The SPS faculty handbook is updated each year with the idea that it will be helpful to you in your planning. The reference manual was created to provide support and guidance for the SPS faculty. All educators are expected to review each page with care. While an earnest effort is made to include information of importance to each of you, it is unlikely that all questions have been answered. Therefore, you are urged to ask for assistance from fellow professionals with any concerns you may have with routine matters.

The SPS policy manual, school handbooks and collective bargaining agreements contain additional information relative to policies and procedures with which you must be familiar.

**EQUAL EMPLOYMENT OPPORTUNITY**

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Policy - GBA
The mission of the Scituate Public Schools is to provide the opportunity for a comprehensive education for all students which focus on cognitive, emotional, physical and social development. The education program fosters students' reading, writing, calculating, problem-solving, critical thinking skills, and creative expression. The school environment nurtures self-confidence, independence, cooperation, and the physical well-being of all students. The schools encourage students to develop a sense of values and responsibilities which enables them to be contributing members of their communities and of a multicultural, global society. In partnership with the family, the schools guide students toward becoming lifelong learners with a positive outlook on the world.

In today's society, our children are continuously excited by new and challenging stimuli; adaptability to change, therefore, becomes a paramount objective of learning.

The mastery of basic skills is essential to our children as they prepare to function as responsible individuals. Children must also know how to direct their own learning by mastering the skills of independent inquiry, because circumstances do not enable us to predict with certainty just what today’s children will need to know when they become tomorrow’s adults. The optimum environment should be sought so that all children can develop physically and emotionally and acquire the information, academic skills, critical judgment, and creativity needed to lead to a better understanding of themselves, each other, and the world around them.

The school system must continually strive to create, implement, and improve programs that are compatible with appropriate curricula and provide opportunities for innovation in teaching and learning. If this is accomplished, children will then come to realize more fully their own potential as individuals and be better prepared to appreciate and act responsibly in the society in which they live.

Policy - AD
SEE
The Future of the Scituate Public Schools

The Scituate Educational Experience fosters a culture that is inclusive, collaborative and supportive to promote genuine relationships intended to develop strong connections between and among students, the school, and the greater community. This culture harnesses and develops students’ confidence, resilience and natural curiosities so they have the courage to creatively solve problems and overcome obstacles in reaching their full potential. The foundation of this experience is an agreed upon standards-based PK-12 curriculum, vertically and horizontally aligned across and between grade levels and schools. This rigorous and relevant curriculum is universally accessible to all students ensuring they graduate college, career and life ready. Research-based and differentiated instructional practices are uniformly employed by well-trained and highly skilled teachers across the district, further ensuring access to a common educational experience for all students. Curriculum and instructional practices are regularly reviewed by grade level, department, school, or district-based teams using data from common assessments and revised as needed to be responsive to the changing learning needs of students. Using a Project-Based Learning approach, teachers and students are highly engaged in interdisciplinary projects grounded in real-world experiences that promote collaboration, communication, higher order thinking, and creative problem-solving skills. School facilities, structures and schedules are reimaged to create flexibility and adaptability to changing educational and community needs. The seamless integration of technology into teaching and learning has changed how, where and when students learn. The Scituate Public Schools values its staff, students, families, and community as partners in shaping this educational future that challenges the status quo, embraces innovation, and collaboratively creates a 21st Century educational program that ensures our students are well prepared to succeed and thrive as global citizens in a rapidly changing world.
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Notice of Non-Discrimination

The Scituate Public School District in compliance with Title II, Title VI, Title IX and Section 504 of the Massachusetts General Laws, hereby gives notification to student, parents, employees, and the general public that this district does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status or disability, their complaint should be registered with the Title IX compliance officer.

Assistant Superintendent of Curriculum, Instruction & Staff Development
606 Chief Justice Cushing Highway, Scituate, MA 02066
Voice (781) 545-8759

Title II, ADA Coordinator  Jennifer L. Arnold, Assistant Superintendent
Title VI, Civil Rights Coordinator  Jennifer L. Arnold, Assistant Superintendent
Title IX, Coordinator  Jennifer L. Arnold, Assistant Superintendent
ELL Coordinator  Kate Ciulla, World Languages and ELL
504 Coordinator  Tammy Rundle, Counseling
Homeless Education Liaison  Jennifer L. Arnold, Assistant Superintendent
Contacts

CENTRAL ADMINISTRATION

ADMINISTRATION OFFICES
781-545-8759

Ronald R. Griffin, Superintendent of Schools
Jennifer L. Arnold, Assistant Superintendent
Paul Donlan, Director of Business and Finance
Dianna Mullen, Director of Special Education

<table>
<thead>
<tr>
<th>School/Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Scituate High</td>
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<td>Gates Intermediate</td>
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<tr>
<td>Cushing Elementary</td>
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<tr>
<td>Wampatuck Elementary</td>
<td>781-545-8790</td>
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<tr>
<td>Early Childhood Office</td>
<td>781-545-8790</td>
</tr>
<tr>
<td>METCO</td>
<td>781-545-8755</td>
</tr>
</tbody>
</table>
General Information and Procedures

ABSENCE

Absences should be reported to your building principal as soon as possible using the AESOP online system. AESOP online is a web-based system used to manage staff absences and substitutes. AESOP completely automates the process of ensuring a substitute for absent staff. AESOP does not require any hardware, software or dedicated phone lines. Instead, integrated phone and Internet technologies allow all personnel to access the service anytime, anywhere. Users may simply log in via the web or phone anytime and anywhere. Information regarding this program will be provided at the start of the school year.

Sick leave will be granted for personal or family illness or accident. No doctor's certificate shall be required for any absence of not more than five (5) consecutive school days on account of illness or accident. A doctor's certificate indicating the nature and continuance of the disability may be required beyond the sixth consecutive school day. Such certificate of fitness for service may be required as a condition of return to service.

Three (3) days per year will be granted as personal leave for the purpose of transacting or attending to personal, legal, business, household, or family matters which require absence during school hours and are matters of hardship or other pressing need and not merely personal convenience. All teachers are permitted to take half a personal day. Half a personal day is defined as missing less than three and a half hours in a work day. Personal leave may not be taken the day prior to or the day following any vacation (Thanksgiving Recess, December Vacation, February Vacation, and April Vacation), nor may three (3) personal days be taken consecutively except under special circumstances with the approval of the Superintendent. Except in the case of emergencies, notice of such leave shall be given to the principal at least twenty-four (24) hours in advance before taking such leave. The applicant for such leave need not state the reason for taking such leave other than that he/she is taking it under this paragraph.

Guidelines for creating a basic absence can be found on the human resources page @ http://www.scituate.k12.ma.us/index.php/human-resources-home.
For more information regarding Aesop please visit www.aesoponline.com.
Below are the reporting requirements for child abuse and neglect under section 51A of chapter 119.

Section 51A. (a) A mandated reporter who, in his professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child’s health or welfare, including sexual abuse; (ii) neglect, including malnutrition; (iii) physical dependence upon an addictive drug at birth, shall immediately communicate with the department orally and, within 48 hours, shall file a written report with the department detailing the suspected abuse or neglect; or (iv) being a sexually exploited child; or (v) being a human trafficking victim as defined by section 20M of chapter 233.

If a mandated reporter is a member of the staff of a medical or other public or private institution, school or facility, the mandated reporter may instead notify the person or designated agent in charge of such institution, school or facility who shall become responsible for notifying the department in the manner required by this section.

A mandated reporter may, in addition to filing a report under this section, contact local law enforcement authorities or the child advocate about the suspected abuse or neglect. (b) For the purpose of reporting under this section, hospital personnel may have photographs taken of the areas of trauma visible on the child without the consent of the child’s parents or guardians. These photographs or copies thereof shall be sent to the department with the report.

(c) Notwithstanding subsection (g), whoever violates this section shall be punished by a fine of not more than $1,000. Whoever knowingly and willfully files a frivolous report of child abuse or neglect under this section shall be punished by: (i) a fine of not more than $2,000 for the first offense; (ii) imprisonment in a house of correction for not more than 6 months and a fine of not more than $2,000 for the second offense; and (iii) imprisonment in a house of correction for not more than 21/2 years and a fine of not more than $2,000 for the third and subsequent offenses.

Any mandated reporter who has knowledge of child abuse or neglect that resulted in serious bodily injury to or death of a child and willfully fails to report such abuse or neglect shall be punished by a fine of up to $5,000 or imprisonment in the house of correction for not more than 21/2 years or by both such fine and imprisonment; and, upon a guilty finding or a continuance without a finding, the court shall notify any appropriate professional licensing authority of the mandated reporter’s violation of this paragraph.

(d) A report filed under this section shall contain: (i) the names and addresses of the child and the child’s parents or other person responsible for the child’s care, if known; (ii) the child’s age; (iii) the child’s sex; (iv) the nature and extent of the child’s injuries, abuse, maltreatment or neglect, including any evidence of prior injuries, abuse, maltreatment or neglect; (v) the circumstances under which the person required to report first became aware of the child’s injuries, abuse, maltreatment or neglect; (vi) whatever action, if any, was taken to treat, shelter or otherwise assist the child; (vii) the name of the person or
persons making the report; (viii) any other information that the person reporting believes might be helpful in establishing the cause of the injuries; (ix) the identity of the person or persons responsible for the neglect or injuries; and (x) other information required by the department.

(e) A mandated reporter who has reasonable cause to believe that a child has died as a result of any of the conditions listed in subsection (a) shall report the death to the district attorney for the county in which the death occurred and the office of the chief medical examiner as required by clause (16) of section 3 of chapter 38. Any person who fails to file a report under this subsection shall be punished by a fine of not more than $1,000.

(f) Any person may file a report under this section if that person has reasonable cause to believe that a child is suffering from or has died as a result of abuse or neglect.

(g) No mandated reporter shall be liable in any civil or criminal action for filing a report under this section or for contacting local law enforcement authorities or the child advocate, if the report or contact was made in good faith, was not frivolous, and the reporter did not cause the abuse or neglect. No other person filing a report under this section shall be liable in any civil or criminal action by reason of the report if it was made in good faith and if that person did not perpetrate or inflict the reported abuse or cause the reported neglect. Any person filing a report under this section may be liable in a civil or criminal action if the department or a district attorney determines that the person filing the report may have perpetrated or inflicted the abuse or caused the neglect.

(h) No employer shall discharge, discriminate or retaliate against a mandated reporter who, in good faith, files a report under this section, testifies or is about to testify in any proceeding involving child abuse or neglect. Any employer who discharges, discriminates or retaliates against that mandated reporter shall be liable to the mandated reporter for treble damages, costs and attorney’s fees.

(i) Within 30 days of receiving a report from a mandated reporter, the department shall notify the mandated reporter, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child and the services that the department intends to provide to the child or the child’s family.

(j) Any privilege relating to confidential communications, established by sections 135 to 135B, inclusive, of chapter 112 or by sections 20A and 20B of chapter 233, shall not prohibit the filing of a report under this section or a care and protection petition under section 24, except that a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner need not report information solely gained in a confession or similarly confidential communication in other religious faiths. Nothing in the general laws shall modify or limit the duty of a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner to report suspected child abuse or neglect under this section when the priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner is acting in some other capacity that would otherwise make him a mandated reporter.
A mandated reporter who is professionally licensed by the commonwealth shall complete training to recognize and report suspected child abuse or neglect.

A reporting form is located in the appendix of this manual. Below is a link to the document on-line.


ACADEMIC ACHIEVEMENT

The philosophy of Scituate Public Schools concerning academic achievement, as well as children’s social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs and growth, and make instructional plans for him/her. A sharing of information among parent, teacher, and student is essential.

The Scituate Public Schools support staff efforts to find ways to measure and report student progress. It will require that:

1. Parents/guardians be informed regularly, of the progress their children are making in school.

2. Parents/guardians will be alerted and conferred with as soon as possible when a child’s performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.

3. Insofar as possible, distinctions will be made between a student’s attitude and his academic performance.

4. At comparable levels, the school system will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.

5. When no grades are given but the student is evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student’s standing in relation to his/her peers.

6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

ACCIDENTS OR INJURIES

All student and staff accidents or injuries must be reported to the office or the school nurse as soon as possible. An accident form must be filled out for each accident.
Aspen is the Scituate Public School’s Student Information System used to manage student information including attendance, grading, scheduling, special education and other data. The Aspen Portal provides students and families the ability to view student information including; attendance, homework assignments, grades, report cards and address and contact information.

**Teachers use Aspen to communicate academic progress at a minimum of once every two weeks** (the Friday following pay day). Teachers are encouraged to post assignments both electronically and visually in class. Teachers are not required to post the assignments in Aspen and may use other preferred means to do this.

**BUILDING USE**

Please use the building use form to reserve spaces in Scituate Public Schools. It is available in school offices and online.


For further information regarding building use please contact Andrea Cochran at acoochran@scit.org or

(781) 545-8759 ext. 300.

**BULLYING PREVENTION**

The Scituate Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students, or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional, of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.
"Cyber-bullying" means bullying through the use of technology or any electronic 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 the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in 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 the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Scituate Public Schools;

Bullying and cyber-bullying are 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 Scituate Public Schools if the act or acts in question:

- create a hostile environment at school for the target;
• infringe on the rights of the target at school; and/or
• materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The plan shall apply to students and members of the school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.
The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

**Retaliation**

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

**Target Assistance**

The Scituate Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.
Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Scituate Public Schools website. It is located at http://www.scituate.k12.ma.us/ under students, parents and staff. Policy - JICFB

CLASSROOM ATTENDANCE/TARDINESS

- Daily attendance is available per student on Aspen. To see if a student is absent, go to that student’s attendance history.
- Take attendance at the beginning of each period. It is recommended that you track your classroom attendance in Aspen. Report any missing student(s) immediately to the office.
- Teachers should emphasize to their students that promptness to class is extremely important.
- If you take a class to an area other than its usual classroom location, please notify someone in the office.

CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.
In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional programs are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Policy – GBEB

**CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS**

An important goal of the schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To ensure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the Scituate School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum.

2. The teachers’ right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.

4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.

5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).

6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

Student-Initiated Forums on Controversial Issues

Student groups may request permission to conduct forums on controversial issues in the schools. The Principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.

2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.

3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

Requests from Groups or Individuals Outside the Schools

No permission will be granted non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the Committee’s policy on community use of school facilities.

No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

A Principal may grant an outside group or individual permission to post one notice of a public
meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.

Policy - IMB

CUSTODIAL SERVICES

All rooms are cleaned and checked regularly. Please report any repairs or problems to the principal. On the teacher share drive is a custodial checklist of duties. Please print out and check off where the problem(s) exist so they may be addressed. In an emergency situation, notify the main office at once and a custodian will be called. We ask staff and students to assist our custodians in keeping classrooms and hallways “picked up” throughout the day.

DISCRIMINATION AND HARASSMENT - STAFF

If any Scituate Public Schools employee believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination described above, the individual has a right to file a complaint with the Scituate Public Schools through the Assistant Superintendent. This may be done verbally or in writing. Any complaint by a member of the school community must be reported to the Grievance Officer. If a complaint comes to any member of the staff, that staff member must notify the Assistant Superintendent.

Teachers or other staff members who observe incidents of harassment involving students should report such incidents immediately to the student’s Principal or Assistant Principal.

Administrators aware of harassment involving any employee should report such incidents to the Assistant Superintendent. For additional information please see Policy - AC in the SPS Policy Manual located on the district website.

Policy - AC

DISTRICT CURRICULUM ACCOMMODATION PLAN (DCAP)

Massachusetts General Laws, Chapter 71, Section 38QI/2, requires that school districts “shall adopt and implement a curriculum accommodation plan to assist principals in ensuring that all efforts have been made to meet students’ needs in regular education. The plan shall be designed to assist the regular classroom teacher in analyzing and accommodating diverse learning styles of all children in the regular classroom and in
providing appropriate services and support within the regular education program including, but not limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning, or who do not qualify for special education services under chapter 71B. The curriculum accommodation plan shall include provisions encouraging teacher mentoring, collaboration and parental involvement.”

The Scituate Public Schools DCAP has four main objectives:

- To assist general educators in assessing, analyzing and accommodating diverse learners
- To increase support services and accommodations available within the general education settings
- To recommend instructional interventions for struggling learners
- To delineate resources available to teachers in the areas of student support

The Plan includes a flow chart describing the process for moving from the identification of a concern through communications with parents, staff collaboration, articulation of strategies for accommodation or intervention, and the periodic review and evaluation of student progress. Also included is an annotated list of the school-based personnel who are available to assist and support classroom teachers in analyzing and accommodating the individual needs of students. A DCAP should be requested when there is a behavioral or emotional concern and/or when a student is struggling despite RTI efforts.

The DCAP is located on the X-Drive.

**DRUG-FREE WORKPLACE**

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District’s workplace, and specify the actions that will be taken against employees for violation of such prohibitions.

2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.

4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.

6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

Policy- GBEC

DUTIES

Secondary teachers assigned to subject matter courses shall have at least one (1) period, or its equivalent, free each day from scheduled supervisory or teaching duties. Elementary classroom teachers will be provided with a daily preparation period of no less than thirty (30) minutes.

The equitable assignment of supervisory duties, such as lunchroom duty, recess, bus duty, study hall, corridor supervision, etc. is the responsibility of the building principal. Please be sure to check to see if and when you are scheduled for the following:

- Common Planning Time
- Department Time
- Study Hall
- Building Coverage
- Cafeteria
- AM/PM supervision – bus/HR/hallway/lockers

EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and
personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school may be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work. "No School Procedures" will be executed as previously communicated by the Superintendent.

Policy -EBCD

EMERGENCY PROCEDURES

EVACUATION
1. All personnel evacuate the building to their outdoor meeting place according to fire drill procedures unless directed otherwise.
2. Staff to bring all portable communication if applicable must be turned on (two-way radios etc.) to building channel.
4. Assigned personnel check bathrooms on the way out of the building.
5. Concludes when school officials or police/fire announce.
INTERNAL EVACUATION (PLAN B) - RELOCATION
1. If a condition exists, which is deemed to be limited to a specific section of the building and/or conditions outside of the building pose a greater threat than remaining indoors (i.e. lightning, freezing temperatures, etc.), an announcement will be made for staff and students to evacuate to an indoor location.
2. Bring class attendance book with you, and close doors (do not lock). Expect to report attendance.
3. School leaders contact first responders via 911 to communicate the alternative location of students/staff.
4. When in doubt, or unless specifically directed otherwise, always evacuate to your outside meeting place.
Concludes when school officials or police/fire announce.

SHELTER IN PLACE
1. Outside doors checked, locked and monitored closely.
2. No students or staff to go outside and no visitors.
3. All students are brought inside the building and classrooms.
4. Classroom instruction continues.
5. Once approved by police & announcement is made, hallway traffic may occur but is limited and restricted to essential movements (HS & MS students do not change classes. Bathroom, nurse visits, ok.). Normal operation continues.
6. No police/fire scanners on or texting/calls.
7. Concludes when school officials or police/fire announce over PA.

LOCKDOWN
1. No one leaves their rooms.
2. Scan area outside of the classroom and bring students in from hallway.
3. If outside remain outside, head to designated meeting point & await police.
4. Classroom door and windows are closed and locked with lights out.
5. Draw shades on inner doors.
6. If time allows draw outward window shades (3” from bottom).
7. Have an idea or plan to barricade/secure every door you can.
8. Students go to safest area of room, leaving cell phones on desk or collected.
9. Have cell phone on you, ready in silent mode to update 911 if necessary.
10. Once you are secured into lockdown position do not allow anyone in.
11. Use your best judgement. If your situation deteriorates, take action to improve your safety including evacuating your classroom and leaving building.
12. Rooms personally cleared by uniformed officer. All remain in classroom/office.
13. Concludes when school officials or police/fire announce.
EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.

The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, disability, homeless status or sexual orientation.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

Policy - JB

ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.
Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town Clerk at least two weeks prior to executing the hiring in accordance with the law.

Policy - GBEA

FACEBOOK AND SOCIAL NETWORKING WEB SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
   
   a. Teachers may not list current students as “friends” on networking sites.
   b. All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
   c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
   d. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
   e. Inappropriate contact via e-mail or phone is prohibited.

2) Inappropriateness of posting items with sexual content

3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4) Examples of inappropriate behavior from other districts, as behavior to avoid
5) Monitoring and penalties for improper use of district computers and technology

6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Policy - IJNDD

FIELD TRIPS

Educational field trips by student groups that take place during a single school day must have the approval of the Building Principal and the Superintendent of Schools or his/her designee. Student safety shall be a primary concern.

There will be at least one (1) chaperone for every ten (10) students on all field trips for Grades 1-12, and one (1) chaperone for every five (5) students on all field trips for Grades Pre-Kindergarten through Kindergarten.

Supervision of students is an ongoing responsibility of those individuals chaperoning the field trip.

Students who participate in a school-sponsored field trip must have written approval from the parent or guardian.

No student shall be denied the privilege of participating in a school sponsored field trip because of financial inability to pay.

Students will not be permitted to transport themselves or others by private automobile on school-sponsored field trips.

Besides those criteria listed above, all out-of-state or overnight field trips shall be presented to the school committee for its approval prior to any soliciting of student involvement, advertising for the trip, or fund raising at least ten months before the anticipated date of the trip, with the exception of athletic tournaments, art and music festivals, or any other travel required as part of advancing in a student competition. (See File JJH)

Policy- IJOA
Field trip request forms can be found on the district website under “staff.”
http://www.scituate.k12.ma.us/

**FUND-RAISING ACTIVITIES**

Some fund-raising activities are necessary to obtain funding for valuable school or class projects. However, students shall not spend academic class time preparing for fund-raising activities.

The Building Principal will approve all fund-raising activities in his/her school in order to minimize time spent by students on these activities. Furthermore, this will also result in the limitation of the number of requests for funds made to families. While it is understood that certain activities or clubs may be in fund-raising activities more than others; fund raising by a student will not be used as a prerequisite for participating in a club or activity.

Door-to-door canvassing is not acceptable. However, students may solicit family members and neighbors. In this regard, school employees acting as fund-raising coordinators will be responsible for instructing students toward acceptable behavior while participating in such programs.

For the purposes of collecting advertisements for special school projects (i.e., yearbooks, school newspapers, sports programs, drama playbills, book covers, and adult evening school brochures), students may be permitted to solicit ads from individuals and businesses.

Fund-raising proposals must be successfully complete an approval process before being implemented.

Fund-raising programs that utilize individual incentives and quotas will not be used. The School Committee will make no representation with regard to the quality or warranty of any particular product sold.

At the conclusion of an approved fund-raising activity, a financial report shall be submitted to the Building Principal’s Office.

**Charitable Purposes**

Fund-raising and donations for local, non-profit, charitable organizations will be permissible within the schools at the discretion of the Building Principal and with the prior approval of the Superintendent of Schools. For these purposes, outside solicitation will not be allowed.

Policy - JJE

**GIFTS TO AND SOLICITATIONS BY STAFF**

**Gifts**

The acceptance of gifts worth $50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law.
Acceptance of gifts worth less than $50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth $50 or more that is given because of the employee’s public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than $50 may be accepted, but a written disclosure to the employee’s appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of $20 value is the same as 1 gift of $80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc.), handpicked flowers, and handmade gifts worth less than $10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth $50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to $150 or several class gifts in a single year with a total value up to $150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the $50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.
GOALS

As part of the evaluation system, educators will set specific, actionable, and measurable areas of improvement as set forth in an Educator’s plan. A goal may pertain to any or all of the following: Educator practice in relation to Performance Standards, Educator practice in relation to indicators, or specified improvement in student learning, growth and achievement. Goals may be developed by individual Educators, by the Evaluator, or by a team of Educators. "Team Goals" can be developed by grade-level or subject area teams, departments, or other groups of Educators who have the same role.

Goals should be aligned with district and school goals as outlined in the improvement plans.

The district improvement plan is located @ http://www.scituate.k12.ma.us/index.php/superintendents-office/district-improvement-plan

School improvement plans are located on the school website under “Our School.”

HAZING – PROHIBITION OF

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.
Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

Policy – JICFA

HOMEBOUND INSTRUCTION

The schools may furnish homebound instruction to those students who are unable to attend classes for at least four consecutive weeks due to a physical injury, medical situation, or a severe emotional problem. The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school he/she will not be at a disadvantage because of the illness or the hospitalization.

Upon receipt of a physician’s written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal arranges for provision of educational services in the home or hospital. Such services are provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal coordinates such services with the administrator of special education for eligible students. Such educational services are not considered special education unless the student has been determined eligible for such services, and the services include services on the student’s IEP.”

To qualify for the program the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Chair of School Counseling.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers are assigned to homebound instruction by the Chair of School Counseling with the approval of the Superintendent.

Policy – IHBF

HOURS
Teachers must report to their school buildings fifteen (15) minutes before the students' starting time. As professional educators, it is acknowledged that time must be spent outside the school and work day to ensure the standards and indicators of effective teaching practice are met. How that time is defined is at the discretion of the educator.

In addition to the basic work day, defined as the beginning to end of the scheduled student day, teachers shall be required to arrive thirty (30) minutes before the start of school one day per month for district led collaboration time. Schools will schedule a one-hour delayed opening on those days.

Teachers shall be required to arrive before or remain after the basic work day for not more than two meetings per month, not to exceed 60 minutes. These meetings will be scheduled by the building principal.

During the school year, professional development days will be scheduled from 8:00 am to 3:00 pm.

**INSTRUCTIONAL MATERIALS**

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.

2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.

3. They must help students develop abilities in critical reading and thinking.

4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must review all educational materials for simplistic and demeaning generalizations on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation. And, ensure that appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such materials.

6. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, physical disabilities, gender identity or sexual preference.

7. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

Policy - IJ

JOB POSTINGS

Teachers are welcome to apply for any vacancies which are posted for which they are qualified.

All permanent openings shall be posted for a minimum of ten (10) calendar days. When unforeseen openings occur, the Superintendent may petition the Association in writing to waive the minimum posting requirement. Each posting will set forth minimum and preferred qualifications and the deadline for application.

Notice of all postings will be emailed to staff through the Scituate Public School’s email system.

All coaching positions will be posted at least 90 days prior to the start of the athletic season. Positions shall be posted for no less than ten (10) calendar days. If positions open after this period, such positions will be posted for ten (10) days unless the position must be filled immediately.

LESSON PLANS/SUB FOLDERS

Teachers develop well-structured lessons with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies and pacing and grouping.

Each teacher is responsible for keeping his/her sub folder complete and in an easy-to-spot location in case of emergency:

- Schedule – teaching times and duties
• “Homeroom” rosters (several copies) for attendance
• Special instructions regarding your classroom and students
• Current rosters (Specialists should update these each trimester)
• Clear directions about the location of your sub plans
• Information about your evacuation plan and HR sign (if applicable)
• 2 Emergency lesson plans

LIFE-THREATENING ALLERGIES

The Scituate Public Schools will work in cooperation with parent/guardians, students, and physicians to minimize risks and to provide a safe educational environment for all students. Students diagnosed by their physician with a life-threatening allergy and those with a medication order for the administration of epinephrine auto-injector for allergic reactions will be included in this policy. The focus of allergy management will be prevention, emergency response education, awareness, communication, and collaboration with medical professionals and families.

Scituate Public Schools will:

• Register with the MDPH in order for school nurses to train personnel, who are not licensed nurses, to administer epinephrine by auto-injector to students with diagnosed allergic conditions, consistent with 105 CMR 210.000.

• Maintain standing orders/protocols for licensed personnel (school nurses) to administer epinephrine to individuals with undiagnosed allergies. The first time an undiagnosed allergy is encountered in a school setting, the school nurse should administer epinephrine. This may be delegated to trained staff, when the school nurse is not readily available.

• Educate students about life-threatening allergies through the Health curriculum.

• Ensure school nurses are proficient with the up to date information and practices about life-threatening allergies prevention and medical responses.

• Ensure that school nurses communicate with families of students who present a diagnosis of a life threatening allergy diagnosis to discuss available interventions to meet the student’s LTA needs including Individual Health Care (IHC) Plans, proactive exposure avoidance and response protocols, 504s, Allergy Action Plan (AAP), and other measures as needed. The district’s Nurse Leader will ensure appropriate implementation of IHC plans.

• Develop, implement and maintain general LTA procedures at the district, school and classroom levels to ensure the safety of students with life-threatening allergies. Such procedures should be reflected in an LTA procedure manual. This manual shall be reviewed and maintained by the District Wellness Committee.

• Train and educate staff and appropriate personnel on LTA related procedures

Policy - EFAB
Life-Threatening Allergies Protocols

Link to Protocols: Life-Threatening Allergies Protocol

PARENT CONFERENCES

Parent teacher conferences are held so that teachers may report each child's academic progress, social interaction, and effort. Parents or guardians may also contact teachers to request a meeting at other times of the year.

The objectives of the parent-teacher conference are:

1. To enable the teacher and parent to work together to find specific ways to help the child gain the most from his/her educational experience.
2. To give parents a thorough appraisal of the child’s progress and relationships.
3. To acquaint parents and teachers with the strengths and weaknesses of the child.

Communication between parents and teachers is vital to help children reach their full potential in learning. Often busy schedules limit the time that parents and teachers can share information, so making the most of opportunities such as conferences becomes even more important. The following list of questions will help parents prepare for conferences with their children's teachers.

- How is my child's class structured? What is a typical day like?
- Does my child seem happy at school?
- What do you see as my child's special interests and strengths? What can I do at home to help my child develop his/her talents?
- Are there any subject areas where my child needs extra help or seems less motivated? How can I assist in those areas?
- Does my child seem challenged by the academic work or does he/she seem to complete it with little effort?
- How does my child react to trying new things? What about his/her reaction to mistakes?
- How does my child interact with other children and adults? Does he/she seem well-accepted among his/her peers? Are there any behavior problems?
- What level of parental involvement is encouraged regarding my child's homework assignments?
- How are my child's creative thinking and problem-solving skills? What do you recommend for development in these areas?
- What appropriate after-school opportunities are available for my child in the school or community?
PASSES

Students who need to be in the hallway during class time will use a pass or a sign out sheet from their assigned class. Student will have to sign a log indicating the time out, destination and time back in to the classroom. These logs may also be used to investigate incidents or in emergencies so please make sure they are organized and kept well.

PHYSICAL CONTACT BETWEEN EMPLOYEES AND STUDENTS

Introduction

The purpose of this policy statement is to provide all employees with guidance and direction with respect to physical contact between employees and students at school and during school sponsored functions. It is an area of educational policy, judgment and law which is fraught with uncertainties and changing standards. What constitutes appropriate physical contact in one circumstance may be totally inappropriate in another. At the outset, the decision of whether or not to touch a student must be made by the employee involved. Once it occurs, its appropriateness will depend on a variety of factors, not the least of which will be the student's reaction and the responses of other adults. The School Committee believes that its employees individually and collectively posses’ the wisdom and expertise necessary to conduct themselves in a manner which is educationally sound and acceptable both within the professional community and the community-at-large.

General Principles

1. All physical contact between employees and students should have a valid educational purpose and objective, meeting the student's (not the staff member's) needs.

2. The use of physical contact or force in order to impose the staff members will upon a student, except in an emergency situation, is strictly prohibited.

3. Employees who observe physical contact between students and employees which they deem to be inappropriate are expected to report said observations to the building principal and/or the Superintendent of Schools as soon as possible. If the contact is perceived to be immediately harmful by the observer, prompt intervention to prevent further harm is expected.

4. Questions of the appropriateness of physical contact are to be determined by the context of the contact on a case-by-case basis. Issues such as intent, context, location, circumstances, age and sex are all considerations which may be relevant. Examples:
Having a first grade child sit on one's lap during a group picture taking session may be perfectly appropriate while regularly having fifth grade students of either sex sit on one's lap during a movie is not appropriate. Holding and comforting a first grader who has fallen and is crying may be appropriate whereas placing a hand on a child's head to redirect his attention to the front of the room is not.

5. Touching students under clothing, in the genital areas, or on the buttocks, except in an emergency situation, is prohibited.

6. Whether or not an emergency situation exists, depends upon an objective rather than a subjective standard.

7. Instances of inappropriate physical contact initiated, encouraged, practiced and/or tolerated by employees, in a single instance, may result in disciplinary action which may include dismissal.

Summary

Given the complexity of this issue, the School Committee recognizes that some employees may deal with it by implementing a practice of never touching students. That is not the School Committee's intent or objective. It is expected that any physical contact between an employee and a student will have a legitimate purpose consistent with the schools role as educator and caretaker of minor children.

Policy - GBEBB

PHYSICAL RESTRAINT

Only school personnel who have received training pursuant to 603 CMR 46.03(2) or 603 CMR 46.03(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. All faculty are required to review regulatory requirements for the use of physical restraint annually. A PowerPoint is posted on the district website. In addition, viewing this presentation does not substitute for a careful reading of the full regulatory requirements. The regulations can be found @ http://www.doe.mass.edu/lawsregs. See 603 CMR 46.00.
Each school has Toshiba Multi-Function Printers (MFPs) that are placed in common areas for easy access by staff. For student printing each school has made at least one of these MFPs accessible. The student-accessible MFPs print in black and white. Staff should check with their school administrators for the location of student accessible MFPs.

For students to be able to print in color requires access to the color-capable MFP which is located in the main office at each school. Staff seeking student access to color printout should consult with their school’s administration for the specific policy at their school. It may not be possible for students to access a color printer directly and staff must take this into account when assignments are created. It is not acceptable to require color printout from students if their only option is to print from home. If a color printer is not directly accessible by students then staff should consider alternatives such as printing work for students or devising a paperless option.

There are additional printers for staff and student use in art and other graphics studios at the high school and middle school. Access to these printers is regulated by the staff members who are assigned to these studios, and is usually limited to only students enrolled in classes conducted in the studio space.

PROFESSIONAL DEVELOPMENT

SPS will provide $1,000 per year for each teacher (prorated for part time teachers) to an aggregate cap for the entire bargaining unit of $75,000 in FY’16 and $85,000 per year for FY’17 and each year thereafter from the Professional Enhancement Fund to be used for courses, conferences, workshops, or seminars that have been approved in advance by the Assistant Superintendent. Course credit and workshop approval forms can be found on the SPS website under Human Resources.

http://www.scituate.k12.ma.us/index.php/human-resources-home

Proof of conference, workshop, or seminar attendance and payment must be submitted no later than June 30th. Proof of course completion, including an official grade report from the college or university attended and proof of payment, must be submitted no later than June 30th in the year the course is taken to be eligible for reimbursement. The availability of funds or any remaining funds as of June 30th will be distributed to those having submitted proof of completion for reimbursement prior to June 30th on a prorated basis.

PROGRESS REPORTS

Teachers use Aspen to communicate academic progress at a minimum of once every two weeks (the Friday following pay day).
The Scituate School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

**SCHOOL COUNCIL**

Through the passing of the Massachusetts Education Reform Act of 1993, each public school is responsible for the establishment of a site-based School Council. This council (made up of parents, teachers, community representatives, and the Principal) serves as an advisory council to the Principal. Areas under the realm of these councils pertain to the specific language of the Education Reform Act. Annual school improvement plans are created reflecting the needs of individual school communities.

Statutory language for school councils can be found @ http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/appx.html

**SCHOOL NURSE**

Students must have a permission to see the nurse. If a student is unable to leave the room, send another student to notify the main office immediately, or contact the office for the nurse to report to your room. Please expect all students to return to the class with a signed pass noting their return time from the school nurse. If you are concerned about a student you are sending to the nurse’s office, please send the student with a buddy.

In an emergency call 9-1-1.

**SECTION 504**

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the
needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Much like an IEP, a 504 plan can help students with learning and attention issues learn and participate in the general education curriculum. A 504 plan outlines how a child’s specific needs are met with accommodations, modifications and other services. These measures “remove barriers” to learning.

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

Educators are legally responsible to implement the designated accommodation/strategies on the plan.

SPECIAL EDUCATION

Both the state and special education law, M.G.L. c. 71B, known as “Chapter 766”, and the federal special education law, the Individuals with Disabilities Education Act, or “IDEA”, require a broad range of special education programs. The provisions of these laws are designed to help students between the ages of 3 and 22 years of age who have not received a high school diploma and who are not making effective progress in the regular classroom due to the existence of a disability. This law gives the students, parents, and teachers a chance to learn the cause of these problems and to discover the best way to work together to overcome them.

Additional information can be found @ http://www.doe.mass.edu/sped/IDEA2004/

STAFF RESPONSIBLE USE OF TECHNOLOGY

I. INTRODUCTION

The Scituate Public Schools District (heretofore the “District”) provides its staff with various technology resources including but not limited to access to computers, email, an internal network, and wireless access to the Internet. “Staff” as used in this policy includes but is not limited to: teachers, paraprofessionals, administrators, administrative assistants,
secretaries, custodians, nurses, cafeteria staff, bus and van drivers, coaches and club advisors. District technology resources have been provided to assist staff and students to meet the learning objectives of the district. With this in mind, any use of these district technology resources that intentionally disrupts or interferes with the educational process is prohibited.

Access to the network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all regulations and procedures governing acceptable use of the network and shall agree, in writing, to comply with such regulations. Noncompliance with these policies and procedures may result in suspension or termination of user privileges and may be subject to restitution for costs associated with hardware, software, and system restoration, as well as other disciplinary actions consistent with the policies of the Scituate Public Schools. Violations of law may result in criminal prosecution as well as in disciplinary action by Scituate Public Schools.

II. ACCEPTABLE USE

As members of a networked community, users have specific responsibilities with regard to the efficient, ethical and legal utilization of computer devices, as well as all networked and Internet resources. All users must strictly adhere to the following guidelines and conditions of use.

A. Security

1) Users are responsible for the proper use of accounts issued to them, such as email, Internet or access to software, and must not provide or display their passwords and login information to anyone, nor leave an application open when unattended.

2) Users should change their passwords regularly and make efforts to use passwords that are unique and not easily guessed.

3) Users are responsible for all activity under their account.

4) Attempts to compromise the security, integrity, or functionality of the system, or possession of tools, while on school or district property, designed to do so, is a violation of this policy. This includes, but is not limited to:
   a) intentional uploading or creation of computer viruses
   b) unauthorized use of another user’s credentials
   c) deletion or alteration of another user’s files or applications
   d) removing protection to gain access to restricted areas
   e) unauthorized blocking of access to information, applications, or areas of the network

5) Any user identified as a security risk may be subject to severe restriction of, or cancellation of, privileges.

6) It is a federal offense to break into any security system. Financial and legal consequences of such actions are the responsibility of the user.

7) If a staff member suspects a security problem on the network he/she is required to notify the Director of Technology. Do not demonstrate the problem to other users.
8) It is a violation of this policy to introduce or attach any software or hardware that is not owned by the Scituate Public Schools, or specifically authorized by the Director of Technology, to technology used in the Scituate Public Schools.

9) No modification to any hardware or software owned or managed by Scituate Public Schools may be made without specific authorization by the Director of Technology.

B. System Resources

System resources are limited and are intended to support the educational objectives of Scituate Public Schools.

1) The use of technology systems must be consistent with and support educational objectives.

2) File space has its limits and users should regularly review and delete unnecessary files and email messages on the network.

3) Users should make a conscientious effort to conserve district resources. Use of high-bandwidth resources, such as video-conferencing, online music, or streaming video must be related to educational goals.

C. Privacy

Communications, including voicemail messages, email, attached documents and images are not private. In theory, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection.

Scituate Public Schools reserves the right to examine, restrict, or remove any material that is on or passes through its communication systems. Users are asked to use judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Users may not reveal home addresses, personal email addresses or personal phone numbers of colleagues or students.

D. Internet

The Internet provides access to schools, people and informational sites all over the world. The educational potential is limitless; however, users must understand that neither the Scituate Public Schools nor any Scituate Public Schools staff member controls the content of the information available on the systems. The District does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

The Scituate Public Schools is in compliance with the Children's Internet Protection Act (CIPA). Filtering services are in use on all computers with access to the Internet.

1) Users are expected to take individual responsibility for their appropriate use of the Internet
2) Any staff member creating a web page for school-related purposes will follow the guidelines provided in SPS School and District Web Pages Policy (IJNDC).

3) Student use of the Internet must be supervised and adults must be aware that filtering does not guarantee that students will not access inappropriate sites.

4) All communications must be polite and use appropriate language. Swearing and vulgar language are considered inappropriate and are a violation of this agreement.

5) Messages relating to, or in support of, illegal activities may be reported to local law enforcement authorities.

6) Staff and students, under the direction of a teacher, may publish materials on the Internet that support the school district’s objectives and are relevant to school-related activities. In publishing information on the Internet, users must adhere to all previously stated conditions and guidelines as well as the following:
   a) An Internet web page may include pictures of students or items of student work, provided that (a) the students are not identifiable or (b) if permission from the students’ parents/guardians have been received.
   b) No web page will be linked to a personal web address on another server without permission from the respective staff member’s principal or designee.
   c) Copyright laws must be adhered to. Permission to copy or use materials must be obtained from the copyright owner and must be cited. The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials.

7) Some examples of unacceptable use of district systems include but are not limited to the following:
   a) Conducting commercial activities, product advertisement, political lobbying, or unethical/illegal solicitation.
   b) Supporting illegal activities, such as the illegal sale or use of drugs or alcohol, criminal gang activity or threats, intimidation or harassment of any other person or for any activity prohibited by district policy.
   c) Accessing, distributing or selling files or web sites that contain pornographic or obscene pictures, videos, stories, or other material; or exposing others to such material.
   d) Purchasing goods or services, without authorization, that requires one to submit a credit card number, or obligates the school or district to another party. The District will not be held responsible for any financial obligations for goods or services purchased over the Internet or via telephone conversation without appropriate authorization.
   e) Responding to any messages, files, or web sites that solicit personal information about you or someone else, or request a personal contact with you or another user.
E. Children’s Online Privacy Protection Act (COPPA)

Scituate Public Schools works diligently to comply with COPPA requirements and does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. Teachers of students 13 years old or younger wishing to create additional student web-based accounts attain approval from the building principal. Upon principal approval, teachers will notify parents in writing of the creation of additional student web-based accounts.

III. EMAIL

Scituate Public Schools provides electronic mail resources to its staff members. Email is defined as any document created, transmitted and/or received through the Scituate Public Schools’ email system using either a personally-owned electronic device or a device owned by the school district. It is the intent of the District to maintain the privacy and integrity of email created using the email system; however, staff members should be aware that any and all email transmitted or received by any staff member is considered public record, and subject to the Massachusetts Public Records law, M.G.L. Chapter 66.

Email correspondence may be subject to public inspection and may be requested during evidentiary discovery in legal actions. Staff members should also know that while every attempt will be made to secure the email system, Scituate Public Schools does not guarantee the privacy of email sent, received, or stored.

A. Acceptable Use of the Email System

The purpose of the email system is to provide Scituate Public Schools’ authorized users with the ability to communicate through email for educational purposes and other school business. Communication with peers for academic or school-related business purposes is acceptable, as well as email to students, parents, and the community. Employees should be aware, however, that any written communication is considered to be a legal document and is subject to M.G.L. Chapter 66 above.

B. Unacceptable Use of the Email System

1) Allowing an unauthorized user to access the system. This includes sharing of email passwords that allows another person to access your account.
2) Using email for personal monetary gain.
3) Harassing other authorized users or generating harassing email to anyone.
4) Sending information that violates copyright laws, such as copied images, documents and music files.
5) Online gambling, including sports pools.
6) Distribution of pornographic or other offensive materials or images.
7) Advocating for products or services.
8) Advocating for political issues and/or candidates.
9) Generation of email using a false identity, or pretending to be someone else (spoofing).
10) Generation of junk emails, chain letters, or SPAM.
11) Forwarding of jokes, prayers, etc.
12) Any unauthorized use of the system, including but not limited to, attempt of disruption of services, interception of other users’ emails, or attempt to breach the security of the mail system.

C. Rights of Scituate Public Schools

The Scituate Public Schools, as owner of the email system, has the right to obtain, copy, and archive all documents or communications created using the system. These documents may be subject to public inspection under the Massachusetts Public Records Law. Deleting a document from a personal mailbox only removes the electronic pointer to the document stored on the server. Even if documents are deleted from users' mailboxes, they continue to be stored on the mail system and are retrievable from the archive.

Scituate Public Schools may also monitor any email communication at any time for the purpose of maintaining the integrity and continued operation of the email system without providing notification to the staff member. To the extent of the law, Scituate Public Schools also retains the right to disclose the contents of an staff member’s mail without the consent of the staff member. Disclosure of email would occur if requested by authorized personnel or law enforcement officials, as a response to a request for information in an investigation of unacceptable use or misconduct. All users should be aware that the content of their email is subject to review at any time by authorized personnel.

D. Confidentiality

Notwithstanding the Scituate Public Schools’ right to retrieve and read any electronic mail or Internet messages or material, such messages or material should be treated as confidential by other users and accessed only by the intended recipient. Users are responsible for maintaining the confidentiality of material on the systems. Certain departments may have additional confidentiality obligations regarding records, for which additional policies will be implemented. Without prior management authorization, users are not permitted to retrieve or read email messages that are not sent to them; with prior management authorization, the contents of such electronic mail, Internet access, voicemail messages or materials are subject to being accessed and/or disclosed to others.

IV. SOCIAL NETWORKING

A. Purpose

The District recognizes that the internet can be a useful tool used for educators in professional collaboration and communication when creating their own professional learning network, and for educational purposes with students; however, due to the nature
of social networking or social media sites, there exists a risk of misuse. Staff members should always be mindful of how they present themselves to the world, online and otherwise. A staff member’s conduct in the social media area is viewed as an extension of classroom behavior. Therefore, any online behavior by staff members must meet the same standards as those used for face-to-face communications at Scituate Public Schools. The term “Social Media” as used in this policy shall refer to websites and applications that enable users to create, view and share content or to participate in social networking.

In addition, any online communication in a staff member’s capacity as a public employee using one’s own personal resources, as opposed to the District’s resources, compromises the staff member’s, as well as the District’s’ ability to retain public records in accordance with the requirements of the Commonwealth’s public records laws. The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school’s information technology department. For this reason, all communication in a staff member’s capacity as a public employee, except in emergency situations, will take place through the District provided email accounts.

Staff members are prohibited from engaging in any of the following conduct or uses of the District’s network, in addition to those barred by the Internet Acceptable Use and Email Policy:

1) Fraternization with any individual who is currently a student in any Scituate Public School using any Social Media. Staff members may not invite/accept or list current students as “friends” on networking sites. Classroom participation on educational sites for instructional purposes is permitted with prior approval by the principal or his/her designee. This prohibition extends, as well, to cell phone or texting use, regardless of whether such use involves Social Media.

2) Posting student information (including photographs and videos) on personal social media accounts is prohibited.

3) Posting of items with sexual content.

4) Posting of items exhibiting or advocating use of drugs, alcohol or tobacco.

5) Posting of items encouraging or constituting hazing or bullying.

6) Knowingly posting or communicating inaccurate or false information.

7) Providing students with home telephone numbers or with private cell phone numbers without prior approval of the prior approval by the principal or his/her designee.
8) Accessing inappropriate web sites, including but not limited to material that is sexually explicit, that is pornographic, that advocates illegal acts, or that advocates violence, harassing, bullying, or discriminatory behavior.
9) Social Media sites or applications accessed for personal reasons should not occur during instructional time periods or while in the presence of students.
10) Posting information that is reasonably considered to be proprietary, copyrighted, defamatory, libelous or obscene.
11) Posting names or any information about students, including but not limited to “student records” information as defined by law.
12) Providing any confidential or private information regarding students or other staff members.

The above are examples of prohibited conduct or unacceptable uses and are not intended to be all inclusive. Any conduct which is similar to that listed above is likewise prohibited. All staff members are expected to comply with District’s policies, including the Internet Acceptable Use Policy.

B. Expectations of Staff Use of Social Media

With these concerns in mind, the District has instituted this “Social Networking Policy,” and has outlined its expectations for staff members’ use of Social Media, personal email accounts, text message features of cell phones, use of blogs, and other similar sites or other electronic or technologically based communication systems.

1. Before attempting to establish any social networking account, staff members should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to “privatize” the information they place online. Staff members must educate themselves to these features of Facebook or any other Social Media site you select. Staff members will be responsible should any information which they intended to be “private” become “public” due to the staff member’s own ignorance of the features of the social network which he/she has decided to use or his/her failure to properly use such features. The School District disclaims all liability for the content of all material that users’ access on Social Media, for damages suffered as a result of Social Media use, and for any related consequences.

2. Any information a staff member shares with a recipient could be redistributed by such recipient, without the staff member’s knowledge or consent. Therefore, any online behavior by staff members must reflect the same standards as those used for face-to-face communications at the Scituate Public Schools.

3. The District expects staff members to keep the line between their professional lives and their personal lives clearly drawn at all times. The District expects that all staff members will conduct themselves in an online setting in a manner that meets the same standards as applied in a classroom or professional work environment environment.
4. At all times, and in the use of any form of communication, staff members will always adhere to student privacy rights and the rights of other staff members to have their personnel and medical information kept confidential. Posting any information about students, including their names, is strictly prohibited. Posting confidential or private information regarding any student or staff member is also prohibited.

5. Staff members are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one’s personal email account or Social Media account to discuss school business with students and parents is prohibited.

6. This policy is not intended to infringe upon a staff member’s right to speak publicly as citizens on matters of public concern, or to communicate with fellow STA members on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of job duties; however, when a staff member speaks through professional Social Media sites or tools on matters concerning their work, they are speaking as employees and as such, restrictions may be placed upon their freedom to express themselves. Those restrictions are intended to preserve student confidentiality, maintain staff members’ status as employees who should command and receive the respect of students, be able to maintain order and discipline in their classrooms, remain objective with respect to their students, and to further the efficient and effective operation of the District in its educational mission.

7. Staff members are prohibited from using personal cell phones, personal email accounts and Social Media accounts to communicate with students. If emergency circumstances require that a staff member use his/her personal cell phone or personal email account to communicate with students or parents, he/she must keep in mind that these communications, even if District resources are not used for such communications, are within the jurisdiction of the District to monitor as they arise out of the staff member’s position as an employee. Any conduct, whether online or not, that reflects poorly upon the District or consists of inappropriate behavior on the part of a staff member, may expose a staff member to discipline up to and including discharge. Even if the staff member is not using a school telephone, computer, classroom or the like to engage in contact with a student, such contact is not outside of the District’s authority to take appropriate disciplinary action. If the staff member’s behavior is inappropriate, undermines his/her authority to instruct or maintain control and discipline with students, compromises his/her objectivity, or harms students, the District reserves the right to impose discipline for such behavior. A staff member may also face individual
liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the District to vicarious liability in certain instances.

8. Accessing of Social Media websites and email for personal use during school hours shall be reserved for staff members’ authorized breaks or unassigned periods only and shall not be accessed during classroom instructional time or while in the presence of students.

9. If a staff member is communicating as an employee of the District in his/her online communications, he/she must be aware that readers will assume that he/she “speaks for the District.” Therefore, all staff members’ online communications, when they are actually acting on behalf of the District, or creating the appearance that they are doing so, must be professional at all times and reflect positively on the District.

10. In the personal use of a Social Media site or application, staff members may not, without express permission from the Superintendent of Schools, use the school’s logo, likeness or any school photographs or other property that belongs to the school.

11. References to “Social Media” are intended to be broadly construed, as Social Media may take on many forms. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all Social Media outlets, but it should be understood by staff members that this policy equally applies to any Social Media website or application, whether identified on this policy or not.

C. Discipline

The Superintendent or assigned designees may conduct internet searches to see if staff members have posted inappropriate materials online. When inappropriate use of school computers and websites is discovered, the school principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

The District disclaims all liability for the content of material that users’ access on Social Media, for damages suffered in the course of or as a result of Social Media use, and for any related consequences. The District shall not be responsible for any unauthorized use of the District’s network, including any unauthorized costs, financial obligations, fees, charges or purchases.

V. WARRANTY

Scituate Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Scituate Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by system upgrade or repair, its own negligence, or your errors or omissions. Use of any information obtained via the
Internet is at your own risk. Scituate Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The guidelines and conditions outlined in this policy in no way limit the District's prerogative to manage its technology systems as it sees fit, or restrict its authority to take any actions it deems necessary to adequately supervise, protect, and, if necessary, discipline its users. The District reserves the right to revise this policy at any time, and all revisions will take effect immediately as per district governance.

Policy- IJNDBC

STANDARD PRECAUTIONS

Standard Precautions (formerly called Universal Health Precautions) should be reviewed each year.

An information form is located in the appendix of this manual. Below is a link to the document on-line.


STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program
Each Principal will notify a student’s parent/guardian within 3 days of the student’s absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall meet with any student, and that student’s parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student’s parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Policy – JH

STUDENT ATTENDANCE PROCEDURES

Philosophy: The Scituate Public Schools believes that regular and punctual school attendance is critical to academic success and establishing positive lifelong work habits. Despite advances in technology, it is still impossible to adequately replicate the in-class experience for students who are absent from school. Students who are excessively absent are likely to fall behind academically, could experience school failure, and may eventually drop out of school. Parents play a critical role by ensuring their children regularly attend school.

Procedures: Consistent with Massachusetts General Law, Chapter 76, the Scituate School Committee has established Policy JH. A copy of this policy can be found in the Appendix of the student handbook. Each school principal will enforce this policy as follows.

1. To be considered present for school, a student in Grades 7-12 may miss no more than two class periods in a school day. Elementary students must be present for at least ½ of the school day.

2. When a child is going to be absent from school, the parent/guardian is expected to call the school office no later than one hour after the start of the school day. If the school does not receive a phone call from the parent/guardian, the school will attempt to reach the parent/guardian through a personal phone call or other automated means.

3. In all instances where a child is absent from school for any reason, a signed note from a parent/guardian must accompany the child upon return to school. Emailed notes from a registered parent/guardian email address will meet this expectation. Registered is defined as the official parent/guardian email address listed in ASPEN. The note must indicate the date(s) and reason for the absence from school.

4. The following absences are considered excused by the Scituate Public Schools with proper documentation:
• Short-term illness (less than 5 consecutive days) - Must be verified by a parent note/email upon return to school.
• Long-term illness (5 or more consecutive days) - Must be verified by a note from the doctor’s office upon return to school.
• Chronic Illness (a recurring, long-term medical illness or condition) - Must be verified by a note from the doctor’s office on file with the school nurse stating the nature of the illness/condition and its possible effect on school attendance.
• Dismissal from school by the school nurse.
• Medical appointments verified by a note from the doctor’s office.
• Bereavement - Must be verified by a parent note/email upon return to school.
• School sponsored events such as assemblies, field trips, etc.
• Court appearances – Must be verified by documentation from the court.
• Religious holidays - Must be verified by a parent note/email upon return to school.
• College or private school visits (up to two days per term for high school juniors and seniors and up to two days per year for all other students) – Must submit documentation from the school or college upon return.
• School imposed disciplinary consequences.
• Extenuating circumstances approved by the principal.

5. A student will be marked tardy to school if he/she does not report to school by the posted start of homeroom period, or by the posted start of the academic day if no homeroom is scheduled. Being tardy to school is always considered unexcused unless a note from the doctor’s office is provided upon arrival to school. Parents should attempt to schedule doctor’s appointments before or after school hours. Students tardy more than two periods in a school day (grades 7-12) and more than ½ the school day (K-6) will be considered absent according to Massachusetts law. Disciplinary consequences may apply for students tardy to school.

6. Early dismissal should be avoided if at all possible. The only excused dismissals would be for reasons listed in #4 above. Doctor’s appointments should be scheduled when school is not in session. If a student is dismissed early for a doctor’s appointment they must return to school the same or following day with a note from the doctor excusing the absence.

7. Family vacations are not considered excused absences. Parents are asked to schedule vacations at times when school is not in session. In the event a family vacation can only be scheduled while school is in session, the parent/guardian is asked to provide a minimum of two weeks’ notice to the principal and classroom teacher(s). Teachers are not required to provide work in advance of a planned family vacation. For school makeup policies please see below.

8. Consistent with Massachusetts General Law, when a student has reached five (5) unexcused absences in a school year, the principal, or his/her designee, will set up a meeting with the student and his/her parents in order to develop an action plan to improve attendance.
9. When a student is absent 10% or more in a marking period, even if the absences are considered excused, the principal, or his/her designee, may set up a meeting with the student and his/her parents in order to develop an action plan to improve attendance. As part of this plan, additional documentation may be required to explain excessive absences.

**Makeup Work Policy:** No student shall be unduly penalized for **excused** absences that occur as a result of reasons listed in #4 above. Elementary (K-6) and secondary (7-12) schools will establish their own developmentally appropriate policy for making up school work due to excused and unexcused absences. These policies can be found in each school’s online student handbook.

**STUDENT RECORDS**

**The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of** –

  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- **Inspect**, upon request and before administration or use –

  1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW  
   Washington, D.C. 20202

Teachers should protect and maintain student confidentiality.

- Do not discuss students in any public area or within ear shot of students.
- Consultation and discussion of students should be conducted in private
- Keep your work areas clear of student work that can be seen by others.

Additional information regarding student records can be found @ [http://www.doe.mass.edu/lawsregs/603cmr23.html?section=all](http://www.doe.mass.edu/lawsregs/603cmr23.html?section=all)

**STUDENT-TO-STUDENT HARASSMENT**

Harassment of students by other students will not be tolerated in the Scituate Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, homeless status, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s education or of a student’s participation in school programs or activities;
• Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;

• Such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

• Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;

• Repeated remarks of a demeaning nature;

• Implied or explicit threats concerning one’s grades, achievements, or other school matter.

• Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

Policy - JBA

TEXTBOOKS

It is each teacher’s responsibility to distribute textbooks to students where applicable and to keep a record of the textbook number and condition. To determine a book’s condition, please use the following guidelines:

1. Excellent

2. Very good – used.

3. Good – some minor damage.

4. Poor – should use as a spare.

5. Do not use/assign.

If a book is lost or damaged, it is the teacher’s responsibility to report this to their Department Head or Curriculum Coordinator.
TOBACCO-FREE SCHOOLS/STAFF NO SMOKING

Smoking or the use of tobacco products within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited.

Staff members who violate this policy will be referred to their immediate supervisor.

Policy - GBED

VISITOR PROTOCOL

All visitors must report to the office. If you see anyone in the building who is not a member of the school department ask that person to identify himself/herself and report to the principal’s office. The staff member is also required to report this to the office.

All visitors - including faculty not assigned to that building, are required to sign in and sign out of the office as well as wear a visitor’s nametag or Scituate lanyard while in the building.

VISITORS TO THE SCHOOLS

The Scituate School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.

2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.

4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June, as well as during the period of State Assessments.

Policy -KI

WEBSITES

The Scituate Public School District realizes the limitless potential for information and communication provided by the World Wide Web. The availability of this communication vehicle provides an opportunity for students and staff to access and contribute to the world of information related to curriculum, instruction, school, District, and school community related activities. Therefore, the Scituate Public School District will use the Internet as an effective, efficient and timely source of information, method of communication and vehicle for resource collection. In order to take advantage of the opportunities the Internet provides, the Committee authorizes the creation of school and/or District Web pages on the Internet.

Only those web pages maintained in accordance with Committee policy and established procedures shall be recognized as official representations of the District or individual schools. All information on a school or District Web page must accurately reflect the mission, goals, policies, program, and activities of the school and District. The Web pages must have a purpose that falls within at least one of three categories:

1. Support of curriculum and instruction - intended to provide links to Internet resources for students, parents and staff in the District.

2. Public information - intended to communicate information about the schools and District to students, staff, parents, community, and the world at large.

3. District technology support - intended to provide and respond to instructional and administrative technology needs of students and staff.

The Superintendent shall designate the Director of Technology to be responsible to maintaining the official District web page and monitoring all District Web page activity. A building Principal shall make such designation for an individual school. Schools or departments that wish to publish a Web page must identify an appropriately qualified publisher and/or author.

As with any instructional materials or publication used by or representing the school or District, the building Principal or Superintendent, respectively, are ultimately responsible for accuracy and appropriateness of the information made available at the Web site. Concern about the content of any
page(s) created by students or staff should be directed to the building Principal or to the Superintendent's office when related to the District Web site.

Web sites developed under contract for the Scituate Public School District or within the scope of employment by Scituate Public School District employees are the property of the Scituate Public School District.

Due to the dynamic nature of the World Wide Web, this policy is to be reviewed and updated on an annual basis or more frequently if required.

Policy -JNDC

WEB SITE GUIDELINES AND PROCEDURES FOR APPROVAL

Unlike the Internet itself, schools and the Scituate School District can control the type of information placed on Web pages. Documents created for the Web and linked to District Web pages shall meet the criteria for use as public information or an instructional resource. The following considerations should be considered when determining the information to include on a school or District Web page: Copyright/trademark issues; applicability to the curriculum or communication goals of the school or District; privacy issues; and related School Committee policies. Links to other Web pages should be carefully selected based on the above issues.

Defined Purpose

A Web page must have a clearly defined purpose that is published on the Web page. Included in the purpose, the target audience must be specified and defined; however, all Web site users are reminded that their audience includes the worldwide community.

Content Standards

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information supporting student safety, growth, and learning, or public information of interest to others. Therefore, neither staff nor students may publish on the District server personal pages or pages for individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Parent groups, partnerships, and municipal or educational cooperatives are considered affiliates of the District. No confidential information is to be published on or linked to a Web page.

Quality Standards

All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable materials. Objectionable material is addressed in more detail in the School Committee policy for instructional material selection and reconsideration. Authors and publishers are reminded that a Web site is a virtual doorway to your school. A site and a
school will be judged on its ease for the user, the design, and the content. It is strongly recommended that a school form a building committee of interested individuals including staff, administrators, parents, students, and community members for the development of the Web site. Thoughtful consideration should go into decisions regarding purpose, usefulness, and appearance of each item on the Web site. As much as possible, publishers are encouraged to include student pictures and work. As the District represents itself to the world through this medium, assurances should be provided that students are the focus of the Scituate Public School District. Written student and parent consent must be secured for publication of student work.

Consistence Standards

Each existing school or department Web site shall have a link to the District Web site once the District Web site is online. For consistency, all school District Web sites must contain certain elements:

• At the top of each page there must be a link to the home page (to be defined by the school or District home page once online).

• At the bottom of the Web page, there must be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for page update. It shall be that person's responsibility to keep the Web page current. Repeated failure to do so may result in revocation of approval. It is strongly recommended that a building set up a system of checks and balances for the Web site (for example: all incoming e-mail is blind copied to the Principal or department head).

• All Web sites must display the name and approved logo of the Scituate Public School District.

• All Web pages must be given names that clearly identify them.

• Links to student e-mail accounts are not allowed.

• Student directory data is prohibited from publication, except for the first name and grade level of a student in relation to a photo or work.

• Web pages may not contain links to other Web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is actually in place.

• All Web sites must include: the author or publisher's name; the publisher or school's e-mail address; appropriate copyright citations.

• Authors must exhibit care when creating Web pages with extensive background, large graphics, applets, animation, and audio or video clips. Such files require extensive download time, are frustrating for modem users, and slow down file servers.
WELLNESS POLICY

Recognizing the important role schools play in ensuring children’s wellness, in 2004, Congress passed the Child Nutrition WIC Reauthorization Act (Public Law 108-265, Section 204). This act required each local educational agency participating in the National School Lunch Program or other child nutrition programs, such as the School Breakfast Program, to establish, for all schools under its jurisdiction, a local school wellness policy. Scituate Public Schools comprehensive wellness policy can be found on the district website. Scituate Public Schools is committed to providing school environments that promote and protect children’s health, wellbeing, and ability to learn by supporting healthy eating and physical activity.

Policy - ADF

APPENDIX

1. Responsible Use Sign Off
2. Reporting Of Abuse/Neglect Form/51A
3. Standard Precautions - FAQs
I have read the Scituate Public Schools Responsible Use Policy and Administrative Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or dismissal from employment, and criminal prosecution. I release the Scituate Public School System and all other organizations related to the Scituate Internet services from any liability or damages that may result from the use of the Computer System. In addition, I will accept full responsibility and liability for the results of any actions with regards to the use of the Network and the Internet. I release the school and related organizations from any liability relating to consequences from my use of the Internet.

Name (Please print)________________________________________________________
I accept the conditions of Scituate's Responsible Use Policy and plan to access the Schools system/network.

I do not accept the conditions of Scituate's Responsible Use Policy and will not access the Schools system/network.

I do not give my permission for my name to appear on the Schools web page should one be developed.

I do not give my permission for my photo to appear on the School's web page should one be developed.

This space reserved for system administrator.

Assigned Username:
Report of Social Services

Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect

Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse or neglect to the Department of Social Services by:

1. Immediately reporting by oral communication; and
2. Completing and sending this written report to the appropriate Department of Social Services’ office within 48 hours of making the oral report.

Please complete all sections of this form. If some data is unknown, please signify. If some data is uncertain, place a question mark after the entry.

▼ Data on Children Reported

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Location / Address</th>
<th>Sex</th>
<th>Date of Birth</th>
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▼ Data on Male Guardian or Parent

Name: 

First                     Last                     Middle

Address: 

Street and Number          City / Town       State       Zip Code

Phone #:                    Age:  

▼ Data on Female Guardian or Parent

Name: 

First                     Last                     Middle

Address: 

Street and Number          City / Town       State       Zip Code

Phone #:                    Age:
**Data on Reporter / Report**

Report Date:  
- □ Mandatory Report  
- □ Voluntary Report

Reporter's Name:  
- First
- Last  
- middle

(If the reporter represents an institution, school or facility, please indicate)

Reporter's Address:

Phone #:

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<th>Street and Number</th>
<th>City/Town</th>
<th>State</th>
<th>Zip code</th>
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Has reporter informed caretaker of report  
- □ Yes  
- □ No

What is the nature and extent of injury, abuse, maltreatment, or neglect, including prior evidence of same?  
(Please cite the source of this information in not observed firsthand.)

What are the circumstances under which the reporter became aware of the injuries, abuse or maltreatment, or neglect?

What action has been taken thus far to treat, shelter, or otherwise assist the child(ren) to deal with the situation?
Standard Precautions

▼ Please give other information that you think might be helpful in establishing the cause of the injury and/or the person(s) responsible for it. If known, please provide the name(s) of the alleged perpetrator(s).

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Signature of Reporter:

Frequently Asked Questions
**Standard Precautions**

1. **What are Standard Precautions?**

   Standard Precautions (previously known as “Universal Precautions) are guidelines designed to prevent transmission of infections from viruses and bacteria that can be found in blood and body fluids such as Human Immunodeficiency Virus (HIV), Hepatitis B, Hepatitis C and Methicillin Resistant Staph Aureus (MRSA). Standard Precautions apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. Standard Precautions also apply to tissues and to fluids such as cerebrospinal (brain), synovial (between joints), pleural (around lungs), peritoneal (around abdomen), pericardial (around heart) and amniotic (around the fetus in utero).

2. **Are there situations in which Standard Precautions do not apply?**

   Yes. Standard Precautions do **not** apply to feces, nasal secretions, sputum, sweat, tears, urine, breast milk and vomit unless they contain visible blood. Standard precautions do not apply to saliva except when visibly contaminated with blood.

3. **What precautions should be used as protection from contact with bodily fluids?**

   a. Wear disposable gloves to prevent possible exposure to blood-born viruses when cleaning body fluid spills containing blood or if your hands or fingers have cuts.
   b. Do **not** allow family members to share toothbrushes or razors.
   c. Avoid placing your fingers in any child’s mouth and discourage others from doing this.

4. **Why is proper handwashing crucial to protect against germs?**

   *Keeping hands clean is one of the most important ways to prevent the spread of infection and illness.* Handwashing is simple and it's the best way to prevent infection and illness. Keeping hands clean prevents illness at home, at school, and at work. Handwashing can prevent infection and illness from spreading from family member to family member and, sometimes, throughout a community.

   The basic rule is to wash hands before preparing food and after handling uncooked meat and poultry, before eating, after changing diapers, after coughing, sneezing, or blowing one’s nose into a tissue, after using the bathroom, and after touching animals or anything in the animal’s environment.

5. **What process should be used for effective handwashing?**

   *When washing hands with soap and water:*

   a. Wet your hands with clean running water and apply soap. Use warm water if it is available.
   b. Rub hands together to make a lather and scrub all surfaces.
   d. Rinse hands well under running water.
   e. Dry your hands with a paper towel or air dryer and use a paper towel to turn off the faucet.
   f. Always use soap and water if your hands are visibly dirty.
Standard Precautions

Frequently Asked Questions

If soap and clean water are not available, use an alcohol-based hand rub to clean your hands. Alcohol-based hand rubs significantly reduce the number of germs on skin and are fast-acting.

When washing hands with an alcohol-based hand sanitizer:

a. Apply product to the palm of one hand.
b. Rub hands together.
c. Rub the product over all surfaces of hands and fingers until hands are dry.

6. What protective barriers should be used to reduce risk of transmission?

Protective barriers include gloves, gowns, aprons, masks, or protective eyewear, which can reduce the risk of exposure to potentially infective materials. Gloves help prevent contamination, but wearing gloves does not eliminate the need to wash hands. Wash your hands when the gloves are removed because gloves may have small holes in them and bacteria multiply rapidly in the warm environment of the glove. Hands are often contaminated from the outside of the gloves when removing the gloves.

Note: Latex gloves are not commonly used currently because of the growing issue of latex allergy. Instead of latex gloves, vinyl gloves should be used.

7. What precautions should be used for proper handling of needles?

a. To prevent needle stick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand;
b. After they are used, disposable syringes and needles and other sharp items should be placed in puncture-resistant containers for disposal;
c. The puncture-resistant containers should be located close to the use area; and
d. All reusable needles should be placed in a puncture-resistant container for reprocessing.

8. What precautions should be used when cleaning the home and washing clothes, dishes, and toys?

a. Wash dishes in hot soapy water or in the dishwasher, if you have one. It is not necessary to keep a high-risk child’s dishes separate.
b. Thorough cleaning with soap and water followed by a disinfecting process should always be the first line of defense against germs. Allow the disinfecting solution to air dry on the surface for continued effectiveness. If the surface cannot be air dried, leave the disinfectant for at least three minutes before drying.
c. Be careful not to get any of the body fluid in your eyes, nose, mouth, or any open wounds or sores. If this does happen, scrub the affected area liberally with soap and warm water
d. You may wash clothing with other family laundry in the washing machine or by hand, using hot soapy water.
e. Toys that have been in a child’s mouth should not be shared with others until they are washed.
f. Wash plastic toys that have been soiled with body fluids in hot soapy water.
g. Wash stuffed toys in the washing machine or in hot soapy water.
h. Wash cloth diapers in a washing machine or hot soapy water with a small amount of bleach.
i. Clean any surfaces containing body fluid spills with one part bleach to ten parts water.
Standard Precautions

Frequently Asked Questions

9. What precautions should be used with soiled diapers?
   a. Place soiled diapers in a diaper pail lined with a plastic bag. Keep these in an area where small children do not have access to them. Securely tie the bag and dispose of it with other household trash.
   b. You do not have to wear gloves for diaper changing unless there is diarrhea (blood may be present) or a bleeding diaper rash. Wash hands before and after diapering. Place the gloves and cleaning materials in a plastic bag, tie securely, and dispose of the bag with other household trash.

10. What resource is available for additional information regarding precautions?

   For more information on precautions, handwashing and other issues:
   a. Please call 1-800-CDC-INFO 24 hours a day, 7 days a week;
   b. Send an email to cdcinfo@cdc.gov; or

References:

http://www.cdcinfo@cdc.gov
http://www.mass.gov/Eoehhs2/docs/dmr/mrsa_standard_precaution.pdf;
Donald Palmer, MD, American Academy of Pediatrics, Committee on Early Childhood, Adoption & Dependent Care.

DCF HMSTDec, 2