical & Dental ............................................................ 41
    4. Holidays ....................................................................................................................... 41
    5. Jury Duty ..................................................................................................................... 42
    6. Life Insurance ............................................................................................................. 42
    7. Longevity Match Benefit .......................................................................................... 42
    8. Lunch .......................................................................................................................... 43
    9. Maternity, Paternity or Adoptive Leave ..................................................................... 43
   10. Military Leave ............................................................................................................. 43
   11. Paid Time Off ............................................................................................................ 44
   12. Professional Development ....................................................................................... 45
   13. Employee Assistance Program ................................................................................ 46
   14. Flexible Spending Account - Medical or Dependent Reimbursement Accounts ...... 46
   15. Tuition Assistance .................................................................................................... 46
   16. Tuition Remission .................................................................................................... 47
INTRODUCTION ........................................................................... 57

SECTION I. CRISIS RESPONSE TEAM (CRT) ........................................... 57
A. Team Members ........................................................................ 57
B. The Command Center ................................................................. 57
C. Roles of Crisis Team Members ...................................................... 58

SECTION II. FIRST RESPONSE TO A CRISIS ......................................... 58
A. Response to a Crisis During School Hours .................................... 59
B. Response to a Crisis After School Hours ........................................ 59

SECTION III. CRISIS COMMUNICATIONS PLAN ..................................... 59
A. The Spokesperson for the School .................................................. 59
B. Communication Guidelines for Employees ...................................... 59
C. Communication Guidelines for the Crisis Response Team ............... 60

SECTION IV. HANDLING THE EFFECTS OF THE CRISIS ......................... 61
A. Initial Response .......................................................................... 61
B. Helping the School Community Deal with the Situation .................. 61
C. Announcing the Situation .............................................................. 61
D. Involving the Faculty .................................................................... 61
E. Handling the Daily Life of the School ............................................ 62
F. Handling Parent Concerns .............................................................. 62
G. Special Considerations in Case of the Death of a Community Member ........................................................................ 62

SECTION V. SPECIFIC EMERGENCY RESPONSE PROCEDURES ............. 63
A. Evacuation ................................................................................ 63
B. Campus Lock-Down or Shelter-in-Place ........................................ 65
C. Campus-wide School Closure ......................................................... 65
D. Accidents and Medical Emergencies .............................................. 65
E. Bomb Threats ............................................................................ 66
F. Suspicious Devices ...................................................................... 67
G. Child Abuse Reporting ................................................................. 67
H. Communicable Diseases ............................................................... 67
I. Field Trip Emergency ................................................................. 67
J. Gas Leaks and Chemical Spills ...................................................... 67
K. Gun or Weapon on Campus .......................................................... 68
L. Severe Weather .......................................................................... 68
M. Stranger on Campus .................................................................... 68
N. Utility Failure ............................................................................ 69
WELCOME

Dear Faculty and Staff,

It is my pleasure to share with you this most recent edition of the Dwight-Englewood School Employee Handbook. I hope that you find it helpful in providing support, as well as guidance, during your tenure with the School.

The first words of our Mission Statement are “As a community,” because it is our community that makes us who we are. You will find in the pages of this Handbook, not only the rules and regulations which govern our community, but also a sense of the aspirations which inform and shape our community. Successful communities create norms which allow their members to work with a confidence which comes only when every member clearly understands the rights, limits and responsibilities necessary to live within that community. This Handbook seeks to provide those to you, together with a sense of how they relate to the aspirations of this special community.

There are a good number of pages herein devoted to your individual responsibilities. Many of the rules you will find have been developed through a mixture of common sense and legal requirements, and, perhaps more importantly, through the unique experiences you might have had as an employee of the School. The members of our community who developed this most recent edition of the Handbook remained diligent in their efforts to shape the rules to fit the realities which you face either on a daily basis or on isolated occasions.

You should know, “nothing is written in stone.” The world changes, situations change, and responsibilities change accordingly. For that reason, you should never look on this Handbook as a set of divine edicts. It is rather an important first step which can lead to discussions and possible change when a situation calls for that conversation. You should know that there is a series of defined steps in the Handbook for those situations in which you may wish to discuss the effect of a particular rule. I encourage you to enter into those discussions when your personal experience has taught you such discussions are needed.

There are also many pages devoted to your rights as an employee. You should review those pages carefully. Those are provided through the familiar mixture of common sense and legal requirements. In some cases you might find a strongly-stated warning about the abuse of certain right, but in every case there is a common-sense or legal reason for that stated warning.

You might be astonished when you read through all those pages describing benefits which the School provides. Some are provided by law, and are listed as such in a separate section. Others are provided by the School leadership as an important component necessary to maintaining community. Many of the latter benefits are so familiar and so commonplace that you might never have given them much thought. They are nonetheless part and parcel of the School’s desire to support its employees strongly. You may see them as a manifestation of the aspirations of the School, for that is what they are.

Please spend some time reviewing this new edition of the Employee Handbook. It has been edited to make it more reader-friendly, and organized so that you may go directly to a topic which interests you. Please know that more technical matters have been put into appendices, should you need to review them.

Sincerely,

Dr. Rodney V. De Jarnett
Head of School
INTRODUCTION

A. About the Handbook

Dwight-Englewood School believes strongly in an open door, open communication policy. This Handbook is intended to be a means of communicating the School’s policies and procedures, so that you, as an employee, may understand how the School operates. This Handbook is not intended to be, nor should it be interpreted as, a written contract between the School and its employees. Neither is it a guarantee of continued employment. It is, quite simply, a source of information.

The information in this Handbook supersedes all prior policies and procedures. Every employee is subject to the policies and procedures set forth in this Handbook, except as otherwise may be provided for under individual contracts.

If you have any concerns regarding this Handbook, or if you foresee a problem in the School’s policies which might interfere with your ability to carry out your responsibilities, you are encouraged to discuss that problem with your supervisor, in order to resolve the issues. If your immediate supervisor is not able to answer your questions regarding the interpretation or application of this Handbook, you should feel free to contact the next higher level of supervision, up to and including the Head of School.

If the steps above fail to meet your needs, you have the right to file an official grievance with the Director of Human Resources or the Head of School. The procedures for handling a formal grievance are outlined later in this Handbook.

The School reserves the right to suspend, modify, or amend any policy or procedure at any time.

B. Core Documents of the School

As an independent school, Dwight-Englewood has three documents that form the foundation from which we build our program and community.

Mission Statement

The Mission plays the central role in representing both who we are as a community and all that we aspire to become. This important dichotomy defines our uniqueness and helps those interested in applying to our School to decide if this is the community they wish to join. For those already in our community, the Mission is a constant reminder that helps us maintain our focus and direction.
Mission Statement

As a community of learners, Dwight-Englewood School strives to foster in each student a passion for life-long learning. We seek excellence, honor integrity, and embrace diversity in order to develop the skills, values and courage to meet the challenges of a changing world and make it better.

Student Profile

The faculty of the three divisions of the School came together during Fall 2008 to create a document which describes the profile of the “ideal” graduate of the School. Together with the Mission Statement, this profile serves to give us educational direction and to help teachers reflect on their personal pedagogy.

Profile of a Dwight-Englewood Graduate

1. Inspired by a rich and challenging program, our graduates will explore ideas critically, communicate effectively, and lead active intellectual lives.

2. With the confidence fostered by their experiences here, our graduates will continue to cultivate their talents and pursue their passions.

3. Through understanding born of a diverse and caring community, our graduates will engage creatively and compassionately in the world.

4. Guided by the values nurtured in their years at Dwight-Englewood School, our graduates will think clearly, decide wisely, and live honestly.

Teacher Profile

The faculty of the three divisions of the School came together during Fall 2011 to create a document which describes the profile of the “ideal” teacher of the School. Together with the other core documents, this profile serves to give us educational direction and to help teachers reflect on their personal pedagogy.

Profile of a Dwight-Englewood Teacher

1. We are here because we care for our students as learners and as people.

2. We look to the School’s mission for guidance in all aspects of our work.

3. We guide our students in developing the skills, understanding, and habits of mind to become independent learners and transfer their learning to new and unfamiliar situations.
4. We engage in the full life of our school, educating, supporting, and knowing our students beyond their academic experience.

5. We continue to grow as professionals, deepening our knowledge and improving our practice at a pace consistent with our changing world.

Core Values

In 2003, a group of faculty, administrators, parents and students worked together to establish a document that describes the values by which the members of the Dwight-Englewood community would strive to live their daily lives. These values inspire us all to learn and grow from the academic, non-curricular programs of the School, and all interactions within our community.

_Dwight-Englewood Core Values_

At Dwight-Englewood we all come to grow. We seek growth in respect, honesty, judgment, commitment, courage and community and expect each of us to work towards living these, our shared values. We believe that the opportunity to grow is a precious gift, one that brings out our best selves.

**Respect** Respect takes many forms: respect for others, respect for the environment, and respect for self. We show our respect for others by being considerate and attentive to their needs and wishes. In a diverse community such as ours, it is especially important to respect our differences and celebrate our diversity. We show respect for the environment by taking good care of the world around us. We act to preserve the beauty and resources of our campus, our community, and our planet. Finally, we show respect for ourselves by appreciating our strengths, taking care of our bodies and minds, and doing what we know to be right.

**Honesty** Honesty is the bedrock of knowledge, trust, and self-respect. Any community depends on honesty so that its members can trust one another. In an academic community, the role of honesty is especially critical. Without honesty, science becomes speculation; history becomes fiction. Without honesty, it is impossible to see the world clearly. Whether on the playing field or in the classroom, one can feel accomplished only when an achievement is truly one’s own, an honest effort. Honesty is a responsibility to one’s self and the world.

**Judgment** Judgment means making good decisions on important questions. It is called upon in a wide range of situations, from choosing friends to writing an essay, from selecting a college to voting. Judgment often involves questions of right and wrong. We form judgments about our individual actions, as well as the actions of others. Good judgment depends upon an objective, careful consideration of the facts, the ability to weigh conflicting views, and a clear sense of the standards and values that underlie our decisions.
Commitment Commitment means setting goals and striving diligently to achieve them: it also means accepting responsibility for our own progress. We show our commitment in all areas of our lives at the school: academic, athletic, and creative. Whether in a lead or a supporting role, as a star athlete or a substitute, on minor as well as major assignments, we always aim toward excellence and take pride in our achievement. Whatever our level of talent or accomplishment, we are committed to doing the best we can.

Courage Courage is needed to bridge the gap between knowing the right thing to do and actually doing it. In most ethical dilemmas the difficult problem is not knowing what we should do, but rather having the strength of character to follow through on our convictions. It takes courage to refrain from a wrongful action. It takes even greater courage to admit when we have done something wrong and make amends. It takes exceptional courage to stand against the harmful actions of others.

Community Community means not only taking responsibility for ourselves, but also caring for those around us. We build community when we show kindness and consideration for one another. We strengthen our community as we work together toward a common goal, whether in the classroom or in extracurricular activities. Finally, service to others, both on campus and off, expresses our dedication to community. Though we all have our own individual needs and wishes we do not try to satisfy them at the expense of others. Indeed, we realize our personal dreams more fully when we all give one another strength and support.

Diversity Values

Dwight-Englewood School is founded on a commitment to inclusion and acceptance. Diversity is an essential School value, critical to the fabric of our School’s culture. To reflect the importance of Diversity, the School established a committee of faculty and staff tasked with the job of creating a document that reflects the value of diversity.

**DIVERSITY VALUES STATEMENT**

The worth and dignity of every person at all levels of work, study and play are paramount at Dwight-Englewood across any artificial lines of exclusion. We aspire to be people who make the following statements:

- We are people of eclectic ethnic, national and religious backgrounds
- We are people from varied family and economic structures
- We are people of diverse sexual orientations and gender identities
- We have different abilities, learning styles, and types of intelligence
- We are committed to embracing all of our diversity even as it evolves

Our commitment to the diversity of our student body requires a mirror image of that diversity in the composition of faculty, staff, administration, and trustees, and will likewise be reflected in our curriculum.
C. A Brief History of the School

Dwight-Englewood School is a coeducational, college preparatory school for students in preschool through the twelfth grade, and is accredited by the Middle States Association of Colleges and Secondary Schools. The School combines the strengths of three formerly separate schools – the Dwight School, the Englewood School for Boys, and the Bede School - each with a history and tradition extending many years into the past.

The Dwight School was founded in 1889 by Euphemia Creighton and Ellen Farrar as an independent school for girls. It was named in honor of Timothy Dwight the Younger, a friend of the two founders and a prominent educator who was at that time the president of Yale College. One of its most influential headmistresses was Miss Frances Leggett, who served from 1928-1948. The main classroom building for grades nine through twelve bears her name.

The Englewood School for Boys was founded in 1928 under the leadership of Robert Hall. Originally located on Dwight Place in Englewood, it later moved to a campus adjacent to the existing girls’ school. The main classroom building for grades six through eight is named in honor of Marshall L. Umpleby, who, as Headmaster from 1934-1965, led the Englewood School for Boys during its major period of growth.

In 1962, taking advantage of their location on adjacent properties, the boys and girls schools joined with the Elisabeth Morrow School in an informal alliance called the Three School Development Foundation. Their combined efforts enabled construction of two buildings for joint use - the Generoso Pope Science Building, and the building which houses the Lillian Pitkin Schenck Auditorium and the Lawrence Dining Hall. When the buildings were finished in 1966, classes and activities were increasingly shared by the two schools. The schools merged in 1973.

Dwight-Englewood School added a preschool through sixth grade program as the result of a merger with the Bede School. The Bede School had been incorporated in the State of New Jersey in 1963 as a school in which the Montessori Method of education was used - the first authentic Montessori School in the state. It was named after an English Benedictine monk, the Venerable Bede, who was an ecclesiastic and historian who lived from 673 to 735 A.D. In 1970, the Bede School began an expansion program which eventually provided classes for children through the sixth grade in two facilities - the upper grades on Booth Avenue and the lower grades on Walnut Street in Englewood. After Dwight-Englewood merged with the Bede School in 1993, Drapkin Hall was built on the main campus to house our Lower School, grades pre-K through five, and the sixth grade became part of the Middle School program in Umpleby Hall.

The Athletic Complex was opened in 1978, the John C. Swartley Arts Center in 1982, and the Arthur E. Imperatore Library in 1988. The Klein Center, which provides classrooms and music facilities, while serving as the focus of student life in grades 9 through 12 opened in 2007. The Hajjar STEM Center is our most recent building, providing labs and classrooms for Science, Technology, Engineering, Robotics and Mathematics.
SECTION I. POLICIES ON RIGHTS AND PROTECTIONS OF EMPLOYEES

The following is a description of the policies and procedures which relate to your rights as an employee of Dwight-Englewood. If you need further information on how any of these policies and procedures may affect you, you should feel free to speak with the appropriate supervisor to clarify the matter.

A. Employee Files

1. Personal Information

Accurate, current information on every employee is needed for emergencies, payroll deductions, insurance benefits, social security, and communication of general information. The School also often needs information in order to comply with laws governing insurance, taxes, and other matters.

The School needs you to keep your personal information current by giving the School notice of any changes of address, telephone numbers, educational status (including professional degrees and licenses), marital and benefit status, number of dependents, etc. You should report those changes promptly, and in writing, to the Director of Human Resources and by updating your personal profile on “My DE.”

The School retains personal information in the Business Office. The information is used primarily for the purposes described in the first paragraph, and will be used for other purposes only with your express written consent. This information will not be used as a basis for any employment decision.

2. Personnel Files

Personnel files are maintained by the School for the purpose of keeping information related to your work performance. These files are the property of Dwight-Englewood School and are kept in the Business Office, separate from the personal information described above.

In addition, all medical records, if any, are kept in a separate, confidential file. The School keeps this information in the strictest confidence and may not use or disclose medical information about you without your first having signed an authorization form permitting that use or disclosure.

3. Review of Files

The School offers you the right to review your personal, personnel, and medical files. You should feel welcome to review these files, but you may not take copies with you. If you would like to review any of these files, please make your request to the Director of
Human Resources, who will make an appointment for you to review the files in the Business Office.

4. Employment Checks, References, and Recommendations

Employment information about present or past employees is confidential and should not be communicated to anyone who does not have a legitimate interest in the information. Requests for references and recommendations should be referred to the Director of Human Resources.

B. Anti-Harassment Policy

1. The School’s Policy Against Harassment

Members of the Dwight-Englewood community have the right to an environment free of discrimination and harassing, coercive or disruptive conduct. Consistent with Dwight-Englewood’s respect for the rights and dignity of each employee and community member, any harassment based on race, creed, color, national origin, nationality, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex (including pregnancy) gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, liability for service in the Armed Forces of the United States, the refusal to submit to a genetic test or make available the results of a genetic test to an employer, or any other characteristic protected by applicable law (collectively referred to as “Protected Categories”) will not be tolerated.

Harassment can be generally defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her Protected Category and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment.

This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees. The School strictly prohibits and will not tolerate harassment by other members of the School community including but not limited to students, parents, visitors and service providers, vendors or others who have business with or participate in the operations of the School.

Harassment is prohibited in any form at the School, School-related events, or in other instances away from or outside of the School, if it affects the School.
Types of prohibited harassment include, but are not limited to, the following:

- Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats;
- Explicit or degrading verbal comments about another individual or his or her appearance;
- Nonverbal conduct, such as staring, leering or giving inappropriate gifts;
- Physical conduct, such as assault or unwanted touching; and/or
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures).

2. Sexual Harassment

Because confusion often arises about the meaning of sexual harassment, it warrants special mention. Sexual harassment is a type of harassment. The School likewise strictly prohibits and will not tolerate sexual harassment of any kind. Employees are prohibited from engaging in sexual harassment against any school community member, and likewise the School maintains an environment where all employees can be free of any form of sexual harassment.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment; or
- submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual’s gender or sexual orientation;
- Explicit or degrading verbal comments about another individual or his or her appearance;
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee’s submission to or rejection of sexual overtures; and/or
- Displaying cartoons or telling jokes which relate to an individual’s gender or sexual orientation.

Such conduct has the purpose or effect of interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment, and is expressly prohibited consistent with the guidance issued by the Federal and State Departments of Labor, the federal, state and local administrative agencies tasked with enforcing discrimination and harassment laws, which may include Title VII, and the New Jersey Law Against Discrimination, as applicable. Please note that there may be other local laws not mentioned herein that address the prohibition against sexual harassment.

3. Consequences of Harassment

Any individual found to have engaged in sexual or any form of harassment prohibited by this policy will be disciplined as appropriate, up to and including termination.

4. Reporting Harassment

If you feel that you are being sexually harassed or harassed based on a category prohibited by this policy, you are encouraged, but not required, to tell the harasser that his or her actions are not welcome and you want the actions to stop. If you are uncomfortable raising this issue with the harasser, you must bring the harassment to the Head of School, Director of Human Resources or if you are more comfortable you may raise the issue with your direct supervisor.

Further, if you believe that you or another employee has been the subject of sexual harassment or any form of harassment prohibited by this policy, you are required to bring the matter to the attention of any of the following with whom you feel comfortable: Head of School, Director of Human Resources, or your direct supervisor.

In response to the report of harassment, the School will conduct a prompt and thorough investigation of the alleged incident, and take appropriate corrective action if warranted, which may include interim measures during the period of investigation. To the extent consistent with adequate investigation and appropriate corrective action, Dwight-Englewood will use its best efforts to keep any complaints of harassment confidential.

Dwight-Englewood School will not retaliate in any way against employees who, in good faith, make a complaint or report of harassment, or who participate in the investigation of such a complaint or report. Such retaliation is prohibited by law. Retaliation by
school employees against any individual for reporting a claim of harassment in good faith or cooperating in the investigation of it will not be tolerated and may subject the retaliating employee to discipline, up to and including termination.

If you believe that you or another employee has been the subject of retaliation as a result of reporting harassment or participation in the investigation, you are required to bring the matter to the attention of any of the following with whom you feel comfortable: Head of School, Director of Human Resources, or your direct supervisor.

C. Other Rights and Protections

1. A Drug and Alcohol-Free Workplace

Dwight-Englewood School is committed to maintaining a drug and alcohol-free environment for its students and employees, in compliance with applicable federal, state and local laws. Accordingly, the use, possession, manufacture, distribution, purchase and/or sale of alcohol or illegal drugs (which includes controlled substances); the abuse or misuse of legal drugs (including medical marijuana or over-the-counter medication); or being impaired by either drugs (illegal or legal) or alcohol during school hours, on school property, on school business, or at school events is prohibited and may result in termination.

Nothing in this policy precludes the appropriate use of any prescribed medications. However, reporting for work impaired by any prescribed or abusive use of a prescription medication, including but not limited to medical marijuana, is strictly prohibited. Any employee taking prescribed medications which may impair her/his ability to work, for whatever reason, should inform her/his supervisor as soon as possible.

At the occasional school-sponsored event where alcoholic beverages are served, you are expected to conduct yourself in an appropriate manner. If you are performing assigned responsibilities at such functions, you are prohibited from consuming alcoholic beverages.

Any employee about whom there is a reasonable suspicion of violating the School’s drug-free workplace policy may be required to submit to drug and/or alcohol testing. Employees responsible for any means of school transportation will be required to submit to random drug and/or alcohol testing.

2. Security of Personal Belongings

You are encouraged to secure your personal belongings. The School is not and cannot be responsible for personal items which you bring to the campus.
3. **Employee Privacy**

The School reserves the right to look through its premises and property issued to employees for their use, such as offices, desks, filing cabinets, files, computers, email and voicemail, whether those premises or property are issued for any employee’s sole use. More specific information about the School’s right to access electronic and telephonic communication is outlined in a later section of the Handbook.

4. **Accommodations**

**Accommodations for Persons with Disabilities**

The School is firmly committed to complying with the Americans with Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. The School prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. Consistent with this policy and applicable law, the School will make reasonable accommodations for the known physical or mental disabilities of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of the School.

**Pregnancy-Related Accommodations**

Upon an employee’s request, the School will make reasonable accommodations wherever necessary for all employees whose ability perform job duties is limited because of pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, including recovery from childbirth. If employees believe they may need accommodations under this policy, they are encouraged to discuss the matter with the Director of Human Resources.

**Nursing Mothers**

The School will provide nursing mothers with reasonable break time and a suitable room or other location with privacy for the purpose of expressing breastmilk. The location will have (1) a place to sit; (2) an outlet to plug in a breast pump; (3) a door that can be locked and (4) a space that is clean. Employees who require a space to express breastmilk should contact the Director of Human Resources.

**Religious Accommodations**

Upon an employee’s request, the School will make a reasonable accommodation for an employee whose sincerely-held religious belief, practice, or observance conflicts with a work requirement, unless doing so would pose an undue hardship on the School.
5. **Open Door Policy**

We strongly believe in an open door, open communication policy as it is an important benefit to both the School and its employees. If you have problems or concerns regarding this handbook or any workplace issue, you are encouraged to come forward and discuss them with your manager in order to resolve the issues quickly and efficiently. However, if your immediate manager is not able to satisfy your questions regarding the interpretation or application of this handbook or any other workplace issue, then you are free to contact the next higher level of supervision. If you have or foresee a problem that may interfere with your ability to adequately perform your responsibilities, you should discuss the matter with your supervisor, the Director of Human Resources, or the Head of School.

It is the policy of the School to promote teamwork, cooperation, and a productive work environment among employees. In support of this policy, we ask that all employees treat co-workers, supervisors, subordinates, clients and visitors with respect, honesty and cooperation. The School encourages employees to use its open door policy.
SECTION II. POLICIES ON WHAT IS EXPECTED OF EMPLOYEES

A. Standards

Working at Dwight-Englewood is, more often than not, an exhilarating experience. All of us, in whatever role we play in the School, have the opportunity to work collaboratively and creatively with colleagues, and to interact with talented students. All employees serve as representatives of the School at all times. This applies both in the School as well as outside of the School. Employees are expected to act in a manner that ensures they can productively perform their job, that is in compliance with the standards and expectations of the School and that reflects a positive impression of the School in the larger community. The work rules and standards of conduct for Dwight-Englewood School are essential to providing the best education possible to all students and important for the smooth and efficient operation of the School.

Our responsibilities extend well beyond our specific job descriptions: we are all teachers in the broadest sense of the word. As we interact with students on a daily basis in a range of places and situations, we serve as role models for the values the School seeks to teach.

Everything we do at Dwight-Englewood is guided by our Foundation Documents: Mission Statement, Core Values, Portrait of a Graduate, Portrait of a Teacher and Diversity Values Statement. In addition, this Employee handbook provides policies and procedures regarding standards of conduct and other guidelines. Working in the spirit of those documents requires that we challenge ourselves to grow and learn, just as the School expects the same of our students. In turn, the School commits itself to the personal and professional growth of its entire staff.

Our behavior, our habits and our communication skills play a major role in the quality of our working environment. In our interactions with members of the community - colleagues, students, parents, alumni and the public in general - our conduct should reflect the highest standards of professionalism, quality, and integrity.

1. Standards of Conduct and Discipline

An effective, challenging and supportive educational environment requires proper standards of personal conduct. Dwight-Englewood acknowledges that the majority of its employees have the desire and self-discipline to follow common-sense rules. However, a more explicit delineation of rules of conduct is necessary to protect Dwight-Englewood and its employees, to ensure that the School meets its commitments to its community.
The following section provides examples of types of impermissible conduct that may result in disciplinary action. Commission of any of the following or similar acts is considered serious, and provides grounds for disciplinary action, up to and including termination of employment. In all instances, the School administration will determine the appropriate discipline to be imposed.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, we want to provide examples of rule infractions or misconduct that may result in disciplinary action. The list below is offered in an effort to assist employees understand the standards and expectations of the School. Without limiting the Dwight-Englewood School’s right to discharge an employee at any time, with or without cause, the following acts of misconduct are provided as nonexclusive examples of unacceptable activity:

- Misusing, defacing, destroying, stealing, or wrongfully possessing property of the School or school employees, students, vendors, or visitors;
- Gambling on school property;
- Possessing weapons, firearms, or ammunition on school property;
- Possessing, using, distributing, consuming or being impaired by drugs or alcoholic beverages at any time while conducting school business or while on school property;
- Committing a criminal act in connection with job performance, or an act which victimizes or is abusive to a school employee, student, parent, vendor, or visitor;
- Supplying false or misleading information when applying for employment or at any time during your employment;
- Altering, destroying, willfully misplacing, discarding or falsifying school records;
- Failing to maintain any privilege or the confidentiality of school information, including, but not limited to, documents, reports, records, files, correspondence, and communications;
- Publicizing your relationship with the School in the furtherance of any outside business, political, or philanthropic pursuit without the express written approval of the Head of School;
- Engaging in any unethical conduct, including soliciting or accepting any gratuity, favor, gift, or entertainment from anyone who reasonably believes they might benefit from your connection to the School;
- Uttering, publishing, or distributing false, vicious, or malicious statements concerning the School or any of its employees, students, parents, or trustees;
- Being tardy excessively to work or to assigned classes, failing to report your absence to your supervisor in a timely fashion, being absent from work without proper permission, or misusing sick leave or other leave programs;
- Using abusive language or engaging in disruptive or discourteous behavior adversely affecting employees, students, parents, vendors, trustees, or visitors;
- Performing duties in an irresponsible or unsafe manner, or behaving in a manner not conducive to a safe and healthy work environment, including engaging in horseplay, throwing objects, wrestling, or scuffling on school property;
- Deliberately or through gross negligence causing injury to another person, or committing gross negligence or carelessness;
- Smoking or otherwise using tobacco on campus;
- Making or receiving excessive personal telephone calls;
- Sleeping on the job, loitering or wasting time while on the job;
- Refusing or failing to perform assigned work, to follow a supervisor’s instructions, or committing any act of insubordination;
- Unsatisfactory performance or conduct; and/or
- Violating any policies or procedures contained in this Employee Handbook.

All employees are expected to comply with local, state and federal laws.

The School must be able to support the professionalism and reputation of each staff member. It must also be able to assure the protection of everyone within the community. Claims or allegations of inappropriate contact with minors, abusive behavior and other acts of violence are taken very seriously and must be reported to the Head of School.

2. Employees’ Relationship to Students and Parents

All relationships between and among employees, students and parents must be maintained on a strictly professional basis. All employees must interact with students and parents in a mature and professional manner as all employees represent the School in their dealings with others and act as role models for the students.

An appropriate and professional relationship with students and parents assumes the following:

- Employees will refrain from use of inappropriate language, such as swearing or off-color humor, in the presence of students or parents;
- Employees will never allow themselves to be in the presence of a student who is engaged in any activity that violates the law. This includes, but is not limited to, any minor consuming alcohol, using an illegal substance, or making an inappropriate or illicit use of a computer;
- Employees will refrain from probing into students’ personal history;
- Employees will refrain from revealing intimate details of their own personal history to parents or students;
- Employees will refrain from discussing co-workers with students or parents;
- Employees will refrain from discussing students with other students or parents of other students;
Employees will treat confidential information about students with great care, sharing information only with those who have a professional right to access;

In their communications to parents, faculty will limit their reporting to observed student behavior, avoiding possible diagnoses of the issues which underlie the behavior;

Employees who are not appropriately certified will not diagnose or prescribe in cases of psychological problems or learning difficulties; and

Employees will promptly report, without exception, every case where students are involved in cheating, plagiarism, tardiness, vandalism, dishonesty, disruptive behavior, or any other major infraction of rules.

The well-being of Dwight-Englewood students requires active monitoring by the adults who come into contact with them. Should you become aware that a student is at risk to himself/herself or others, you must report the situation to the appropriate principal immediately, even if you have otherwise promised confidentiality to the student. You must also report other serious concerns about a student, such as suspicion of substance abuse or gambling, to the appropriate principal or class dean.

It is your responsibility to enforce school rules, on campus and on school-sponsored trips off-campus. You should report student violations of school rules to the appropriate principal or class dean.

All employees of the School must maintain appropriate boundaries with students at all times and absolutely refrain from intimate personal relationships with students or from actions that might even give the perception of that possibility.

Because the School supports so many student activities and programs, D-E faculty and staff will sometimes find that they are working with students after typical school hours. The School takes several steps to ensure the safety of all faculty/staff and students, particularly at these times. All D-E faculty/staff must be aware of any appearance of impropriety; the perception of impropriety and the reality of it are both serious. When meeting alone with a student, D-E faculty/staff must always leave the door to the room open, with lights on, all blinds/shades up, and sitting in view of the door. Avoid repeated meetings alone with any particular student: frequent private meetings can create misperceptions, may cause particular students to be perceived as favorites, can cause resentment among other students, and raise suspicions in general. Trends and news of misconduct indicate that misconduct often occurs when a student and teacher are spending significant time alone or communicating privately. Information shared and discussed in our annual Boundary Training, New Faculty and Staff Orientation, and this handbook are all designed to protect our students as well as our employees.
3. **Hours of Work**

Dwight-Englewood’s typical work week is forty hours. The workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. on Saturday. The core school hours begin at 8:00 a.m. and end at 4:00 p.m. Supervisors should discuss the work schedule and expectations with individual employees. When you are required to work outside of your normally scheduled hours, managers and supervisors will seek to inform you as far in advance as possible.

All faculty are expected to be on campus during the core hours. To do preparation and grading outside of core hours, faculty members sometimes leave school before 4:00 p.m. However, faculty members are always required to be available until 4:00 p.m. in case they are required to participate in any activities connected to their teaching responsibilities.

4. **Attendance and Punctuality**

Satisfactory attendance and punctuality are necessary for the effective operation of the School. Meeting our commitment to provide the best educational experience to our students requires that we perform our jobs in a timely manner. To ensure that you meet your commitments to the students and your colleagues, the School requires you to be present during working hours unless you are absent on school business or have your supervisor’s permission to be absent on personal business.

If you must be absent or late to work, you must notify your supervisor immediately. Absence for any reason other than illness or other emergency should always have prior approval from the supervisor authorized to grant it. To ensure adequate coverage, notice is required two (2) hours prior to your absence. A failure to provide appropriate notice of an absence may result in disciplinary action, up to and including termination.

Repeated and excessive failure to arrive at work on time, unreported absences, or unauthorized departure may result in disciplinary action, up to and including termination.

5. **Dress**

An employee’s professional image plays an important part in serving as a role model and teacher. The School therefore expects you to dress in a neat and tasteful way, and to maintain a proper level of grooming, in accordance with accepted social and business standards. Your clothing should be suitable for an academic environment and should set an appropriate standard for students. You should be suitably dressed and neatly groomed during core working hours, whether on campus or working in another location on behalf of the School.
More casual dress may be allowed during the summer and on days when students or parents are not on campus, provided that it sets an appropriate standard for students.

While the choice of professional attire remains somewhat your choice, a supervisor who feels that your attire or grooming is inappropriate is authorized to ask that you leave the workplace until you are properly dressed and groomed. Repeated violations of the standards of dress or grooming may be subject to disciplinary action, up to and including termination.

B. Confidentiality

As an employee of the Dwight-Englewood School, you must respect the confidentiality of information to which you have had access in carrying out your duties. This includes, but is not limited to, such school information as records, documents, reports, files, correspondence, and communications. Confidentiality is expected both during and after your employment with the School. It is expected of all employees, including those working temporarily at the school.

1. During and after your employment, you are required to respect and maintain the confidentiality of all information related to students and fellow employees to whom you have had access. This includes, but is not limited to, student enrollment and student or employee performance records, medical records, documents, reports, files, correspondence and communications.

2. Confidentiality is not only essential to a sound relationship with students and with fellow employees; it is also a legal and ethical matter. You should be careful to discuss confidential information only when necessary, and then only in the context of school operations. You should also take care to prevent confidential discussions from being overheard by students, parents, other staff members or people outside the School who are not involved. It is inappropriate to discuss confidential matters in the halls, dining hall, or study areas or in public places outside of the School where confidential information might be overheard.

3. It is essential that, prior to your holding conversations about students with service providers - including psychologists, testers, and other educational professionals - you ensure that parents or guardians have signed permission slips authorizing such discussions.

4. Only the Head of School or his designated appointee may speak with the press about any issue related to the School. The School requires that you not disclose to anyone, other than authorized school representatives, any information which has not been cleared for public disclosure, released to the news media, published in a newsletter, or otherwise approved for general distribution.
5. You should direct calls, letters or other forms of communication from legal counsel (including anyone working on behalf of legal counsel), regardless of the subject matter and even if the subject matter innocuous, to the Head of School immediately upon receipt of the request.

6. Violation of any part of this policy may result in disciplinary action, up to immediate termination, and may also result in civil or criminal liability.

C. Reporting Child Abuse

The states of New Jersey and New York require teachers and other school employees to report suspected child abuse or neglect. Dwight-Englewood School requires all employees to abide by this law.

1. Child abuse or neglect is generally defined as behavior or acts resulting in imminent risk of serious harm, death, serious physical, mental or emotional harm, sexual abuse, exploitation of a child (usually a person under the age of 18, but a younger age may be specified in cases not involving sexual abuse), failure to provide adequate food, clothing or shelter for the child or abandonment by a parent or caretaker who is responsible for the child’s welfare. Sexual abuse is defined as employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or rape; and in cases of caretaker or intra-familial relationships, statutory rape, molestation, prostitution, or other forms of sexual exploitation of children, or incest with children.

2. To report suspected child abuse, neglect or sexual abuse, or to seek assistance in complying with this policy, you should contact the grade level dean, the appropriate principal, or the Head of School, who will then be responsible for contacting the New Jersey Division of Youth and Family Services (DYFS) or New York State Child Protective Services, depending on the residence of the child. The grade level dean, appropriate principal or the Head of School will work collaboratively with you to develop a strategy for reporting, and will be responsible for documenting the report (including the circumstances giving rise to the report, to which entity to report was made, when the report was made, the information reported and any next steps). If for any reason you are unable to report suspected abuse or neglect to one of these individuals, you must contact the New Jersey Division of Youth and Family Services or New York State Child Protective Services directly. After you make such a report, you must notify the Head of School. Except for notifying the appropriate administrators and state authorities, employees must keep any information related to a report of child abuse, neglect, or sexual abuse confidential to the extent possible.
D. Electronic and Telephonic Communications

Dwight-Englewood maintains electronic and telephonic communications systems, including electronic mail (e-mail), voice-mail, and access to outside databases (including, but not limited to, the Internet) for business or educational purposes. These communication means are intended for business and educational use. You are provided access to these systems as appropriate to your responsibilities.

1. General Guidelines for Use

The School recognizes that in limited circumstances it may be necessary for you to make or receive a personal phone call or e-mail during working hours. All personal communications should be limited in both frequency and length.

You should use the same good judgment and common sense in using electronic and telephonic communications as in your written or spoken communications. For example, you should know that you should not say anything to a student in any electronic medium that you would not say orally in the presence of the student’s parents or the Head of School.

For your protection and the protection of the School, all e-mail communications to parents and students should be sent using your official School e-mail account, rather than any personal account. In addition, you should avoid establishing connections and/or online “friendships” with students on any social networking internet site (e.g., Facebook, MySpace, Twitter). You should also avoid establishing or continuing connections or online friendships with recent alumni of the School, who may be connected to current students.

The personal computers issued to some employees present an important responsibility to those who use them. These can provide off-campus access to many of the School’s confidential records for both students and employees. The School requires that you make every effort to prevent someone else from using your computer to gain access to your records or to other School files and information.

- Protect your password and change it often. Be aware of your surroundings when entering your password. Never share your password, especially not with a student.
- Never leave a computer which is turned on in a place where someone else can use it. Even a few seconds of access by an unauthorized person can create problems for you and/or the School.
- Provide vigilant protection from theft both on and off campus.
- Be aware that students sometimes seek to access material stored on your school-owned computer. You should take adequate precautions to make sure that your machine does not contain private information that might be potentially embarrassing if it is made public through the actions of a student.
2. **Access to Information**

**Access by the School** Dwight-Englewood’s electronic and telephonic systems are the property of the School. Communications made using this equipment are not considered private or confidential, and by using the School’s equipment and/or the School’s network, you are consenting to have such use monitored by authorized personnel with or without notice, at the School’s discretion.

Dwight-Englewood reserves the right to perform routine or random monitoring of e-mail, voicemail or information stored on computers. At the discretion of the School, it may be necessary for the School to access, without advance notice, your computer, e-mail or voicemail. The School expressly reserves the right to retrieve, read and delete any communication that is created, sent, or received on School-owned equipment to assure compliance with School policy. Action taken may include the creation of hard copies of information stored on these systems. You must disclose passwords or codes to a supervisor if you are asked to disclose such information. The decision to access your communications is made by the Head of School, in conjunction with two other administrators appropriate for the specific situation for which the School is considering the action.

**Access by Employees** Notwithstanding the School’s right to access your electronic or telephonic mail messages, the messages of all employees should be treated as confidential by other employees and accessed only by the intended recipient or someone who has the recipient’s express permission for access.

3. **Prohibited Conduct**

Inappropriate use of the School’s electronic and telephonic communications systems is strictly prohibited. Such conduct includes the communication or viewing of lewd, obscene, pornographic or offensive material or any forms of harassing or discriminatory conduct. The School’s Anti-Harassment Policy fully applies to these systems, and any violation of that policy is grounds for discipline, up to and including termination.

In addition, the School’s systems or equipment may not be used to solicit or proselytize regarding commercial, religious, political, or non-Dwight Englewood fundraising causes, except when such is done during non-working time.

Other prohibited conduct includes, but is not limited to, the following:

- Failure to comply with copyright and other proprietary laws, including those related to software;
- Any use which invades, intrudes upon or otherwise affects the privacy of others;
- Use of school equipment for personal gain;
· Advertisement of any product or service without prior approval from your supervisor;
· Failure to practice good manners and professionalism;
· Any use of the School’s computers or components providing access to the School’s computer, computer system, or network including, but not limited to, wireless access, USB, or other ports, etc. without authorization from the administration;
· Theft or copying files without permission;
· Sending or posting confidential materials or information outside of the School or to non-authorized persons; and/or
· Refusing to cooperate with a reasonable security investigation.

4. Disciplinary Action

Employees who violate the School’s policies related to electronic or telephonic communications policy are subject to disciplinary action, up to and including termination.

E. Grievance Procedures

The School urges you to take full advantage of informal channels for handling your concerns regarding a grievance. If these informal channels fail to meet your needs, you should bring your concern to the attention of the Director of Human Resources for mediation, or when appropriate, to the Head of School.

F. Additional Policies and Procedures

1. Conflicts of Interest

You should avoid any situation that involves or may involve a conflict between your personal interest and the interests of Dwight-Englewood School and its students. Employees dealing with students, parents, suppliers, contractors, competitors, or any person doing or seeking to do business with the School are to act in the best interests of the School and its students. You should make prompt and full disclosure in writing to your supervisor of any situation or potential situation that may involve a conflict of interest. Such conflicts include, but are not limited to:

· Ownership by you or by a member of your family of a significant interest in any outside enterprise that does or seeks to do business with Dwight-Englewood;

· Serving as a director, board member, trustee, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with Dwight-Englewood unless the Board of Trustees has provided prior approval;
- Acting as a broker, finder, go-between, or otherwise for the benefit of a third party in transactions involving or potentially involving Dwight-Englewood or its interests; and/or

- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade you from acting in the best interests of Dwight-Englewood.

Any violation of this policy may lead to disciplinary action up to and including termination. Any Dwight-Englewood School employee having knowledge of any violation of the policy shall promptly report the violation to the appropriate level of management. Each manager and administrator is responsible for compliance in his/her area of responsibility. If you have any concerns about any aspect of this policy, you should contact the Director of Human Resources.

2. Gifts to Employees

You should not accept gifts whose value would create a conflict of interests (or the appearance of a conflict of interest) between yourself and the family or contractor seeking to give a gift. You should avoid any perception of a conflict of interest concerning current or future students at the School. If a parent, former student or friend of the School wishes to offer a gift to the School, you should direct them to the Development Office for information about gift procedures. If you receive a gift whose value is perceived to be more than $100, you must report that gift to the Director of Finance.

3. Smoking in the Workplace

The School is committed to providing a safe and healthy environment for its employees, school officials, parents, students and visitors. For this reason and in accordance with the New Jersey State Law, smoking is not permitted on School property, except in an employee’s private residence in school-provided housing.

4. Modifications to School Property

To protect its investment in property and equipment, and to ensure that the School remains in compliance with all relevant safety codes, the School requires that you obtain permission from the Head of School before you modify or attempt to modify School property. This includes installing or removing shelves, dividers, window treatments, or any other permanent or semi-permanent fixtures (other than posters, photos, and other ordinary framed decorations appropriate to the School environment).
SECTION III. POLICIES CONCERNING THE WORKPLACE

A. Emergencies and Inclement Weather

In cases of inclement weather or other emergencies, the Head of School will determine the appropriate operating schedule for the day. The decision will be made as early as possible, but ideally, no later than 6:00 a.m. Immediately after the decision is made, an automated telephone message will be sent to faculty, staff and parents. Additionally, a telephone message will be placed on the main school number, as well as a notice on the School website.

If the School is to be closed for inclement weather or other emergencies, you will be paid your normal pay for the day. Maintenance, Custodial, Grounds and Security staff are expected to report to work. If at any time you believe you cannot reach work safely because of the weather, you should contact your supervisor so the supervisor may make necessary arrangements. If you are expected at work and do not report to work, you will be required to use the paid time off days that are available to you.

B. Emergency Procedures

The School has procedures for responding to medical emergencies or other emergencies which may require evacuation of buildings, shelter-in-place or lock-down situations. These procedures exist to protect the safety of employees, students and other persons on school premises, to preserve order, and to ensure prompt rescue and medical treatment as needed. These procedures are tested in compliance with the law. Unless otherwise instructed, you should regard any activation of these procedures as an actual emergency, not as a drill. You should be certain that you are familiar with the emergency procedures and that you discuss them with your supervisor to determine your own responsibilities. If you have questions or concerns about the procedures or about your responsibilities under a procedure, you should contact your supervisor or the Head of School.

Directions for exit routes used in a building evacuation are posted in each classroom and all other school facilities. Teachers are responsible for instructing students what route they need to take to exit the buildings. When a room is empty, the doors should be closed. The rule of no talking by students during fire drills should be strictly enforced. Teachers should remain with their classes until students reach the assigned evacuation location.

Please refer to the Emergency Procedures, found in Appendix B of this Handbook, for details of how to respond to all emergencies.
C. Contagious Illnesses

Dwight-Englewood recognizes your dedication to performing your duties and to assuring that the needs of the students are met. At the same time, however, it is important that you do not unintentionally jeopardize the health of the School community by spreading contagious illnesses to students or others. For that reason, if you contract a contagious illness, you should take necessary steps to avoid the spread of infection during its contagious period. You should stay home if you present any symptoms of contagious diseases, until you have returned to health or until you are cleared by a personal physician.

In addition, the School recommends the following healthy habits as outlined by the Center for Disease Control:

- Avoid close contact with people who are sick.
- Cover your coughs and sneezes.
- Avoid touching your eyes, nose and mouth.
- Wash your hands frequently, especially after coughing or sneezing and before eating.
- Practice other health habits such as getting enough sleep, managing stress, and drinking plenty of fluids.

D. Blood-borne Pathogens Exposure Control Plan

The School has developed a Blood-borne Pathogens Exposure Control Plan in accordance with federal health and safety regulations. This plan is designed to assist in maintaining a safe working environment. Please see the School Nurses or the Director of Facilities if you have any questions about the plan or would like a complete copy of it.

E. Employee Use of School Facilities

Campus facilities may be reserved by school departments, faculty, and staff for school business, and by recognized student organizations or sponsored non-school organizations for use that is consistent with the School’s missions and goals in education, culture, or community service. You are permitted to use the facilities for school purposes during school hours, provided that the time and space have been cleared with the Calendar and Facility Use Coordinator.

All non-school activities occurring on campus facilities, including private social gatherings, must be coordinated and approved through the Assistant to the Director of Finance in the Business Office. Activities cannot conflict with academic use. Events may be scheduled no earlier than two months in advance. The Business Office will set an appropriate facility rental fee.
F. Transporting Students

In a Private Vehicle Transporting students in a private vehicle carries substantial liability for the driver and the owner of the vehicle, since the owner’s insurance provides primary coverage. For this reason, you are discouraged from transporting students in your private vehicle.

In a School-Owned Vehicle If you request the use of a school vehicle, you must present a valid driver’s license to the Administrative Assistant to the Director of Finance forty eight (48) hours in advance of the need for the vehicle. You must also be eligible for coverage by the School’s vehicle insurance. You may be asked to present a current driving record history.

While using a school vehicle or while using a personal vehicle in the conduct of school business, you must obey all applicable traffic rules and laws, including laws prohibiting the use of cellular phones while driving.
SECTION IV. POLICIES ON HIRING

In its hiring policies, the School seeks to attract and retain the highest caliber of faculty and staff, to provide a secure environment for the community, and, when possible, to advance the careers of employees within the community. The School has, for these reasons, established the following hiring policies.

A. Equal Employment Opportunity

The Dwight-Englewood School is an equal opportunity employer. It is the School’s policy to provide equal employment opportunities to all qualified persons, regardless of race, creed, color, national origin, nationality, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex (including pregnancy) gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, liability for service in the Armed Forces of the United States, the refusal to submit to a genetic test or make available the results of a genetic test to an employer, or any other Protected Category under federal, state, or local law.

Dwight-Englewood School will continue to direct its personnel policies toward ensuring equal opportunity for everyone. The School intends that all matters related to employment - recruiting, hiring, training, compensation, benefits, promotion, transfers, layoffs, participation in educational, social, and recreational programs, discipline, discharge, and all treatments on the job - be free of discrimination based on the Protected Categories. Any employee or applicant who has concerns about school policies is encouraged to contact the Director of Human Resources, or seek redress through the grievance procedures of the School.

B. Job Posting

Dwight-Englewood encourages you to pursue other positions within the School for which you qualify. To promote this, whenever appropriate, a newly-opened position, including information about that position, its responsibilities, and required qualifications - will be posted in the employee mail room and on the School’s website. You are welcome to make confidential inquiries about posted positions. However, you are encouraged to notify your immediate supervisor when you decide to make official application for a new position. Current employees must provide an updated resume for any new position within the School in order to be considered.

Internal candidates are given serious consideration for an open position. However, the School reserves the right to award a position to an outside candidate if the School finds that the outside candidate is better qualified, or if the School judges that the internal candidate will make better or more appropriate use of proven skills in the position the internal candidate currently holds.
The School reserves the right not to post an open position if the School judges that no current employee has adequate qualifications to meet the responsibilities of that job, or that no employee could be spared from current responsibilities.

C. References, Background Checks, and Fingerprinting

It is the practice of the School to require references for all potential employees, and to seek additional information from the providers of those references or from other persons who may be familiar with the employment history and performance of the candidate. In addition, as a non-public school pursuant to N.J.S.A. 18A:6-4.13, all employees are required to submit to a criminal history background check, including but not limited to fingerprinting. Employment is contingent upon satisfactory completion of requirements. Further details of these procedures are available from the Director of Human Resources in the Business Office.

D. P.L. 2018, C.5, Sexual Misconduct/Abuse Disclosure Release

We are diligent in our work to hire faculty and staff of high character who are aligned to our Core Values and Mission. All employees of the School are required to undergo thorough background checks, which includes a fingerprint check. Newly-passed legislation in the State of New Jersey, P.L. 2018, C.5, provides additional safeguards that are necessary in the hiring of school employees to ensure the safety of New Jersey’s children. Under this law, the School is prohibited from hiring a new employee in positions involving regular contact with students unless the school conducts a review of the employment history of the applicant going back 20 years, provided the position involved regular contact with students. D-E contacts current and former employers and requests information regarding child abuse and sexual misconduct. Additionally, all D-E employees participate in annual boundary training led by outside professionals. The School has policies and procedures in place to ensure the safety of all on campus. Finally, the School continues to invest in the necessary changes to the physical plant to ensure all spaces on campus remain safe spaces for all.

E. Employment Authorization – Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 requires the Dwight-Englewood School to ensure that employees are authorized for employment in the United States. Federal law requires that every employee, complete the Employment Eligibility Verification Form (commonly called the I-9) within three workdays of the start of work. Employees who fail to provide copies of necessary documents within the first three days will be placed on leave without pay until such documents are provided. Failure to provide such documents within two weeks will result in termination of employment.

The information and documentation will be used only for compliance with the Immigration Reform and Control Act and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, please inform the Business Office immediately.
F. Performance Appraisal

The School’s goals for performance appraisals are to help the staff continue to grow professionally, to provide specific support for employees in need of improvement in order to perform job expectations satisfactorily, and to raise the overall quality of the workforce of the School. Performance appraisals also provide an opportunity for the School to recognize and to express formal appreciation for all that individual employees contribute to the well-being of the institution.

Staff members normally receive at least one written performance evaluation each year. Faculty members are evaluated according to the guidelines of the School’s Evaluation Program through classroom observations on Folio and evaluation schedule developed by the chairs and principals. Summer Connections employees are evaluated at the end of their first contract year and every three years following. However, you should understand that Dwight-Englewood monitors and evaluates performance on a continuous basis, and reserves the right to record performance appraisals in written documents not included in the formal procedures.

Evaluation of all employees considers their support of the philosophy and mission of the School; the quality and quantity of their work; their demonstrated job skills as it relates to the job description; their initiative, attendance, and personal conduct; and their general attitude towards their job, colleagues, students, parents, and other members of the School community.

While Dwight-Englewood seeks to assist any employee with unsatisfactory performance to make improvements, the ultimate responsibility for attaining a satisfactory level rests with the employee.

Dwight-Englewood’s appraisal systems are intended to be a two-way communication channel. They are designed to encourage open communications between you and your supervisor. Supervisors are charged with a responsibility to be respectful and discuss any concerns you might raise.
SECTION V. POLICIES ON COMPENSATION AND BENEFITS

A. Employment Classifications

Dwight-Englewood School classifies several types of positions at the School, specifically identifying exempt (overtime ineligible) and non-exempt (overtime eligible) positions with regards to over-time payments, to comply with the Fair Labor Standards Act (“FLSA”), and other applicable state and local wage laws.

Within each position classification there are further breakdowns based on full-time, part-time, temporary, project-based and summer workers. Employment classifications are subject to review by the Director of Human Resources and the Head of School and are based on the current job description, in compliance with the current laws in the State of New Jersey.

Exempt / Salaried Positions

Employees are classified as exempt in compliance with the FLSA. This classification may be because of the type of work they perform and their scope of responsibilities. Exempt employees do not receive overtime wages for work performed in excess of forty hours per workweek.

Compensation for exempt employees is determined annually by the Head of School. Exempt employees are generally provided a contract for the academic year and are paid a monthly salary on the tenth of every month. An exception to the date occurs if the pay-date falls on a holiday or a weekend. In that case, the paycheck is issued on the last workday prior to the tenth of the month.

Full-time faculty members are assigned full-time work loads by their respective principals and department chairs. In the Middle and Upper schools, this full-time teaching load is approximately twenty-three student contact assignments per week during the approximate 37 weeks of school. Full-time Lower School faculty members are assigned direct supervision of students for approximately two-thirds of the total school core hours per week. Other exempt positions throughout the School generally require a forty-hour work week during the core hours of the school day, including summer, if applicable.

Part-time exempt employees typically work on average fewer than forty hours per week or fewer than the student-contact assignments required of full-time faculty. Part-time exempt employees may be eligible for participation in parts of the Dwight-Englewood benefit program on a pro-rated basis when they work fifty percent or more of a full-time load, approximately 20 hours per week.
Long-term substitutes and temporary workers may be contracted when an extended leave for a faculty member (in excess of two weeks) creates the need for extra assistance. Temporary or long-term substitutes are not eligible for holiday pay or benefits other than those required by local, state or federal law. However, long-term substitutes or temporary workers are eligible for one day of paid time off for every 5 weeks worked in excess of 20 hours.

**Non-Exempt / Salaried Positions Eligible for Overtime Pay**

Non-exempt salaried employees include, but are not limited to, employees who perform nonsupervisory office or clerical work as a major part of their job description. Any hours in excess of forty hours of work in a workweek are paid at an overtime rate equal to one and a half times the calculated hourly rate, and the amount is included in the next paycheck following the incurred hours.

Compensation for non-exempt salaried employees is determined annually by the Head of School. The administrative-assistant, office, and clerical staff members receive a letter in late spring indicating their annual salary for the following year and also the overtime rate to be paid for hours actually worked in excess of forty hours. These employees are currently paid monthly on the tenth of the month. An exception to the date occurs if the pay-date falls on a holiday or a weekend. In that case, the paycheck is issued on the last workday prior to the tenth of the month.

Non-exempt employees must submit time sheets to their direct supervisor and the payroll office in the Business Office by Monday afternoon following the week of work. The absence of a time sheet will indicate that a standard schedule or work-week has been followed. Online time sheets are accepted with a typed signature as long as the e-mail is sent from the employee’s e-mail account. School holidays which are not federal holidays (see Holiday listing in Section V E 4), personal vacations, paid time off days, jury duty and lunch breaks do not count toward the requirement of forty hours worked. Overtime in excess of forty hours actually worked in a workweek must be approved in advance by a supervisor or Director of Finance.

Full-time administrative-assistant, office, and clerical staff are expected to be at work forty hours a week, covering the core hours of the school day. Lunch breaks are available during the day. However, time at lunch, where no work is performed, does not count toward the total hours worked.

Non-exempt salaried positions are provided vacation time based on years of service at Dwight-Englewood and specific office needs (see vacation leave in Section V E 11). Supervisors are encouraged to restrict the number of employees out on vacation at any one time to two per department.

Part-time salaried non-exempt employees may be eligible for participation in parts of the Dwight-Englewood benefit program on a pro-rated basis if they work twenty hours or more per week or in excess of 1,000 hours per year.
Temporary assistance for non-exempt salaried positions may be contracted when there is a
demonstrated need or a special project in an office. Project-based employees are not eligible
for holiday pay or benefits other than those required by the local, state, or federal law.

Summer Connections employees will be paid weekly, beginning with the Friday following the
first full week of the contract term. Weekly payments will be made in equal amounts, less any
required or authorized deductions. If a Summer Connections employee requires time away
from work, the salary will be reduced for the prorated daily rate.

**Non-Exempt / Hourly Positions Eligible for Overtime Pay**

Non-exempt hourly employees are employees are paid at an overtime rate equal to one and a
half times their regular rate for hours worked in excess of forty (40) in a workweek, and the
amount is included in the next paycheck following the incurred hours.

Compensation for non-exempt employees is determined annually by the Head of School. In
late spring non-exempt employees receive a letter noting their hourly rate for the following
year and also the overtime rate which will be paid for hours actually worked in excess of forty
hours. These staff employees are currently paid weekly on the Friday following the week of
work. An exception to the date occurs if the pay-date falls on a holiday. In that case, the
paycheck is issued on the last workday prior to the Friday.

Non-exempt hourly employees are required to record hours worked through the time clock
system. Employees not properly recording their time are subject to disciplinary action up to and
including termination. All time sheets must be signed by the employee and authorized by the
direct supervisor or designate. Any adjustment to the time noted on the sheet requires the
supervisor’s initials indicating approval. The supervisor submits the time sheet to the Business
Office by Monday afternoon following the week worked. Failure to submit a time sheet in a
timely manner will delay payroll processing and likely cause a check not to be issued in the
weekly batch.

Overtime in excess of forty hours actually worked may be required from time to time in
accordance with the School’s overtime policy. It is important that employees are available,
sometimes on short notice, to work overtime when assigned. Overtime must be approved in
advance by the supervisor or the Director of Operations. School holidays which are not federal
holidays, personal vacations, paid time off days, jury duty and lunch breaks do not count
toward the requirement of forty hours worked. The School assigns overtime based on seniority
and classification provided that the senior employee has the ability / skill set to perform the
job. Opportunities for overtime will be assigned through a rotation process.

In the event of a snow day or other emergency school closings or cancelations, non-exempt
hourly employees are expected to report to work to prepare the campus for opening.
Full-time staff members are expected to be at work forty hours a week. Typical hours for building and grounds members are from 8 a.m. to 4 p.m. or 7 a.m. to 3 p.m. Custodial staff hours are typically from 3 p.m. to 11 p.m. daily. Security hours vary according to the needs of the School and will be assigned by the supervisor.

Employees working the majority of their day during the School’s core hours (8 a.m. to 4 p.m.) are entitled to a 45-minute paid lunch and one 15-minute paid break during the work day. Employees working outside of the core hours (8 a.m. to 4 p.m.) are entitled to a 60-minute lunch or dinner break with no 15-minute breaks. Weekend workers are entitled up to a 60-minute paid lunch provided the work day will exceed 6 hours. However, time at lunch and on break is not counted toward total hours worked. Employees are required to use the time clock system to record lunch breaks.

Eligible non-exempt hourly positions are provided vacation time based on years of service at Dwight-Englewood and specific office needs (see vacation leave in Section V E 11). Due to the demands of the School calendar, vacations will not be approved during the week before and after graduation, the last 2 weeks of August and the first week of September. Supervisors are encouraged to restrict the number of employees out on vacation at any one time to two per department.

Part-time non-exempt employees working in excess of twenty hours per week or in excess of 1,000 hours during the year may be eligible for participation in the Dwight-Englewood benefit program on a pro-rated basis.

Project-based positions and summer help are typically hired for special projects with a finite period of time or a specific task identified to be completed. Project-based employees are not eligible for holiday pay or benefits other than those required by the local, state or federal law.

B. Direct Deposit of Paychecks

Dwight-Englewood provides for and encourages direct deposit of earnings. Please contact the business office for details. Paychecks or direct deposit stubs will not be released before 4 p.m. on the day before payday.

C. Benefits Overview

Dwight-Englewood School prides itself on providing competitive benefits. Eligible employees receive a benefits information packet and may elect to enroll in various group plans. Any questions about benefits should be directed to the Director of Human Resources or the Head of School. The terms, conditions and eligibility requirements for benefits are set forth in the Employment Classification section of this handbook or within the plan documents available in the Business Office. At all times, if there is a discrepancy between plan documents and summary of benefits in this employee handbook, the plan documents shall govern. You are responsible for making contributions towards the required premium.
Dwight-Englewood School reserves the right to determine eligibility, interpret, suspend, modify or amend any benefit at any time and subject to any applicable law.

D. Benefits Legally Required

The School complies with all applicable laws regarding the provision of benefits and leave. Employees with questions about any particular benefits or leave available should contact the Human Resources Office.

1. COBRA
   The Consolidated Omnibus Budget Reconciliation Act of 1986 (“COBRA”) is a federal law that relates to employer-sponsored health plans. It extends the rights of employees and their dependents to continue their medical and dental coverage on an individual basis at group rates after reduction in work hours or termination of employment (for reasons other than gross misconduct). Details about COBRA are available in the Business Office.

2. Family and Medical Leave Act (FMLA) and New Jersey Family Leave Act (NJFLA)
   Details of FMLA and NJFLA policies may be found in Appendix A of this Handbook.

3. New Jersey Unemployment
   All employees pay into the State of New Jersey fund for unemployment benefits. If you become unemployed or laid off through no fault of your own, you may be eligible for unemployment compensation subject to the conditions and requirements of The Unemployment Compensation Law; N.J.S.A. 43:21-1 to -24. This program is administered by the New Jersey Division of Unemployment and Work Force Dev.

4. New Jersey HINT Law
   The New Jersey Healthcare Information Networks and Technologies Law provides the availability of medical coverage under certain circumstances for over-aged dependents up to age 31, who have aged out of the School’s medical plan at age 26. Details about HINT are available in the Business Office.

5. Short Term and Long Term Disability
   The School provides short- and long-term disability coverage. Eligible employees’ short-term disability contribution for the calendar year 2019 is capped at (.17%) on the first $34,400 of taxable wages. Your maximum employee contribution is $58.48. Benefits are payable on the 8th consecutive calendar day of your disability. The first seven days of your disability are called the “waiting week.” If your disability continues for 3 consecutive weeks, you will receive benefits for the waiting week. You may use paid-time off or vacation time to supplement disability benefits to 100% of your pay. Long-term disability insurance premiums are paid by the School and provide coverage after 6 months of disability or the expiration of the short-term disability coverage. Details of coverage and limits are available in the Business Office.
6. Social Security and Medicare
You pay 6.2% of your salary up to a maximum of $128,400 to Social Security. Dwight-Englewood matches your contribution. Additionally, you pay 1.45% of your salary (unlimited) as Medicare contributions, and Dwight-Englewood matches this contribution as well.

7. Workers Compensation
Dwight-Englewood School provides Workers Compensation insurance which affords benefits when an employee sustains an injury on the job. These benefits include temporary and permanent disability benefits and payment for authorized medical treatment. Any work related accidents and/or injuries must be reported immediately to the Business Office for this coverage to apply.

8. Family Leave Insurance
As an employee, you are required to contribute 0.08% of salary up to $27.52 for 2019. Refer to the Appendix A, Section F for details on the income replacement / coverage.

E. Benefits Provided by Dwight-Englewood
In addition to the legally-required benefits, the current benefits are available to all full-time employees and part-time employees working in excess of twenty hours per week on average, fifty percent or more of a full-time teaching load, or in excess of 1,000 hours of work per year. Detailed information and plan documents for benefits are available through the Business Office.

1. 403(b) Retirement Savings Plan
Dwight-Englewood eligible employees qualify for the Tax Deferred Annuity Program contained in section 403(b) of the IRS Code. This program permits you to defer federal income taxes on contributions to a qualified plan. Dwight-Englewood has contracted with TIAA- (Teacher’s Insurance and Annuity Association - College Retirement Equities Fund) to provide the School with a fully vested, defined-contribution, portable retirement plan providing for income during the retirement years.

If you are classified by the School as a 50% full time employee or greater you are eligible to receive matching contributions upon successfully enrolling in the program and completing an Agreement for Salary Reduction. If you are classified by the School as a less than 50% full time employee you are eligible to receive matching contributions after completing a year of service with the School and successfully enrolling in the program and competing an Agreement for Salary Reduction. The year of service requirement will be completed after you have been credited with at least 1,000 hours of service during the 12-month period following your date of hire, or during any plan year. In order to receive the School’s matching contribution of five percent, you are required to contribute five percent of your base salary. You may contribute additional tax sheltered monies, to the extent allowed by the IRS. The School does not supplement the additional contributions.
The School discourages the use of retirement funds prior to retirement. However, the School’s plan provides the maximum flexibility allowable by the IRS for withdrawal of your contributions from the retirement account. Your voluntary contributions will be available to you for withdrawal in the event of death, disability, separation from service, attainment of age 59 ½, or satisfaction of the IRS hardship requirement. The plan offers the flexibility of a loan arrangement on retirement accounts for both employer and employee contributions, as allowed by the IRS.

Summary plan descriptions are available in the Business office and on the D-E employee portal.

2. Bereavement Leave
You may request from the Head of School a leave of absence up to three days for the death of an immediate family member: a spouse, domestic partner, child, father, mother, brother, sister, or grandparents. Leave is also granted for the death of anyone in the designated category related to your spouse or domestic partner. Depending on the circumstances, and at the discretion of the Head of School, you may be awarded additional time off as paid leave, additional leave without pay, or bereavement leave for a relationship not in the aforementioned list.

3. Group Health Insurance – Medical & Dental
The School currently contracts with Oxford for medical and Guardian for dental insurance and offers a choice between gated and non-gated plans. Once you have completed the appropriate enrollment forms, your coverage begins on the first day of the first full month of employment. The School shares in the cost of the premium for coverage depending on the plan selected. You can change your plan coverage once per year during the open enrollment period effective for July 1st. Current contribution rates for medical, dental and vision plans are available from the Business Office.

4. Holidays
Dwight-Englewood School will observe the following holidays for the 2019-2020 school year. The list of holidays is subject to change each year.

Federal Holidays
Independence Day – July 4
Labor Day – September 2
Rosh Hashanah – September 30
Yom Kippur – October 9
Thanksgiving – November 28
Christmas – December 25
New Year’s Day – January 1
Martin Luther King Day – January 20
President’s Day – February 17

Passover – April 9
Good Friday – April 10
Memorial Day – May 25
Dwight-Englewood Observed Holidays
Rosh Hashanah – October 1
Thanksgiving break - November 27, 29
Winter break – December 24 – 31

41
Requests for vacation time or paid time off adjacent to a holiday require the approval of the Head of School. Non-exempt employees who work on a federal holiday will be paid for 8 hours for the holiday at straight time and at time and a half for all hours worked. D-E Observed Holidays do not count toward hours worked. Part-time non-exempt employees who work approximately 20 hours a week or more are eligible for pay for Federal and D-E Holidays equal to the number of hours typically worked in a day. If a holiday falls on a day that is not part of the employee’s regular work schedule, the employee will not be paid for the holiday.

5. **Jury Duty**

If you are called for jury duty or subpoenaed as a witness, please provide a copy of the jury duty summons to the Business Office and you will be provided a paid leave of absence for the days missed for actual days in the courtroom or waiting at the court for possible jury selection. You are expected to make arrangements for the continuation of your regular assignments while you are serving on a jury or as a witness. Time away for Jury Duty does not count towards hours worked for over-time purposes.

6. **Life Insurance**

Dwight-Englewood provides all full-time employees with a school-paid life and accidental death and dismemberment insurance policy. Once you have completed the appropriate enrollment forms, your coverage begins on the first day of the third full month of employment. The benefit is valued at two times your base salary, rounded up to the nearest $1,000 for employees under the age of 65, up to a maximum policy value of $250,000. If you are age 65 or older, you should see the Certificate for Coverage for the schedule of benefit amounts available in the Business Office.

7. **Longevity Match Benefit**

Effective January 1, 2016, employees who have completed a minimum of fifteen years of service at the School will be eligible for the Longevity Match Benefit which is an increase in the School’s match to the 403(b) Retirement Savings Plan in accordance with the schedule below:

<table>
<thead>
<tr>
<th>Years at Dwight-Englewood</th>
<th>Employees Required Contribution</th>
<th>School Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>16 – 30</td>
<td>5%</td>
<td>7%</td>
</tr>
<tr>
<td>Over 30 years</td>
<td>5%</td>
<td>9%</td>
</tr>
</tbody>
</table>

Employees will begin receiving this benefit in the month of January following the year in which the milestone is achieved.
8. Lunch
“As a community” are the first three words of our Mission. Eating together as a community is one way in which our School aims to strengthen and build the culture of community. With that in mind, the School provides lunch for you when classes are in session. This lunch is for the convenience of the School so that you are available to students and colleagues. The School expects you to eat lunch with students and your colleagues on days when classes are in session.

Food is not to be taken from the dining hall except in special circumstances which require you to eat lunch elsewhere (i.e. a meeting). For a small cost, food is also available in the Coop between 7:30 a.m. and 6 p.m. Lunch breaks for non-exempt hourly employees do not count toward the hours worked for the overtime calculation.

9. Maternity, Paternity or Adoptive Leave
Parental time off is provided to all new parents - mothers, fathers, and domestic partners - to care for and bond with an infant or newly-adopted child. Maternity leave is paid in connection with medical leave following the birth of a child. The birth mother will receive 100% paid medical/maternity leave for a period of 8 weeks, immediately following the birth of the child, paid for through the short-term disability insurance coverage and supplemented to full pay by Dwight-Englewood. The maximum length of 100% paid medical/maternity leave is eight weeks. Paternity and adoptive leave is available to an eligible employee for a newborn or newly adopted child. The employee will receive 100% paid parental leave for a period of two weeks. Paid parental leave will be counted towards the employee’s available leave under the Family and Medical Leave Act and/or the NJ Family Leave Act.

10. Military Leave
The School complies with federal and state laws regarding military leaves of absence without pay for those eligible employees who are required or volunteer to go on active duty, active duty for training, initial active duty for training, inactive duty training, or full-time National Guard status. Eligible employees will generally receive up to five years of job-protected leave for military service, subject to certain exceptions under the applicable laws. To help us cover your position while you are on leave, please provide written notice to your supervisor and the Human Resource manager of the expected date of your departure and, where possible, your return as soon as you receive your orders. Continued benefits while on leave, re-application procedures to return to work for the School after you return from military leave, and reinstatement positions vary depending on the length of leave. For more information about rights and re-employment rights for someone on military leave, please see the Director of Human Resources.
11. Paid Time Off
Employees accrue ten days per school year to use for paid-time-off days due to sickness of the employee or of a member of the employee’s immediate family for whom the employee must provide care or for personal appointments which cannot be arranged outside of working hours. Unused paid-time-off days accumulate to a maximum of 30 days. For newly hired employees this paid time off will accrue at a rate of one day per month, up to a maximum of ten days per school year. If an employee exceeds the number of days accumulated in their bank, pay may be adjusted accordingly. Long-term substitutes or temporary workers are eligible for one day of paid time off for every 5 weeks worked in excess of 20 hours. Paid Time Off days may be used in no less than half day increments (4 hours).

Paid Time Off (Sick leave) days can be used for incidental sick days that are brief and do not qualify for disability, workers’ compensation leave, or may be used to supplement disability or workers compensation benefits up to 100% of pay. As with any absence, you must call your supervisor at least two hours in advance of your scheduled start time if you are unable to report to work. Note that a disability or illness may also qualify for FMLA, as noted in Appendix One of this handbook. Accumulated unused leave days will not be paid out upon separation of employment.

Employees are asked to understand that paid leave days are not days automatically owed to you, but rather days which should be used only for the emergency purposes for which they are intended. The School reserves the right to require documentation, such as medical certification, of the event for which paid leave days are requested in excess of three consecutive days; the School also reserves the right to deny a request for a leave day if coverage for the absence will place undue burden on the School’s ability to meet its responsibilities. Documentation for any sick time taken during the period following an employee’s resignation may be required. Evidence of abuse of this benefit may lead to disciplinary action, up to and including termination.

Vacation Leave
Vacation time away from work to relax and pursue special interests is important to everyone. Vacation leave benefits are available to all non-exempt employees, senior administrators and other administrators per their contract. Each office or department has its own rules for scheduling vacation time, and you must have the approval of your supervisor to receive paid vacation leave. Vacation time for employees working in the facility office will not be approved for the two weeks prior to commencement or the final two weeks before classes begin. Vacation should be requested two weeks in advance of time off. Every effort will be made to grant you the vacation dates you request. However, supervisors may need to deny leave if the work load does not permit the absence to be covered by others or when two employees are already on leave from the same department.
Dwight-Englewood provides paid vacation time to eligible employees based on continuous service as outlined below:

Less than 1 year: Accrued at the rate of 1 day per month
1 – 10 years: 15 days of paid vacation accrued at the rate of 1.25 days per month
11 plus years: 20 days of paid vacation accrued at the rate of 1.67 days per month

Vacation leave may not be carried over and must be used within Dwight-Englewood School’s fiscal year of July 1 – June 30. Vacation time for employees leaving Dwight-Englewood without completing a full academic year will accrue as a percentage of the time worked beginning in July. Unearned vacation time will not be paid out upon separation of employment. An adjustment will be made to an employee’s final paycheck to include payment for accrued but unused vacation or to deduct payment for used but unearned vacation, consistent with vacation policy stated above.

12. Professional Development
Dwight-Englewood School actively encourages continuing education for all of its employees and reserves time and budget resources to facilitate that growth.

a. Faculty members and professional staff must attend professional development sessions held during the school year on professional days and in after-school meetings. Staff members may also be required to attend some of these events, depending upon the suitability of the topic to the responsibilities of that position.

If you are unable to attend a professional day involving faculty across divisions, you must seek permission in advance from the Head of School. For permission to miss a divisional or departmental professional activity, you must seek such permission from the appropriate principal or department chair.

b. Other professional development opportunities available throughout the year for both faculty and staff include attendance at relevant professional meetings, conferences and workshops; visiting other schools; and participating with colleagues in group discussions or in other on-campus training focused on curriculum, pedagogy, or development of job-related skills. If you wish to participate in any of these opportunities, you should speak with your supervisor, department chair, or division principal.

c. Through its program of summer stipends, the School encourages you to work with colleagues to develop curriculum, expand pedagogical repertory, build technology skills, or prepare to teach new courses. Each year, in early spring, specific information on application for these opportunities is sent to you. Applications are made to the division principal. To qualify for the program, the work must be done between the last day that you are required to be on campus in June and the day you are required to return to school in the fall. Stipends are
paid at the satisfactory completion of the work or at an earlier date with the advance approval of the Head of School.

d. The summer grants program supports the work of individual faculty seeking to pursue areas of their own interests, often unrelated to all-school, division, or department goals, but which will enhance their personal teaching or the life of the School. Each spring the committee notifies you of the application procedure. The grants are made by a committee consisting of division principals, senior faculty members from each department and from the Lower School. Projects must be completed in the timeframe contained in the original application for the grant. Grants are paid at the satisfactory completion of the program or at an earlier date with the advance approval of the Head of School. Grants supporting service to the School are taxable. All reimbursement of expenditures are non-taxable.

13. Employee Assistance Program
The School provides 24 hour / 7 days a week consultation services with an Employee Assistance Firm. Counselors are available to help or provide referrals. This service is confidential. Additional information is available in the Business Office.

14. Flexible Spending Account - Medical or Dependent Reimbursement Accounts
The School’s flexible spending plan allows you to tax shelter up to $2,700 maximum for qualified payments made for an unreimbursed medical expense or $5,000 maximum for qualified payments made for dependent care expenses. Election forms must be completed annually for the calendar year and are available in the Business Office.

15. Tuition Assistance
This program provides reimbursement to help cover tuition for approved courses of study toward a higher degree. The School will provide reimbursement towards the cost of tuition, books and fees, up to an annual maximum of $5,250 with a lifetime maximum from the school of $50,000 for any one employee. To be eligible for this reimbursement, the courses in which you enroll must relate to work responsibilities at the School, and you must earn official credits in the course for which you seek reimbursement and a grade of C, 2.0, or higher. Expenses must be validated by receipts, and a copy of the final grade card or transcript must be presented. If employment terminates within 1 year of completion of the course, you may be required to repay the School for the educational assistance granted.

In the spring of each year you are asked to apply for support for any coursework which you plan to do for the following year. This coursework must be discussed and approved by your principal and assistant principal in the Lower School, principal and department chair in the Middle and Upper School or Supervisor in non-academic departments prior to submitting to Head of School’s Office. Decisions are made by the Head of School. In order to facilitate your planning, the School informs you of the support which you will
receive before the end of the fiscal year prior to the year in which you will be taking courses.

Since the amount of tuition reimbursement available from the School is unpredictable, you are cautioned not to make your decisions about course work for credit based on tuition reimbursement from the School. Employer tuition assistance may be taxable under IRS guidelines.

If you are seeking financial support for workshops or short-term non-credit-bearing courses at institutions of higher learning, you should talk with your direct supervisor or division principal about the possibility of support through other sources of funding for professional development. Should you decide to take credit-bearing courses after the spring deadline for application for tuition reimbursement, you are encouraged to explore with the Head of School whether any funding remains for support of that course work.

16. Tuition Remission
As an educational institution, Dwight-Englewood School also supports its employees and their family members in other academic endeavors. Dwight-Englewood offers three forms of educational assistance for children of employees. Eligible dependents include birth children, step-children, and any legally adopted child or foster child who is a member of your household and whose principal place of residence is your home.

a. Annual Tuition Remission. The tuition remission benefit is valued at fifty percent of the applicable tuition for each of your children who attend Dwight-Englewood School. In the event of two parenting employees, beginning with employees hired after September 1, 2012, remission will total 75% of applicable tuition. Eligible employees must be full-time employees. Eligible dependents are entitled to tuition benefits as long as you remain in the service of Dwight-Englewood School. However, eligibility will not be terminated if you die or become totally disabled during service, provided you have served a minimum of one year prior to death or disability. If you, as an eligible employee with a dependent(s) enrolled in this program, terminate employment with Dwight-Englewood for reasons other than those noted above, you will be responsible for the prorated balance of tuition due immediately upon separation of employment.

b. Summer Program Tuition Remission – All eligible employees receive discounts for their eligible dependents to attend the Dwight-Englewood School summer programs. All regular D-E full-time employees receive a fifty-percent tuition discount for every child. Any summer program employee receives a tuition discount of 100% for their first child and 50% for each additional child, during the term of the summer program contract.
Summer Connections Enrollment

- Full time 10-month DE faculty/staff: 50% off for each child
- Full time 12-month DE faculty/staff: 100% off for the first child, 50% off for the 2nd and 3rd siblings (up to 3 siblings)
- SC faculty/staff: 100% off for the first child, 50% off for the 2nd and 3rd siblings (up to 3 siblings)
- No faculty/staff remission applied for premium classes: Driver's Ed, Fencing, Tennis, College Test Prep, String Society.
- No faculty/staff remission applied for DE International

c. After School Program Tuition Remission – All eligible employees receive discounts for their children to attend the Dwight-Englewood after school programs. For the general D-E 360° AfterCare program, there is no charge. The discount for employee’s children attending the Enrichment classes is 50%.

F. Employee Expense and Reimbursement Policies
The School will reimburse you for school-related expenditures, provided you submit a complete and accurate check request in a timely fashion to the Business Office. These forms are available on the School website or in the Business Office. Requests for reimbursement must be signed by the appropriate department head or administrator responsible for the general ledger account to be charged, must include the correct account number to charge, and must be accompanied by supporting itemized receipts dated for the current school year with details of the purchase, not just the total.

A school issued credit card may be issued at the discretion of the Head of School. Cardholders are authorized to use their card to purchase products or services required as a function of their duties. Cardholders are responsible for verifying the charges and submitting the proper documentation on a timely basis to the Business office. Please see the full credit card policy and procedures in the Business office.

1. Mileage Reimbursement
You will be reimbursed for school-related business travel at the IRS approved rate ($0.58 per mile). Requests for reimbursement should include date of travel, travel destination, and the number of miles traveled supported by MapQuest or similar documentation of the distance. They must also include the correct account number to be charged and must be signed by the appropriate department head or administrator responsible for that general ledger account. The approved request should be forwarded promptly to the Business Office.
2. Travel Expense Policy
All travel, conference, and meeting expenses must clearly serve the objectives of the School. If air travel is required, you should contact the Business Office to determine if there are points available on the School charge account that can be used toward the purchase of the flight tickets. If points are not available, the School will reimburse only for economy class. Lodging expenses are reimbursed at actual cost, as are reasonable meal costs (not to exceed $75 per diem) and other incidental travel expenses, not personal charges. Receipts are required for all reimbursement requests.

Travel advances are intended to allow you the convenience of using the School’s money for school purposes while traveling. Advances must be promptly accounted for with receipts, and documentation provided to the Business Office upon return or you will be required to refund the school.

G. Auxiliary Benefits Provided by Dwight-Englewood

1. Notary Public
The School provides Notary services during school hours at no cost. Contact the Business Office for more information.

2. Telephone and Facsimile
The School makes phone and fax service available to all employees. You are also asked to report lengthy or international personal long-distance calls and faxes to the Business Office in a timely manner for proper billing. If you are making school-related toll calls from home, you should submit a copy of your telephone bill with details of all calls noted, for direct reimbursement.

3. Personal Use of School Vehicles
Please contact the Facilities office directly should you wish to inquire about borrowing a school-owned vehicle for personal use.
APPENDIX A: Family and Medical Leave Policy and NJ Family Leave Act Policy

This policy summarizes the interaction between the School’s policies and the Federal Family and Medical Leave Act (“FMLA”) and the New Jersey Family Leave Act (“NJFLA”) which provides eligible employees with unpaid job-protected leave. If a leave qualifies under both the FMLA and the NJFLA, the protections of both laws apply and the leave will run concurrently under each statute. If an employee has any questions regarding eligibility or the amount of leave available, he / she should contact the Director of Human Resources.

A. Employees Eligible for FMLA: Employees who have been employed for at least 12 months by the School and have worked at least 1,250 hours for the School over the 12-month period prior to the leave may be eligible for up to 12 weeks of FMLA leave in a 12-month period under Sections C(1), C(2), C(3), C(4) and C(6). If the FMLA leave is for the purpose of caring for a spouse, son, daughter, parent, or next of kin who is a covered service member recovering from serious illness or injury sustained in the line of active duty under section C(7), then FMLA leave is limited to a total of twenty-six (26) work weeks during a single twelve-month period. Only actual hours worked, excluding paid and unpaid leave hours, but including overtime hours worked, are considered hours worked for FMLA eligibility.

B. Employees Eligible for NJFLA: Employees who have been employed for at least 12 months by the School and have worked at least 1,000 hours for the School over the 12-month period prior to the leave may be eligible for up to 12 weeks of NJFLA leave in a 24-month period under Section C(1), C(2), C(3), and C(5). The NJFLA does not cover an employee’s own serious health condition. Only “base hours” or regularly scheduled hours of work, including over-time, are considered hours worked for purposes of determining NJFLA eligibility.

C. When Leave is Available: Eligible employees may be entitled to an unpaid leave of absence for one or more of the following reasons –

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for the employee’s spouse, son, daughter or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the essential functions of his/her position (only under FMLA); or
5. In order to care for the employee’s parent-in-law with a serious health condition (only under NJFLA).
6. Because of a qualifying exigency arising out of the fact that a spouse, parent or child is on covered active duty, or has been notified of an impending call/order to covered active duty (referred to as “family leave” or “military exigency family leave” under the FMLA).
A qualifying exigency is defined as: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (rest and recuperation; (7) post-deployment activities; and (8) additional activities as agreed to by the School and the employee.

7. To provide necessary care for a spouse, parent, child or next of kin who is a covered service member recovering from serious injury or illness that may render the service member medically unfit to perform his or her duties. A covered service member is a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious illness or injury (referred to as “family leave” or “service member family leave” under the FMLA).

D. Definition of Terms:

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves –
1. Inpatient care in a hospital
2. Continuing treatment by a health care provider resulting in incapacity of more than three consecutive days; or
3. Other qualifying chronic conditions or periods of incapacity.

A son or daughter is a child under 18 years of age, or those over 18 years of age and incapable of self-care because of a physical or mental disability.

For purposes of this policy, “serious illness or injury” is any illness or injury incurred by the member in the line of active duty (or that existed before the beginning of the member’s active duty and was aggravated by active duty) that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating. In the case of a veteran who was a member of the Armed Forces, the serious illness or injury may manifest itself before or after the member became a veteran.

A “covered service member” includes a veteran who was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes the medical treatment or therapy.

E. Limitation on Eligibility for Maternity and Paternity Leave: Maternity or Paternity leave under Sections C (1) and C (2) must commence within 12 months of the date of the birth or placement of a child under the NJFLA and must conclude within 12 months of the birth or placement of a child under the FMLA.

F. New Jersey Paid Family Leave Insurance Effective July 1, 2009, eligible employees who need family leave may receive Family Leave Insurance (FLI), in an amount equaling six times their weekly benefit amount or one-third of their total wages for the base year, whichever amount is less, up to the statutory maximum, for a period of up to six weeks.
FLI is funded through an employee payroll tax and is provided under a plan administered by the State of New Jersey (same as NJ State Disability). For the purposes of FLI, “family leave” is defined as: 1) leave to care for a family member (parent, child, spouse, domestic or civil union partner, and child of domestic or civil union partner) with a serious health condition, or 2) leave for the birth of a child (to them or to their domestic or civil union partner) or adoption of a child, within 12 months of the birth or adoption. FLI does not provide job protection.

G. In order to be eligible for FLI, employees must have worked at least 20 weeks in covered New Jersey employment in which they have earned at least twenty times the state minimum wage, or have earned at least 1,000 times the state minimum wage during the base year period.

H. Before being eligible for FLI benefits, employees may be required to use at least two weeks of their available paid time off. Employees may use more than two weeks of paid time off (to receive full pay) during their leave if they so choose, and must resume the use of their paid time off upon the exhaustion of their benefits from New Jersey. Employees will be paid for a maximum of six weeks of FLI in any 12-month period, including the two weeks of paid time off from the School and four weeks of FLI payments from the State of New Jersey.

I. Employees taking intermittent leave for the care of a family member with a serious health condition shall be eligible to receive the statutory daily rate of FLI for up to 42 days, during any 12-month period. Employees who have no available paid time off will be subject to a one-week waiting period before being eligible to receive FLI benefits.

J. To receive FLI payments, employees must provide notice in a reasonable and practical manner to care for a sick family member on non-intermittent basis; 15 days’ notice to care for a sick family member on an intermittent basis; and 30 days’ notice to care for a child after birth or adoption in addition to providing required documentation as set forth in the Family and Medical Leave policy above. Employees must also submit a claim for benefits to the New Jersey Division of Temporary Disability Insurance within 30 days after the leave begins. A penalty may be imposed if the claim is not timely filed. Applicable forms are available from Human Resources.

K. Employees with questions regarding the above should contact the Director of Human Resources.

L. Procedure for Requesting Leave and Designating Leave under FMLA and NJFLA:
1. If the need for leave is foreseeable, at least 30 days advance notice of the need for leave is required for all leaves of absence granted under Sections C (1), C (2) and C (4). At least 30 days advance notice of the need is required for leaves of absence granted under Section C (3) and C (5). Failure to provide the required advance notice may result in the denial of the leave until expiration of the required notice.
period. If such advance notice is not possible, an employee must provide as much notice as is practical under the circumstances.

2. The School may designate an absence from work as a leave under FMLA and/or NJFLA when appropriate. Notice of such designation will be given to the employee, or if personal notification is not practical, notice will be sent to the employee’s home address on file. An employee is responsible for ensuring that his or her home address information is accurate and current.

M. Calculation of Leave Entitlement Period: The twelve-month period used to calculate an employee’s FMLA leave entitlement is calculated on a rolling basis by counting backwards from the date of the employee’s requested leave. The twenty-four month period used to calculate an employee’s NJFLA leave entitlement is a rolling 24-month period measured backward from the date an employee uses any leave under NJFLA.

N. Scheduling of Planned Medical Treatments: An employee should make an effort to schedule required medical treatments so as not to unduly disrupt the operations of the School.

O. Medical Certification: If an employee is requesting a leave for his/her own serious health condition under the FMLA, the employee must provide a written certification from his/her treating health care provider within 15 calendar days that the employee is unable to perform the functions of his/her job. The School may also require recertification of the need for leave every 30 days or upon the expiration of the period of incapacity as indicated in any prior certification form. The School may also require recertification upon receipt of a request for additional leave or upon a change in circumstances.

Failure to submit the proper certification within 15 calendar days may result in delaying the start of the FMLA leave, or if the absence is not certified, may result in the absence being deemed unexcused and may result in disciplinary action, up to and including termination. Certification forms can be obtained from the Business Office and must be fully completed. Incomplete forms may result in the delay, denial or revocation of leave.

If an employee is requesting leave to care for a parent, spouse, spouse’s parent, or child, the employee is required to produce a written certification form the family member’s treating health care provider certifying that the employee is needed to care for that family member, and an estimate of the time the employee is needed to provide such care.

The School reserves the right to require a medical certification from a second health care provider. If the second certification differs from the employee’s original certification, the School reserves the right to require a third certification from a health care provider approved jointly by the School and the employee. The third medical
certification will be deemed final and binding on both the School and the employee. The School will pay for the cost of second and third medical certifications, if any.

P. Intermittent or Reduced Leave: Intermittent or reduced leave is available under Sections C (1) and C (2) only with express written approval from the School. Leave under Sections C (3), C (4), C (5), and C(7) may be taken intermittently or on a reduced leave schedule (a decrease in the number of hours per workweek or hours per workday of an employee) only when medically necessary and supported by certification by a health care professional. Leave taken because of qualifying exigency under Section C(6) may also be taken on an intermittent basis. If an employee exercises intermittent or reduced leave, the School reserves the right to transfer that employee temporarily to an alternative position, with equivalent pay and benefits, that better accommodates the recurring periods of leave than does that employee’s regular position.

Intermittent leave for a single serious health condition which qualifies only under NJFLA is limited to increments of at least one week and must be taken within a twelve month period, calculated from the commencement of the leave period. Intermittent leave for more than one serious health condition which qualifies only under the NJFLA must be taken in increments of at least one week and within a consecutive twenty-four month period. Reduced leave schedules for leave which qualifies only under the NJFLA must be taken in increments of not less than one workday, are limited to a time period of twenty-four consecutive weeks and may include a reduction in an employee’s scheduled days of work but not a reduction in the hours scheduled each workday.

The School requires medical certification of the need for any intermittent or reduced schedule leave under the FLMA and NJFLA.

Q. Periodic Reports: The School requires an employee on any type of leave to report to the Business Office on a periodic basis his/her status and intention of returning to work, when requested by the School. An employee who notifies the School that he or she will not return from leave will be separated from employment with the School as a voluntary resignation.

R. Substitution of Paid Leave: Employees may substitute any accrued sick leave, or paid vacation for any part of the unpaid leave period under the FMLA and/or NJFLA, except as set forth below and in Section M.

Sick leave may only be utilized for reasons which otherwise qualify under the School’s Sick Leave policy. Subject to the foregoing, an employee is required to use accrued paid leave before utilizing unpaid leave. Any of the paid leave will count as part of an employee’s total leave entitlement.

The School reserves the right to retroactively designate paid or unpaid leave which has been used by an employee as FMLA and/or NJFLA leave, as permitted by law.
S. **Workers’ Compensation and Disability Leave:** Leave taken for a serious health condition pursuant to state disability laws or worker’s compensation will be counted against an employee’s FMLA and/or NJFLA leave entitlement, if applicable. While receiving such benefits, employees may request to supplement such payments by using accrued sick time, and thereafter vacation.

T. **Aggregate or Combined Leave by Employee’s Spouse:** If husband and wife are both employed by the School, their leave entitlements shall be calculated as allowed by law. Spouses may be limited to an aggregate or combined leave total under the FMLA for care of a newly born, adopted or placed child or for the care of a parent.

U. **Continuation of Benefits during Leave:**
   1. There is no accrual of employment benefits during an employee’s leave, including but not limited to sick leave, personal leave, vacation leave, retirement or pension benefits or educational reimbursement benefits. With respect to retirement plans, if any, any period of leave will be treated as continuing service for the purposes of vesting and eligibility.
   2. The School will continue to pay its then current portion of premiums for health care coverage for an employee on FMLA or NJFLA at the same level and conditions as if the employee was actively employed. Employees who usually make co-payments for health care coverage must continue to do so during the leave period. Co-payments or premiums must be timely delivered to the Business Office. If any co-payment or premium is more than 30 days past due, an employee’s health insurance may be terminated after 15 days written notice, for the duration of the leave period.

V. **Return from Leave:** Upon timely return from FMLA and/or NJFLA, an employee will be returned to his/her prior position or an equivalent position with equivalent benefits, pay and other benefits, terms and conditions of employment, subject to the conditions below:
   1. Before returning to work, an employee who has taken leave for his/her own serious health condition is required to submit a certification from his/her health care provider certifying that the employee is able to resume his/her position.
   2. The School is not obligated to reinstate to employment any employee whose job position is eliminated during his/her leave of absence.
   3. Certain employees may be denied leave and/or restoration to employment pursuant to applicable law if:
      a. The employee is a “key” employee, as defined by law, (an employee will be notified at the beginning of leave or when leave is requested if he/she is considered a “key” employee) and
      b. The denial is necessary to prevent substantial and grievous economic injury to the operations of the School.

W. **Failure to Return from Leave:**
   1. An employee who is not able to return to work after exhaustion of FMLA and/or NJFLA may request an extension of leave by submitting a request in writing to the
Business Office. Whether an extension will be granted, and whether an employee will be eligible for reinstatement after extended leave, will be determined on a case by case basis.

2. Employees who do not return to work after FMLA and/or NJFLA may be eligible to continue medical insurance coverage under COBRA.

3. The School reserves the right to recover health insurance premiums that it paid on an employee’s behalf during a leave period, if the employee fails to return from leave for any reason except:
   a. Where the School grants the employee an additional leave and the employee subsequently returns to work; or
   b. Where the employee is unable to return to work for reasons beyond his/her control, such as the continuation, recurrence or onset of a serious health condition; or
   c. Where the employee notifies the School prior to the expiration of the leave that he/she will not return to employment.

X. Additional Employee Responsibilities: It is an employee’s sole responsibility to ensure that all requests for leave, certifications and other required forms or documents are submitted to the Business Office in a timely manner. Failure to do so can result in the delay, denial or revocation of leave and/or disciplinary action, up to and including discharge. Falsification of any request, certification, or other form or document will be punishable by termination. Working for any other employer during a Family and Medical Leave without advance written approval will be punishable by termination, subject to the provision of NJFLA.

Interpretation of Policy: This policy is intended to provide a summary of the provisions of the FMLA, NJFLA, FLI and the School’s policies and procedures. This policy is not intended to and does not create any rights, obligations, privileges or duties above those created by law. This policy is not a contract or promise and does not provide or promise any leave or benefit not required by law to be provided. This policy is informational only and cannot address every possible circumstance. An employee’s leave entitlements and eligibility are governed strictly by applicable law and are not created, diminished, increased or otherwise modified by the terms of this policy.
INTRODUCTION
The Crisis Response Plan section in this Appendix delineates what you can and should do in a crisis. To help minimize confusion and to recommend actions when you are faced with a crisis, the plan focuses on two major areas: (1) communications and (2) emergency procedures.

Being prepared and knowing how to respond enables the School to handle situations in a way that is responsible and considerate of everyone in the community. The key to producing a positive outcome during a crisis lies in your preparation. While no plan can be an all-inclusive, step-by-step manual, this plan provides guidelines for prudent responses in a variety of situations.

SECTION I. CRISIS RESPONSE TEAM (CRT)

A. Team Members

<table>
<thead>
<tr>
<th>Team Member Name</th>
<th>D-E Extension</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodney De Jarnett, Head of School</td>
<td>3201</td>
<td>201-567-1312</td>
<td>201-289-2139</td>
</tr>
<tr>
<td>Pat Boig, Director of Advancement</td>
<td>3108</td>
<td>845-664-4866</td>
<td>845-664-4866</td>
</tr>
<tr>
<td>Angela Artale, Dir of Finance</td>
<td>3122</td>
<td>718-356-5577</td>
<td>201-321-0072</td>
</tr>
<tr>
<td>Kim Lewis, LS principal</td>
<td>3221</td>
<td>267-973-8097</td>
<td>201-289-2178</td>
</tr>
<tr>
<td>Jonathan Davis, MS principal</td>
<td>3231</td>
<td>201-289-2152</td>
<td>201-835-7743</td>
</tr>
<tr>
<td>Joe Algrant, US principal</td>
<td>3241</td>
<td>201-408-4138</td>
<td>201-289-2163</td>
</tr>
<tr>
<td>Elizabeth Tausner, Dir of Communications</td>
<td>3117</td>
<td>201-282-4422</td>
<td>201-245-2897</td>
</tr>
<tr>
<td>Trevor Shaw, Dir of Technology</td>
<td>3178</td>
<td>908-931-1083</td>
<td>908-591-6606</td>
</tr>
<tr>
<td>Sherronda Oliver-Brown, Dir of D-E 360°</td>
<td>3215</td>
<td>201-227-7583</td>
<td>201-289-2170</td>
</tr>
<tr>
<td>Annmarie Michalek, Executive Assistant to Head of School</td>
<td>3200</td>
<td>201-575-6452</td>
<td>201-575-6452</td>
</tr>
<tr>
<td>Michael Burns, Dir of Operations</td>
<td>3135</td>
<td>973-253-1059</td>
<td>201-220-3873</td>
</tr>
<tr>
<td>Jordan Massei, Facilities Manager</td>
<td>3140</td>
<td>201-446-0487</td>
<td>201-446-0487</td>
</tr>
<tr>
<td>Lynda Soriano, Dir of Human Resources</td>
<td>3127</td>
<td>201-943-4258</td>
<td>201-803-2365</td>
</tr>
</tbody>
</table>

B. The Command Center
The Command Center will be in the Head of School’s office, unless the nature of the crisis requires it to be elsewhere. The Team will analyze the situation, secure students’ safety, account for everyone, contact the appropriate agencies for assistance, and communicate with concerned parents.
C. Roles of Crisis Team Members

Head of School
The Crisis Team Leader (CTL) in the Command Center finds out who, what, where, when and why and disseminates the information. He or she contacts the families involved, the trustees, the School lawyer, appropriate government agencies and all administrative staff. He or she is the spokesperson for the School to the media. He or she is the official recorder of all information given to the public and contacts other school heads and NAIS for advice and possible support.

Director of Advancement
The Crisis Team Leader in the absence of the Head. He or she directs any interaction with the police or fire department officials. Responsibilities include securing the campus, supporting the emergency response teams, coordinating communications with key School administrators, coordinating with the operations team, working with campus security and regulating campus access.

Principals
Responsible for the safety of and interaction with the students and faculty in each of their divisions. They coordinate counseling or nursing services as needed. They remind faculty and students to direct all inquiries to them and not to speak on an official basis with the media. They assign specific tasks to faculty and staff, as needed.

SECTION II. FIRST RESPONSE TO A CRISIS

Anyone who receives information concerning a crisis at the School or in the greater community should immediately notify the Head of the School and wait for further instruction, and, if appropriate, call 911 and D-E Security at 201-227-3333 or call 3333 from any office phone.

When notified, the Head assumes the role of Crisis Team Leader (CTL.) In the event that the Head is off campus, the Executive Assistant to the Head of School notifies the next person in the chain of command (beginning with the Director of Advancement) and that person is designated as CTL. The Head will be notified subsequently of the crisis.

The CTL determines the nature and extent of the crisis and determines whether the Crisis Response Team (CRT) should be convened. In some extreme instances the CTL may make decisions without the Team. These decisions may include, but are not limited to, evacuating a building, locking down a building or calling for outside assistance.

If the Team is to be convened, the CTL or the Executive Assistant to the Head notifies members of the CRT through the school-provided cell phones and radios. CRT members who head a division or department appoint an appropriate individual to act on their behalf while they are meeting with the Team.
A. Response to a Crisis During School Hours
In the event of a crisis, the first responder should:
1. Assess life or safety issues immediately.
2. Call or ask the nearest adult to call 911 if needed and D-E Security at 201-227-3333 or call 3333 from any office phone.
3. Refer to D-E Emergency Procedures and follow steps outlined. These are posted in classrooms and offices.
4. Call the Head’s office. If it is not possible to make contact, you should call the office of Advancement. You should continue to call until you contact a member of the CRT directly.
5. If it is safe to do so, you should remain near the scene of the emergency until appropriate assistance arrives.

B. Response to a Crisis After School Hours
If a campus emergency occurs at a time when School is not in session and the campus is relatively vacant, you should:
1. Assess life or safety issues immediately.
2. Call or ask the nearest adult to call 911 if needed and call D-E Security at 201-227-3333 or call 3333 from any office phone.
3. If campus security cannot be contacted, you should try to contact a member of the CRT, beginning with the Head of School. (Refer to the emergency contact numbers in the beginning of this appendix.)
4. If it is safe to do so, you should remain near the scene of the emergency until appropriate assistance arrives.

SECTION III. CRISIS COMMUNICATIONS PLAN
During a crisis, the content and methods of communications are critical. While the Crisis Response Team (CRT) is responsible for making decisions regarding the method, as well as timing and content of communications, all employees play an important part in supporting this communications plan.

A. The Spokesperson for the School
The Head of School is always the spokesperson who provides information to the media.

B. Communication Guidelines for Employees
During a crisis the following guidelines for all employees will help communications. You need to:
- Remain calm, whether around adults or children;
- Know that the CRT will keep you informed as events unfold;
- Communicate only factual information to parents, students and others;
- Follow the CRT’s instructions regarding if, how, and when to call parents; and
- Be assured that administrators and/or school counselors will give you strategies for helping students through the crisis.
C. Communication Guidelines for the Crisis Response Team
The following guidelines apply to all crisis situations.

- The CRT will get as much information about the situation as possible and update information, as it becomes known. Before releasing any information, the CRT will employ reliable sources to verify facts and the spelling of names of people involved in the crisis.

- Communications directed to anyone by any member of the CRT should be written down even if the message is delivered orally. These written notes ensure that important details are communicated. They also ensure accuracy and help to curtail rumors and provide a record. There may be some individuals who should be informed before any group meetings or other forms of group communications.

- The CRT will decide the central message the School wants to communicate and will use that in all internal and external communications. Communications may be directed to, but not be limited to, employees, board members, parents, local or national alumni, anyone closely associated with Dwight-Englewood School, parents in the admission process, significant donors, and local schools.

- The Head of School or his designee should notify directly the family of any community member affected negatively in the extreme.

- The Head of School is responsible to notify the President of the Board and the School attorney.

- Receptionists, administrative assistants, and anyone who answers the main switchboard or other office phones will be given a scripted response or directions about referring calls to an appropriate responder. Persons answering the School phone lines are key to setting a calm, professional tone that indicates the School is handling the situation effectively and appropriately. They should be instructed to answer politely and professionally, yet not get drawn into a conversation about the issue.

Once a directive is issued from the Head of School or Crisis Team Leader, it is essential that everyone in the School community follow it to the letter and that all members of the community understand the importance of compliance with our procedures in the event of a crisis.
SECTION IV. HANDLING THE EFFECTS OF THE CRISIS

At the onset of an emergency, the CRT follows the response appropriate to the crisis.

A. Initial Response

- Contact the Englewood Police (911 or 201-568-6300) when circumstances warrant.
- Head of School or a designee should contact any family involved in the crisis personally or by phone.
- Inform the receptionists and the administrative assistants that a scripted message will be available.

B. Helping the School Community Deal with the Situation

- Be prepared to call in counselors and crisis teams from other schools. Using outside teams to work with the School community gives the School counselors an opportunity to be the recipients of services rather than always the provider. This may be particularly helpful in situations involving the death of a student or colleague.
- Plan staff meetings for debriefing, sharing feelings, etc. as long as there is need.
- Seek assistance from community mental health professionals as needed.

C. Announcing the Situation

- Decide if there are individuals who should be told privately before groups are informed.
- Obtain recommendations from counselors about methods and messages you may use to announce the situation to students, to help them discuss feelings, and to engage them in other positive activities.
- Announce the situation in a way that provides facts and minimizes rumors: e.g. in advisory or homeroom groups or by grade or division.
- Establish a process for handling students’ need to call home and/or to go home.
- Establish and follow procedures for informing parents, especially when they might learn about the situation from calls from their children, from media or from other parents.

D. Involving the Faculty

Employees play a crucial part in the success of the School’s response to a crisis. Faculty members in particular should be helped to be effective in the following roles:

- Alerting Student Support personnel about students and colleagues who may need to talk with a counselor or receive other forms of support. Faculty should be aware that a crisis may bring to the surface previous emotional challenges in any given student and should be provided with resources for referring those students for help.
- Implementing grief-related activities and discussions of medical procedures and terms as developed by the School counselors.
- Working together with the principals to keep classroom routines as normal as possible, while acknowledging the need to reschedule major assignments and activities.
E. Handling the Daily Life of the School

- On the initial day of a crisis, the Head of School, the principals, and other administrators directly involved should reschedule or cancel appointments and meetings in order to be available to teachers and students.
- Administrators should consider whether to cancel field trips, guest speakers, after-school games and activities, etc.
- The Head of School and/or principals should consider an after-school meeting for faculty and staff to provide information, to allow for the sharing of feelings, and to plan for the following days of classes.
- The Crisis Responses Team should keep faculty and staff updated on any significant new or changing events.
- CRT members and all other employees should remain aware of the need to present themselves in a manner that projects a calm and positive support, particularly with students.

F. Handling Parent Concerns

- The Crisis Response Team decides who will speak with and what will be said to parents who may arrive during the crisis. It is important that parents be supported and informed of facts, in order to allay their fears and to minimize rumors.
- One or more special “drop in” locations for parents should be determined in advance.
- The principals and teachers should inform School counselors of parents who may benefit from talking with a counselor.
- The School may want to arrange a meeting for concerned parents (and possibly for other affected community members) to help them deal with their own feelings and those of their children. School counselors should be consulted to assess the need for such a meeting and to determine the format.

G. Special Considerations in Case of the Death of a Community Member

- If it seems appropriate and the individual’s family agrees, give to the family or send to area newspapers professional information for memorial articles. This information may be especially valuable when the deceased is a teacher and former students would appreciate knowing about this loss.
- With the approval of the family, work with the Parents Association to designate a committee to handle visits, food, and other details.
- Decide, in collaboration with School counselors, whether the parents should be included in any services created by fellow students to memorialize a student of the School.
- Involve staff and students in planning any School-sponsored service or memorial and in preparing students to understand what is happening.
- Provide an area for persons who do not wish to attend any service or memorial sponsored by the School.
- Make sure that follow-up details are carefully attended to. For example, in the case of a student, remove personal items, rearrange seating lists, remove parents from mailing lists, etc. In the case of an employee, remove personal items and designate someone to handle phone calls, mail and appointments on behalf of the deceased.
SECTION V. SPECIFIC EMERGENCY RESPONSE PROCEDURES

A. Evacuation
A fire alarm will sound or an announcement over the loud speaker will signal an evacuation and everyone must evacuate the buildings to avoid contact with the potential threat. Directions for exit routes are posted in each classroom and other areas of the building, guiding you to the nearest exit. Occupants must leave by the closest exit, proceed to the designated assembly area, and remain calm and quiet, away from the building, while awaiting further instruction. Designated locations for a fire alarm are on the Leggett Field and other locations would be announced via the loud speaker system.

The School administration and designated employees will communicate through School-provided cell phones and walkie-talkies provided in every building and critical office.

1. Evacuation Procedures. In the event of an evacuation, the following procedures should be followed:
   - The last person out of the room should verify that the room is empty and then close the door. If the emergency situation allows, the lights, machinery and computers should be turned off.
   - All occupants of the building should remain calm and walk quietly to the nearest building exit, as posted in all classrooms and other areas of the building. Students must leave the building without going to their lockers.
   - Outside the building everyone must proceed to the designated assembly area for attendance and await further instructions (fire alarms signal evacuation to Leggett field; other locations, if appropriate, would be announced via the loud speaker). Teachers should accompany their students, proceeding to the designated evacuation area via routes outside of the buildings.
   - Teachers should remain with their classes and assist administrators in taking attendance.
   - Teachers should require students to remain silent in order to be able to hear any emergency instructions.
   - Teachers should keep their own talk to a minimum after attendance is taken.

2. Alternate Destinations. In some types of emergency or weather conditions, an alternate destination for an evacuation may be designated.
   - The Head of School or Crisis Team Leader should consider the nature and location of the emergency and the weather conditions and determine whether an outdoor or indoor designated safe area is the appropriate location for the students and employees to gather.
   - If evacuation to an off-campus site is determined necessary, all members of the community involved in the evacuation should follow emergency officials’ directions and move to the newly designated area as quickly and quietly as possible.
   - Teachers must remain with their students until attendance is taken. The teachers and students then remain in the area without talking awaiting further instructions.
   • The Administrative Assistant to the Director of Operations will make any necessary phone calls notifying the emergency officials of the situation at the School.
     o Police – 911 emergency, (201) 568-6300 (call if a drill)
     o Alarm Monitoring Company – (888) 746-7539
     o Head of School cell – (201) 289-2139
   • The fire alarm system is not to be silenced unless approved by the fire department.
   • The Director of Operations will respond to the alarm and report the status to the Head of School via communication radios.
   • The division principals will station themselves in locations that are easily accessible for emergency officials, in order to receive information regarding the situation.
   • Students, staff and faculty are not to re-enter a School building until fire officials give their approval.

4. Divisional and Building Procedures:
   Lower School
   • In the event of a fire alarm, the alarm will sound only in the Lower School building. All occupants of the building will evacuate to the area near Swartley, outside of the building, for attendance by classroom teachers.
   • The Administrative Assistant to the LS Principal will maintain up-to-the-minute absentee lists and make them available to the Lower School Principal for distribution.
   • All teachers will report attendance to the Principal or a designated back-up. The results of the attendance will be communicated to the Head of School. Once the students have been accounted for, faculty should remain with their classes until further instruction.
   • Two maintenance/grounds/custodial members will conduct a sweep of the two floors of the LS building to ensure the building is vacant and will report their findings to the Director of Operations.

   Middle & Upper Schools
   • The alarms will sound in all of the buildings simultaneously: Swartley, Leggett, Hajjar Stem, Klein, Schenk, Modell, Imperatore, and Umpleby. All occupants of the buildings will evacuate to Leggett Field for attendance by advisor group/grade/division.
   • The Attendance Coordinators will maintain up to the-minute absentee lists and make them available to the middle and upper school principals for distribution.
   • On Leggett Field students will gather in their advisor groups by grade and by division. Class deans will coordinate the attendance for their grade and report to the principal anyone not accounted for. Once the students have been accounted for, the advisors should remain with their advisee groups until further instruction. The results of the attendance will be communicated to the Head of School.
   • Maintenance/grounds/custodial members will conduct a sweep of the buildings to ensure that every building is vacant and will report their findings to the Director of Operations.
Graham House

- The alarms for this building will sound only in that particular building. All occupants will evacuate to the parking areas closest to the buildings and await further instruction.
- Attendance should be taken by each office involved in the evacuation and reported to the Director of Operations.
- A building/grounds/custodial member will conduct a sweep of the building to ensure the building is vacant and will report any findings to the Director of Operations.

B. Campus Lock-Down or Shelter-in-Place
An announcement over the loud speaker will signal a shelter-in-place or lock-down response. During this type of emergency, all staff and students are expected to remain in or seek safety in a room that can be secured from possible intruder(s.) Member of the community should make every effort to avoid moving toward a perceived threat inside or outside of the building.

- Remain calm;
- Lock (or barricade if possible) classroom doors and windows and pull shades immediately;
- Keep students quiet and away from doors and windows;
- Attempt when possible to bring students and employees from halls into a supervised area;
- Reassure students that everything possible is being done to restore the situation to normal;
- Get everyone on the floor if you hear a gunshot or an explosion (Stop and Drop);
- If possible, contact a principal or other member of the Crisis Response Team immediately if you have an emergency in your room; and
- Account for all students and remain in secured rooms until contacted. If possible, immediately report to the division principal any absent students who should be in that secured room.

As soon as the school is secured, an announcement will be made to resume normal activities or to gather in designated meeting locations.

C. Campus-wide School Closure
The Head of School may authorize an early dismissal. Existing early dismissal procedures will be followed. Students are required to have permission of the School before leaving campus. In addition, contact of a parent for permission to leave early may also be required.

D. Accidents and Medical Emergencies
Emergency procedures for an accident or medical emergency include the following steps:

- If event is life threatening, call 9-1-1 then 3333 or 201-227-3333. All other needs call 3333 or 201-227-3333.
- If person is not breathing and you are trained, begin CPR until AED team arrives.
- Keep students calm and be prepared to clear the area.
What to tell D-E Security:

- Describe the emergency, e.g.: unresponsive adult/child.
- State the name and grade of individual if known.
- Give your specific location (name of building/field/parking lot)

After calling D-E Security:

- Stay calm, reassure affected person and keep them safe until AED and Medical Team arrives.
- Move furniture and everyone away to allow access to affected person.
- Make affected person comfortable.
- Address to use if asked by 9-1-1: **81 Lincoln Street, Englewood**.

E. Bomb Threats

1. In the event of a bomb threat, all buildings will be evacuated immediately. All students, faculty and staff should assemble in their designated fire drill areas or other evacuation area to which they are directed and should stay as far away as possible from all School buildings.

2. When a bomb threat is received via telephone, the person receiving the call should seek to obtain as much information as possible from and about the caller.
   - Encourage the caller to stay on the phone and answer questions such as where, when, and who.
   - Listen for background sounds and any identifying information.
   - Review caller-id to determine the number the call was received from.
   - Immediately notify the Head of School.
   - Notify the police unless instructed otherwise by the Head. (911)

3. The Head of School will form a sweep team to confirm that the building has been evacuated. No one may return to the building until the Head of School has given the “all clear” signal.

4. Anyone with information regarding a suspicious person, package or event should proceed immediately to the Head of School to provide information for the police or other authorities.
F. Suspicious Devices
The person finding an object which he/she deems suspicious should observe the following precautions:

• Do not approach, touch or move the object;
• Seek to avoid causing vibrations in areas adjacent to the object;
• Notify the Head of School immediately;
• Do not use two-way radios to communicate;
• Open doors and windows if possible;
• Make sure that the adjacent area is evacuated and ask available adults to account for all students and staff; and/or
• Secure the area with a barricade or ask available adults to help bar entrance to the area.

G. Child Abuse Reporting
Please see the Dwight-Englewood School policy on page 24 of this Employee Handbook.

H. Communicable Diseases
An employee with a communicable disease should report that condition to a School nurse. Information about the employee or student with a communicable disease will be made available only on a need-to-know basis, respecting the individual’s privacy. Parents and staff members will be notified either personally or in writing about any communicable disease that needs to be communicated to a family or to the community as a whole. Methods of notification to parents will be at the discretion of the principals. Employees or students with a communicable disease will be allowed to work or attend classes while they are physically capable, as long as they do not pose a threat to the health and safety of others.

I. Field Trip Emergency
• Stay with the students on the trip.
• Arrange for any first-aid or other emergency medical response if needed.
• Release students only to parents, guardians or an authorized representative thereof.
• Record the name of person to whom students were released.

J. Gas Leaks and Chemical Spills
1. If there is leaking gas present or a chemical spill, the person(s) responsible for such material must judge whether it presents any danger to themselves or other building occupants. If so, you should take the following steps:
   • Sound the building fire alarm or ask another available adult to do so.
   • Confine the fumes or spill as much as possible to limit impact to the leak area.
   • Call the Maintenance Office at ext. 3135 and give the location and type of incident.
   • Evacuate the building to an area that is safe and away from the threat, leaving access for emergency personnel. Do not allow evacuees to return to the building until cleared to do so by police or fire personnel.
   • Check evacuees for adverse medical symptoms and request immediate medical attention if there are victims showing loss of breath, fainting, or other such symptoms.
• Isolate, identify and get the names of students or staff that could have been exposed or contaminated.
• Account for all students and staff in the designated evacuation area.
• Remain in the designated evacuation area awaiting further instruction.
• DO NOT TRY TO CLEAN IT UP. Location, quantity, concentration and other factors affect how a chemical spill will be handled. Unless you are familiar with the material, risks and specific clean up procedures, do not try to clean up the spill. First priority is student, faculty and staff safety, then the environment and the property.

2. Even if a suspected gas leak or suspicious odor does not result in the evacuation of the building, report the problem immediately to the Maintenance Office.

K. Gun or Weapon on Campus
If you become aware of a gun or weapon on campus, you should take the following steps:
• Contact the Head of School, a principal, or another member of the Crisis Response Team immediately without alerting students and/or suspects, if at all possible.
• Stay calm. Send a runner if possible to report the situation. Include your name and location, the name or description of the suspect and any information regarding the weapon.
• Ensure the safety of students, faculty and staff by dispersing them from the area if possible.
• If anyone threatens you with a weapon, follow the perpetrator’s instructions. Don’t try to be a hero.
• Treat all firearms as if they were loaded.

L. Severe Weather
• In the event of lightning, you should immediately find shelter inside nearest building.
• In the event of tornadoes, high winds and hurricanes, stay indoors, move away from windows, brace in corner or internal doorway.
• If the School is to be closed early due to bad weather, this announcement will be made as soon as possible and communicated to the community through the emergency notification system.

M. Stranger on Campus
Every faculty and staff member is responsible for questioning individuals on campus who do not appear to be a part of the D-E community and who are not displaying an official D-E visitor’s tag. You should direct individuals without badges to the Guardhouse or divisional offices to sign in and to receive a tag.

If you observe a crime in progress or behavior that you suspect is criminal, call 911 immediately. After calling the police, call the Head of School and report the situation. In situations where there is not criminal behavior, but you feel you need assistance to feel secure, call D-E Security at 201-227-3333 or call 3333 from any office phone.
N. Utility Failure
In any utility failure, you should notify the Maintenance Office at ext. 3135. Emergency lighting is provided in those areas where there is insufficient natural light to clearly see exit corridors, exit stairs and exit doors. If it is necessary to evacuate an area, this must be accomplished while emergency lights are on (approximately 20 minutes). Students should move to “safe” areas as necessary. Re-entry to the location should not be made until the failed condition is fully corrected.