

Wareham Public Schools



Substitute Service Worker Handbook

2019-2020

I acknowledge that I have received the substitute service worker handbook, that I have read it, and that I understand its content.

Received by: _____ *Date:* _____

Wareham Public Schools



Substitute Service Worker Handbook

2019-2020

Vision Statement: The Wareham Public Schools offers challenging, engaging, innovative, globally minded educational experiences, providing a competitive advantage for our students, our schools, and our community, to ultimately create a better world.

Dear Employee,

I would like to welcome you to the Wareham Public Schools. The work of our substitute employee is an essential function to the smooth operation of our programs and we value your contribution. This handbook is designed to provide you with an overview of our school system. It contains many facts that will be important to your work in Wareham. Each of our schools has its own unique set of circumstances and there will be differences in the daily operation of each building. You should rely upon the direction of principals and their staff for these necessary differences in operations.

There are approximately 75 service workers in our custodial, cafeteria, and transportation departments who are responsible for the approximate 2100 students who come to our schools daily. Without the support and dedication of our substitute workers, our services to our students would be greatly hampered.

We have placed the care of our students and schools in your hands. It is an important role that you fill. Please let principals or other administrators know if there is anything we can do to help you better serve our students.

This handbook is laid out in an alphabetical order that I hope will provide you with answers to some common questions and be of assistance to you in your work. Once again, our building principals are most able to assist you with answers to more specific questions.

Sincerely,

Kimberly Shaver-Hood
Superintendent of School

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Accidents

If you witness a student having an accident, he/she should be contact the nearest staff member or contact the office through the phone system. Do not send seriously ill students for help unattended. The school nurse will complete the proper forms.

Accidents to substitute workers should be reported to the office within 24 hours. The proper accident form must be completed and sent to the central office for our insurance company.

Attendance

Attendance and timely reporting to your substitute assignment is an important requirement of your position. If you are repeatedly late to your assignment or fail to call your supervisor to report your absence, it can be grounds for justifiable dismissal.

Building Security

All doors are locked throughout the school day. Do not leave doors to the exterior of the building unlocked or propped open. Do not admit individuals to the building. Strangers should be instructed to enter the building through the front door. School personnel from other buildings will be wearing school IDs. You will be issued a security badge, which must be worn at all times while in school buildings and on school grounds.

Confidentiality

During your service as a substitute worker, you may witness actions of students and staff. These observations and details about individual students and/or staff must not be discussed outside of school (see Confidentiality Agreement).

Because you may be asked to substitute in a variety of schools, you must refrain from comparisons of these assignments. Assignments vary from school to school and any comparison would be unfair to the staff involved. Should you have concerns, these should be discussed with the building principal.

Conduct - Expectations for Employees

The Wareham Public Schools promote a climate of mutual respect and trust. We have high expectations for the behavior of our temporary workers. Temporary workers will be held to the same standard as permanent employees.

Substitute workers are expected to abide by and maintain standards of acceptable and appropriate conduct with regard to students. Being disrespectful to any staff member or student is unacceptable. While interacting with students, a substitute worker must never use profanity or touch or strike a youngster, regardless of the provocation.

The supervisor of the department you are assigned to is your immediate supervisor. You are expected to comply with all requests from your supervisor in relation to your assignment. Failure to adhere to a supervisor's directions is insubordinate behavior and may result in discipline up to and including termination.

Dress

Temporary workers are expected to dress in a manner appropriate to their assignment. No clothing that could be considered offensive should be worn to your assignment. Shoes with support and rubber soles are required for service worker positions.

Fire and In-door Safety Drills

In the event of a fire drill, follow the directive of your supervisor or the schools written directions for exiting the building.

A principal will use the intercom to announce an in-door safety drill. Follow your supervisor's directions and/or report to a locked room. Specific instructions for each school are available at the building level.

Lavatory Use

All substitute employees are required to use the adult designated bathrooms in our schools. Student bathrooms should not be used by substitute employees.

Lunch

Your schedule will indicate your lunch period. Staff who bring their own lunch usually eat in the staff room. You may purchase a hot lunch in the cafeteria for \$4.00.

Non-Discrimination Statement

Wareham Public School District is an equal opportunity employer and does not unlawfully discriminate because of race, color, ancestry, ethnicity, genetic information, sex, religion, national origin, disability, gender identity, sexual orientation, age, military or veteran status, marital status, pregnancy or pregnancy related condition in its employment policies or in the enrollment or participation of students in its educational and school-sponsored programs and activities, all in compliance with the Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments 1972 Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the American with Disabilities Act and M.G.L. chapter 76, section 5.

Pay

Substitute workers are paid weekly on Thursday. The live check will be mailed to their home address, unless instructed to do otherwise, or the substitute will be given on-line access for direct deposit. Questions related to pay issues should be addressed to the Payroll Secretary at 508-291-3500 ext. 3505.

Schedule

**WAREHAM PUBLIC SCHOOLS
TIME SCHEDULE
2019-2020**

	WHS Gr.8-12 COOP ALT Gr. 9-12	WMS Gr. 5-7	MINOT Gr. 3-4	DECAS PreK Gr.K-2
Teachers Begin	7:35 AM	7:30 AM	8:20 AM	8:30 AM
Students Begin	7:40 AM	7:40 AM	8:30 AM	8:40 AM 8:40 AM 12:30 PM
Student Dismissal	2:10 PM	2:02 PM	2:40 PM	11:00 AM 2:50 PM 2:50 PM
Teacher Dismissal	2:50 PM M T Th 2:20 PM W F	2:45 PM M T W Th 2:12 PM F	3:20 PM M W 3:40 PM T 2:55 PM Th F	3:30 PM M W 3:50 PM T 3:05 PM Th F

Early Dismissal Times 2019-2020 School Year:

	Thanksgiving Recess December Vacation (Half Day)	Early Release In-Service	Last Day (Half Day)
Middle	10:07 AM	12:05 PM	10:07 AM
High/Coop	10:15 AM	12:15 PM	FINALS
Minot	10:45 AM	12:45 PM	10:45 AM
Decas	10:55 AM	12:55 PM	10:55 AM

You must report to your assignment on time and report to your supervisor when you arrive at your assigned school.

System Organization

It is important to observe the chain of command when working in a school system. Your immediate supervisor should be able to answer any questions you may have. If not, the principal of each school should serve to answer most questions that you may have. Principals are closest to issues that may arise at the school level. If the principal is not able to answer your questions, he/she may refer you to other system personnel.

School Committee

Michael Flaherty, Chair
Apyl Rossi, Vice-Chair
Joyce Bacchiocchi, Secretary
Laurie Spear
Mary Morgan

Central Administration

Dr. Kimberly Shaver-Hood, Superintendent
Dr. Andrea Schwamb, Assistant Superintendent
Susan Owen, Business Manager
Melissa Fay, Director of Student Services
James Andrews, District Manager of Facilities & Transportation
Michael Russo, Director of Food and Nutrition Services
Michelle Ruiz, Administrative Assistant
Eliese Catarius, Payroll

Principals

Wareham High School	Scott Palladino
Wareham Middle School	Tracie Cote
Wareham Cooperative Alternative School	Jane Collins-Fondulis
John W. Decas School	Bethany Chandler
Minot Forest School	Joan Seamans

APPENDIX -Wareham Public School Policies

CHILD ABUSE AND NEGLECT

Substitutes in the Wareham Public Schools, who have reason to believe that a child is suffering from abuse or neglect, are morally and legally required to report these concerns to the principal of the school.

CLEANING UP SPILLS – UNIVERSAL PRECAUTION

Universal precautions refer to the usual and ordinary steps **all** school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as the Hepatitis B virus).

They are **universal** because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV- infected.

They are **precautions** because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. **Latex free gloves** must be worn when cleaning any body fluids.
4. Clean up spills with a solution of one part household bleach to ten parts water (1:10) pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution. Spills may be cleaned with **Chlorasorb**** as noted on the instructions.
5. **All** disposable materials, including gloves, must be discarded in a sealed plastic bag and immediately taken to a dumpster.
6. **Always** wash hands with soap and water after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up.)
7. **Clean** up other body fluid spills (urine, vomitus, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

**** Chlorasorb** is the preferred cleaning/disinfecting agent. Other methods should only be used when Chlorasorb is not available.

DISCRIMINATORY HARASSMENT

I. GENERAL STATEMENT

The Wareham Public School System is committed to providing faculty, staff, and students with a learning and working environment that is free from harassment (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, color, age, sexual orientation, gender identity or disability, ancestry, genetic information, military or veteran status, marital status, pregnancy or pregnancy related condition or participation in discrimination-complaint-related activities. The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

It is a violation of this policy for any teacher, pupil, visitor to the school, administrator, or other school personnel to harass, in any way on school grounds or during school activities, any person associated with the system. This policy prohibits any sexual relationship between an employee of Wareham Public Schools and any current pupil. The system will address all complaints of harassment. A violation of this policy will result in appropriate action(s) by the Wareham Public School System. Discipline of employees will be in accordance with the respective collective bargaining agreements.

It is the responsibility of all members of the school community to treat each other respectfully. In addition, all members are expected to become familiar with this harassment policy and to report incidents of harassment to school authorities.

II. DEFINITION

Harassment is defined as conduct that:

- 1) unreasonably interferes with an individual's work or educational performance or
- 2) creates an intimidating, hostile, or offensive work or educational environment.

While this policy on harassment goes beyond the issues of gender and sexual harassment to include race, religion, national origin, ethnic background, color, age, or disability, ancestry, genetic information, military or veteran status, marital status, pregnancy or pregnancy related condition or participation in discrimination-complaint-related activities there are specific laws and regulations relating to gender and sexual harassment that are of prime importance and these are reviewed briefly below.

Federal and State Law on Harassment:

Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Title IX of the federal Education Amendments of 1972 (20 U.S.C. 1681) states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Actions which constitute different treatment based on sex, such as denial of the opportunity to participate in courses, activities, and sports or different treatment in grading or discipline, are prohibited under Title IX.

The federal law protecting school employees from discrimination based on gender is Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) has developed guidelines that define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- 1) submission to such conduct is made, either explicitly or implicitly, a requirement of employment
- 2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment."

Although the EEOC guidelines were written for employment situations, they have generally been adopted for the educational environment as well, and provide the basis for defining sexual harassment as it involves students.

Massachusetts law on fair educational practices (Chapter 151C of the Mass. General Laws) defines sexual harassment as follows: any sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- 1) submission to or rejection of such advances, requests or conduct is made, either explicitly or implicitly, a term or condition of the provision of the benefits, privileges or placement services, or as a basis for the evaluation of academic achievement; or
- 2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

III. EXAMPLES OF SEXUAL HARASSMENT

- Telling sexual jokes or stories
- Making sexual comments about a person's clothing, anatomy, or appearance

- Repeatedly asking out a person who is not interested
- Telling lies, spreading rumors, or gossiping about any person's sex life
- Whistling, catcalls, making kissing sounds, smacking lips
- Name calling, teasing, or other derogatory or dehumanizing sexual remarks
- Following a person or blocking a person's path
- Drawing or displaying sexually explicit or suggestive posters, cartoons, pictures, calendars, designs on clothing, or other similar materials
- Making sexual gestures with hands or body movements
- Giving unwanted gifts of a personal or suggestive nature
- Unwanted touching of people, their hair, or their clothing
- Unwanted hugging, kissing, pinching, patting, or stroking
- Inappropriate displays of affection
- Assault, attempted rape, or rape

IV. COMPLAINT PROCEDURES

Any student, staff member, or visitor to our community who believes that s/he has been the victim of harassment (as defined above) by a teacher, pupil, visitor, administrator or other personnel of the Wareham Public Schools should report the incident within one month of the occurrence, or as soon as possible. Those who have knowledge of any harassment must report an incident immediately. Reports made outside this time frame will be considered on a case by case basis.

Depending on the circumstances and seriousness of the incident, interventions can range from informal to formal. Informal interventions include immediately and effectively addressing the situation, for example, by encouraging people to identify the difficulty, talk it out, and agree on how to deal with it. If such a mediation does not work or if the situation warrants further action, a formal harassment complaint can be made.

A harassment complaint may be made to the principal, equity coordinator, teacher, counselor or any other school personnel with whom the complainant feels comfortable. If the report is to someone other than the principal it becomes the responsibility of that person to report the complaint to the principal in writing using the forms that are available in every principal's office or in the Office of the Superintendent of Schools.

So that all members of the school community will be made secure in bringing forth complaints, a volunteer member of the faculty from each building will be designated as an equity coordinator. Ideally, the equity coordinator will not be of the same gender as the principal. If the complaint involves the principal/supervisor, then the complainant may file the complaint with the Superintendent of Schools (508-291-3500) or the Title IX/Chapter 622 Coordinator (508-291-3500).

Upon receiving a complaint, the equity coordinator, or other member of the school community shall immediately notify the building principal who shall serve as the complaint hearing officer. The building principal or designee will **immediately** address the concern. Within twelve (12) working days, the principal shall forward all complaints to the Superintendent of Schools and the Title IX/Chapter 622 Coordinator/Director of Student Services (508-291-3500).

The hearing officer shall respect, as much as possible, the privacy of the complainant, the person against whom the complaint is filed, and all witnesses. **ALTHOUGH EFFORTS WILL BE TAKEN TO PROTECT CONFIDENTIALITY, THIS IS NOT ALWAYS POSSIBLE IN HARASSMENT INVESTIGATIONS.**

In the event that students are involved in serious allegations as victim, perpetrator, or witnesses, the principal/designee will notify the parents and/or guardians of the allegations in a timely manner using appropriate discretion in the notification.

All complaints will be taken seriously. While the rights of all individuals will be protected, a program for monitoring an alleged situation of harassment will be developed immediately to prevent the possibility of any recurrence of the behavior. **Retaliation against a complainant will not be tolerated.** Appropriate disciplinary action will be taken against any party involved in the retaliation.

The penalty for harassment of member(s) of our school community will reflect the severity of the offense. Penalties may include, but will not be limited to any one or combination of the following: verbal admonition, written reprimand, suspension or expulsion from school, and/or counseling. Employees may be suspended without pay and/or terminated in accordance with procedures specified in the respective bargaining agreements.

V. INVESTIGATIVE PROCEDURES

The principal or designee shall consider every report of harassment seriously and shall investigate all reports immediately. The Title IX/622 Coordinator and other staff (e.g. school psychologist) shall assist the school hearing officer, as needed, in the investigative procedures and the identification and delivery of all necessary services to concerned individuals.

The person issuing the complaint as well as the individual against whom the complaint is filed shall be separately interviewed, with the goal of resolving the complaint at this level. If resolved, parties will be notified and documentation describing the incident and subsequent resolution shall be kept by the principal for one academic year. If the complaint is not successfully resolved, the principal shall continue with the investigation by interviewing other knowledgeable parties. Documentation supporting or discounting the allegation shall become part of the investigation process.

The principal shall complete the investigation and report within twelve (12) working days after the complaint has been filed indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint whether or not the complaint is sustained. During the hearing process, the cross examination of witnesses may be restricted at the discretion of the hearing officer. **If the allegations are substantiated, the principal or, in a case against an employee, the Superintendent (or his or her designee) must take immediate corrective and/or disciplinary action to resolve the situation.** Such action may include, but is not limited to, requiring an apology, direction to stop the offensive behavior, counseling or education, warning, suspension, exclusion, transfer, expulsion, or discharge. Follow up will be conducted to insure that neither continued harassment nor retaliation occurs. Follow-up procedures shall be documented.

As soon as the report is completed, it shall be filed with the Superintendent of Schools and the Title IX/622 Coordinator. Written findings will be provided to the concerned parties upon request and shall not deny the individual's right to pursue other avenues of recourse. All records of harassment shall be forwarded to the Superintendent and Title IX/622 Coordinator and shall be kept in a separate file, and only the Superintendent and the Title IX/622 Coordinator shall have access to these files.

Concerned parties will have the right of appeal to the Superintendent of Schools within ten (10) working days of receipt of the concluding report.

Alleged abuse by a parent, guardian, school staff, or other caretaker will be reported to the Department of Social Services according to school policy and procedure. If allegations warrant, the sexual abuse unit of the local law enforcement agency shall be notified.

VI. STATE AND FEDERAL REMEDIES

In addition to the above, if you believe that you have been subjected to sexual or other discriminatory harassment or retaliation, you may file a formal complaint with either or both of the government agencies set forth below. Using the complaint process of the Wareham Public Schools does not prohibit the filing of a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident or when the complainant became aware of the incident.

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

Massachusetts Commission
Against Discrimination
One Ashburton Place, Room 601
Boston, MA 02108
617-727-3900

VII. DISSEMINATION OF POLICY INFORMATION

This policy shall be included in all handbooks (faculty and student) and shall be made available in all main offices. Faculty members, parents, and students will be informed of this harassment policy.

Faculty members will be provided with training helpful in the identification and prevention of harassment. Parents will be requested to acknowledge the harassment policy through a signature process. The students (K-12) will receive age appropriate harassment training.

Staff shall annually acknowledge receipt of this policy by signing and returning an acknowledgment form.

VIII. Summary of Harassment Reporting/Investigation Process

1	Victims of harassment should report allegations within one month or as soon as possible.
2	Witnesses of harassment are expected to report immediately the occurrence of harassment.
3	Informal interventions such as mediation or discussion may be used to resolve the matter.
4	An Harassment Report must be filed with the principal indicating an informal resolution or the need for investigation and a hearing if informal resolution is not successful.
5	In the event of serious allegations the principal will notify parents of all involved students in a timely fashion.
6	Investigation will include separate interviews with the alleged victim and perpetrator. Other knowledgeable parties may be interviewed.
7	Within 12 working days of the initial reporting the principal must conclude the investigation and provide reports to the Superintendent and Title IX/622 Coordinator. Written findings will be given to concerned parties upon request.
8	Concerned parties have the right to appeal to the Superintendent within 10 working days. The discipline of personnel will conform to bargaining agreements.

Ref: M.G.L. Ch. 199 Acts of 2011

DRUG AND ALCOHOL

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol and tobacco products, is prohibited in the Wareham Public Schools. Employees found in violation of this prohibition will be subject to discipline up to and including termination and/or be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such by Federal, State, or local health, law enforcement or other appropriate agency.

EMPOWERED DIGITAL USE

1. Introduction

This document formalizes the policy for digital users of Wareham Public Schools technology hardware, software and network. All digital users, including students, teachers, administrators, parents and guests are covered by this policy as well as any other relevant policies and are expected to be familiar with their provisions.

1:1 Policy

a) Purpose:

The purpose of providing Internet access at the Wareham Public Schools is to support education with the availability of unique resources for research and collaboration. The use of your account must be in support of education and research consistent with the educational objectives of the District. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

b) Privilege:

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use, their decision is final, and accounts may be closed. The administration, faculty, and staff of each school may request the system administrator to deny, revoke, or suspend specific user accounts.

c) Liability:

The District assumes no responsibility for:

- Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
- Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
- Any cost, liability or damages caused by a user's violation of these guidelines.
- Any information or materials that are transferred through the Internet, including the receipt of any such information and materials by a student.

The District respects the privacy of all visitors to our district web site and is committed to protecting your privacy to the extent permitted by law.

2. Digital User Responsibilities

It is the responsibility of any person using Wareham Public Schools technology hardware, software and network resources to read, understand, and follow these guidelines. In addition, digital users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of Wareham Public Schools resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her administrator or from the Technology Department, as appropriate. Use of Wareham Public Schools resources shall constitute acceptance of the terms of these guidelines for the duration of use. Specific groups of users have additional responsibilities:

A. Administrator Responsibilities

The administrator, including School Committee members, is responsible for making certain that the educators and students in the district or organization understand, sign off, and abide by the Empowered Digital Use policy as stated in this document (Paragraph 3). If an administrator has reason to believe that a digital user is misusing the system, the administrator has the right to question the user and discipline said user in accordance with the Wareham Public Schools District Handbook. It is also the responsibility of the administrator to report any misuse of the system to the superintendent or his designee and the technology department.

B. Educator and Employee Responsibilities

It is the responsibility of employees who are using Wareham Public Schools technology tools to abide by this policy and when working with students to teach students about safe and responsible use of the Internet and technology resources. Educators and employees are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Empowered Digital Use policy as stated in this document (Paragraph 3). If an educator or employee has reason to believe that a student is misusing the system, he or she has the right to request an administrator question the digital user and discipline said user as a school/community/academic issue as outlined in the Wareham Public Schools District Handbook. It is also the responsibility of the teacher to report any misuse of the system to his/her administrator or directly to the technology department.

C. Student Responsibilities

It is the responsibility of students who are using Wareham Public Schools tools to learn about safe and responsible use of the Internet and technology resources. Students are responsible to use these resources appropriately. Students must abide by the Empowered Digital Use policy as stated in this document (Paragraph 3). If a student is misusing the system, an administrator has the right to question the digital user and discipline said user as a school/community/academic issue as outlined in the Wareham Public Schools District Handbook. Violations apply to the school specific code of conduct.

D. Parent, Guardian, Volunteer and Guest Responsibilities

It is the responsibility of parents, guardians, volunteers and guests who are using Wareham Public Schools tools to learn about safe and responsible use of the Internet and technology resources. Parents, guardians, volunteers and guests are responsible for using these resources appropriately. Parents, guardians, volunteers and guests must abide by the Empowered Digital Use policy as stated in this document (Paragraph 3). If a parent, guardian, volunteer or guest is misusing the system, an administrator has the right to question the digital user and discipline said user as a school/community/academic issue as outlined in Wareham Public Schools District Handbook.

3. Acceptable Uses

The technology resources available to Wareham Public School digital users are to be used for educational purposes. Technology includes all electronic and physical media, including, but not limited to, the following: computers and peripherals (such as calculators, networked computers, printers, scanners, large-screen viewers or projection devices, and science probes); software; telecommunications media (Internet, email, cable, distance learning, cell phone, and fax); Web 2.0 and social networking resources, audio-visual aides; and adaptive and assistive technologies to facilitate instruction.

Violation of this policy may result in immediate loss of use of the technology and/or disciplinary action up to and including legal action.

- Proper and respectful behavior as determined by the Wareham Public Schools or its representatives is expected at all times.
- Software and other information media, such as videos, data, and websites, are protected by copyright laws which cannot be violated.
- Plagiarism from any source, whether print or electronic media, is illegal.
- Users have the right to information as guaranteed by the First Amendment of the US Constitution; however, the school system and its representatives have the right to restrict access to or use of any information that does not apply to the approved curriculum or professional activities.
- Willful destruction and/or vandalism of any electronic or physical media, hardware or infrastructure, will not be tolerated.
- Telecommunication activities, including but not limited to Internet and intranet, must be restricted to approved curriculum or professional activities.
- Communications must not be religiously, sexually, politically or racially defamatory or abusive. Communications about sensitive topics must not be directed at person(s) when reported in educational contexts.
- Use of technology to communicate or to discuss confidential school district information must be done with caution so as to eliminate the possibility of a breach of confidentiality.
- All software and other information media, including games, must be educationally oriented.
- Privacy and respect for other people's files and communications, including email, are essential. Users will not access or attempt to access anyone else's files or communications without explicit permission of the user or otherwise outlined in this policy.
- Commercial use of Wareham Public Schools technology and Internet access is forbidden.

4. No Expectation of Privacy

Wareham Public Schools technology resources are the property of Wareham Public Schools and are to be used in conformance with these guidelines. Wareham Public Schools retains the right to inspect any digital user's accounts and the files contained in administrative, legal, or security investigations. Digital users are advised that emails are regularly archived and can be retrieved. In addition, an Internet firewall logs all data moving between the local area network and the Internet and logs the sending and receiving destinations in accordance to Massachusetts law on public documents. Use of Wareham Public Schools technology resources constitutes consent for the technology staff or administration to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

5. Passwords

Each digital user shall be required to use and maintain passwords created according to software guidelines. Digital users must not share passwords. For each digital user, one password is to be used to access the Wareham Public Schools computer network and any resources that reside within the network and require password access. The digital users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password(s), the user should change the password immediately. Digital users are responsible for all activity under their accounts.

6. Website

The Wareham Public Schools' website is established to provide a link between the Wareham Community and the Wareham Public Schools, and to share information regarding district and school events. The objective of the website is to increase the visibility and communication of the Wareham Public Schools within the community, to promote understanding, and to foster support for teaching and learning.

The website shall include information on School Committee activities, school policies, calendars and contacts. The website shall serve as an educational resource with educators having the ability to post information and provide opportunity for publication of student work, both creative and academic, within the scope of the Internet Safety Policy.

The expectations are to maintain a current webpage on district and school websites.

7. Internet Safety Policy

The Wareham Public School District complies with the Child Internet Protection Act as codified by Senate 97-106, an amendment to Section 254 of the Communication Act of 1934 (47 USC 254) through the following practices and procedures:

A. Internet Protection Measures (include but not limited to)

1. Careful teacher supervision
2. Use of a filtering program to ensure Internet traffic is checked to avoid access to "inappropriate sites"
3. Monitoring of student log-on procedures and Internet access
4. Teaching computer ethics and safety at all grade levels

B. Internet Safety Procedures

1. The use of student likenesses and images in print and web-based publications requires prior approval. Principals are responsible to monitor this.
2. Discretion will be used when posting student names and likenesses or student work.
3. Student and faculty data is never supplied to vendors or distribution lists except as required by law.

C. The enclosed policies and procedures are designed to limit access by students to inappropriate subject matter on the Internet and World Wide Web;

- assure the safety and security of students when using electronic mail, chat rooms, Web 2.0 and other forms of direct electronic communications;
- prevent unauthorized access, including so-called “hacking” “cracking”, reverse-engineering, etc.
- prevent other unlawful activities online;
- prevent unauthorized disclosure, use and dissemination of personal information regarding students and adults; and
- provide measures designed to restrict students’ access to harmful materials

8. Violations

Failure to observe these guidelines may subject digital users to discipline as a school/community/academic issue as outlined in handbooks. The technology department and/or administrator will notify school or organization administrators of any inappropriate activities by the digital users. It will also advise law enforcement agencies of illegal activities conducted through the Wareham Public School resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through said resources.

9. Disclaimers

Wareham Public Schools make no warranties of any kind, either expressed or implied, for its technology services and resources. Wareham Public Schools is not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service, loss of data stored on Wareham Public Schools resources, or damage to personal property used to access Wareham Public Schools resources; for the accuracy, nature, or quality of information stored on Wareham Public Schools resources or gathered through Wareham Public Schools or the Internet; for unauthorized financial obligations incurred through Wareham Public Schools-provided access. Further, even though Wareham Public Schools may use technical or manual means to limit unlawful access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statutes.

This policy is in compliance with state and federal telecommunications rules and regulations. This policy is reviewed annually in reference to new technologies and state and federal telecommunications rules and regulations.

Legal Refs: 47 USC € 254

(adopted from Massachusetts DESE and MassONE policies)

INTERNET SAFETY

Introduction

It is the policy of Wareham Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Wareham Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Wareham Public Schools staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Coordinator of Technology or designated representatives.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
4. SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

RESTRAINT OF STUDENTS

The Wareham Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Purpose. The purpose of this policy is to ensure that every student attending the Wareham Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint. Physical restraint¹ shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint² is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

¹ **Physical restraint** shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

² **Prone restraint** shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position.

Physical restraint shall not be used:

(a) as a means of discipline or punishment;

(b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

(c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint³, medication restraint⁴, and seclusion⁵ shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.⁶ The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint. Only personnel of the Wareham Public Schools who have received training pursuant to the Regulations 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. Nothing in this policy shall preclude a teacher, employee or agent of the Wareham Public School from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training. All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

³ **Mechanical restraint** means the use of any device or equipment to restrict a student's freedom of movement.

⁴ **Medication restraint** means the administration of medication for the purpose of temporarily controlling behavior.

⁵ **Seclusion** means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.

⁶ **Time-out** means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

Reporting Requirements. Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the students' progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior. As set forth in the Regulations, the Wareham Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement. In accordance with the regulations, the Wareham Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

Complaints. Wareham's Director of Student Services is responsible for receiving and investigating complaints regarding the school district's restraint practices. If you wish to file a complaint, please contact the Director of Student Services at 508-291-3500 ext. 3512.

Additional information, including a copy of the regulations, can be obtained from the Office of Student Services 508-291-3500 ext. 3512. A copy of the regulations may also be obtained at www.doe.mass.edu/lawsregs/603cmr46.html.

SMOKING

Consistent with the language and intent of Chapter 71 of the Acts of 1993, the Wareham Public Schools prohibits the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by an individual, including school personnel.

SOCIAL NETWORKING FOR STAFF

The Wareham Public Schools recognize the proliferation of social media usage between staff members and students. However, due to the nature of social network sites, there exists a risk without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. Staff members are reminded that any information deemed "private" becomes "public".

Staff Use of Personal Technology

a. Limit On-Duty-Use

Staff members are highly encouraged to limit their personal technology use during duty hours. Use of Personal Technology for non-district business should be limited to off-duty time and designated breaks.

b. Work/Personal Distinction

Staff members are encouraged to maintain a clear distinction between their personal social media use and any district-related social media sites.

c. Student Photographs

Absent parent consent staff members may not send, share, or post pictures, text messages, emails or other material that personally identifies district students in electronic or any other form of personal technology. Staff members may not use images of students, emails, or other personally-identifiable student information for personal gain or profit.

d. Professional Effectiveness

District employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are highly encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections is easily and often reported to administrators or exposed to district students.

e. Personal Social Networking and Media Accounts

Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a ‘friend’ decided to send the information to their students, the students’ parents or their administrator. Educators must give serious thought to the implications of joining an online social network.

f. **Responsible Online Identity Monitoring**

Employees are encouraged to monitor their ‘online identity’, by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online.

g. Employees in an official capacity as an employee must exercise caution with any online interactions with students on social networking sites outside those forums dedicated to academic use. District employees’ social networking profiles and personal blogs should not be linked to district students’ online profiles. Additionally, district employees should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.

h. **Contacting Students Off-Hours**

When in doubt about contacting a district student during off-duty hours using district-owned communication devices, network services, and Internet access route or those of the employee, begin by contacting the student’s parent(s) or legal guardian. District employees should only contact district students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her district employment.

STAFF 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/her 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 be responsible for the supervision and/or evaluation of an employee being directly related to him/her.

Every 2 years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

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 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.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

Wareham Public School District

SUBSTITUTE
CONFIDENTIALITY STATEMENT

Confidentiality – Except where regulations specifically authorize access by third parties, no individuals or organizations other than the parent or legal guardian, eligible student and school personnel working directly or in a supervisory capacity with the student, are allowed to have access to information in the student record, without the specific, informed, written consent of the parent or eligible student. This access to information includes both written and verbally transmitted information.

“Lunch room” or informal or casual discussions of specific children is inappropriate. As a substitute, you may overhear conversations during the course of your assignment in the school. Information concerning individual students should not be discussed with anyone except the appropriate school personnel. It is your duty to keep all student information confidential at all times, including after your assignment has ended.

I ACKNOWLEDGE RECEIPT OF THE CONFIDENTIALITY STATEMENT ABOVE, AND UNDERSTAND MY RESPONSIBILITIES AS A SCHOOL SUBSTITUTE WITH REGARD TO CONFIDENTIALITY.

I HEREBY AGREE TO ABIDE BY THE RULES ESTABLISHED BY THE SCHOOL ADMINISTRATORS CONCERNING CONFIDENTIAL INFORMATION. I FURTHER UNDERSTAND THAT FAILURE TO FOLLOW THESE RULES WILL RESULT IN TERMINATION OF MY SERVICES.

Signature: _____ *Date:* _____

Print name: _____