

## **Excerpts of Sections of Mirman School's Employee Handbook Pertaining to Interactions with Students**

This document contains excerpts of sections of Mirman School's Employee Handbook which pertain to interactions with students, and is not intended to be a complete statement of the School's policies pertaining to students or employees. In compliance with Education Code Section 44050(a)(2), this document is posted on the School's website.

### **Code of Ethics**

Mirman School, its Board of Trustees, Head of School, and Administration consider ethical behavior to be one of the highest priorities for the organization. It is the goal of the School to encourage its employees to feel comfortable to conduct themselves in a manner that promotes and models ethical behavior. School employees hold an important and elevated role in society and must take a leadership role in upholding ethics among the students and families of the community. This Code of Ethics provides principles to which its employees are encouraged and expected to adhere and advocate.

All employees of Mirman School will:

- Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
- Comply with applicable rules and regulations of federal, state, and local governments and other appropriate private and public regulatory agencies.
- Comply with all applicable rules, regulations, and expectations articulated in the Mirman School Personnel Manual.
- Provide information that is accurate, complete, objective relevant, timely, and understandable to the entire School community.
- Act in good faith, with due care, competence and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated.
- Respect the confidentiality of information acquired in the course of one's work except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one's work will not be used for personal advantage.
- Share knowledge and maintain skills important and relevant to students need.
- Proactively promote ethical behavior as a responsible partner among peers, in the work environment, and community.

### **Child Abuse Policy**

Mirman School considers the safety and well-being of its community to be of the highest priority. As a result, child abuse in any form will not be tolerated. The following is a definition of child abuse as taken from the California State Attorney General's Child Abuse Prevention Handbook and will be considered the applicable definition for Mirman School.

Child abuse is:

- Physical abuse; unlawful corporal punishment or injury
- General or severe neglect
- Sexual abuse; sexual assault; exploitation
- Willful cruelty or unjustifiable punishment; emotional maltreatment

Child abuse may involve multiple categories as described above and include both acts and omissions that lead to the injury of the child. The Head of School will have the discretion to suspend employees suspected of child abuse pending an investigation. Employees found guilty of child abuse will be terminated. Appropriate legal authorities will also be notified.

### **Mandated Reporting of Child Abuse**

Faculty and Administrators of a school are considered mandated reporters under the law. This means that they must report suspected abuse. Members of the Faculty and Administration will be asked to sign a statement acknowledging the requirements of the law and their understanding of the applicable responsibilities on their date of hire. The School realizes reporting child abuse can be a stressful and a difficult process and recommends that employees consult the Head of Upper School, Head of Lower School, or the School Psychologist, so they can help facilitate the process. They will assist employees and provide support for dealing with issues that might arise. If it is agreed that an administrator will file the report, only one report needs to be filed; however, if the administrator does not complete the report or instructs the faculty member not to report, the faculty member or administrator is still bound under the law to report the suspected child abuse. While it is encouraged, it is not required that an employee making a report disclose his/her name to the school administration.

A report should be made by calling Child Protective Services. The School Psychologist, Head of Lower School, or Head of Upper School can provide the appropriate phone number. When making the report, an employee will be required to provide his/her name, which is treated as confidential, under most circumstances. In addition, an employee will be required to provide the name of the child, the present location of the child, the nature and extent of the injury, and any other information requested by the child protective agency, including that which led the employee to suspect child abuse. Within 36 hours of making the telephone report, the mandated reporter must also file a written report with the child protective agency using Department of Justice form SS 8572.

### **Prohibited Conduct**

As described in the Code of Ethics, the School encourages its employees to conduct themselves in a positive manner upholding a high standard of ethics. In order to help accomplish this goal, the School has established the following list of conduct that is strictly prohibited. Engaging in prohibited conduct will result in disciplinary action, up to and including immediate termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and Mirman School's operations also may be prohibited.

- Theft, deliberate damage or destruction of any Mirman School property and/or property of any employee or student
- Provoking a fight or fighting during working hours on Mirman School property
- Acting in a physically aggressive manner to another employee or student
- Carrying firearms or any other dangerous weapons on Mirman School premises at any time
- Engaging in criminal conduct
- Causing, creating or participating in a disruption of any kind during working hours on Mirman School property
- Using abusive or threatening language at any time on the School premises
- Wearing extreme, unprofessional or inappropriate styles of dress or hair
- Violation of safety, health, security, or Mirman School policies, rules or procedures
- Committing a fraudulent act or a breach of trust under any circumstances
- Unlawful harassment
- Possession or use of alcohol or controlled substances, or being under the influence of alcohol or controlled substances while on the job
- Distribution, sale, or purchase of an illegal or controlled substances while on the job
- Unsafe driving while on School property or while conducting business on behalf of the School
- Failure to immediately report student use or possession of alcohol or drugs to the Head of School, Head of Upper School, or Head of Lower School.

### **Workplace Security and Anti-Violence Policy**

Mirman School is committed to providing a workplace free from acts of violence or threats of violence. Accordingly, Mirman School provides zero tolerance for actual or threatened violence against co-workers, residents, visitors, or any other persons who are either on the Mirman School's premises or have contact with employees in the course of their duties. Security and safety in the workplace is every employee's responsibility. It is essential that every employee understand the importance of workplace safety and security.

### **Report Unsafe Conditions and Security Risks**

Every verbal or physical threat of violence must be treated seriously and reported immediately to the employee's supervisor and either the Head of School, Head of Upper School, Head of Lower School or the CFO. The Head of School will be responsible to consult with the appropriate resources and witnesses. Where a violation of the policy is found, the Head of School will take appropriate corrective action.

In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should immediately contact the Head of School and, if appropriate, contact the law enforcement authorities by dialing 911.

## **School Drivers**

Employees of Mirman School are generally not allowed to drive students to and from School or School-related events. This includes sport coaches and Assistant Teachers (“ATs”). Under very unusual circumstances, it may be necessary for an administrator, faculty or member of the staff to drive a student to or from School, or to a school related activity. This should only be done with the parent or legal guardian’s permission and must be pre-approved by the Head of School, Head of Upper School, Head of Lower School, or the CFO.

From time to time, parents want to hire ATs to transport their children to and from School. In order for ATs to do this, the parent must sign a release statement acknowledging the risks associated with their intention to hire the AT and to accept responsibility for any problem(s) that might occur and release the School from any liability. ATs hired by parents for purposes of transportation are not acting on behalf of the School. The School will not accept financial responsibility for the actions of ATs while they are in the employ of the parents and provides no insurance for such situations.

## **Babysitting**

From time to time, parents wish to hire an Assistant Teacher to babysit their child(ren). An AT hired by parents for purposes of babysitting is not acting on behalf of the School. The School will not accept financial responsibility for the actions of an AT while he/she is in the employ of the parents and provides no insurance for such situations. Mirman families must sign a form acknowledging and accepting the financial and legal responsibilities for hiring Mirman ATs. This form can be obtained from the Director of Human Resources.

## **Drug and Alcohol Abuse**

Mirman School is concerned about the use of alcohol, illegal drugs, and controlled substances as they affect the workplace. Regardless of state law governing medicinal or other legalized use of marijuana or other controlled substances, use of these substances, whether on or off the job, can adversely affect an employee's work performance and is prohibited. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of students and other employees, exposing Mirman School to risks of property loss or damage or injury to other persons.

The following are strictly prohibited:

- Possession or use of alcohol or being under the influence of alcohol while on the job, including but not limited to driving a vehicle on School business or activity
- Driving on School business while under the influence of alcohol, illegal drugs, or controlled substances
- Distribution, sale, or purchase of an illegal or controlled substance while on the job
- Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job
- Possession or use of marijuana while on the job, including but not limited to driving a vehicle on School business or activity

Any employee becoming aware of student possession or use of alcohol, drugs, or unauthorized medication must immediately report it to the Head of School, Head of Upper School, or Head of Lower School. Per Mirman School's policy on Administration of Medicine, Parent/Guardian and Physician Responsibility, and other related medical policies, students may not carry prescription, over-the-counter medication, or other medicinal-like substances on school grounds. The only exceptions are for Upper School students who are required to carry inhalers for treatment of allergy/asthma, and those students required to wear fanny packs with an EpiPen for life threatening allergies, both per the Permission to Administer Prescription/Non-prescription Medication form. Failure to report student possession or use of alcohol, drugs, or unauthorized medication may result in immediate suspension or termination. Please refer to the Parent-Student Handbook for more details on Mirman School's medical policies.

### **Addressing Staff and Faculty**

Members of the faculty and staff are addressed as Dr., Mr., Mrs., Ms., or Miss in front of children. First names may be used when referring to fellow employees. This is important inside and outside the classroom. Children are expected to address faculty and staff with courtesy and are, in turn, addressed courteously by their given names.

Pejorative terms are never allowed. Any form of verbal or physical abuse/harassment should be reported immediately to the Administrative Liaison and the Head of Upper School and/or Head of Lower School.

### **Parent Relations**

Employees are expected to be polite, courteous, prompt, attentive, and respectful to every parent. This includes returning telephone messages and emails in a timely fashion, i.e., Monday through Friday within 24 hours. If a situation arises where the employee feels either uncomfortable or unable to handle the problem, they should refer the parent to the appropriate division head, the Head of Upper School or Head of Lower School. The Head of School can be contacted as a court of last resort. These administrators, in that order, should be called immediately. All employee interactions with challenging parent situations should be recorded in email or hard copy and shared with the Head of School, Head of Upper School, and Head of Lower School.

No teacher may levy a charge for performing a task or fulfilling a request of a parent without prior approval of the Head of School. Any acceptance of compensation for tutoring a student outside of School must be pre-approved and sanctioned by the Head of Upper School or Head of Lower School to ensure that there are no actual or potential conflicts of interest. Tutoring is only allowed for short-term remediation of academic need(s). Tutoring for enrichment is not acceptable. Tutoring any student or family in which a faculty member teaches is not permitted. Failure to request pre-approval could result in appropriate disciplinary actions, up to and including termination.

It is not uncommon for parents and other community members to hold off-campus unofficial non-School sanctioned parties and events. These may include house/pool parties, gatherings at local parks or other public venues, and/or restaurants. Faculty and staff may, at times, be

invited or asked to participate in these events and activities. While faculty and staff are not required to attend, it is the expectation of the School administration that all personnel will comport themselves in keeping with the highest personal and professional standards. Behavior that reflects negatively on the individual, and by association Mirman School, will not be tolerated and will be grounds for disciplinary action, including but not limited to separation from the organization.

Due to confidentiality reasons, teachers and staff should not discuss student issues in public venues such as the parking lot or faculty lounge. This is the case before and after school.

### **Confidentiality**

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of an employee's workday, the employee may have access to confidential information regarding the School, the students and their families, the School suppliers, or fellow employees that are not otherwise available to persons or firms outside Mirman School. It is the employee's responsibility not to reveal or divulge any such information unless it is necessary for the employee to do so in the performance of his/her duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the Head of School, Head of Upper School, Head of Lower School, or Chief Financial Officer. This especially applies to confidential admissions documents, medical records, or data about the financial status of any student or family. Any breach of this policy will not be tolerated, and Mirman School may take legal action.

To ensure privacy, faculty and staff must be careful to keep their Faculty/Staff Address/Phone List in a drawer or other place where it will not be accessible to children or parents.

Faculty and staff should be extremely careful at all times to be professional and cautious about their comments involving students, parents, peers, or supervisors.

### **Communication**

All exempt employees are expected to respond to parent phone calls/emails within twenty-four hours from Monday through Friday. Furthermore, it is suggested that faculty check email periodically during the weekend and when on vacation.

### **Master Calendar**

Students and parents rely on information being communicated in a clear, accurate and consistent manner across all platforms, and this all stems from the School's Master Calendar.

The Master Calendar, along with the Parent Calendar, the Athletics Calendar, and the Party Book Calendar are all maintained on the School's website and internally by the Assistant to the Head of School. To request the addition of an event to the master calendar, please use an Event Request Form (see Event Requests). Any additions, deletions, or changes to any events should be reported directly to the Assistant to the Head of School.

Other calendars and listings may be generated from this calendar (i.e., the weekly events calendar in the *Mustang Gazette*) and those listings will only be as accurate as the calendar that informs them. For those reasons, teamwork, and clear and consistent communication around this issue is crucial.

### **Security**

The security of facilities as well as the welfare of our students and employees requires that every individual be constantly aware of potential security risks. Pedestrian gates located on the west side of the property should remain locked when classes are in session. Each employee needs to be alert to persons loitering for no apparent reason or being on campus without the approved name tag provided at Security check-in. Employees should report any suspicious persons or activities to the Director of Campus Operations or the Front Office immediately.

### **Health and Safety**

Every employee is responsible for his/her own safety in the workplace as well as the safety of others.

### **Allergy and Anaphylaxis Policy**

Due to the increasing number of students with peanut and tree nut allergies and the life threatening nature of these allergies, Mirman School is a peanut/tree nut-free campus. All employees must abide by food restrictions, be trained to recognize food allergy reactions and be trained in the use of an EpiPen (see Mirman School **Food Allergy and Anaphylaxis Program** at <http://moodle.mirman.org>). It is required that Mirman School employees read and sign the last page of the program and return it to the Human Resources during the first week of the School year.

### **Smoking Policy**

Smoking is prohibited on the School premises.

### **Faculty Responsibilities**

In the most general terms, Mirman School teachers are expected to uphold the standards and philosophy of the School. In this regard, they are expected to assist all students to make the most of their education. This means setting an example in conduct and taking an interest in everything that happens at the School. Members of the faculty understand the need to assume responsibility for the conduct of all students, not just those in their immediate classrooms. This includes supervision during assemblies, performances, while walking around the campus, or on field trips. Faculty members give full support in all matters relating to the School's philosophy, uniform policy, and student discipline. They support the regulations and operations of the School with parents and students. Teachers act as a positive force within the community of the School by adopting a constructive attitude toward students, parents, and colleagues.

## **Assistant Teacher Responsibilities**

ATs are part of the professional staff of Mirman School. They are considered teachers in training of highly gifted children in training. As such, the expectation is that each AT be involved in an educational endeavor such as a teacher credentialing program or advanced degree. It is possible to be hired with the expectation of beginning coursework within the year. It is strongly encouraged that ATs make every effort to progress their commitment towards a credentialing program or furthering their education.

The children look to the AT, ask him/her for help, and rely on his/her judgment as an important adult in their lives. ATs set an example for students. Because an AT is called upon to encourage and develop each student's particular talents, there can be no satisfactory way of describing all of their duties. The School's policies and procedures are intended to provide guidelines to assist ATs in performing their responsibilities. ATs should consult their lead teacher or the Administrative Liaison for specific information.

ATs are expected to take an interest in all facets of the School as well as demonstrating good work ethics. Like a lead teacher, an AT is expected to encourage student self-control and self-discipline inside and outside the classroom. Each AT is assigned to a specific classroom. In addition, an AT might be called upon to participate in a wide variety of School-related jobs.

In the classroom the AT's job is to assist the lead teacher in carrying out his/her curricular goals. While an AT's observations and suggestions are appreciated, the lead teacher makes all final decisions. Classroom responsibilities are twofold: (1) direct work with students in small group or large group situations and (2) work that supports the lead teacher.

In the case of suspected child abuse, it is very important that an AT communicate his/her suspicions to the lead teacher immediately. The lead teacher is the mandated reporter under the law. It is his/her responsibility to take appropriate action.

Be discreet, professional, and seek to maintain the high standards that are the hallmark of Mirman School.

## **Recess and Lunch Supervision**

Faculty members involved in playground supervision oversee the children when they are outside at either recess or lunch.

Every effort has been made to formulate an equitable schedule. Teachers who have concerns or problems with their supervision schedule should discuss them with the Administrative Liaison, Head of Lower School, or Head of Upper School. Teachers must be at their assigned area on time and take an active part in overseeing student activities.

All teachers/ATs should have their communication devices (similar to walkie-talkies) with them during all supervisory duties in order to be prepared for any emergency. The Front Office communication devices will be turned on in order to assist teachers/ATs in need.

## **Recess and Lunch Supervision**

The following lunch and recess procedures have been formulated to provide for a safe and orderly environment:

- When speaking to one child, face the majority of students in order to keep an eye on the activities in progress.
- Avoid talking to other teachers and ATs and other distractions while on duty.
- Encourage good sportsmanship and sharing in accordance with our SEL program and core values
- Through your own behavior and expectations, encourage children to take pride in keeping School grounds orderly and free of trash and clutter. Encourage recycling in the appropriate blue bins.
- Be sure that students are eating in their designated, supervised lunch areas.
- Upper School students should not congregate in the Lower School area.
- Report any injuries to the Front Office using the communication device.
- In the case of an injury, the reporting AT/teacher must walk the student to the Front Office and then complete an Accident Report form immediately.
- Students are not allowed in classrooms at any time without a teacher present.
- Be sure that all equipment has been returned to its proper storage location at the end of recess.
- Any personal items left by students should be placed in the lost and found shed. One AT will be assigned the responsibility of picking up students' items left on the yard at the end of recess.
- At 3:45 p.m., all unsupervised students left at the Back Gate should be taken to the Front Office to sign in for Annex.
- All employees should use designated adult restrooms.
- Do not allow students in unsupervised classrooms. Mirman School classrooms should be locked when a teacher or AT is not present.

## **Arrival and Dismissal - Launching Pad and Back Gate**

Faculty and Staff are expected to participate in supervision duties to help with the smooth flow of traffic at drop off and dismissal. Morning drop off takes place at the Front Gate (the area near the flagpole) or at the Back Gate. All students are picked up at the Front Gate and Back Gate unless they participate in after-school Annex or ride the bus.

Teachers are required to be prompt in arriving at their drop off or dismissal sites. If a teacher is required to leave School early, it is his/her duty to get a replacement. If a teacher is absent, it is the substitute teacher's responsibility to cover drop off or dismissal duties.

## **Special Events and Assemblies**

Special events and assemblies are considered part of the School program. All faculty members attend and participate in the supervision of students. If a faculty member cannot attend a scheduled School event and perform his/her supervisory duty, the employee must have the

Head of School, Head of Lower School or Head of Upper School approval in advance and make arrangements for someone to assume his/her responsibilities.

Attendance is required at all teacher in-services, Curriculum Nights, parent-teacher conferences, the Holiday Program, Prospective Family Open House, Mirman Family Open House, Spring Fair, Field Day, Graduation, or any additional events not listed here at the discretion of the Division Heads or the Head of School. Teachers are encouraged to donate one hour of their time to the School's Annual Spring Fair.

Upper School faculty members are encouraged to attend Upper School plays, on-campus athletic competitions, and School dances.

### **Student Discipline**

All discipline should be administered with an understanding of the social and emotional needs of highly gifted children. Given the broad cultural diversity of our student population, discipline must meet the challenge of being consistent but as differentiated and individualized as our pedagogy.

Discipline should be positive and individualized with respect to each particular student and scenario. It means correcting the action, not the child. All disciplinary actions should be approached as learning opportunities rather than solely punitive.

It is important that all teachers keep other teachers and Division Heads informed when dealing with significant discipline issues. In the Lower School, both classroom teachers should be informed of any incidents that occur.

Under no circumstances will corporal punishment or any disciplinary action with the intent of humiliating or shaming a child in front of peers is allowed at Mirman School.

Teachers should maintain a reasonable and timely communication with parents about discipline incidents, regardless of the teacher's perceived importance of the incident. Err on the side of over-communication. Please make sure that the appropriate Division Head is copied or notified of any such teacher-parent communication. If a teacher is having any problems with classroom management, he/she should consult a peer, the Head of Upper School, Head of Lower School, or School Psychologist. It is necessary to keep the administration informed when serious problems do arise.

Special procedures are necessary for discipline related to use of technology.

### **Student Files**

Student files are the direct responsibility of the Division Heads' assistants. Any individual in need of a student file should request the file from the appropriate Division Head's assistant. This action is not meant to prevent teachers from accessing student files but to protect the privacy and rights of the child and family and the integrity of the data. Information on students and parents is confidential. No student file should be removed from its location.

Never discuss or compare a student or parent with another student or parent. It is especially important that teachers do not discuss students at any time when parents or students are present or in any venue. Do not discuss students or parents in the Faculty Room or in any public space on the campus and its buildings.

### **Return of Student Work**

All student work such as: essays, projects, homework, tests, etc. are to be returned to students within 10 school days.

### **Student Performance, Remediation, Retention, and Tutoring**

Please coordinate all major academic or behavioral problems with the appropriate Division Head, or School Psychologist. Any decision about retaining or counseling a student out of the School is ultimately an administrative decision. Teachers should not engage parents in such conversations.

Mirman School can assist families with identifying a short term tutor for students struggling with a specific curricular concept. A Mirman School teacher, with consultation of Division Head, may suggest tutoring to a parent. The Division Head and Administrative Liaison will choose an appropriate teacher or TA based on student needs. The child's homeroom teacher and Division Head will determine when tutoring will end based on classroom assessment.

Mirman School has taken the position that it is not a conflict of interest for a Mirman School teacher to tutor a Mirman School student whom he or she is not teaching. Tutoring is only allowed for short-term remediation of academic need(s). Tutoring for enrichment is not acceptable. Failure to request pre-approval could result in appropriate disciplinary action, up to and including termination.

Tutoring charges are determined accordingly: Non credentialed ATs can charge up to \$50.00 per hour. Lead teachers and credentialed ATs can charge up to \$80.00 per hour.

### **Communication during the School Day**

Please check your mailbox, voice mail and email first thing in the morning, once either before or after lunch, and before you leave in the afternoon. Remember to check your telephone during the day to see if you have any voice mail messages that you can return during your breaks or planning periods. Return all communications within 24 hours from Monday through Friday. Furthermore, it is suggested that faculty check email periodically during weekends and vacations to ensure that there are no "surprises" upon the return to School. If there are any emergency messages for you personally, you will be notified by the Front Office.

### **Student Attendance and Tardiness**

Teachers are required to keep an accurate record of each student in regard to tardiness and absences.

All Lower School homeroom teachers and first period Upper School teachers need to take roll in FAWeb by 8:05 a.m. every morning.

Any student who arrives after 8:00 a.m. reports to the Front Office before going to class for a duplicate Late Slip. The child gives the yellow copy to the teacher upon arrival to class; the white copy is provided to the Administrative Assistant in the Front Office, who updates the attendance status of late arrivals. If a child arrives without a late slip please send them to the Front Office.

### **Illness**

If a student complains of feeling sick or experiences an injury, one of two steps should be taken. Send the student to the office accompanied by a responsible student or adult, or call the Front Office to say the student is on his/her way.

The Front Office will take care of the child or make arrangements to have the child taken home. In the event of head injury, an Incident Report will be completed at the Front Desk. One copy of the report will be kept on file in the Front Office, one copy will be sent home to the parent and one copy will be given to the teacher.

If a teacher is informed by a parent that a student will be absent for an extended period of time (three days or more), it is the homeroom teacher's responsibility to inform the Division Head Assistant.

### **Head Lice**

If a faculty/staff member hears about a head lice case, approach the division heads or their assistants in person and/or verbally. Please do not email, text, or leave voicemail messages.

Send any parent questions directly to the division heads or their assistants. Faculty/staff may reiterate our policy as written to parents. However, questions must make their way to the division head.

Protect the privacy of our students and their families. The School will not give out the name of the affected student or that student's siblings, if applicable.

The School will send a blind copied written notification to the affected student's grade level. Only those who receive the email will know what grade level this has gone out to.

If faculty/staff notice that they have any symptoms, they should notify their division head and get checked immediately.

### **Communicable Diseases**

If a faculty/staff member hears about a communicable disease case (mononucleosis, impetigo, conjunctivitis, etc.), approach the division heads or their assistants in person and/or verbally. Please do not email, text, or leave voicemail messages.

Protect the privacy of our students and their families. The School will not give out the name of the affected student or that student's siblings, if applicable.

## **Student Uniforms**

Teachers are expected to enforce the standards of the School regarding uniform policy.

When a Upper School Mirman School student is out of uniform, please inform the child, and notify the Division Head Assistant. For Lower School student please use your discretion to do this in an appropriate manner and tone and follow up by notifying the parents. If it persists, please notify the Division Head's assistant to contact the family.

While students/faculty/staff are welcome to wear hats for protection from the sun and during inclement weather, hats and caps are not allowed indoors. Hats must be worn with the brim forward. Failure to do so may result in the confiscation of the hat. In addition, hoods may not be worn in class.

## **Executive Functioning**

In addition to room level or departmental curriculum, all teachers are expected to promote the executive functioning and study skills for all students. Regularly checking notebooks, planners, and desks can help keep students on track and lead to higher academic performance.

## **Field Trips**

Field trips can be a valuable tool to extend learning outside of the classroom. Transportation to and from field trips are taken on busses for liability purposes and there are no exceptions to this rule. Teachers determine if parent chaperones ride on the bus or follow in their own cars.

Once approved, the teacher sends home a blank Permission Form and the Parent Letter with each child. Students may not attend a field trip without a signed Permission Form. All completed Permission Forms must accompany the trip leader for the duration of the field trip.

Field trip chaperones assemble outside the appropriate homeroom or in the Breezeway, not in the Front Office. It is suggested that a teacher prepare a sheet of written guidelines for the parents regarding their responsibilities on field trips.

As part of the planning process, teachers should emphasize to the children the standards of behavior that are expected of them while en route to the site as well as at the site itself. At the direction of the teacher, students are to wear proper Mirman School uniforms with jackets, sweatshirts, or other identifying clothing on all field trips. Exceptions to the uniform requirement should be noted on the **Field Trip Request Form** and **Permission Slip** and approved by the appropriate Division Head.

Particular care should be given to students with allergies. Prior to a trip, teachers must check the Food Allergy and Anaphylaxis Policy as well as the list provided at the beginning of the year, which records all children with all allergies.

## **Upper School Outdoor Education Trips**

Faculty who accompany the Upper School students on their overnight Outdoor Education trips in the fall will be given a stipend for each night they spend away from School with the children.

Group leaders will be given an additional stipend for the increased responsibility and planning involved.

If an AT chaperones an overnight field trip, they are paid their hourly salary.

### **Social Networking**

With specific regard to social networking, all employees must:

- Not “friend” or “follow” students, alumni under the age of 18, or parents, due to the inherent conflicts of interest.
- Not post anything that is disparaging of any student (current or former).
- Not post anything that would be an invasion of student or employee privacy, or constitute as sexual or other harassment.
- Not post or electronically disseminate any photographs and/or recordings of students or parents without the proper permissions.
- Not post pictures or text which identifies any applicant or applicant family on your personal social media.