

THE RIVERS SCHOOL CONSERVATORY



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Faculty Handbook 2016-2017

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FACULTY HANDBOOK

TABLE OF CONTENTS

	Page
I. Introduction	4
Statement of Purpose	4
II. Organization and Governance	4
III. Faculty Duties	6
Recording of Attendance Policy	6
Ensembles	6
Faculty Evaluations	6
Mid-Year Progress Reports	7
Performathon.....	7
Rivers Upper School Students.....	7
Student Evaluations.	7
IV. Policies	
Absence and Make-up Policy.....	8
Access to Buildings	8
Change of Teacher Policy	8
Communication.....	8
Drug-free and Smoke-free Workplace	9
Duty to Report Physically or Emotionally Injured Children.....	9
Email Policies and Usage	9
Emergency Closings	9
Employment and Re-employment.....	9
Equal Employment Opportunity	10
Financial Aid.....	10
Garnishment or Attachment of Salary.....	10
Gifts-in-Kind.....	10
Gift Soliciting.....	10
Gifts to Employees	11
Parking	11
Planned Teacher Absence.....	11
Recital Hall	11
Student Illness	11
Teacher Initiated Student Withdrawals.....	11
Withdrawals	12
V. Curriculum and Young Artist Program	
Curriculum	12
Lesson Planning.....	12
Young Artist Diploma Program	12

VI.	Student Performances	
	Accompanists	13
	Recitals	13
	Solo Student Recital Accompanist	13
	Student Recital Programs	13
	Workshops	13
VII.	Special Events	
	Concerto Competition.....	14
	Faculty Concert Series	14
	Rivers Symphony Orchestra.....	14
	Seminar on Contemporary Music for the Young	15
	Guidelines for Selecting Repertoire and Students for Seminar	15
VIII.	Miscellaneous	
	Benefits	15
	Copy Machine.....	16
	Maintenance/Dining Room Requests (Function Sheets).....	16
	Piano Maintenance.....	16
	Reimbursements/Payments	16
	Studio/Senior Recital Room Reservations	16
	Tea/Coffee.....	16
	Telephone.....	16
	The Rivers School Universal Availability Notice for Tax-deferred Annuity Plan	16
	The Rivers School Corporation CORI Policy.....	17
	Anti-Bullying Policies	21
	Hazing	23
	Sexual Harassment Policy	25
	Safety Guidelines	27
	Payroll Schedule	29

I. INTRODUCTION

The Rivers School Conservatory Faculty Handbook provides faculty members with critical information and an overview of various aspects of their employment. It outlines many of the policies, procedures and faculty responsibilities associated with working at The Rivers School Conservatory.

Faculty Members are required to be familiar with the contents of this handbook. Questions, suggestions or clarifications should be brought to the attention of the Director of The Rivers School Conservatory.

Statement of Purpose

The Rivers School Conservatory offers premier classical and jazz music education and performance programs that develop the highest levels of artistic and technical achievement in student musicians of all ages.

II. ORGANIZATION AND GOVERNANCE

Board of Trustees

Head of School

The Rivers School Conservatory The Rivers School The Rivers Camps

The Rivers School is comprised of three distinct programs: The Rivers School Conservatory, The Rivers School, and The Rivers Camps. The Head of School is ultimately responsible for all programs at the school. The camps and The Rivers School Conservatory each have their own director.

The Board of Trustees

The Music Executive Committee

The Director of The Rivers School Conservatory

The Music Executive Committee is a standing committee of the Board of Trustees and is the governing body of The Rivers School Conservatory as well as the liaison between The Rivers School Conservatory and Board of Trustees. The Chair of The Music Executive Committee is a member of the Rivers Board of Trustees. The Rivers School Conservatory Director, Rivers School Director of Advancement, Rivers Head of School and the President of the Board of Trustees are *ex officio* members. The Director of The Rivers School Conservatory reports to both the Head of School and The Music Executive Committee.

Department Heads

The Rivers School Conservatory has 10 departments and chairs: Adult Education, Chamber Music, Guitar, Jazz, Percussion, Piano, Music Theory, Strings, Voice, and Wind. The chairs of each department run workshops as well as form the **Faculty Council**.

The Faculty Council

The Faculty Council develops curriculum, oversees annual evaluations, supervises the Young Artists Diploma program, determines award recipients, and oversees faculty evaluations and self-assessments.

Meeting throughout the year, Faculty Council Members have the opportunity to voice the concerns of the faculty to the Director. The Council also serves to explore ideas for change and growth within the conservatory.

Administrative Personnel

Administrative Staff

David Tierney, Director

Lindsey Robb, Assistant Director

Jessi Eisdorfer, Communications Officer

Katie Gloede, Development & Office Manager

Amanda Harvey, Registrar & Receptionist

Department Chairs

Eve Budnick, Voice

Gillian Rogell, Chamber Music

Philippe Crettien, Jazz

Ethel Farny, Wind

TBA, Percussion

Robert Lasher, Guitar

Erin Lindsey, Piano

Dan Loschen, Assistant, Jazz

Ana Popa, Music Theory

Magdalena Richter, String

Shann Wood, Adult Education

Music Executive Committee

John Barstow	Hongmei Li, Chair	Jon Wasserman, Finance Chair
Karen Bowler	Michael Oates	Ned Parsons, ex-officio
Sarah Bua	Cai von Rumohr	David Tierney, ex-officio
Bruce Goody	Steven Snider	Krissie Kelleher, ex-officio
Lisa Larkin	Joan Walter	Robert Davis, ex-officio

Seminar and Faculty Committee Chairs

Ethel Farny, Seminar Chair

III. FACULTY DUTIES

Faculty members are required to familiarize themselves with our enrollment policies and procedures as well as with the Statement of Purpose for The Rivers School Conservatory as stated in the faculty handbook and school brochure. Faculty members are expected to be well prepared and punctual for all lessons, classes, and ensembles and be familiar with our established procedures for monitoring students' progress and musical development.

In addition, faculty members are required to:

1. Attend the September, January and June faculty meetings
2. Attend department meetings as called by Department Chairs
3. Attend their students' recitals
4. Familiarize themselves with the catalog and The Rivers School Conservatory policies
5. Adjudicate student evaluations (May)
6. Communicate with parents, department chairs, staff and students about students' achievements and concerns
7. Respond in a timely manner to communications from department chairs or staff concerning requests for information or other issues

Teachers should plan students' musical goals for the upcoming academic year following evaluations in May, consulting the departmental guidelines for requirements at <http://www.riversschoolconservatory.org>. Goal-setting for students is a part of the faculty evaluation/self-assessment process described in detail in the handbook.

Attendance of Students

Faculty members are required to keep accurate weekly attendance records using the FAWeb attendance module of RSC's database. Instructions on how to use this can be found on the Faculty Access page of the RSC website. Attendance records as entered by faculty are the only way The Rivers School Conservatory can verify student attendance if there is a dispute. Please contact the Assistant Director with questions.

Ensembles

Teachers should encourage their students to participate in orchestra, jazz or chamber ensembles whenever appropriate. Chamber Ensembles and Jazz Ensembles meet Monday-Saturdays. Capable string and wind players are also encouraged to audition for one of the orchestras. Teachers should emphasize the importance of ensemble playing as part of a complete musical experience. Young Artists Diploma students must fulfill specific ensemble requirements (see school catalogue).

Faculty Evaluations

New faculty members are encouraged to seek the advice of a mentor appointed by the Director. Faculty who teach private lessons are required to meet with their department chair at the beginning of the year to review their student roster and discuss goals for their studio. Teachers should use this opportunity to consult with the chair about any concerns regarding students and professional development. Teachers and department chairs should prepare written goals (which can be student- and/or teacher-based) for the year. Department chairs will meet with teachers at the end of the year to assess progress on these goals. The Director will then meet with the department chairs to discuss teacher performance. Initial faculty meetings

with department chairs should be completed by November 1st and can be in person or over the phone (as can the year-end meeting). Class and ensemble teachers will meet directly with the Director at the end of the year for review.

Mid-Year Progress Reports

Teachers are required to fill out a mid-year progress report for every non-adult private lesson student at the end of the first semester. Forms can be downloaded from the RSC website. Each department has its own custom-designed form consisting of student information, check boxes and a space for a written comment, if needed. Progress reports are optional for ensembles and classes. A total of three copies need to be made: two copies should be turned in to the office and one will be mailed home and the second copy will be kept in student files. Teachers should keep the third copy for themselves.

This form is to be used to assess student progress, formalize curriculum level for presentation at evaluations, acknowledge student participation in workshops and recitals, and inform parents of any issues and goals.

Performathon

The 2016-2017 Performathon will be held on **Saturday, March 11th** at Natick Mall in Natick, MA. This is the single most important fundraising activity at The Rivers School Conservatory and needs the support and cooperation of the entire faculty, staff, students and parents. Teachers are expected to encourage all of their students to participate in this festive event. Teachers are also expected to attend part of the day's events. Any Rivers School Conservatory student is welcome to participate, can invite non-RSC student musicians to join them, and can play almost any kind of music they choose. As with a walkathon, bike-athon, etc., students are expected to solicit pledges or donations from family and friends on either a flat-rate or per-minute basis. Information, including sign-up forms and pledge forms are distributed by teachers to their students in early January, 2016. Teachers can find the packets in their faculty mailbox.

Rivers Upper School Students

Faculty members who teach Rivers Upper School students are required to follow the grading schedule and procedures of The Rivers School. There are three trimester grades due throughout the school year. All of these dates are marked clearly in The Rivers School Conservatory master calendar and correlate with the submission of attendance cards. Teachers must adhere to these due dates for submitting grades and comments; payroll will be suspended if grades and comments are not received.

It is very important that teachers keep a record of the grades given for each trimester as the final grade for the year must reflect the average of the trimester grades. Please see the Director if you have any questions regarding any of these procedures.

Student Evaluations

Evaluations take place the week of May 22nd and are counted as a lesson. Each student is prepared by his or her teacher to play required scales, etudes, and pieces appropriate to his or her level. Panels of teachers listen to the student perform and write comments, which are returned to the private teacher to be used as an aid and support in further instruction. All faculty members are expected to participate in evaluation panels. Department curriculum for the Young Artist Diploma requirement can be found on the RSC website.

IV. POLICIES

Absence and Make-up Policy

Teachers are responsible for notifying their own students of any absences. The office will only assist in an emergency. Make-up lessons are guaranteed to students for teacher absences, legal holidays, or if the school is forced to close due to inclement weather or other emergencies. If a student has missed two successive lessons without having contacted the teacher, the teacher is required to inform the Registrar immediately. The student's lessons will be suspended until communications with the student or parent have been established.

Access to Buildings

Bradley Hall is on an automatic locking system, and is unlocked daily at 6:30 a.m. The doors lock at 10 p.m. daily. Faculty are to limit their use of the building to between these times. Access to Blackwell House follows the same hours; however, if you require early morning access to Blackwell House, you will need a key. Please contact the office for more information.

Change of Teacher Policy

1. It is the school's policy that, barring a major problem, mid-semester teacher changes will not be allowed. At any other time, parents/students requesting a teacher change are required to speak with the department chair first. The department chair will make one of three recommendations: 1) a teacher change will not be facilitated, 2) chair will explore other options, 3) a teacher change will be made
2. At any time, the Department Chair or the Director may reassign a student to a new teacher if it is evident that the current teacher assignment is not in the best interest of the student.

Communication

Mailboxes are located in the back hall of Blackwell House. Please check your mailbox and e-mail each day that you teach. Important information from the office is communicated through email to your Rivers account. All faculty have a Rivers email account that must be checked regularly. Lesson cancellations and other messages from parents will continue to be communicated to you via your Rivers email.

To access your RSC email, you may go to mail1.rivers.org and enter your login name and password. You can also access your RSC email via gmail or by going to the RSC website – Faculty Access page. Please see the office for more information.

Teachers are required to respond to the office, parents and staff communications in a timely manner. A master schedule for room and teaching assignments will be updated regularly. Bulletin boards in Blackwell House contain various announcements, opportunities, and performance information. Faculty are free to post pertinent information and events. Faculty and staff who communicate with parents and students via e-mail are required to use their Rivers e-mail.

Drug-Free and Smoke-Free Workplace

The Rivers School is committed to maintaining a drug-free and smoke-free environment for its students and employees. This policy extends to all school buildings, grounds, and vehicles. Smoking or other use of tobacco is not allowed at any time in the presence of students on campus, in vans or buses, or at any off-campus activities.

Duty to Report Physically or Emotionally Injured Children

Massachusetts law requires certain individuals, including private school teachers, who in their professional capacity have reasonable cause to believe a child under 18 years is suffering serious physical or emotional injury resulting from abuse inflicted upon him/her including sexual abuse, neglect, including malnutrition, to immediately report the matter. The law requires an immediate oral report followed by a written report within 48 hours of the oral report. The law states that you can satisfy the reporting requirements by contacting the appropriate division head. Alternatively, you may contact the Department of Social Services directly if you so desire, although the school encourages you to contact the Head of School. The Head of School shall then notify the appropriate state authorities.

While the law prohibits "frivolous" complaints, any person required to make a report shall be responsible for making such a report and Rivers will not take any adverse action against a faculty member when such a report is in good faith. If you are confused as to whether an incident is reportable, you should err on the side of making the report. Faculty members should check with the Head of School's Office to obtain further details about the requirement under the law and the specifics that are required to be included in the written report.

Email Policies and Usage

Lesson cancellations and messages from parents will be directed to your Rivers email. You will not receive notice of these via your personal email so it is in your best interest to check your Rivers email from home before coming in to teach. There are several ways to access your Rivers email, and you can also attach your Rivers email account to Gmail, Outlook, and other email services. Please see the Assistant Director for more information.

Emergency Closings

Notice of inclement weather cancellations is given over radio stations WBZ and WHDH between 7:00 and 8:00 A.M. Students should listen for the announcement for The Rivers School and can check the website for updated information. Faculty scheduled to teach should check their Rivers email for cancellation announcements. There will also be a recorded message on The Rivers School Conservatory phone and notice posted on the RSC website.

Employment and Re-employment

Employees of The Rivers School are employed and re-employed solely by the Head of School or his designee (i.e. Director of The Rivers School Conservatory). Unless otherwise specified in writing, all employment and re-employment with the School is at-will.

Equal Employment Opportunity

The Rivers School is an equal opportunity employer. It does not discriminate against any person on the basis of race, gender, ethnicity, religion, color, age, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation or physical disability, veteran status, sexual orientation, gender identity or any other reason prohibited by any applicable laws or regulations. This policy applies to all aspects of the employment process including hiring, promotion, compensation, benefits, layoffs, working conditions, and disciplinary measures.

Financial Aid

Need-based financial aid is available on a limited basis. Parents must submit an application and financial statement to the Director by May 1st for the upcoming year. The application form is available in The Rivers School Conservatory office. Financial aid decisions are made in May. Late applications will only be considered if funds are available.

Garnishment or Attachment of Salary

If the school is served with a court or other government order to withhold a portion of an employee's salary for payment of a debt, Rivers is required to comply with federal law (Title III of the Consumer Credit Protection Act). This process is known as "garnishment." If more than one garnishment occurs for an employee in a year, Rivers reserves the right to impose appropriate disciplinary action as permitted by federal law.

Gifts-in-Kind

From time to time parents, alumni, and friends offer, or are asked to donate goods or services to the school (gifts-in-kind). Whenever anyone offers a gift-in-kind to a faculty or staff member for the school, and/or whenever anyone receives a gift-in-kind, the person to whom it is offered or given should notify the Director in writing immediately. This procedure is necessary for the following reasons:

1. The Office must know the donor's name and the gift.
2. The Office needs to know the date the gift is received.
3. The donor must receive a gift acknowledgment from the Director. It should be noted that it is not the school's responsibility to put a value on any gift-in-kind. It is the donor's responsibility to set the value. No receipt or thank you note sent by the school should contain the gift's value.
4. The donor will receive recognition for his or her generosity in the Gifts-in-Kind section of the The Rivers School Annual Report

The Rivers School Conservatory depends upon the kindness of the community, so please help us acknowledge donors appropriately.

Gift Soliciting

Under no circumstances are members of the faculty or staff to solicit donations of any kind from parents, school vendors, businesses, or friends of the school for any purpose (including events run by student activities), without the prior approval of the Director. This is essential if fundraising activities are to be

coordinated with the best overall interest of the school in mind. Similarly, no faculty or staff member may submit any external funding proposal on behalf of the school without prior approval of the Director.

Gifts to Employees

Students and families are discouraged from giving gifts to employees. Employees may not accept gifts beyond those of token value. Gifts honoring particular employees may always be made to any fund.

Parking

Faculty and staff may park in marked spaces only, either in the main lot by Blackwell, behind Bradley Hall, or in the student parking lot. Do not block roads, fire lanes, etc.

Planned Teacher Absence

In the event a teacher has a scheduled absence for professional or personal reasons, the teacher is required to notify their students, notify the office and arrange for lesson make-ups. It is critical that the office be notified as families often contact the office to confirm a teacher absence.

Rivera Recital Hall Policy

Rivera Recital Hall will be used for rehearsals, performances, and special events, but it is not to be used as a regular private teaching room nor classroom. In addition, the Model D (black) Steinway is only to be used for performances, Rivera Hall performance rehearsals, and other specified events designated by the Director. Otherwise, the D piano will be kept locked, and the key is available in the RSC administrative office. When a piano is required for large ensembles, such as Choruses, jazz bands, or orchestras, the model B (brown) piano may be used.

Student Illness

If a student is sick and reports to the office by noon on the lesson day, it is considered an excused absence. A maximum of two excused absences per year will be made up by the teacher. Last minute notice of an absence for any reason will not entitle a student to a make-up lesson. If a student misses a scheduled make-up lesson, it will not be re-scheduled and a refund will not be given. Make-up lessons cannot be given for student absences from a group class or ensemble.

Teacher Initiated Student Withdrawals

On occasion, it may become clear to a teacher that a student would be better served by taking music lessons in another studio. More often than not, a conversation with the parents will show that a teacher's concerns are shared by the parents. When a teacher determines that a student is not suited for his/her studio, the teacher must inform their Department Chair and the Director. A teacher should not discuss potential dismissal from the school until directed by the Director. If a teacher prompts a student to leave before the completion of a semester, the student is entitled to a refund for the remaining lessons and the teacher will not be paid for those lessons.

Withdrawals

Students who desire to withdraw or make a change in program should meet with the Director. Written notice of intent to withdraw should be sent to the Registrar. The date the notice is received is considered the date of withdrawal. No refunds will be made for cancellations after the first two weeks of lessons.

V. CURRICULUM and YOUNG ARTISTS PROGRAM

Curriculum

One of the strengths of The Rivers School Conservatory is the detailed curriculum prepared for each instrument or voice. Teachers are required to be familiar with and follow the appropriate curriculum which can be found on the RSC website at www.riversschoolconservatory.org. Department Chairs oversee the implementation, regular review, and revision of their department's curriculum. Teachers must assign a curriculum level to every student and teach the appropriate material from the assigned level.

Teachers have complete autonomy in determining the sequence of the presentation of required technique and repertoire for each level. While it is typical to expect a student to take three years to complete each of the four curriculum levels, teachers and students can determine their own pace.

Lesson Planning

All teachers are expected to establish year-long goals and strategies for teaching each of their students. Teachers are to use the curriculum for their department as the basis for planning repertoire, etudes and technique for each student. It is important that every student has access to all of the workshops, recitals, master classes and other events offered at The Rivers School Conservatory. While some students may choose not to participate in any of these opportunities, it is crucial that the teacher communicate with both the parent and student if there are other factors prohibiting student participation (most notably lack of effective progress stemming from poor or limited practicing).

All teachers are required to identify a curriculum level for each student (including both students who participate in the Young Artists Program and those that do not), have a complete understanding of the curriculum requirements for each level, and prepare every student for a comprehensive evaluation in May. Teachers should note any comments or concerns about the student on Evaluation Cover Sheets. Remember: Cover Sheets are part of a student's record and parents can request to see them.

Young Artists Diploma Program

The Young Artists' Diploma Program is designed to provide the most substantive musical education possible to young musicians. In addition to the specific artistic and technical requirements a student is required to achieve on their instrument or in voice, there are further requirements a student must fulfill in terms of classes and/or ensembles. There are also specific performance requirements for each department. Young Artists Diploma requirements for each of the four curriculum levels can be found on the RSC website.

Teachers are encouraged to recommend the Young Artists Diploma Program to any of their students who

demonstrate either or both an interest in or aptitude for music. In January, Teachers must submit a list of their students who they anticipate will present themselves for a diploma at the May evaluations.

Students who successfully complete the Young Artists' Diploma Program level are awarded a diploma for that level at The Rivers School Conservatory's Awards Concert in June.

VI. STUDENT PERFORMANCES

Accompanists

The Rivers School Conservatory has staff accompanists for student recitals and evaluations. These accompaniment costs are covered by tuition charges. Additional rehearsal time with the accompanist can be arranged for advanced students. Rehearsal time with the accompanist is also available for Rivers School Conservatory competitions and special programs.

Recitals

Recitals are held nearly every weekend throughout the year, generally on Friday evenings in Bradley Hall. Teachers are expected to attend their students' performances. Teachers are expected to strongly encourage participation in recitals throughout the year. Teachers are responsible for submitting accompaniments to a staff accompanist before each recital.

Solo Student Recital Accompanist

Students needing an accompanist for solo recitals should make a request through their teacher with the director and the accompanist as far in advance of their recital as possible. The student and accompanist will decide upon the appropriate fee themselves.

Student Recital Programs

Student Recital programs are prepared by the Administrative Assistant. Workshop slips are used to create all recital programs. Please be sure they are legible and filled out completely. All programming information must be included on the workshop slip.

Workshops

Workshops are formal gatherings of students by department, who are prepared to perform and seek positive criticism and encouragement from their Department Chair. Teachers are expected to encourage their students to take part in workshops throughout the year. Workshops are required before a student performs in a recital. They also serve as excellent preparation for upcoming evaluations and auditions.

Each department's workshop sign-up sheets are online and links to these are on the RSC website. Parents or faculty may register a student, preferably at least a week in advance, listing the repertoire, composer and its length. The student is responsible for bringing piano music if needing accompaniment. After the student has been recommended for a recital, the workshop slip with comments will be returned to the teacher. Young Artists Students are required to participate in at least 3 workshops and recitals per year.

Recital dates are pre-assigned for all the workshops – usually the Friday of the following week. Make sure your students know that if they pass the workshop, they are required to perform on the pre-assigned performance date, posted on the Workshop bulletin board. If a student is unable to perform on that recital, they should not play on its assigned workshop.

VII. SPECIAL EVENTS

Concerto Competition

Each year Rivers School Conservatory students who take private lessons here are invited to participate in the Concerto Competition. This year's competition will be held on Saturday, January 28, 2017. Students are required to play one movement of a concerto of their choice from memory. All contestants must have their concerto approved by RSO conductor David Tierney before entering the competition. The winner(s) will perform with the Rivers Symphony Orchestra on Sunday, May 14, 2017.

An additional concerto competition, on Sunday, Oct. 30, 2016, is open to any student who is enrolled in the Rivers Youth Orchestra Program. Students are required to play one movement of a concerto of their choice from memory. All contestants must have their concerto approved by RYS conductor Christopher Memoli before entering the competition. The winner will perform with the Rivers Youth Symphony on Sunday, Feb. 5, 2017.

Winners of 2015-2016 cannot compete again until 2017-2018.

Requirements – Students and their teachers should plan their repertoire in consultation with the RSO conductor, David Tierney. The Rivers Symphony is a chamber orchestra and repertoire from the Baroque and Classical periods is recommended. Students needing to use the school's accompanist for the auditions should contact the staff accompanist. Students should prepare one movement from their concerto for audition.

Faculty Artist Concert Series

The 2016-2017 Faculty Artist Concert Series celebrates its 21th season this year. Faculty members are featured in concert from October through April. Faculty concerts are free of charge and open to the public. Students and parents are encouraged to attend. Faculty should speak to Jessi Eisdorfer regarding performance opportunities.

Rivers Symphony Orchestra Concert Series

The Rivers Symphony Orchestra at The Rivers School Conservatory is a community orchestra for adults and students of all ages. RSC Director David Tierney, co-founder and former conductor of the Waltham Philharmonic Orchestra, conducts this ensemble in weekly rehearsals. Principal string chairs are filled by teaching faculty to assist less-experienced players as well as lead sectional rehearsals. Interested musicians should make an appointment through the Conservatory to interview/audition with the conductor.

Seminar On Contemporary Music For The Young

The 37th Seminar on Contemporary Music for the Young will be held on April 7 – 9, 2017. Since 1979, The Rivers School Conservatory has sponsored an annual Seminar on Contemporary Music for the Young. Its purpose is to encourage greater understanding and appreciation of 20th and 21st century music among young performers, teachers, parents, and the community.

The three-day festival attracts distinguished composers, performers, and educators who participate in concerts, lectures, panel discussions, and workshops, addressing various aspects of contemporary music performance practice. Special emphasis is placed on the concerts presented by young musicians of The Rivers School Conservatory.

Each year, the Seminar has gained in stature and prestige. The 1983 Seminar was filmed for Educational Television in a one-hour program entitled *Festival at Rivers* which was presented by WGBH TV on Sunday, September 22, 1983 at 8:00 PM in Boston. It has been shown in many cities throughout the United States, and provides an excellent documentary of the outstanding musicianship among the young students here at The Rivers School Conservatory, and the unique opportunity they have in working with some of the finest composers and educators in the country.

Guidelines for Selecting Repertoire and Students to Participate in the Seminar

Students who demonstrate a high level of performance at their evaluation the previous spring will be invited to perform in the Seminar. In addition, only students who have shown frequent participation in workshops and recitals will be considered. While new students and young students are permitted to participate, teachers are encouraged to consider only their best students.

By January 8, 2016, teachers should submit the list of students they want to have included in the seminar along with a copy of the first page of the score they have chosen and, if needed, the name of the student accompanist (curriculum level III and IV students may request that the RSC staff accompanist be used). Generally, repertoire that has been programmed in prior seminars and repertoire that is more than 25 years old is not accepted. Teachers may petition the director for an exception. There is a link to the list of all previous seminar repertoire on the Faculty Access page of the RSC website. Faculty must also submit completed “seminar program cards” especially designed for creating printed programs and publicity with their students and repertoire submission.

VIII. MISCELLANEOUS

Benefits

Direct Deposit of Paycheck

Tax-deferred contributions into a Supplemental Retirement Account are available through the Business Office (see below)

Social Security/Medicare

Mass. Medical Insurance Trust Fund

Unemployment Insurance

Workmen's Compensation Insurance

Discount on lessons at The Rivers School Conservatory

Contributory individual health insurance coverage is available to faculty members who teach a minimum of 20 hours/week.

Copy Machine

The copy machine in the office is available for reproduction of teaching materials. Photocopying of personal material is not allowed. Faculty are expected to do their own copying. However, in the event of urgent copying needs, the office staff may be able to assist. There are also copiers in Bradley Hall and in the Rivers School mail room. Faculty need to be aware of copyright laws; students should be required to purchase books and music.

Maintenance/Dining Room Requests (Function Sheets)

All requests for maintenance and kitchen services must be made through the Assistant Director at least two weeks in advance. Late requests will not be accommodated

Piano Maintenance

If you notice any problems with any instrument you use, submit in writing the problem to the Assistant Director.

Reimbursements and Payments

Rivers writes reimbursement and vendor payment checks once a week on Tuesday mornings. Reimbursement requests must be filled out, supported by proper documentation (receipt, credit card statement, etc.) and signed by the Director by 5pm on Monday in order to have reimbursements available by Friday. Requests for payment to a vendor must include a Vendor Invoice. Requests for payment to a third party require that the third party submit, on letterhead, an invoice for specific services rendered.

Studio/Senior Recital Room Reservations

Faculty members need to make Bradley Hall reservations with the Administrative Assistant. Teachers will be notified in January about the 2016-2017 calendar-planning requests.

Tea/Coffee

There are coffee pots to heat hot water and/or make coffee in the Bradley Hall kitchen. Faculty members must clean up after using those materials and keep the refrigerator clear of old food and drink.

Telephone

Faculty are permitted to make local calls and calls to students from the faculty desk and The Rivers School Conservatory telephones. The office telephones may be used in the event of emergencies. Please do not make any personal toll calls from the school telephones.

THE RIVERS SCHOOL UNIVERSAL AVAILABILITY NOTICE FOR TAX DEFERRED ANNUITY PLAN

The Rivers School Corporation (the “Employer”) provides you with the opportunity to save for your retirement through The Rivers School Defined Contribution 403(b) Tax Deferred Annuity Retirement

Plan (the “Plan”). Your Employer would like you to know more about how you can participate in the Plan. Whether you want to enroll in the Plan, or you are already enrolled but wish to change the amount of your deferral, you can accomplish your goal by filling out a “403(b) Salary Reduction Agreement” (the “Agreement”).” You can obtain a copy of the “Agreement” and more information on the Plan from the Director of Finance & Operations or the Controller, The Rivers School Corporation, c/o The Willis House, 342 Winter Street, Weston, MA 02493, or by calling 339-686-2221 or 339-686-2224 or on the Employer’s web site at <http://www.riversbenefits.org>. The user name is “rivers” and the password is “newhire”. Click on “Retirement” and then follow the instructions on the page to enroll or to find various forms, including a “Salary Reduction Form” or TDA Summary Plan Description..

Eligibility

All employees of The Rivers School who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan, as long as the employee contributes a minimum of \$200 per year. Excluded employees are: a student enrolled and attending classes offered by your Employer and your Employer is a school, college or university. Eligible participants may sign up, change, or cancel elections, as long as it is done prior to the first day of the month following when the change is requested to take effect.

Please take a moment to review the plan brochure or website before enrolling. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations at any time. The exact date your investment allocations will take effect may vary depending upon the policies of the financial service firm providing the investment options you chose for plan contributions.

Limits

Also, please be aware that the law limits the amount you may defer under this and other plans in any tax year. For CY 2015, the limit under all plans of this type is generally \$18,000 although larger limits may apply if you are age 50 or over (\$6,000) or you have at least 15 years of service with The Rivers School. Each participant only gets one limit for contributions to all 403(b) plans, so if you are also a participant in a 403(b) plan of another employer, your combined contributions to that plan and to The Rivers School 403(b) Tax Deferred Annuity Plan in 2014 are generally limited to \$18,000. If you do participate in more than one 403(b) plan, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit. Note also that the sum of all of your contributions, and those of your employers, to all 403(b) plans that you participate in are generally limited to the lesser of \$53,000 or 100% of your compensation in CY 2015.

For further details, or if you have questions, please contact the Director of Finance and Operations or the Controller, c/o The Rivers School Corporation, The Willis House, 342 Winter Street, Weston, MA 02493-1040 or via telephone at 339-686-2221 or 339-686-2224.

Criminal Background Checks- General Policy

(Adopted Effective 08/05/2014)

All employment and continued employment at the School is subject to and contingent on the results of criminal history and criminal background checks on all prospective, new and current employees as required by Massachusetts law. The School reserves the right in its reasonable sole discretion to make decisions about employment and continued employment based upon the results of criminal history and criminal background checks taking into account all relevant facts and circumstances and consistent with all applicable laws.

The School conducts at least once every three years Criminal Offender Record Information (CORI) checks for all continuing employees as well as volunteers and vendors who may have direct and unmonitored contact with children. The School conducts CORI checks on prospective or new employees and volunteers as a condition of their employment or involvement with the School. The School may also conduct Sex Offender Registry Information (SORI) checks for all employees and volunteers at or about the same time the CORI checks are conducted.

Under Massachusetts law, the School is also required to obtain national criminal history information on all current and prospective employees through fingerprints supplied by employees. Prior to the start of the 2014-15 school year, all new employees as well as all employees hired for the 2013-14 school year must provide fingerprints to conduct national criminal history checks. All other school employees who began employment with the School prior to July 1, 2013 must provide fingerprints by no later than the beginning of the 2016-2017 school year. National criminal history checks will be conducted on all individuals who may have direct and unmonitored contact with children, including full-time and part-time employees, substitute teachers, student teachers or interns, and individuals who provide transportation services. Volunteers and contractors and vendors who perform services at or for the School and who may have direct and unmonitored contact with students may also be required to submit fingerprints for the purpose of conducting national criminal history checks. The School will reimburse all employees and volunteers for the cost of submitting fingerprints to the authorities upon proper documentation. The School will not reimburse third-party vendors or contractors. The School will obtain and utilize any national criminal history information received from the applicable authorities based upon fingerprinting as part of its standard employment process on a regular basis.

All persons affected by this policy are required to sign a form acknowledging that the School will obtain and examine the individual's criminal history, which form is retained for one year. The School disclaims any liability or responsibility for the content of any CORI, SORI or other criminal history report obtained from authorities.

CORI CHECKS POLICY AND PROCEDURES

- I. CORI checks are conducted as authorized by the state Criminal History System Board (CHSB). All applicants shall complete and sign a request form to be submitted to CHSB. Current employees will also be required to complete and sign a CORI request form time to time. Any applicant for employment who refuses to sign a CORI request form will not be eligible for employment, and any employee who refuses to sign a CORI request form will be subject to termination of employment.
- II. All personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB. The School will only share

criminal history results with the subject of the check, with certain government entities, and with those at the School who have a “need to know” in order to protect children. The School maintains a log of any “secondary dissemination” for at least one year.

- III. Unless otherwise provided by law, a criminal record will not automatically result in adverse employment action, and employment decisions based on CORI results will be made consistent with this policy, the School’s needs and culture, and any applicable laws.
- IV. If a criminal record is received from CHSB, the School will compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by applicant, to ensure the record relates to the applicant.
- V. The individual will be notified if the School is inclined to make an adverse employment decision based on CORI results. The individual shall be provided with a copy of the criminal record and the School’s CORI policy, and given an opportunity to dispute the accuracy of the CORI record.
- VI. Any individual who challenges the accuracy of CORI shall be provided a copy of CHSB’s *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the individual, the School will make a determination based on a comparison of the CORI record and documents provided by the individual. The School may also contact CHSB and request a detailed search.
- VII. If the School reasonably believes the record belongs to the individual and is accurate, then the School shall, in its sole discretion, make a determination of suitability of the individual for employment or continued employment. Unless otherwise provided by law, factors the School may consider include the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;
 - (c) Time since the conviction;
 - (d) Age of the candidate at the time of the offense;
 - (e) Seriousness and specific circumstances of the offense;
 - (f) The number of offenses;
 - (g) Whether the applicant has pending charges;
 - (h) Any relevant evidence of rehabilitation or lack thereof;
 - (i) Any relevant information, including information submitted by the candidate or requested by the hiring authority.
- VIII. The School will notify the individual of its decision in a reasonably timely manner. The decision of the School shall be final.

NATIONAL CRIMINAL HISTORY CHECKS POLICY AND PROCEDURES

1. Individuals must register for and schedule a fingerprinting appointment by visiting the website at <http://www.identogo.com/FP/Massachusetts.aspx> and entering the required information including the Carroll School Provider Identification Number (**50140101**) for submitting fingerprints to obtain the results of a national criminal history check through Criminal History Record Information (CHRI). The School may not receive an individual’s CHRI unless the individual authorizes the School to receive the results through a CHRI consent form. An individual’s failure or refusal to provide the consent form will bar the employment of the applicant or employee.

2. CHRI is subject to strict state and federal rules and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit, and failure to comply with such rules and regulations could lead to sanctions.

3. CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. The School has implemented administrative, technical, and physical safeguards in compliance with state and federal law to protect the security and confidentiality of CHRI. The CJIS Security Policy can be found at <http://www.mass.gov/eopss/law-enforce-and-cj/cjis/fbi-cjis-security-policy.html>. Each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

4. The School is prohibited from repurposing or disseminating CHRI beyond its initial requested purpose. When no longer needed, CHRI and any summary of CHRI data will be destroyed and deleted. Once an individual's CHRI is received, it will be securely retained in the Human Resources Records for the following purposes **only**:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

5. All School personnel authorized to receive and/or review CHRI will become familiar with the educational and relevant training materials regarding review and interpretation of CHRI.

6. In determining an individual's suitability for employment or continued employment, the School will consider a number of factors including, but not limited to, the following:

- Age of the applicant at the time of the offense and conviction;
- Degree of satisfaction of any parole or probation conditions;
- Conviction and/or completion of the sentence;
- Seriousness and specific circumstances of the offense;
- The nature and gravity of the crime and the underlying conduct;
- Relationship of the criminal act to the nature of work to be performed;
- The number of offenses;
- The nature of the work to be performed or position to be held or sought;
- The date of the offenses and dispositions thereof;
- The time that has passed since the offense;
- Any relevant evidence of rehabilitation or lack thereof; and
- Whether the applicant has pending charges

The School will retain a record of its determination, to include the following information:

- The name and date of birth of the employee or applicant;
- The date on which the School received the CHRI; and,
- The suitability determination (either "suitable" or "unsuitable").

A copy of the School's suitability determination and supporting documentation for an individual must be provided to another school employer or to the individual upon request.

7. The School will take the following steps prior to making a final adverse determination based on an individual's CHRI:

- Provide the individual with a copy of his/her CHRI forming the basis for the potential adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances to correct or complete the CHRI. The School will document all steps taken in effectuating an adverse determination.

8. If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The following information will be recorded in the log:

1. Subject Name;
2. Subject Date of Birth;
3. Date and Time of the dissemination;
4. Name of the individual to whom the information was provided;
5. Name of the agency for which the requestor works;
6. Contact information for the requestor; and
7. The specific reason for the request.

9. If the School dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the School shall report such decision or action to the DESE in writing within 30 days and provide written notice to the individual. The report shall be in a form requested by the DESE and shall include the reason for the action or resignation as well as a copy of the criminal record check results.

If the School discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action, the School shall report to the DESE in writing within 30 days of the discovery, regardless of whether the School retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The School shall also notify the employee or applicant that it has made a report, and shall also send a copy of the criminal record check results to the employee or applicant.

Anti-Bullying Policies

The Rivers School is committed to maintaining an atmosphere in which all members of our community are treated with respect and dignity. Bullying undermines these objectives and will not be tolerated. In addition, in certain circumstances, perpetrators of such behavior could find themselves subjected to criminal proceedings (see below).

Bullying can include, but is not limited to, remarks, gestures, physical contact, the display or transmission of images, written, verbal or electronic statements, or other acts that are unwelcome or demeaning with respect to appearance, gender, race, religion, ethnic origin, sexual orientation, disability, or other characteristics. Students whose statements or actions, on or off campus, constitute disrespect, mockery, intimidation, harassment, or bullying (including cyber-bullying) will be subject to disciplinary action. Additional legal definitions and consequences can be found immediately below.

Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions, or programs, whether on or off school grounds. Bullying is prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for the victim.

Bullying - Massachusetts Anti-Bullying Law (signed May 3, 2010) defines bullying as:

"...the repeated use by one or more students of a written verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment () at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school."*

Cyber-bullying is defined by the same statute as:

"...bullying through use of technology or any electric communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo, electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (1) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying."

*A "hostile environment" exists when conduct is sufficiently severe or pervasive that it materially interferes with a student's educational experience.

In addition, the law also prohibits retaliation against any person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information pertaining to bullying.

Reporting Bullying or Retaliation

Any student who feels him or her or any other student has been the subject of bullying or retaliation should immediately report the matter to the Upper School Dean of Students or the Middle School Dean of Students. Student reports may be made anonymously, although no disciplinary action will be taken against a student solely on the basis of an anonymous report. Any faculty or staff member of our school community who has witnessed or otherwise

"Become aware" of any bullying or retaliation also must, by law, report it to the Upper or Middle School Dean of Students.

If the Dean of Students, in consultation of the Head of School, determines that bullying or retaliation has occurred, he/she shall (1) notify the local law enforcement agency if he/she believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action;** (iii) notify the parents or guardians of a perpetrator; (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (v) assess the victim's need for protection and take appropriate steps as necessary to restore a sense of safety for the victim, and (vi) in consultation with the Upper School and Middle School Counselors or others as appropriate, refer perpetrators, victims, and appropriate family members of such students for counseling or other appropriate services.

**The disciplinary actions that may be taken against a perpetrator of bullying or retaliation include the full range of disciplinary sanctions for other forms of student misconduct, up to and including dismissal from the school. In taking disciplinary action, The Rivers School will strive to balance the need for accountability with the need to teach appropriate behavior. No disciplinary action will be taken against a student solely on the basis of an anonymous report.

If the Dean of Students (Upper or Middle School) determines that a student has knowingly made a false accusation of bullying or retaliation, the Dean will take appropriate disciplinary action.

Hazing

The State of Massachusetts requires independent schools to issue a copy of M.G.L. Chapter 269, sections 17-19, "An Act Prohibiting the Practice of Hazing," to every group or organization under its authority and to every member, plebe, pledge, or applicant for membership in such group or organization. According to school counsel, the school's responsibility is to ensure that:

Each year, each season, and for each team or club, every coach, club sponsor, or adult in charge of a specific group of students must distribute a copy of the statute to the students, explain its meaning to them, and then sign an acknowledgement indicating that this has been done. This must also be carried out in home rooms. Although it is redundant, we are bound by law to follow this procedure.

The Statute

Chapter 269: Section 17 'Crime of Hazing' Definition; penalty

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation to any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person,

or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269, Section 18: Duty to report Hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269, Section 19: Statutes to be provided to Student Groups; Compliance Statement and Discipline Policy Required

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen, provided, however that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institute's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provision s of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such reports.

Sexual Harassment Policy

Rivers does not tolerate any form of sexual harassment either between our administration and our faculty, between faculty members, or towards our students. In order to succeed as members of a strong intellectual community, our relationships with each other must be based on mutual respect. Sexual harassment by anyone at Rivers undermines this goal. Every school employee is given a copy of the *Policy Against Sexual Harassment* and required to sign an acknowledgement and certification of receipt of that policy.

Introduction

It is the goal of The Rivers School, The Rivers School Conservatory, Camp Nonesuch and The Rivers Day Camp to promote a workplace and school environment that is free of sexual harassment. Sexual harassment in the workplace, during school-sponsored activities, or in other settings in which employees, staff, and students may find themselves is unlawful, and it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint.

The Rivers School subscribes to the following guidelines concerning sexual harassment and has adopted them as policy. Moreover, as part of The Rivers School's overall nondiscrimination policy, it prohibits all forms of harassment of others because of race, color, religion, sex, age, national or ethnic origin, ancestry, sexual orientation, physical or mental handicap, veteran status, or other protected status. To achieve our goal of providing a workplace and school environment free of sexual harassment, we will not tolerate conduct which creates an atmosphere of tension pervaded by discriminatory remarks or discriminatory animosity; such behavior does not belong in our workplace or school. In addition, we have provided a procedure by which inappropriate conduct will be dealt with by The Rivers School.

The Rivers School takes allegations of sexual harassment seriously and will respond promptly to complaints of sexual harassment. Where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

While this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, it is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

Under Massachusetts law, the definition of sexual harassment is as follows:

"Sexual harassment" means sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The legal definition of sexual harassment is broad and also may encompass any other sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work or school environment that is hostile, offensive, intimidating, coercive, or humiliating to a reasonable woman or man, as the case may be.

While it is not possible to list all the additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- (a) unwelcome and unwanted sexual advances, whether they involve physical touching or not;
- (b) sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body;
- (c) comments about an individual's sexual activity, deficiencies of prowess; discussion of one's sexual activities;
- (d) the display of sexually suggestive objects, pictures, posters or cartoons;
- (e) inquiries into one's sexual conduct or experience;
- (f) unwelcome touching, leering, whistling, brushing against the body, or suggestive insulting comments, threats, or innuendos of a sexual nature
- (g) demanding sexual favors in exchange for favorable reviews, assignments, promotions or continued employments, or promises of the same.

Employees should be aware that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

Complaints of Sexual Harassment

If you believe that you have been the subject of sexual harassment or subjected to a hostile, offensive or coercive work environment, or if you are not sure whether certain behavior is sexual harassment or whether it is actionable under this policy, you have the right to file a complaint with our organization. You are strongly encouraged to notify immediately:

- Head of School, Head of Upper School or Head of Middle School for Rivers School employees;
 - Director of The Rivers School Conservatory for The Rivers School Conservatory employees;
 - Appropriate Camp Director for Camp Nonesuch or The Rivers Day Camp for employees of either camp.
 - If a supervisor is alleged to be involved in the harassing activity, employees should notify the Head of School or Assistant Head of School.
- To allow us the opportunity to investigate and deal promptly with a complaint, that complaint must may be made orally or in writing to The Rivers School, 333 Winter Street, Weston, MA 02493, The above individuals are also available to discuss any concerns you may have and to provide information about our policy on sexual harassment and our complaint process.

Sexual Harassment Investigation

When we receive a sexual harassment complaint, we will investigate the allegation in a fair and expeditious manner. An investigation of all complaints will be undertaken immediately, and all information will be handled with the highest degree of confidentiality possible under the circumstances and with due regard for the rights and wishes of all parties. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

Disciplinary Action

If it is determined that one of our employees has committed inappropriate conduct in violation of this policy, we will take such action as is appropriate under the circumstances. Such actions may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim. You should contact the following agencies to determine the length of time for filing a claim.

US. Equal Employment Opportunity
Commission ("EEOC")
10 Congress Street, 10th Floor
Boston, MA 02114-2023 (617-565-3200)

Massachusetts Commission Against
Discrimination
Boston Office: One Ashburton Place, Rm 601
Boston, MA 02110 (617) 727-3990

1) Communication with Students and Parents

With the proliferation of social networking sites on the web like Facebook and MySpace, there is greater opportunity for student-faculty and student-staff communication outside the traditional professional vehicles of communication. These alternate vehicles are inappropriate for adults at Rivers to use in communicating with students and parents. They are vehicles of communication that can suggest to students and parents something other than professional business between school and student/home. Both students and parents need clear signals from us about the nature of our relationship with them.

Therefore, employees must refrain from any communication with students or parents other than through traditional vehicles like the student's Rivers e-mail account, parent home phone and business phone. Employees should not communicate with them via any social networking site.

Safety Guidelines

All employees are responsible for accident prevention at Rivers and each of us will be held accountable for our actions. However, managers and supervisors have a greater responsibility to the people under their direction to ensure that safety is considered an integral part of every job and that every task is performed safely.

1. Management Responsibility

The principal safety duties of the supervisor are to:

- a. provide new employees with proper job orientation;
- b. routinely train employees in safe working procedures;
- c. issue job safety instruction;
- d. provide direction for safe work activities, encourage/reward good, safe work habits.
- e. if necessary, enforce safety rules through appropriate disciplinary procedures;

- f. routinely conduct workplace inspections to identify and correct unsafe conditions and unsafe acts;
- g. require workers to report all incidents and/or injuries requiring first aid, regardless of how slight the injury may appear;
- h. investigate all accidents thoroughly and complete accident reports immediately;
- i. discontinue operations where hazardous situations exist until corrective action can be taken;
- j. conduct periodic safety discussions of safety rules and practices with employees;
- k. ensure that personal protective equipment is available and utilized in areas designated hazardous;
- l. attend and participate in safety committee meetings and various safety workshops.

2. Employee Responsibility

Each employee is expected to observe all safety rules and instructions relating to the efficient handling of his or her work. Employee responsibilities include:

- a. understanding and observing all safety rules as outlined in the Safety Handbook and in departmental policies and procedures;
- b. performing all tasks safely;
- c. reporting all unsafe equipment or conditions;
- d. refraining from tampering with machinery or equipment;
- e. taking no unnecessary chances, especially when it is necessary to hurry;
- f. offering assistance to or cautioning fellow employees before they perform unsafe acts;
- g. reporting all injuries to the appropriate supervisor immediately;
- h. observing DANGER, WARNING and CAUTION signs and following directions carefully;
- i. wearing personal protective equipment in designated areas;
- j. inspecting equipment daily and not using defective equipment;
- k. using only tools and equipment he/she has been trained to use;
- l. refraining from pranks or horseplay.

No task is so urgent that it cannot be done safely. Most accidents are caused by unsafe acts; therefore, it is up to each employee to learn and use safe work habits, always remaining alert to potential hazards.

PAYROLL SCHEDULE FOR RSC FACULTY 2016/2017

Semester One Teaching Weeks	Payroll Due	Check Date	Materials Due
1 & 2	26-Sep	30-Sep	
3 & 4	10-Oct	14-Oct	
5 & 6	24-Oct	28-Oct	
7 & 8	7-Nov	11-Nov	US Grades/Comments due 11/22
9 & 10	21-Nov	25-Nov	
11 & 12	12-Dec	16-Dec	
13 & 14	9-Jan	13-Jan	
15 & 16	23-Jan	27-Jan	RSC Mid-year Progress Reports
Semester Two Teaching Weeks			
1 & 2	13-Feb	17-Feb	US Senior Grades only due 2/21
3 & 4	6-Mar	10-Mar	All Grades/Comments due 3/21
5 & 6	20-Mar	24-Mar	
7 & 8	3-Apr	7-Apr	
9 & 10	17-Apr	21-Apr	Re-registration Schedules
11 & 12	8-May	12-May	Seniors grades/comments due 5/19
13 & 14	22-May	26-May	Underclassman grades/comments 5/29
15 & 16	5-Jun	9-Jun	