**This Staff Handbook is intended solely as a guide.** The language used in the Staff Handbook should not be construed as creating a contract, express or implied, between the Southern Berkshire Regional School District (hereinafter “District”) and any of its employees, or a guarantee of employment for any specific duration. Although we hope that your employment with the District will be mutually rewarding, unless otherwise provided by contract or statute, either you or the District may terminate this relationship at any time, for any reason, with or without cause or notice. Please note that no supervisor, manager, or representative of the District, other than the Superintendent, has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments relative to your employment with the District. Should any provision in this Staff Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Staff Handbook. The District reserves the right to change, amend, modify or discontinue any policy or provision outlined herein.

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**Southern Berkshire Regional School District Vision Statement**

ALL students will be creative, competent, curious and continuous learners; academically, socially, and vocationally prepared for college, careers and life in the real world; confident, concrete and goal-focused; capable, accountable, ethical and well-connected, civic-minded; comfortable with who they are, and prepared to solve problems, persevere and make a successful life for themselves.

---

**Focus on District Unity**

Our district will expand its inter-school programs and cultural calendar in order to continually build district unity. We will publicize the wide range of available co-curricular activities, including those focused on the Arts, Technology, Athletics, individualized programs, and careers. We will develop thoughtful programs that support the Unity concept on both staff and student levels, between the multiple district elementary schools. We will continue to expand programs that ensure that students’ transition from community schools to the Sheffield campus or from Undermountain Elementary to Mount Everett Regional School fluid for both students and families. We will support co-curricular programs that purposefully cross school lines. Our student mentor programs will connect students at several levels.
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Southern Berkshire Regional School District

Mission Statement:
To prepare our students for the challenges of global citizenship in a rapidly changing and increasingly competitive world, the Southern Berkshire Regional School District is committed to creating an environment for learning that advances intellectual growth, creative thinking, relationships, and ethical behavior.

Goal Statements (as voted by the Long-Range Planning Committee, 5/27/09):

Goal #1
Assure that the district researches, evaluates, develops, and implements ideas and practices aimed at tomorrow’s schools

Goal #2
Ensure that all students access education that fosters academic, social, emotional and physical development within an environment that supports individual growth, safety, and diversity.

Goal #3
Provide an educational and work place environment that motivates and enables staff to deliver professional excellence

Goal #4
Foster meaningful relationships with the community based on continuing interaction between the school district and its constituencies

Goal #5
Ensure upgrades and preventative maintenance to the district’s infrastructure are planned and implemented in a responsible, environmentally sound manner

Goal #6
Ensure that the school district’s resources are overseen and utilized in a proactive, responsible, efficient and effective manner
## 2017-18 SCHOOL COMMITTEE MEMBERS

<table>
<thead>
<tr>
<th>Town</th>
<th>Committee Member</th>
<th>Telephone #</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
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</tbody>
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## DISTRICT ADMINISTRATORS/DIRECTORS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Work Phone</th>
<th>Home/Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent of Schools</td>
<td>Beth Regulbuto</td>
<td>413-229-8778</td>
<td></td>
</tr>
<tr>
<td>Business Administrator</td>
<td>Christine Regan</td>
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</tr>
<tr>
<td>Elementary Principal</td>
<td>Mary Turo</td>
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<tr>
<td>Elementary Asst. Principal</td>
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<tr>
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<td>Director of Student Services</td>
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<tr>
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<td>Development Coordinator</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Director of Buildings &amp; Grounds</td>
<td>Jeremy Wells</td>
<td>413-229-8734</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1  
GENERAL *

AT WILL EMPLOYMENT
Employment with the District is at will. This means your employment can be terminated, at any time, at the option of either the District or yourself, except as otherwise provided by collective bargaining agreement, individual employment contract or statute.

CONFIDENTIAL INFORMATION
As an employee of the District, you may have access to proprietary and confidential information. It is expected that you will become familiar with your responsibilities with regard to confidential information, and honor all commitments to maintain confidentiality where required. Failure to do so may result in disciplinary action up to and including termination from employment.

The District is committed to ensuring privacy and the protection of our employees’ personnel and confidential information. This information is available only to those employees with a legitimate business need to know. To protect this information, employees with access must:

1. Never e-mail or fax an entire social security or financial account number;
2. Secure all personal employee information in locked cabinets or storage areas;
3. When necessary, only destroy such documents by shredding.

STAFF USE OF DISTRICT’S COMPUTER NETWORK AND INTERNET SERVICES
All employees are expected to comply with the provisions of the District’s Computer Network and Internet Services Policy attached hereto at Appendix II. Failure to do so may result in disciplinary action up to and including termination from employment.

Staff are reminded that the District’s computer network and email remains property of the District and that there is no individual expectation of privacy relative to such usage.

PERSONNEL FILES
The District maintains personnel files for each employee. These files contain documentation regarding all aspects of the employee’s employment relationship with the District, such as performance evaluations, beneficiary designation forms, disciplinary action, and letters of commendation from administrators. Employees will be notified within 10 days of the employer placing in the personnel record any information that is, has been used, or may be used, to negatively affect the employee’s qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action. Employees may place written responses to any such information in their file. Employees may view the contents of their personnel file during regular business hours and with 24 hours written notice. If you are interested in reviewing your file, contact the Central Office.

To ensure that your personnel file is up-to-date at all times, notify the Central Office of any changes in your name, home telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contact information, and so forth.

PROOF OF U.S. CITIZENSHIP/RIGHT TO WORK
Federal regulations require, and it is therefore considered a condition of employment, that: 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identify and eligibility to work in the U.S., as specified on the I-9 Form.

PRO-RATION OF SALARY AND BENEFITS
In all circumstances, salary and paid time off benefits will be pro-rated for a partial year’s employment.
TERMINATION OF EMPLOYMENT
Employees desiring to terminate their employment with the District are requested to notify the District at least two (2) work weeks in advance of their intended termination. Such notice should be given, in writing, to your Building Principal or the Superintendent of Schools.

As previously discussed, all employment relationships with the District are on an at-will basis, unless otherwise stated in applicable collective bargaining agreement or individual contract, or by statute. Thus, although the District hopes that our relationships with employees are long-term and mutually rewarding, your employment can be terminated with or without cause and with or without notice, at any time, at the option of either the District or yourself.

STANDARDS OF CONDUCT
Whenever people work together, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to the District and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is confident that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place for everyone to work. The list set forth below is not all inclusive. The District reserves its rights under law to promulgate additional workplace rules as is necessary for the efficient operation of the school system.

WORK YEAR
The work year for teachers will be one hundred and eighty (180) days, plus three (3) days for staff development. Opening day orientation and classroom preparation may be held on the two days beyond one hundred and eighty (180). It is understood that the two (2) extra days may be held contiguous to the normal teacher work year. Per the Unit A Contract for 2015-2018, one (1) additional day shall also be added for a total work year of 183 days. State waivers with respect to length of school year for students will apply to the teacher work year. (Per Unit A contract; see contract for additional information.)

The work year for Education Support Professionals (ESP) will be one hundred and eighty days, plus one day for staff development. The work year for all other staff will be as per their individual or unit contracts.

TEACHER’S DAY
Elementary: A workday for the teacher will begin in his/her assigned building not less than five minutes prior to the students’ arrival. Departure may occur when the teacher’s professional obligations are completed. Teachers will not depart before the buses have left. If a teacher must leave to attend a meeting or for other school business, he/she must notify the principal’s office and sign out before leaving and sign back in upon return. Teachers should generally regulate their own non-teaching time; part of their professional responsibility includes activities which take place before or after classes.
Mt. Everett: In order to insure proper supervision, staff members are to be in their rooms by 8:00 a.m. when students arrive from buses. **Upon the morning arrival of students, teachers and staff are to be supervising the hallways.** In addition, teachers are asked to be sure that the students are in their classrooms before the start of each period. The end of the teacher’s day occurs after professional commitments have been met with students or committee meetings. During the day, should staff members need to leave the building to attend meetings or for personal business, they are to notify the principal’s office. Staff members must sign out when leaving and sign back in upon return.
District-wide: Per SBRSC/SBREA Unit A Teachers’ Agreement, the length of the teacher’s work day is a minimum of 7 hours.

ABSENCE
- Absenteeism and Tardiness: The District expects all employees to assume responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the District has provided certain benefits to compensate qualified employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment for an illness. (Please consult the appropriate provisions of your collective bargaining agreement and/or individual contract regarding these benefits.)
• **Illness/Emergency Absence:** All staff must use the following procedure for reporting staff absences. (This includes absences from the building for any reason, regardless of whether a substitute is needed.)

All staff members are to report their absences by calling EXTENSION 421. This extension can be reached by calling any of the Sheffield campus phone numbers, 229-8778, 229-8754, or 229-8734. After calling the number, dial 421 to be connected to a voicemail box. **Be sure to state your name and the reason for your absence.** Please make every effort to call this voicemail box by 10:00 p.m.; however, in case of an emergency, please leave your message at any time. This voicemail box will be checked throughout the evening and early in the morning. [This voicemail box is to be used by ALL STAFF, regardless of the reason for absence or whether a substitute has been requested ahead of time; i.e., professional development day, sickness in family, vacation day, personal day, etc.]

Staff members who will be absent for personal, school business or professional development reasons should call for coverage as soon as they have received written approval from their supervisor. Please allow as much time as possible for the substitute coordinator to secure coverage.

In addition to the above, Sheffield campus staff members must also call extension 421, if there is a need to leave the building early for any reason. Of course, any staff member needing to leave the building must also notify his/her direct supervisor and sign out.

**Long term illness/leave of absence:** Please inform your supervisor in writing any time you anticipate being absent for three days or more. Note that a doctor’s note may be requested for any absence of more than two days.

• **FMLA:** The Family and Medical Leave Act (FMLA) enables eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave during a calendar year. To receive pay during this leave, you may elect to use accrued vacation time or sick time (if leave is due to the employee’s own serious health condition). Any paid time taken will still be counted toward FMLA leave. To be eligible for FMLA leave, an employee must have been employed by the District for twelve months (not necessarily consecutively) and worked at least 1,250 hours during the twelve months preceding the beginning date of the FMLA. Requests for leaves under the FMLA should be made to [identify the appropriate administrator who coordinates FMLA and other HR matters]. FMLA leave may be granted for the following reasons: (1) birth and care of the employee’s child or placement for adoption or foster care of a child with the employee; (2) to care for an immediate family member (spouse, child, parent) who has a serious health condition; (3) for the employee’s own serious health condition; or (4) any qualifying emergency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Additionally, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

District-paid benefits, such as Health, Life, and other group insurance coverage will continue during this leave. Any voluntary Health or Life benefits will also continue during this leave. The employee will be responsible for paying the share of the premiums that he/she normally pays when he/she is working. Premium payments should be sent to the Business Office at P.O. Box 339, Sheffield, MA 01257. If payments are in default, a certified letter will be sent, notifying the employee that the benefits will be cancelled on the last day of the covered month, unless payment in full is received by the last day of the month. Continuation of the aforementioned benefits is specifically conditioned upon the employee returning to work following the expiration of the leave period. In the event that the employee does not return to work as scheduled, the employee shall be liable for reimbursement of the employer’s portion of the premium for Group Health, Life and other group insurances paid on behalf of the employee during the leave period and the District will take all action necessary to recover same. All other benefits are suspended during unpaid leave (paid holidays, vacation accumulation) and will return upon the employee’s return to work.

• **Personal/Professional Leave:** Staff members are entitled by contract to three personal leave days per year (refer to Unit A, D, E contracts for details). The staff member must request this leave from the principal/director at least 24 hours in advance by completing the necessary Request for Personal Leave form, which is available in each office. After receiving written approval, the staff member should contact the substitute coordinator to arrange substitute coverage. No personal leave may be taken during the first or last two weeks of the school year or to extend a holiday or school vacation period without the permission of the Superintendent of Schools.
• **Emergency Lesson Plans:** Each teacher must prepare and keep an updated substitute folder with his/her principal or director. The substitute folder should include appropriate emergency lesson plans for each class. These are to be used ONLY in an emergency, when preparation of other plans is impossible. Once an emergency lesson plan has been used, a different/new plan must be submitted. Substitute teachers must be provided with meaningful, detailed lesson plans, along with appropriate materials and directions for locating everything needed for successful conduct of the classes. This must be updated each semester. The plans should relate to the curriculum and contain assignments which will cause the students to invest in learning for the day, and build skills and knowledge.

• **Class Coverage:** Occasionally teachers need class coverage to attend meetings during school time. Notification is sent to respective office personnel (Principal Glenn Devoti or Dean of Students Kurt DeGrenier at Mt. Everett; Principal Stacy Burgess, Vice Principal Deanna LeBlanc or Secretary Rose Glaszcz at Undermountain; the New Marlborough Central Building Liaison or Secretary Karen Chamberland at New Marlborough Central), who will arrange coverage by staff members with preparation periods. Teachers covering classes are entitled to compensation and should see the principal’s secretary for details and complete a copy of the Request for Compensatory Time Form. Staff members needing coverage for personal matters should get approval through the principal, dean of students, or in their absence, notify the principal’s secretary, but are to find their own coverage from other teachers. **If leaving, sign out.**

• **On the Job Injuries:** If you are injured while working please use the following procedures: Fill out an accident/incident report form which can be obtained from the nurse’s office. **This should be done even if you do not need to see a doctor.** Reports must be made as soon as possible after an accident. If you must see a doctor or are taken to the hospital, please ask for a copy of the report (if possible) and take it to the doctor/hospital. **Tell the doctor/hospital that this is a workman’s compensation claim.**

**Do not put it on your personal health insurance.** The original report will be sent to the administrative office by the school nurse of your building.

**STAFF MEETINGS**

**District-wide:** The Elementary Principal’s Advisory Council (PAC) and PreK-6 staff, as well as the Mt. Everett Faculty Advisory Council (FAC) and staff, meet on a monthly basis, or as needed. All scheduled meetings will be posted in advance to allow planning and ensure attendance. However, scheduled days may change due to the nature and purpose of the meetings and/or other events which may preempt them. Per the Unit A Contract, teachers may be required to attend up to fifteen after school faculty meetings per school year; attendance at other meetings is at the option of the individual teacher. Required meetings will not normally be scheduled on Fridays or days prior to holidays.

**SCHOOL CANCELLATIONS**

Whenever school is cancelled or has a delayed-opening, staff will be notified as early as possible through the Blackboard Connect automated calling system. (If you do not receive a call via the automated system, please inform Chris Thompson upon your return to school.) Information will also be broadcast over area radio stations, CTSB TV, on Albany area TV stations (Channel 6, 10 and 13), and will appear on the Web site ([www.sbrsd.org](http://www.sbrsd.org)).

**PARKING**

Staff may park in any designated parking area, with the exception of the visitors’ lot in front of the Undermountain entrance. 7-12 staff members are to register their cars in the Mt. Everett Office; Undermountain staff members are to register in the Undermountain Office. Parking stickers will be issued and should be displayed appropriately. **At no time should cars be parked in the fire lanes in front of the school.** The Sheffield Police Department patrols the school premises and will issue parking tickets to any vehicle improperly parked.

**STAFF DRESS CODE/PERSONAL APPEARANCE AND DEMEANOR**

Employees are required to dress in attire appropriate to their position and to behave in a professional, businesslike manner. Professional dress is expected. Because teaching is a PROFESSION due respect, dressing to be worthy of respect is reasonable.
Staff demeanor must be professional at all times, interacting with peers, subordinates, students, family and community members in a respectful tone. Bullying, intimidating, and disrespectful behavior, in addition to any behavior which impacts negatively on the effectiveness of the school program will not be allowed.

All staff members are expected to wear their photo ID badge when on the school campus. The purpose of the badge is to help identify school personnel to students, parents, visitors and/or emergency personnel who may be on the campus. In an emergency situation, the badges will also be used to allow or deny access to the campus or emergency evacuation site.

Employees are also required to keep their work environment clean and orderly. Before departing at the end of the workday, employees should lock all files and cabinets, ensure that the floor is clear of litter (pens, pencils, books and paper), clear all work materials from desk surfaces, and turn off or lock computers, especially if they contain materials of a sensitive or confidential nature.

**COMMUNICATIONS**

**Elementary:** The office suite hallway contains a year-long calendar with a schedule of events for the upcoming school year. **Staff members (including those at the New Marlborough Central, Monterey and South Egremont Schools) wishing to schedule an event should email the principal’s secretary.**

**Mt. Everett:** Notices will be communicated via e-mail. Teachers are encouraged to check their e-mail at least two times each day. Teachers wishing to make general announcements via the closed-circuit TV should complete the announcement request form and give it to the secretary by 2:30 p.m. of the preceding day. Rush items to be announced over the P.A. system are discouraged. Student requests for items to be placed in the Daily Notices must be signed by the appropriate advisor.

**District-wide:** All teachers are to send a copy of any communication they wish to send to parents to the principal’s office **before sending it home.** This information is helpful for the principal to know in order to respond to any questions concerning new items or information received by the parents.

**SCHOOL-WIDE CALENDAR/EVENTS**

**Elementary:** The principal is responsible for approving all plans and schedules for extracurricular activities and special events. Approved activities will be written on the office suite calendar and posted on the District’s on-line calendar.

**MAIL**

Mail will be placed in each staff member's mailbox. **Please DO NOT send students to pick up mail without a note of request directed to the secretary.** Please be sure to check your mailbox at least twice per day.

**BUILDING ACCESS**

**Exterior door access:**
- All staff will be issued secured proximity cards.
- Proximity cards are to be treated like exterior door keys.
- Proximity cards are to be used ONLY by the owners of the card and may not be lent out to others.
- Staff are assigned specific times for access in order to coordinate with the alarm schedule.
- Access on weekends, holidays, and vacation periods will be coordinated with the alarm schedule, as determined by the building principal.
- Staff members must notify the administration of a lost card immediately so that it may be deactivated and a new card issued.
- Cards are to be returned upon a staff member’s exit from the District.
- The Undermountain, Community, and Mt. Everett entrances will be locked between 8:15 a.m. and 2:30 p.m.
- Under NO circumstance is a door to be propped open.
- Under NO circumstances are staff or students to open any exterior door and allow an individual entry to the building.
**General information:**
The main doors to the Sheffield campus (Community, Undermountain, Mt. Everett) all have intercom access with video security. A staff member may be “buzzed in” at those locations if for some reason he/she does not have the proximity card in possession.

**CLASSROOMS**

- **Appearance:** Classrooms should be places of excitement -- both intellectually and visually. Bulletin boards showcase new ideas, student work, reinforcements of concepts taught, etc. Bulletin boards should be changed at least once each quarter.

  The look of the entire classroom is important. The administration and custodial staff will assist in providing equipment and materials for a neat and orderly environment.

  Teachers using other teachers’ classrooms are obligated to leave those rooms in good order. Students should pick up whatever has been dropped on the floor, align the desks, erase whiteboards or chalkboards, and restore the room to its original condition.

- **Maintenance:** At the end of every day, each teacher should check his/her classroom area for the following:
  1. All windows are closed.
  2. Floor is free of litter.
  3. Desks are arranged.
  4. Classroom doors are locked.
  5. All confidential materials and tests are locked away.
  6. Computers, monitors, and printers are turned off.

- **Air Quality:** Staff should be vigilant in following recommendations from the air quality audit:
  1. Remove plants from Uni-vent air stream. Ensure plants have drip pans. Examine drip pans for mold growth and disinfect areas with an appropriate antimicrobial where necessary.
  2. If it is deemed impractical for any upholstered classroom furniture to be properly cleaned, it should be removed from the classroom.
  3. DO NOT USE TENNIS BALLS on chairs or table legs (produces latex dust).
  4. Relocate or reduce amount of materials stored in classrooms to allow for more thorough cleaning.
  5. Clean chalk boards and chalk trays regularly to avoid the excessive build-up of chalk dust.

- **Security:** For security reasons, **unattended classrooms shall be locked at all times.**

- **Repairs:** Teachers should send an e-mail to maintenance@sbrsd.org to request repairs. Depending on funds available, the request will be completed as soon as the schedule permits. Please provide good supervision for students so that the need for repairs may be kept to a minimum.

- **Energy Conservation:** Please **turn off lights and equipment when not in use** to conserve energy and financial resources.

**SUPPLIES**

All requests for supplies should be sent to supplies@sbrsd.org Teachers may pick up supplies on Tuesday or Thursday mornings between 7:45 a.m. and 8:15 a.m. at the supply room, or they may request delivery. Please note that in order to better control inventory, **NO SUPPLIES WILL BE GIVEN OUT UNLESS A LIST IS SUBMITTED IN ADVANCE.**

Special supplies, other than general classroom supplies, can be obtained by requesting through the principal, if funds are available (see “Purchase Orders” section below).

**PURCHASE ORDERS:**

**ORDERING:** Requisitions must be completed for ALL items to be ordered. Paper forms may be obtained from the secretary to the appropriate principal/director or the Business Office. All forms should be carefully prepared and must include the correct budget account number and total. Please be sure to include full and complete vendor information, including full name and address, and the fax number if the order is to be faxed. Also, please write as clearly as possible to avoid errors in ordering or in filling the orders, and be sure to include shipping charges to ensure that sufficient
funding is reserved.

Upon completion of a requisition form, it is to be submitted to the curriculum or team leader and then to the appropriate principal/director for approval prior to being submitted to the Business Office. A copy of the completed Requisition Form, with all backup materials attached, must be submitted to the Business Office so that it can be reviewed. Once the Business Administrator approves the expenditure, a Purchase Order will be issued. The Purchase Order will then be returned, along with the backup materials, to the staff member making the request, to be mailed or faxed to the company, thereby completing the ordering process. [Exceptions to this process will be orders to Amazon.com and Staples, which must be ordered directly from the Business Office, and orders for subscriptions and memberships, which must include a check.]

No orders and no commitments should be made prior to the Requisition going through the entire Business Office process. Only the Business Office may issue Purchase Orders. The process is set up such that the Business Office reviews the request to ensure that it has been approved by the appropriate principal/director, that it is an allowable expense, and that funding is available. Because of this, staff members who order items without prior approval from the Business Office run the risk of having to personally pay for any items ordered & received that do not meet all approval requirements.

All purchase requisitions are normally required to be submitted by the end of March. This allows for receipt of materials and services prior to the end of the fiscal year on June 30.

RECEIVING: When orders are received, please check the contents with the packing slip, note any discrepancies to the original order or your approval. When the invoice is received, check the charges against the packing slip, approve as appropriate, and sign and return the invoice to the building secretary. Please return the approved invoice promptly to ensure timely payment. Please note on invoice if the order is complete, so that purchase orders can be closed and any excess funds released for future purchases.

ITEMS WITH A PURCHASE PRICE OF $5,000 OR MORE: Per Chapter 30B of Massachusetts general laws, supplies or services with a cost of $5,000 to $24,999 must be supported by documentation of at least three quotes - either oral or written - obtained from qualified vendors. Procurement of such supplies or services will be done through the District’s Chief Procurement Officer, which is the Business Administrator. Documentation must include the names and address of all persons from whom quotations were sought, the names of the persons submitting quotations, and the date and amount of each quotation. The District must accept the quote from the responsible person offering the needed quality of supply at the lowest quotation. This is usually, but not always, the lowest quote. Sole source procurements (orders placed without having received quotes) for items under $25,000 may be made for library books, school textbooks, educational media, etc. when, after reasonable investigation, the District determines and documents in writing that only one practicable source for the required supply or service exists. Please also note that items with a purchase price of $25,000 or more require a formal bidding process. The Superintendent and the Business Administrator must approve purchases of $5,000 or more.

DUPLICATING
Copiers are located in each of the school buildings. No staffing is available for copying duties. It is extremely important to use care in the operation of the equipment — a “down” machine is expensive to repair, and it creates havoc for everyone in the building. If there is a problem with the equipment, please notify the building secretary so that a repairman can be called in.

EDUCATOR LICENSURE AND PROFESSIONAL DEVELOPMENT
It is solely the responsibility of the educator to maintain an active license for his/her assignment based on compliance with all MA DESE requirements and regulations as a condition of hire and/or continued employment SBRSD. For additional information, contact the Office of Educator Licensure at MA DESE:

By Phone Licensure Call Center Weekdays 2-5 PM at 781-338-6600
In accordance with the Massachusetts Educational Reform Law of 1993, professional development opportunities will be provided by the District at no cost to the teacher. Workshops/summer courses presented will offer PDP’s (professional development points) necessary for recertification. Teachers who have earned professional certification must create an Individualized 5-Year Professional Development Plan to be submitted for administrative approval.

Per the contract between the Southern Berkshire Regional School Committee and the Southern Berkshire Regional Education Association, which covers all professional staff, reimbursement for college credits is available, up to a limit of $1,000 per contract year (September 1 - August 31). Staff members are required to request approval from the superintendent of schools prior to beginning the course work. Forms for the request are available in each of the school offices. (Note: May 1 deadline applies – See SBREA/SBRSD Unit A Contract for details.)

CRIMINAL RECORD OFFENDER INFORMATION (CORI)/NATIONAL BACKGROUND CHECK
All staff members must satisfactorily pass a CORI check prior to employment in the Southern Berkshire Regional School District. Per MGL, staff members must also submit to CORI checks every three years thereafter. To keep confusion to a minimum, the SBRSD operates on a 3-year cycle for all employees. The next complete CORI check will take place in 2018-19.

Additionally, all staff hired in 2016 and beyond must submit fingerprints for a comprehensive, national background check prior to employment. This is a condition of employment. Per law, the cost of the background check is borne by the employee.

CONFLICT OF INTEREST
All school employees must comply with the State’s ethics law. A copy of the “Summary of the Conflict of Interest Law for Municipal Employees” will be provided to each employee at the beginning of each school year. On the last page of the summary is a signature page, which is to be signed to indicate that you have received and read the summary. Additionally, upon employment and every two years thereafter, employees are required to present proof that they have completed an on-line training regarding the observation of the ethics law.

EVALUATIONS
The building level principals, student services director, assistant principal, curriculum and professional development coordinator, and the superintendent will participate in the evaluation of professional staff, per the SBRSD/SBREA Unit A agreement and per applicable state law. Appropriate teachers will also be requested to provide input in the evaluation of educational support professionals.

COMMUNITY RELATIONS/APPROPRIATE CONDUCT
The success of the District depends upon the quality of the relationships between the District, our employees, employees of our various member municipalities, and the community as a whole. Others’ impressions of the District, and their interest and willingness to support our goals are greatly formed by the people who serve them. Regardless of your position, you are the District’s ambassador. The more goodwill you promote, the more the community will respect and appreciate you and the District.

Some of our business is conducted off-site, at conferences, seminars, and the like. It is important to remember that, although many of these events have a social element, it is absolutely imperative that you conduct yourself with the highest level of professionalism while representing the District. Our community needs to have confidence in our ability to conduct our business in a professional manner. It is expected that you will conduct yourself accordingly, and maintain a strictly professional workplace.

DRUG FREE WORKPLACE
A copy of the District’s Drug Free Workplace Policy is attached at Appendix II.

SMOKING AND USE OF TOBACCO PRODUCT PROHIBITED
A copy of the District’s Tobacco Use Policy is attached at Appendix II.
GUIDELINES FOR APPROPRIATE STUDENT INTERACTION
Students need healthy, clearly-defined relationships with adults to feel safe, and to develop into competent and responsible human beings. You are expected to model professional behavior, values and responsibilities, both in and out of school. The District expects all staff members to observe appropriate boundaries when interacting with students, such as, but not limited to:

1. All student communication should be conducted face-to-face, or through District e-mail accounts, District-sponsored on-line learning management systems or District web pages. It is inappropriate to communicate with students via personal e-mail or cell phone, text messages, IM, blogs or social networking accounts or sites.

2. Do not transport individual students in your car, except as pre-approved for transport to and from school-sanctioned events.

3. Use caution with self-disclosure about your personal life.

It is everyone’s job to address or report behavior that we reasonably believe does not adhere to these guidelines.

HARASSMENT/DISCRIMINATION
Copies of the District’s Notice of Non-Discrimination, and Sexual Harassment Policies are attached at Appendix II.

ADMINISTRATORS’ OBLIGATION TO REPORT
Massachusetts law requires school superintendents to report to the Commissioner of Education in writing wherever a licensed educator is dismissed, not renewed, or resigns after committing misconduct that might warrant revocation or other limitation of the educator’s license.

REQUIREMENT TO REPORT PERSONAL INJURY
Employees are required to immediately report any instance of personal injury that occurs during work time to their supervisor or building administrator, as well as complete and submit the Report of Injury form.

REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT
As an employee of the District, you are considered a mandated reporter. Massachusetts General Laws, Chapter 119, Section 51-A requires mandated reporters to immediately make an oral report to the Department of Children & Families (DCF) when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years may be suffering from abuse or neglect. In short, this means that when you become aware of or have reason to suspect a potentially abusive or neglectful situation while you are working, you must report immediately. For more information, please contact your building administrator or the Superintendent of Schools.

REQUIREMENT TO REPORT POSESSION OF WEAPONS
Any school department personnel shall report in writing to their immediate supervisor an incident involving a student’s possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.
**REQUIREMENT TO REPORT FIRES IN SCHOOLS**

The principal of any public or private school that provides instruction to pupils in any of grades 1 to 12, inclusive, shall immediately report any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the local fire department. The principal shall submit a written report of the incident to the head of the fire department within 24 hours on a form furnished by the department of fire services. The report shall be filed without regard to the extent of the fire or whether there was a response by the fire department. The head of the fire department shall report such incident to the marshal in accordance with section 2. (MGL, Chapter 148, Section 2A.)

**REQUIREMENT TO REPORT TORTS**

Employees are required to immediately report any torts suffered in the performance of job duties. Notification should be made, in writing, to your building administrator or the Superintendent of Schools.

**STAFF DISCIPLINARY ACTION**

Please note that any staff member may be disciplined, up to and including termination, for unacceptable and/or inappropriate behavior in the workplace. It is not possible to list all the forms of behavior that are considered unacceptable or inappropriate in the workplace. Types of behavior and conduct that the District considers inappropriate and which could lead to disciplinary action, up to and including immediate termination of employment, include but are not limited to, the following:

- Conduct unbecoming a public school employee;
- Inefficiency;
- Incompetency;
- Incapacity;
- Failure to satisfy teacher performance standards;
- Theft, vandalism, misappropriation or inappropriate removal or possession of District property;
- Engaging in excessive, unnecessary, or unauthorized use of District supplies or equipment, particularly for personal purposes;
- Stealing property from co-workers, students, or parents;
- Accepting any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his/her job, in excess of that allowed by law or regulation;
- Falsification of employment or other District records;
- Reporting to work and/or working intoxicated or under the influence of alcohol, illegal drugs, or non-prescribed drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace or on District grounds;
- Inappropriate use of language and profanity;
- Fighting or threatening violence in the workplace;
- Behavior that creates or contributes to a hostile work environment;
- Bullying or discriminating behavior directed toward employees or students;
- Boisterous or disruptive activity in the workplace;
- Interfering with the performance of other employees or participating in any interruption of work;
- Neglecting ones’ own job duties and responsibilities or refusing to perform work assigned;
- Negligence or improper conduct leading to damage of district-owned property;
- Insubordination or refusal to follow the lawful directions of a person with management responsibility, or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking on District property;
- Sexual or other unlawful harassment or discrimination;
- Possession of dangerous or unauthorized materials, including but not limited to knives, weapons, explosives or firearms, in the workplace;
- Disregarding safety or security regulations, including crisis plans;
• Excessive or unexcused absenteeism or tardiness, including a pattern of absenteeism or tardiness, or any absence or tardiness without notice;
• Unauthorized disclosure of or failure to maintain confidential District or student information;
• Compromising computer security by unauthorized copying of software or unauthorized use of District facilities;
• Violating intellectual property or copyright laws;
• Violation of personnel policies;
• Violation of any of the School District policies.

Disciplinary action may include, but is not limited to the following: counseling, verbal warning (including a written memorialization of the verbal warning), written warnings, suspension without pay, and termination of employment.*

Processes set forth in the applicable provisions of Massachusetts General Laws and/or under the terms of the applicable Collective Bargaining Agreement will be followed.

An employee who is the subject of an investigation into allegations of misconduct shall not be interviewed or otherwise interrogated unless he/she is notified of his/her right to be represented by counsel during any such investigation.

* Note: Where negotiated terms of collective bargaining agreements differ, the terms of the collective bargaining agreement will take precedence.

**ADDITIONAL POLICIES**

There are several School Committee policies that have been approved to date, which are pertinent to your experience in our system. All employees are expected to be familiar with and adhere to these policies. The following policies are attached hereto at Appendix II and incorporated herein by reference:

- Admission of Children of Out of State Employees in SBRSD  
  JFABE
- Drug-Free Workplace Policy  
  GBEC
- Safety Program  
  EB
- School-Based Automated External Defibrillation  
  JLCEB
- Sexual Harassment  
  ACAB
- Student to Student Harassment  
  JBA
- Smoking On Southern Berkshire Regional School District Premises  
  ADC
- Public Solicitation / Advertising / Fund-Raising in the Schools  
  KHA
- Video Camera and Photograph Policy  
  ECAF
- Staff Use of District’s Computer Network and Internet Services  
  GBEE

Additional policies can be viewed on the SBREA web site, www.sbrsd.org. Policies included on this site are:

- Equal Opportunity Employment  
  GBA
- Staff Protection (Professional Liability Policy)  
  GBGF
- Gifts to and Solicitations by Staff  
  GBEBC
- Personnel Records  
  GBJ
- Staff Complaints and Grievances  
  GBK
- Professional Staff Positions  
  GCA
- Staff Contracts for Non-Union Personnel  
  GCBA/GCDA
- Professional Staff Supplementary Pay Plans GCBC
- Professional Staff Recruiting GCE
- Posting of Professional Staff Vacancies GCEC
- Philosophy of Staff Development GCIA
- Evaluation of Professional Staff GCO
- Reduction in Professional Staff Workforce GCQ
- Resignation of Professional Staff Members GCQD
- Suspension and Dismissal of Professional Staff Members GCQF
- Tutoring for Pay GCRD
- Support Staff Positions GDA
SECTION II
SUPERVISION OF STUDENTS

ATTENDANCE [NOTE: Daily attendance records are legal documents.]

Elementary: Attendance shall be taken at 8:10 a.m., or when the last bus arrives. Any student not in the room at this time should be marked absent. If a student enters the room after attendance has been taken, the office must be contacted to report the tardiness. Late arriving buses do not constitute tardiness. Teachers are requested to return attendance forms to the office by 8:30 a.m.

Mt. Everett: Period By Period Attendance
“A” Period -- Each morning, homeroom teachers will report attendance electronically. If a student is tardy, send him/her to the office to obtain an admit slip.

B through G Periods -- Attendance will follow the same procedure as mentioned above, except tardy students do not need to report to the office for an admit slip. It is very important that you mark an “E” or “U” so that the office may keep track of unexcused period tardies. Without a legitimate pass or excuse, the tardy is unexcused.

Class Cut/Unexcused Absence: A cut is a documented unexcused absence from class. Disciplinary action will be taken in each case.

Cut #1: The teacher will make a call to the student’s home. Staff members are to return a copy of the referral to the office after contact is made (document date/time of contact).

Cut #2 +: The parents, the student, guidance, and the teacher(s) will meet to develop a plan to encourage success in the classroom.

OPENING EXERCISES
Elementary: Opening activities, per MA law, will include the Pledge of Allegiance to the Flag daily. Each classroom must maintain a flag for this ceremony.

Mt. Everett: The opening activity is the Morning Show. Ensure that all students listen to this show. Conduct the Pledge of Allegiance at the directed time.

SUPERVISION OF STUDENTS

Efforts of faculty and staff in supervising students should reflect the importance of:
• courteous and respectful behavior,
• promptness,
• thorough preparation of assignments,
• sincere effort.

As the adults responsible for helping guide students in positive directions during their time at school, the staff needs to:
• be sensitive to individual and group needs and concerns,
• offer sincere praise whenever and wherever it is due,
• be willing to confront and correct inappropriate behavior; be especially attentive to instances of bullying
• enforce school regulations and otherwise serve the interests of the students and the school community.

Because classroom teachers are supervising students in their charge, other staff members are asked to approach the teacher with a request to talk to a student in the classroom, rather than make contact with the student directly.
### Liability

Teachers are responsible for the supervision of students, as assigned to them. **At no time should students be left unattended.** Each teacher is personally and professionally liable for what happens when he/she is not supervising the class. Opening doors between rooms does not absolve the teacher of responsibility. If the teacher has an emergency and must leave the room, the proper step is to contact the office to request emergency coverage.

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**Students Out of Class:** To avoid disturbances to other classes and to maximize learning, students must not be allowed out of class except in emergencies. Access to restrooms, making phone calls, and running errands take place before school, between periods, during lunch break, or after school.

If an emergency does occur and a student must leave the room, the teacher should be clear as to where the student is going and when he/she will return and issue a student pass.

### BULLYING

The District is committed to compliance with the Massachusetts legislation “An Act Relative to Bullying in the Schools” and the District’s own anti-bullying policies. A copy of the District’s Anti-Bullying Policy is attached at Appendix II and incorporated herein. All district employees are mandated reporters with respect to incidents of bullying. Staff must report all suspected incidents on the Behavioral Tracking Form and deliver to respective administrators in both elementary and middle/high school offices in a timely manner. Tracking Form includes date, students involved, where the incident took place, quick behavior list and a space for writing the evidence that produced the behavior witnessed, action taken, and staff identification. (See Anti-Bullying Program in the Beginning of Year Staff Information from the principals.)

*Any district employee who has knowledge of a suspected bullying incident and fails to report this may be subject to disciplinary action, up to and including termination from employment.*

### CORRIDOR SUPERVISION

Teachers **MUST** supervise students under their jurisdiction at all times during the school day -- inside and outside of the school building. According to state law, the teacher is responsible for all students assigned to him/her at any given time. In addition, in order to maintain consistent control of student behavior on school premises, **each teacher must assume responsibility for all students “within sight and hearing”**. Before school, between classes, and at dismissal time, **all teachers have the responsibility of supervising the passing of students**. Any inappropriate behavior on the part of a student should be handled immediately.

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### AUDIO-VISUAL EQUIPMENT

**Television Studio / Production Room Policy:** In an effort to maximize the efficiency of the Television Studio and the Production Room facility, as well as minimize the risk of damage to the equipment, the following guidelines are to be observed and practiced by all faculty and staff personnel:

- Any person(s) wishing to use the facility must submit a detailed proposal to the media teacher a minimum of three days prior to the date requested. Such proposal would include the purpose of the project, the name of a sponsoring faculty/staff member, and a specific list of equipment needs (e.g., the TV cameras, microphones, blue screen, editing bays, lights, etc.).
- A member of the technology staff must be present at all times to ensure the proper usage and storage of the equipment (exceptions may be given to students who have demonstrated their competency to the media teacher.
- All person(s) not directly associated with the proposed project (e.g., friends from other school districts, relatives, etc.) who will be in the facility must be registered and confirmed with the media teacher prior to the date of the production.
- All person(s) observed not operating the equipment in a careful and professional manner will be subject to dismissal from the facility. Such person(s) may also be held liable for any costs of replacement and/or repair to damaged equipment.
- All materials (e.g., home videos, rented movies, photographs) to be used in the production may be pre-screened for content by the media teacher in advance of the production date.
- Mount Everett Television and the Southern Berkshire Regional School District are not to be held liable for any legal actions as a result of the final production.
BASIC SAFETY REGULATIONS

- Exercise close supervision of students using dangerous equipment or materials.
- Use proper guards or safety attachments on all machines.
- Enforce the use of safety glasses by students, staff, and visitors in all shops or labs where eye damage could occur.
- Notify the immediate supervisor or administrator in writing of any unsafe conditions which cannot be remedied immediately by the teacher.
- Review safety procedures periodically with the entire class.
- Use Universal Precautions for any body fluid spill.

DAMAGE TO SCHOOL PROPERTY

Instances of major defacement or damage to school property should be reported to the principal immediately.

DISCIPLINE

Please review the Discipline Chart in Appendix I and the discipline information in the student handbook. Please use appropriate discipline referral forms available in the principals’ offices. NOTE: Parent contact means that the teacher has spoken with the parent -- not merely left a message on a machine or with someone else.

District-wide: The teacher may send the student to the school office with a discipline referral. The office must be notified to expect the student(s).

Elementary: The student will be seated until an administrator or designee can meet with him/her about the incident. The student will remain in the office until a plan has been established to assist with the behavior and then be taken back to class. Major offenses will be dealt with according to the student Code of Conduct.

Mt. Everett: The student will be seated, and an administrator will be given the discipline referral. If no administrator is available, the student will sit for the remainder of the period. He/she will be temporarily sent to the next class, unless the offense is considered severe enough to warrant removal from classes for the remainder of the day. In all cases, discipline will be dealt with according to the student Code of Conduct.

STUDENT AND STAFF SAFETY

State regulations stipulate that evacuation drills be conducted periodically. Please become familiar with the signals and exit procedures and see that the students under your supervision are clearly informed as to what they are to do in case of fire. A conspicuous sign will be displayed in each room near the exit door showing the route to be followed.

The Safety Team has prepared a comprehensive Safety Manual to assure the safety of our students, staff members, and campus visitors. Specific protocols are in place for a variety of emergency circumstances. Staff members are required to be aware of their responsibilities during any emergency situation, and teachers are to keep the Safety Manual readily available at all times.

FEES

Ordinarily, no fees, book rentals, or dues are charged to students. Any charge for books, clubs, etc. must be approved by the principal before any contact is made with the student or home.

FIELD TRIPS

The Southern Berkshire Regional School District recognizes that well-organized and carefully supervised field trips provide a mode of learning that is dynamic and not able to be duplicated in the classroom. Because such activity is a learning experience, field trips should be related to the curriculum standards.

School sponsored field trips fall into three (3) categories: (1) those that occur during the hours of a regular school day and require the approval of the appropriate Building Principal; (2) those that occur east of Springfield, MA or out of state during regular school hours and require the approval of the Building Principal and the Superintendent and (3) those that require an overnight and require the approval of the School Committee in advance, in addition to the Principal and Superintendent.

This policy does not apply to trips required for student participation in school related tournament competition or contests.
The cost of school sponsored field trips will not be the responsibility of the School District unless the field trip is a required part of the core curriculum.

**Approval Process**

Advisors will develop a trip proposal which includes the educational benefits/objectives and their relationship to the Massachusetts Curriculum Frameworks and the educational value relative to the cost. This will be submitted to the Building Principal, the Superintendent, if appropriate, and to the School Committee if the trip involves an overnight.

The following information must be provided before any proposal is submitted for approval:

- Destination
- Departure day and time and expected return day and time
- Itinerary
- Summary of trip purpose and educational value
- List of education standards addressed by participation in the trip
- Trip expense, inclusive of all costs
- Number of students needed to support the trip
- Description of particular student needs, including staffing, per IEP/504 plans
- Number and name of chaperones (6:1 ratio is required for overnight trips)
- Sources/method of funding the trip
- Mode of transportation and insurance
- Copy of proposed contract, if any associated with trip
- Emergency plan, including medical care plan

Upon securing the necessary approvals, it is incumbent upon the teacher/advisor to assure that all details, arrangements and commitments adhere to the stipulations of this policy.

**Finances**

Funds collected for school sponsored field trips may be deposited into student activity accounts. If students are charged individual fees for participating in a school sponsored field trip, the trip advisor(s) shall use reasonable efforts to arrange for scholarships or alternative funding sources to provide an equal opportunity for students to participate who otherwise would be excluded because of financial hardship.

**Travel Requirements**

a. All participants in school sponsored field trips shall be required to submit a written release signed by parents/guardians as required by the District, including but not limited to permission forms, medical releases and waivers of liability. The advisor(s) is responsible for ensuring that all required forms are collected and returned to the Principal at least one week prior to the trip.

b. When a group of students departs on a school sponsored field trip, a list of all participants must be prepared by the advisor, one copy of which shall be kept by the Central Administration and one shall accompany the advisor on the field trip. The list shall include name, address, phone number, emergency contact information and medical condition of each participant.

c. Students with disabilities shall be provided full and equal opportunity for participation in school sponsored field trips.

d. The advisor must ensure that all commercial carriers used are licensed by the Federal Motor Carrier Safety Administration (FMCSA). Carriers that have a FMCSA rating of “conditional” or “unsatisfactory” may not be used.

e. The District shall abide by regulations requiring it to obtain criminal offender record information (CORI) or fingerprints for all persons who may have direct and unmonitored contact with students during school sponsored field trips, including chaperones and persons providing transportation services.

f. Medications administered during school sponsored field trips shall be administered in a manner consistent with the District’s Medication Policy.

g. Travel agencies, if used shall provide:
   - Certificate of Errors and Omission Insurance in the amount of $1,000,000 and liability insurance in the amount of $1,000,000;
   - Proof of Bond
• Availability of trip cancellation and accident insurance.

h. Approval for travel to foreign countries is subject to cancellation by the Superintendent based on his/her review of United States State Department advisories.

NON-SCHOOL SPONSORED FIELD TRIPS: Non-school sponsored field trips are trips that are privately run and have not been approved by the School Committee. School District administrators may not provide any assistance, consultation or advice regarding such privately run trips. Any staff member who wishes to solicit on school property or during school hours for a non-school sponsored field trip must seek the approval of the Superintendent, who will issue guidelines consistent with this policy. Any staff member who solicits for participation in non-school sponsored field trips on school property must include in communications with parents/guardians and students, a written disclaimer approved by the Superintendent that states that the trip is not sponsored by, supported by, or approved by the School District, and that the School District accepts no responsibility or liability for such trips.

NOTE RE: Volunteer Transportation/Safety Restraints: Short trips that do not necessitate a school bus may require volunteer transportation assistance. Transportation, other than by bus, must have the principal’s prior approval. A current volunteer driver form must be completed and approved prior to any use of volunteer drivers. Note also that per Chapter 90, Section 7AA of MA General Laws, “A passenger in a motor vehicle on any way who is under the age of 8 shall be fastened and secured by a child passenger restraint, unless such passenger measures more than 57 inches in height. The child passenger restraint shall be properly fastened and secured according to the manufacturer’s instructions.” As always, all other passengers in private vehicles also need to be properly restrained with safety belts.

REQUESTS FOR INFORMATION
Throughout the year, teachers are asked to respond to memos from various offices. These memos might request homework, current student progress for impending parent conferences, or specific information requests. It is imperative that the response to these requests be timely and complete. The same applies to returning parent phone calls and e-mails promptly.

HOME CONTACTS
A staff member may be asked to provide daily or weekly information to parents or school personnel who are providing tracking services for a student. Although the daily/weekly log may seem to be a distraction from the many tasks involved with teaching, it is a necessary part of providing services for identified students. This log could serve to assist the student, as well as provide the written back-up necessary in case of a legal situation.

Parent Conferences are a means of keeping parents informed of pupil progress, curriculum, and other matters pertaining to the educational programs of our District. It is the teacher’s responsibility to contact a parent on any matter concerning the performance of students under his/her assignment.

EARLY DISMISSAL
Elementary: If a child is to be dismissed early, a note must be brought from home. All students and parents in the Undermountain Elementary School should be instructed to report to the office before leaving the building. Teachers in the outlying schools should inform the principal’s office as soon as possible regarding a child’s early dismissal in order to maintain accurate recording in the register.
Mt. Everett: Students who have appointments or are being picked up by parents during school must notify the office first and then see teachers, with permission notes, in order to get homework and needed materials.

FUND-RAISING
The following policies apply for fund-raising proposals:
1. All fund raising projects must be approved by the Superintendent.
2. Projects which involve selling merchandise to residents of our community must be limited. The importance of the project to the organization and school will be given consideration.
3. Tickets or goods of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations. There are to be no individual candy sales during the school day.
4. Fund-raising projects which have been approved must not include procedures that interfere with any classes.
5. Funds raised are to be deposited into proper student activities accounts through the District Treasurer.
**CLASSES CONDUCTED OUTSIDE**

**Mt. Everett:** Teachers taking students out of the building for any reason or for any length of time MUST have the principal’s approval before doing so. When such a request is approved, the teacher is asked to take the class to a location which will not disturb classes taking place within the building, i.e., out of view and hearing of regular classes. Teachers taking classes outside will ensure that they have a working 2-way radio, available from the office.

**LESSON PLANS AND CURRICULM MAPS**

Lesson plans are working documents which show how we carry out our curriculum on a day-to-day basis. They also serve as a record of what has occurred on a particular day in a particular class, should the content of that class be questioned by a student who was absent, or a parent who would like curricular clarification. They also should reflect what occurred in the class, as well as any work assigned. Teachers develop their own style for recording and planning lessons. Sample lesson plans for both elementary and secondary teachers are available on the F drive or from the Curriculum and Professional Development Coordinator.

All teachers are expected to develop well-structured and highly engaging lessons with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies, and grouping to attend to every student’s needs. These plans should reflect integrated units of instruction with measurable, accessible outcomes and challenging tasks requiring higher-order thinking skills that enable students to learn and apply the knowledge and skills defined in state standards/local curricula. Teachers are responsible for working with curriculum teams and maintaining ATLAS curriculum maps for each taught course or curriculum area taught (i.e., Biology, Grade 3 Math, Standard English 11), ensuring that each curriculum map aligns with state standards, if they exist, or district determined measures.

**FILMS**

The use of films/videos may complement and enhance student learning. Films that extend student learning and are rated “G” may be shown at any time without prior permission. Films rated “PG”, “PG-13”, or “R”, however, may not be shown without prior administrative approval. Be sure to plan ahead since this may require previewing and/or parent notification. **At no time are “NC-17” rated films to be shown in class.** Good professional judgment should always serve as the teacher’s guide in this area.

**LUNCH COUNT**

**Elementary:** Lunch order forms shall be completed during the homeroom period and then forwarded to the cafeteria. Please make certain the count is accurate. It is helpful to post the weekly menu in an accessible area.

**GRADING**

**Mt. Everett:** Mount Everett Regional School has the following policies governing grading and records:

- A passing mark is 70 or higher; no mark can be higher than 100.
- Transcript grades from other schools remain as they are. Credits earned, quality points, and GPA will be entered into Mount Everett computer software. As courses are completed at Mount Everett, a transcript will be developed. When transcripts are requested, the prior school transcript, listing courses and grades, will be sent, as well as the transcript of Mount Everett work and the composite credit accounting, quality point total, and GPA.
- During grades computations,.5+ marks are rounded upward.
- Withdrawals from a course will carry the following consequences:
  * Up to the first progress report of the semester -- no penalty, logged as withdrawal.
  * After the first progress report of the semester -- logged as withdrawal failure -- zero quality points -- weight of 1 credit. A withdrawal failure can seriously affect GPA.

Students who do not withdraw from classes but are failing should receive no mark for a first marking period lower than 60 -- unless common sense judgment regarding the student’s attendance or performance dictates otherwise.

**Honor roll** requirements are as follows:

- High honors -- 90 or above in all subjects
- Honors -- 80 or above in all subjects
Advanced placement courses carry an “understood” additional 6 quality points. While not included in report card computations, the 6 points affect rank-in-class, N.H.S. scholarship qualification, and honor roll. The lowest passing mark for AP courses is 70, the same as for other courses.

**IMPORTANT:** Grades for students MUST be delivered to the secretary to the dean of students by the day and time due.

**INCOMPLETE MARKS:** No student is to be given an incomplete without prior approval of the principal. Teachers should make clear to students that makeup deadlines are rigid.

Assignment deadlines and expectations for students on independent or home study must be in writing B with consequences of missing the deadlines made clear when such study begins. Independent study courses have prerequisites (refer to of the Program of Studies for details).

Teachers’ marking period grades are assumed to be correct when submitted to the grades/report card secretary. Sometimes, however, the final mark computation will be incorrect. When a teacher’s computation is incorrect, the computer's correct computation will be used. If the correct computation results in a student's failing a course, an attempt will be made to contact the teacher for confirmation before the report card is delivered to the student.

Rank-in-class/GPA computations include all subjects.

**GRADE COMPUTATION:** Each semester consists of two marking period grades and a final exam grade (optional for certain electives). Grades are computed as follows:

| Marking I (40%) OR Marking I (50%) |
| Marking II (40%) OR Marking II (50%) = 100% |
| Final Exam (20%) = 100% |

**MAKE UP WORK**

**Mt. Everett:** Students will have legitimate absences. These absences are documented by notes from parents and excused. Parents are asked to give 24 hours notice for such absences when possible. Some excused absences involve student activities, and are handled in the same way as other excused absences, and students are allowed to make up homework or class work missed as a result.

**INCOMPLETES**

**Mt. Everett:** If it becomes necessary at the end of a marking period to register an incomplete on a student’s report card, the teacher will need to obtain a form from the principal’s office. This form will request the reason for the incomplete, as well as the procedure that will be followed by the student to make up the work. A time line will be assigned to the student through the direction of the teacher and with permission of the principal. Two weeks is the suggested time frame for completion.

**PROGRESS REPORTS**

**Mt. Everett:** Teachers use progress reports as a part of the communications link with parents. Although there are established times in the middle of each quarter to send these reports, teachers may send reports at additional times. Forms are available in the Main Office. For office personnel to do the mailing, the deadlines for submission must be met.

Parents should be notified as soon as failure appears imminent. This can be done by phone or through a mailed Academic Progress Report. Should a parent who is notified by a progress report not respond, it is suggested that the teacher make a phone call to insure communication.

**ELEMENTARY RETENTION AND ACCELERATION**

At times, teachers identify children who may benefit from repeating a grade. If a teacher feels a student is not developmentally, socially or academically ready for the next grade level, the teacher may suggest giving the child extra time to achieve in those areas. Retention is considered on an individual basis and decided through the collaboration of a team which may include parents, teachers, guidance counselors, special education teachers, Title I instructors and
administrators. Except in very unusual circumstances, if a child’s teacher feels retention is a possible option, the parents/guardians will be contacted by January 15th of the current school year.

Acceleration of a student shall be permitted only when it can be demonstrated that the student has already mastered a preponderance of the grade-level indicators scheduled to be learned in the grade being skipped. Acceleration shall be carried out only when intellectual, emotional, and social benefits to the student can be expected. If acceleration is to be considered, the principal must be notified no later than January 15th of the current school year. All final decisions regarding retention and acceleration will be made by the principal following consideration of all necessary criteria.

**STUDENT RECORDS AND TEST DATA**

Cumulative records for students are kept in the guidance office at the high school level and the principal’s office at the elementary level. They may be checked out with the office secretary, but may not be removed from that office. Teachers should consult records especially where achievement problems, emotional problems, unusual behavior, or signs of either very high or low ability manifest themselves.

At the high school level, achievement test data may be obtained in summary sheets from the guidance office.

By state law, a log MUST be kept indicating that a student’s records have been inspected. This log is contained in each student’s cumulative folder. As a folder is removed, the log should immediately be filled in and inserted in the spot occupied by the folder in the file. Upon return of the folder, replace the log in it and place the folder in its proper place.

**STUDENT SERVICES DEPARTMENT**

In Massachusetts, in order to be eligible for special education services, a student must demonstrate the presence of a disability (autism; developmental delay; intellectual, sensory, neurological, emotional, communication, physical or health impairment; or specific learning disability) that prevents the student from making effective progress in education and requires specially designed instruction or related services in order to access the general curriculum.

If, in the judgment of a teacher or other staff member, a child is unable to progress effectively in a regular education program due to a suspected disability, a referral should be discussed with the principal or the Director of Student Services. However, prior to referral of a child for evaluation, all efforts shall be made to meet the child’s needs within the context of the regular education program.

**Referral to Placement Procedures**

**Pre-Referral:** RtI/IST Team: Prior to a referral to special education/504, a student should be discussed at the Response to Intervention/Instructional Support Team meeting. Referrals should be made in writing to the appropriate IST facilitators (Pre-K to 6 OR 7-12). If the determination is made, following all regular education interventions, that the student may be in need of special education services, the Special Education Referral Form should be completed by the person making the referral and sent to the Office of Student Services.

**Initial Referral:** A concerned parent or teacher (following the RtI process) can complete a Special Education Referral Form. The designated TEAM CHAIR(s) will then consult with appropriate personnel/parents to complete a consent for evaluation form that meets the needs of the particular student. A TEAM meeting will take place to discuss test results, teacher observations and curriculum based measure results, student performance, and parent concerns in an effort to devise an Individual Education Plan (IEP) if necessary.

**Special Education Referral Form:**
Student Data – Indicate in the upper right hand corner the purpose of this referral: assessment, initial team, re-evaluation, reconvene. All information under Student Data should be completed carefully, including the name of the family physician. This will allow accurate and effective processing of the referral.

On the chart, the person making the referral should indicate how the parent was conferred with regarding the concerns indicated on the referral and what staff person made the contact.

Signatures: The parent's and principal's signatures should be secured prior to sending referral to the Office of Student Services. This allows the parent the opportunity to discuss in person the concerns regarding the student with the person making the referral.
The Team meeting: While all efforts are made to have it be a supportive environment, can be very intimidating and anxiety producing for the parents. The opportunity to meet individually prior to this meeting to share information or concerns and discuss the procedures to follow can set parents minds at ease.

Annual Review (signed permission required): IEP is reviewed with the TEAM which includes the student (if age 14 or older), parents, special education liaison, teachers (including general education liaison), service providers, paraprofessionals, and any other pertinent personnel. New goals will be developed through this process. Special education services, related services and placement will be discussed.

Re-evaluation/Three-year Re-evaluation (Triennial)
Same as initial (testing must be conducted in order to determine eligibility for services).

Specific Evaluation Referral
This part can serve two purposes: 1) request assessments only; 2) further delineate reason for a SPED referral for a team.

Indicate assessments requested which should reflect the area of suspected special need. Write narrative stating reason for referral. This should be specific, as it frames the evaluation.

The referring person should sign the form and have the building principal sign as well. The parent signs page 2 for “Assessment Only” referrals and pages 2 and 3 for a Team referral. Parents’ rights should be given to the parent at the time of conferencing for signature.

Team Referral
Complete student name, date of referral, and type of Team:

Initial First Team meeting in SBRSD;
Re-Evaluation Student already receives services, but a re-evaluation is requested because there are additional concerns regarding the child's progress;
Reconvene Need to reconvene the Team to share new information, but reports/evaluations are not requested;
3-Year Re-Evaluation Required once every 3 years for students receiving special education services.

Write in the name of participants requested to attend the Team meeting. The following members are required to attend:

Initial Team:
Administrator/TEAM Chair
Regular classroom teacher/General education liaison
SPED Teacher/liaison
Parent
Related services providers (as appropriate)
Student (if age 14 or older)

Please note: Attendance at the Team Meeting is required. If you are unable to attend, please contact the liaison. Staff members that need to attend a SPED meeting or Team meeting and need coverage should complete the coverage request attached to the meeting notice and return it to the Office of Student Services secretary as soon as possible.

SECTION 504 OF THE REHABILITATION ACT OF 1973
Section 504 of the Rehabilitation Act has been with us since 1973. For many years its main focus has been in the area of employment for individuals with handicaps and for members of minorities. However, within the last several years, the Office of Civil Rights (OCR), charged with enforcement of Section 504, has become proactive in the field of
education of handicapped individuals. Advocacy organizations and the legal system likewise have increasingly focused on Section 504’s requirements to insure the education system provides the full range of special accommodations and services necessary for student with special needs to participate in the benefit from public education programs and activities.

Section 504 prohibits discrimination against handicapped persons, including both students and staff members by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving federal funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds. Included in the U.S. Department of Education regulations of Section 504 is the requirement that handicapped students be provided with a free appropriate public education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public school in the United States. The Americans with Disability Acts (ADA) applies to employers who have over 14 employees regardless of federal financial assistance.

All individuals who are disabled under the Individuals with Disabilities Education Act (IDEA) are also considered to be handicapped and therefore protected, under Section 504. However, all individuals who have been determined to be handicapped under Section 504 may not be disabled under IDEA. These children require a response from the regular education staff and curriculum. With respect to most handicapped students, many aspects of the Section 504 regulation concerning FAPE parallel with requirements of the Individuals with Disabilities Education Act (formerly the Education of the Handicapped Act) and state law. In those areas, by fulfilling responsibilities under the IDEA and state law, a district is also meeting the standards of the Section 504 regulations. However, in some other respects the requirements of the laws are different. There are some students who are not eligible for IDEA services but who, nevertheless, are deemed handicapped under Section 504, and to whom a district may therefore have responsibilities. For the purpose of clarification in this paper, the term “disabled” is reserved for students who are eligible for services under IDEA. The IDEA defines as eligible only students who have certain specified types of disabilities and who, because of one of those conditions, need special education (specially designed instruction). Section 504, on the other hand, protects all handicapped students, defines as those having any physical or mental impairment that substantially limits one or more major life activities (including learning). Section 504 covers all students who meet this definition, even if they do not fall within the IDEA 18 enumerated categories and even if they do not need to be in a special education program. An example of a student who is protected by Section 504, but who may not be covered by the IDEA, is one who has juvenile arthritis, but who is not eligible for special education and related services through IDEA. Such a student has a health impairment but may not be covered by IDEA if he/she is not eligible to receive specially designed instruction (special education). However, the student is handicapped for purposes of Section 504. If a district has reason to believe that, because of a handicap as defined under Section 504, a student needs either special accommodations or related services in the regular setting in order to participate in the school program, the district must evaluate the student; if the student is determined to be handicapped under Section 504, the district must develop and implement a plan for the delivery of all needs services.

Southern Berkshire Regional School District has a Response to Intervention/Instructional Support Team (RtI/IST) process for identifying and supporting student needs, in addition to the Special Education Referral and Eligibility processes. The determination of what services are needed must be made by a group of persons knowledgeable about the student. The group should review the nature of the handicap, how it affects the student’s education, whether specialize services are needed, and if so, what those services are. If a student demonstrates a handicapping condition the meets the requirements outlined here, please follow the procedures that are in place within the district.

In summary, it is important to keep in mind that some students have physical or mental conditions that limit their ability to access and participate in the education. Again, these steps must be taken even though the student is not covered by the IDEA special education provisions and procedures. What is required for the Section 504 evaluation and placement process is determined by the type of handicap believed to be present and the type of services the student may need. The evaluation must be sufficient to accurately and completely assess the nature and extent of the handicap, and the recommended services. Evaluations more limited than a full special education evaluation may be adequate in some circumstances. For example, the case of the student with juvenile arthritis, the evaluation might consist of the school nurse meeting with the parent and reviewing the student’s current medical records. In other cases, additional testing may be necessary. The decisions about Section 504 eligibility and services must be documented in the student’s file and reviewed at least annually.
To make a 504 referral, please contact the Student Services Office.

**IEPs and 504 Plans are legal documents that must be strictly followed.** Failure to do so is unlawful and does not allow for a free and appropriate public education. Please be mindful of these important documents. Failure to comply with the terms of a student’s IEP or 504 Plan may subject the Educator to disciplinary action.

**STUDENT RERAINT**
All Staff Members Please Note: Current regulations/policies regarding restraint of students and/or other special education issues are available in the Student Services Office. Staff training is offered each year. All restraints must be in accordance with state laws and regulations. If you have questions, please contact the Student Services Office at 229-8265. Failure to comply with proper restraint procedures may subject the Educator to disciplinary action.

**TEXTBOOK DISTRIBUTION**
**Mt. Everett:** Teachers are responsible for controlling textbooks handed out to students. Make sure that all books are suitable for distribution:
- Stamped with the school stamp.
- Numbered for clear identification of each book.
- Complete, with all pages.
- Clear of marks.

Upon Distribution:
- Have students write names inside the front cover of books. Check the signatures and mark the condition of the books (new, good, fair, poor).
- Carefully record by title and number the books in each student’s possession.
- Assign students the task of covering hard-cover textbooks with book jackets.
- Inform students that the books are their responsibility, and they will be expected to pay for damaged or lost books.
- Before collecting books from students at the end of the year, have students check pages and erase any stray marks they may have made.
- Collect books and carefully note books that have not been returned AND books that have been unreasonably abused. These are to be reported to the principal’s secretary, along with the prices of the books, for billing to the students or parents.

**VISITORS / SPEAKERS**
All visitors must register with the main office at either Undermountain or Mt. Everett, where a log of the person’s name, purpose of visit, arrival and departure time will be kept. All visitors will be required to wear a visitor/guest badge while on campus. Visitors must sign out for the day.

**Mt. Everett:** The following regulations should be observed for any and all situations relating to visiting speakers:
- If a speaker is invited to a specific class, other classes may be allowed to participate ONLY with the approval of the principal.
- Students who wish to “demonstrate” may do so on school grounds, providing such demonstrations neither interfere with school routine nor do physical damage of any kind.
- No demonstrations that will disrupt either classes or regular school routine will be allowed.
- No outsiders will be allowed to demonstrate in the school building. However, classes or groups may invite speakers to discuss current issues if such discussions are relevant to instructional or educational purposes and can be conducted in an orderly manner. Before any speaker is permitted in the building, plans must be cleared with the administration. Also, any guest (student, graduate, or adult) or any speaker must register at the Main Office.
- The posting or distribution of materials by non-students is prohibited on or within buildings. Distribution on school grounds will be prohibited if it involves physical damage to property or interference with school activities.
MEDICAL EMERGENCIES
Refer to “SBRSD Emergency Plan” booklet, distributed each year by the School Nurses.

DISTRICT CRISIS TEAM
Whenever a traumatic event occurs either on the school campus or in the community that may have wide-range impact on our students, staff, and community, and therefore result in a dysfunction of normal school routines, it is appropriate to activate the District Crisis Team. Possible circumstance may include, but are not limited to: sudden death, suicides, sudden injuries, natural disasters. All staff members are responsible for knowing the Emergency Stabilization Plans for Code Red Emergencies. Please refer to your Condensed Crisis Team Manual for specific directions. A copy of the Stabilization Plans should be kept in your grade book or posted in your designated work area.

HEAD INJURIES / TRAUMATIC BRAIN INJURIES (TBI)
Student health and safety are of paramount importance. All parents are required to demonstrate knowledge about the risks of traumatic brain injury (TBI) before their children participate in the athletic or band programs. There is a free on-line course available through the National Federation of High School Coaches which contains all the information required by the law. This course can be accessed at http://www.nfhslearn.com by clicking on AConcussion in Sports - What You Need to Know@ box. Click the Aorder here@ button and complete a brief information form to register. The entire course, including registration, takes approximately 30 minutes to complete. Upon completion, a certificate is issued and should be printed out and sent to the Athletic Director, who is responsible for the files required ensuring that all parents of student athletes have completed the training.

Another way to meet the requirement is to go to www.sbrsd.org and click on the Aathletics@ page. The concussion documents are listed beneath the list of individual sports on the left-hand side. Please read the on-line documents and download and sign the parent signature sheet upon completion, and send the signed sheet to the Athletic Director. Information is also available in Spanish; please contact Angel Rote at Mount Everett (229-8734 ext 102) for access to this information.

Students will not be eligible to participate in any sport until parents have completed the on-line concussion training or read the hard copy information and submitted a certificate of a completion or signed cover sheet to the Athletic Director. Parents must also fill out a Pre-Participation Head Injury/Concussion Reporting Form for Extracurricular Activities before the first practice of every athletic season. This form also is to be submitted to the Athletic Director.
Appendix I

Student Discipline Process
Discipline Process K-12

Shown below are administrative guidelines for dealing with discipline issues. The consequences for infractions of the rules, the frequency and number of offenses, as well as the amount of disruption caused, will determine the severity of the consequences.

There is nothing so unequal as to treat unequal people equally.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Examples of Offenses</th>
<th>Examples of Consequences</th>
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<tr>
<td>Minor discipline issues which briefly disrupt learning or break a minor school rule. Teacher efforts need to be made prior to administrative referral.</td>
<td>Tardy&lt;br&gt;Inappropriate Dress&lt;br&gt;Refusal to Do as Asked&lt;br&gt;Inappropriate Talking&lt;br&gt;Not Doing Homework&lt;br&gt;Not Returning Materials&lt;br&gt;Running in Halls&lt;br&gt;Inappropriate Display of Affection</td>
<td>Conference&lt;br&gt;Warning&lt;br&gt;Parent Contact&lt;br&gt;Detention&lt;br&gt;Community Service</td>
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<tr>
<th>Level 2</th>
<th>Examples of Offenses</th>
<th>Examples of Consequences</th>
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<tr>
<td>Intermediate discipline issues which disrupt learning, are a continuation of a Level 1 problem, or jeopardize the health and safety of anyone. When possible, teacher efforts need to be made prior to referral.</td>
<td>Snowballs&lt;br&gt;Bus Incidents&lt;br&gt;Not Having Books/Materials&lt;br&gt;Continual Tardiness&lt;br&gt;Class Cut&lt;br&gt;Being in Unapproved Area&lt;br&gt;Food/Drink in Inappropriate Area&lt;br&gt;Accidental Damage to Property&lt;br&gt;Profanity in General&lt;br&gt;Failure to Serve Detention&lt;br&gt;Trespassing</td>
<td>Conference&lt;br&gt;Parent Contact&lt;br&gt;Detention&lt;br&gt;Community Service&lt;br&gt;Counseling&lt;br&gt;Loss of Privileges&lt;br&gt;Peer Mediation&lt;br&gt;Referral to CORE Team&lt;br&gt;Referral to Child Study Team&lt;br&gt;Suspension (in school)</td>
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<th>Level 3</th>
<th>Examples of Offenses</th>
<th>Examples of Consequences</th>
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<tr>
<td>Serious discipline issues which disrupt, are a continuation of Level 2, are against civil statutes, or jeopardize the health and safety of anyone.</td>
<td>Smoking&lt;br&gt;Major Disruptive Behavior&lt;br&gt;Leaving Campus&lt;br&gt;Profanity Toward Others&lt;br&gt;Physical Contact (pushing)&lt;br&gt;Truancy&lt;br&gt;Insubordination&lt;br&gt;Cheating&lt;br&gt;Computer Vandalism&lt;br&gt;Verbal Harassment</td>
<td>Community Service&lt;br&gt;Counseling&lt;br&gt;Loss of Privileges&lt;br&gt;Peer Mediation&lt;br&gt;Referral to CORE Team&lt;br&gt;Referral to Child Study Team&lt;br&gt;Suspension (in or out)&lt;br&gt;File CHINS&lt;br&gt;Contact Probation&lt;br&gt;Contact Social Services&lt;br&gt;Smoking Conseq. per Policy</td>
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<th>Level 4</th>
<th>Examples of Offenses</th>
<th>Examples of Consequences</th>
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<tr>
<td>Major discipline issues which are not only against school rules and District policy, but are against the law.</td>
<td>Intimidation and Threats of Injury&lt;br&gt;Assault and Fighting&lt;br&gt;Discrimination&lt;br&gt;Bullying&lt;br&gt;Extortion&lt;br&gt;Possession/Use/Sale of Fireworks&lt;br&gt;Arson&lt;br&gt;Vandalism&lt;br&gt;Theft&lt;br&gt;Possession/Use/Sale of Alcohol</td>
<td>Suspension&lt;br&gt;Suspension with Parental Conference&lt;br&gt;Contact Police&lt;br&gt;Expulsion</td>
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<th>Level 5</th>
<th>Examples of Offenses</th>
<th>Examples of Consequences</th>
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<td>Discipline issues which are clearly outlined in the MA Reform Law.</td>
<td>Possession/Use of Weapon&lt;br&gt;Possession/Use/Sale of Drugs&lt;br&gt;Assault of Staff Member</td>
<td>Expulsion&lt;br&gt;Contact Police</td>
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Appendix II

Employment Policies
&
Legal Notices
ADMISSION OF CHILDREN OF OUT OF STATE EMPLOYEES IN SBRSD

Children of out of state employees of the Southern Berkshire Regional School District who are in good standing academically and behaviorally may attend school in the District, tuition free on a space available basis.

Children of out-of-state employees are subject to the same fees as those of in-District employees.

A student in good standing may continue with his or her education, regardless of the employment status of the parent or guardian or space availability.

This policy will be reviewed annually by the School Committee.

Adopted: 2/16/2006
Reviewed/Confirmed: 9/9/2008; 5/14/2009

DRUG-FREE WORKPLACE POLICY

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 workplace; 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 as 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.

LEGAL REFS: The Drug-Free Workplace Act of 1988
CROSS REFS: JICH, Drug and Alcohol Use by Students
SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

The management team of the Southern Berkshire Regional School District is committed to providing students, staff, and the general public with safe and sanitary educational facilities. It is the policy of the Southern Berkshire Regional School District that students, staff and the general public report unsafe conditions immediately and do not perform any tasks that might be considered unsafe. All accidents, injuries, and unsafe conditions must be reported immediately to a school administrator or supervisor. No such report will result in retaliation, penalty, or other disincentive.

Recommendations made by students, staff, and the general public to improve safety and health conditions within our facilities will be given thorough consideration by our management team. This team will give top priority to requesting the resources for the correction of unsafe conditions. Similarly, the management team will take disciplinary action against any student or staff member who willfully or repeatedly violates safety rules. Consequences for such violations will be in keeping with existing employment contracts as well as student and staff handbooks.

Anyone with questions or concerns regarding safety issues should report them to the staff member designated yearly by the Superintendent of Schools. For 2014-15, this person is Glenn Devoti.

LEGAL REF.: M.G.L. 71:55C and Acts of 1985c 614 Sec 1
Board of Education 603 CMR 36:00

CROSS REFS: EEAE, School Bus Safety Program
GBGB, Staff Personal Security and Safety
IHAM, Health Education
JLI, Student Safety
SCHOOL-BASED AUTOMATED EXTERNAL DEFIBRILLATION

The Southern Berkshire Regional School District will have at least one accessible automatic external defibrillator (AED) available at each of its schools with student population greater than 50 students. The AED can be used by any staff member, student or visitor currently trained in its use to either the American Red Cross or American Heart Association Standards in the event that a sudden cardiac arrest (SCA) occurs.

If no trained person is present, an individual willing to use the AED may do so in accordance with Massachusetts General Laws. The Southern Berkshire Regional School District will establish standard operating guidelines that are required by the Massachusetts Department of Public Health in order for the district to acquire, maintain, and utilize automatic external defibrillators (AEDs).

There is no obligation for district employees to use the AEDs. There is no requirement that an AED be present at every event held on or off district property.

Adopted: Manual Adoption, 9/20/2012

(Formerly EBBC, Adopted: 11/1/2007)
SCHOOL-BASED AUTOMATED EXTERNAL DEFIBRILLATION

Background:
Each year approximately 250,000 people die from sudden cardiac arrest (SCA). The chance of survival decreases an estimated 10% each minute without defibrillation even when prompt bystander Cardiopulmonary Resuscitation (CPR) is initiated. Use of an Automated External Defibrillator (AED) is intended to maximize the chance of survival based upon the steps taken during the critical minutes before the emergency medical services (EMS) providers arrive and assume responsibility for the care of the patient. The policy is designed to direct trained responders in the Southern Berkshire Regional School District to deliver early defibrillation to victims of sudden cardiac arrest.

Procedures:
A. The district may not require the use or training in the use of the AED except in the following conditions: school nurses, administrators, and staff who received compensation to regularly work with students beyond 5 p.m.

B. The SBRSD will have a written medical prescription (if required by law) on file for the use of the AED in the SBRSD Schools and/or SBRSD events.

C. The AED project coordinator will have the following responsibilities:
   1. Annually route copies of current AED policy and procedure, which will indicate the type of device, intended use area, plan for maintenance and testing and location of device, to the Southern Berkshire Volunteer Ambulance Service, Town of Sheffield Police and Fire Departments, and District Physician.
   2. Monitor to assure the District is in compliance with the current AED policy and procedures and communicate concerns to district physician and school administration.
   3. Work with the medical director and school administration on any needed revisions to AED policy and procedure.
   4. Coordinate training of emergency responders, acquisition of necessary equipment, and assign staff (and alternates) to complete equipment inspections.
   5. Provide record of staff members’ CPR/AED training status and written records documenting equipment readiness.

D. The AED will be stored in an accessible non-locking alarmed cabinet located in the lobby of the Undermountain Elementary School, Community Entrance Lobby, (next to the pay phones) and New Marlborough Central, location TBA.
   1. When there are unique circumstances that may deem it appropriate to have the AED on standby at a school event, authorized users may request permission from the school nurse or building administrator to temporarily relocate the AED. When doing so the authorized user must securely place a sign on the AED cabinet that clearly identifies the location of the AED, specifying the date and time the AED was removed, the date and time the AED will be returned, the name of the user, who must have current certification on the proper use of the AED and agrees to assume responsibility of the unit, and the name of the person who authorized the AED removal from its storage cabinet. It is that user’s responsibility to return the AED to the cabinet at the appropriate time and set the alarm.

E. The public will be informed of the presence of the AED. The SBRSD will publicize that the AED is available when hosting school events. Multiple signs will be displayed throughout the building identifying that the building is AED equipped.
F. Individuals trained in AED use and CPR are permitted to use the AED in an emergency. In the event that a trained individual is not available, an untrained willing individual may use the AED if needed without liability to that person (under the Massachusetts Good Samaritan Law) and to the school district.

G. American Heart Association and Office of Emergency Medical Services region 1 procedures for the proper use of the AED will be followed.

H. The SBRSD will offer voluntary AED/CPR training to school staff a minimum of once every two years.

I. The District will have an evaluations process for assuring AED readiness and effective use of the AED. Routine AED checks will be completed and documented a minimum of once per month by the maintenance staff to assure:
   1. The unit is ready for use using the guideline provided by the manufacturer.
   2. Batteries; pads; ancillary equipment pouch containing towel, scissors, razor, gloves, and pocket CPR mask are available and in functional condition.
   3. If any equipment is found to be missing, tampered with, or not in working condition, the school nurse is to be notified immediately. In her absence, the building principal is notified.
   4. The person performing the maintenance/testing shall record the date and checked areas and sign the documentation form.

J. Procedure following the use of the AED
   1. AED coordinator/school nurse will be notified that the AED was used and is responsible for getting the AED back in service. The school nurse will:
      a. Initiate the retrieval of data from the AED’s memory. This should not prevent the use of the AED if circumstances do not allow data retrieval prior to initiating treatment on another victim.
      b. Restock all necessary AED supplies.
      c. Clean AED according to manufacturer’s recommendations.
   2. A formal review and evaluation of all situations involved in the use of the AED will be called by the building principal or school nurse, which will include the following individuals: First responders at the scene, medical director, school administrator, and any other person identified and designated by school administration.
   3. A review/debriefing will be conducted. Emotional support and/or counseling may be suggested for those involved in the incident. The review/debriefing could include:
      a. School nurse and building administration
      b. Responders at the scene
      c. Student witnesses
      d. Others as indicated
Southern Berkshire Regional School District

Event Summary Form/AED Use

Location of event: ________________________________________________________________

Brief description of incident: ______________________________________________________

Date of Event: __________________________ Time of Event: _____________________________

Victim’s name:________________________ Gender: __________ Age: ________________

Was the event witnessed? Yes _____ No____

If yes, name of witness(es): __________________________________________________________

Name of certified CPR/AED responder(s): _______________________________________________

Was 911 called? Yes ____ No ____ If yes, name of 911 caller: _________________________________

Were airways, breathing & circulation (ABC’s) assessed? Yes ____ No ____

Was CPR initiated before AED arrival? Yes____ No _____

If yes, estimate length of time CPR was performed: ________________________________

Were shocks delivered by the AED? Yes _____ [Total number of shocks _____] No____

Did victim:

Regain signs of circulation? Yes _______ No ________

Resume breathing? Yes _______ No _______

Regain consciousness? Yes _______ No _______

Was the procedure for transferring victim care to early advanced care (EMS) followed? Yes _____ No ____

If no, please explain __________________________________________________________________

Pertinent additional information: __________________________________________________________________________

_________________________________________________________________________________________

Name of person completing report: _________________________

Return completed form to Program Coordinator within 24 hours
SEXUAL HARASSMENT

All persons associated with the Southern Berkshire Regional School District including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

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

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

**Definition of Sexual Harassment:**

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

**The Grievance Officers:**

**Affirmative Action Officer**, SBRSD, P. O. Box 339, Sheffield, MA 01257

The Committee will annually appoint two sexual harassment grievance officers, a male and female, who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

**Complaint Procedure:**

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to one of the grievance officers. All complaints shall be investigated promptly and resolved as soon as possible.

2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
   a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party’s statement of the facts, and may interview any witnesses.
   b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
   c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
d. On the basis of the grievance officer’s perception of the situation he/she may:

- Attempt to resolve the matter informally through reconciliation.
- Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.

3. After reviewing the record made by the grievance officer, the Superintendent or designee [Beth Regulbuto, Superintendent, P.O. Box 339, Sheffield, MA 01257; 413-229-8778, ext. 304] may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.

4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended 45 Federal Regulation 74676 issued by EEO Commission Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX) Board of Education 603 CMR 26:00

Adopted: Manual Adoption, 9/20/2012
STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Southern Berkshire Regional School District 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, creed, color, national origin, sexual orientation, religion, 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.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

LEGAL REF.: M.G.L. 151B:3A
Title VII, Section 703, Civil Rights Act of 1964 as amended
Board of Education 603 CMR 26:00
REFS.: “Words that Hurt,” American School Board Journal, September 1999
National Education Policy Network, NSBA
SMOKING ON SCHOOL PREMISES

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF: M.G.L. 71:37H

PUBLIC SOLICITATION / ADVERTISING / FUND-RAISING IN THE SCHOOLS

The School Committee deems it necessary and appropriate to place limits or restrictions on commercial advertising, solicitation, and fund-raising activities in the schools for the following reasons:

1. The school system should provide students and staff some measure of protection against exploitation by commercial and charitable fund-raising organizations.
2. The school district should not give the public the impression of generally endorsing or sanctioning commercial or charitable fund-raising organizations or activities.
3. Commercial or charitable fund-raising activities may disrupt school routine causing unnecessary loss of instructional time.

Non-school Related Solicitation / Advertising

Non-school related contests, drives, solicitations (verbal, written or electronic) or commercial advertisements (written or electronic) or any projects initiated by an outside organization all require the prior authorization of the Superintendent or his/her designee.

Fund-raising in the School Setting

A. All non-school related fund-raising requires the prior authorization of the Superintendent or his/her designee.

B. School related fund-raising may take place within the school without the Superintendent’s authorization provided the following requirements are met:

• The fund-raising project is initiated by students, faculty or staff at a particular school.
• All fund-raising activities are to take place within a particular school, and there will be no solicitation beyond such school’s students, faculty or staff.
• The fund-raising project is approved in advance by the District Fund-raising Approval Committee (DFAC).

Notwithstanding the foregoing, students may solicit ads from vendors and private citizens to support school-sponsored cultural (music, theater, etc.) events, yearbook, newspaper, and/or athletic activities.

**Procedures for Securing Approval of School-related Fund-raising**

A. Complete the Fund-raising Request Form (Appendix A) and return it to the appropriate school principal at least two weeks prior to the scheduled fund-raising.

B. The DFAC will review the application using the following criteria:
   - Frequency of requests made
   - Type and appropriateness of requested fund-raising
   - Dates for requested fund-raising

C. The DFAC shall consist of:
   - Secondary school principal
   - Elementary school principal
   - Events coordinator
   - Community volunteers (one each from the elementary and secondary schools)

**Distribution / Posting of Advertising Literature in School Settings**

A. All advertising literature (written or electronic) must be reviewed and approved by the Superintendent or his/her designee prior to distribution to students or posting on school grounds.

B. All posters, notices, or flyers regarding non-school sponsored activities must be posted in common areas and may not be posted in classrooms.

C. All such posters, notices, or flyers must include the following disclaimer: “This event/activity is neither sponsored by nor endorsed by the Southern Berkshire Regional School District.”

D. The appropriate school principal shall determine the manner in which all non-school sponsored literature will be distributed in his/her school.

E. Students shall not be required to take home or read non-school related literature.

Adopted: 6/18/70

Revised: 1/4/90; 3/17/2009
CROSS REF.: GBI, Staff Gifts and Solicitations
VIDEO CAMERA AND PHOTOGRAPH POLICY

The Southern Berkshire Regional School Committee authorizes the use of video cameras on the regional school district property and its environs to ensure the health, welfare and safety of all students, staff and visitors on regional school district property, and to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals on school property. Video cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials and local law enforcement agencies.

The Regional School District shall notify staff and students through student handbooks and employee handbooks that video surveillance may occur on regional school district property and its environs, including school buses. Additionally, appropriate signage will appear at all major entrances to school buildings.

Students or staff identified on surveillance cameras in violation of Regional School Committee policies will be subject to appropriate disciplinary action. Violations of the law may be referred to law enforcement agencies, and video evidence may be provided to law enforcement agencies. Video recordings shall not be used for evaluative purposes for school staff.

The Regional School Committee will be notified when the system is fully operational.

Additionally, students and staff may be required to have an individual photograph taken for identification purposes. Such photographs may be maintained in the student’s cumulative file or the staff member’s personnel file. The purpose of this policy is to enhance the safety of student, staff and visitors through visual identification in an emergency situation and to facilitate educational and administrative activities conducted in school.

The Regional School District shall ensure that proper procedures are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs in accordance with applicable laws and regulations.

The Regional School District will develop administrative procedures consistent with this policy.


Staff Use of District’s Computer Network and Internet Services

User Responsibilities
It is the responsibility of any person using the SBRSD network (local area network/Intranet/Internet) to read, understand, and follow this policy. In addition, users are expected to exercise reasonable judgment in interpreting this policy and in making decisions about the use of the SBRSD network. Any person with questions regarding the application or meaning of this policy should seek clarification from the Technology Coordinator or the Superintendent. Failure to observe this policy may subject individuals to disciplinary action, including termination of their network account.

Acceptable Uses
The SBRSD firmly believes that the SBRSD network empowers users and makes their jobs more fulfilling by allowing them to serve the children of the SBRSD. As such, users are encouraged to use the SBRSD network to the fullest extent in pursuit of the SBRSD's goals and objectives.
Unacceptable Uses of the SBRSD Network
It is unacceptable for any person to use the SBRSD network:
X in furtherance of any illegal act;
X for any political purpose;
X for any commercial purpose;
X to access or share sexually explicit, obscene, or otherwise inappropriate materials;
X for any use that causes interference with or disruption of network users and resources;
X to intercept communications intended for other persons;
X to misrepresent either the SBRSD or a person=s role at the SBRSD;
X to distribute chain letters.
X to send messages intended to harass, intimidate, or threaten any individual.

Data Confidentiality
In the course of performing their jobs, SBRSD network subscribers may have access to confidential or proprietary information, such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances is it permissible to acquire access to confidential data unless such access is required by their jobs. Under no circumstances may they disseminate any confidential information that they have rightful access to, unless such dissemination is required by their jobs.

Copyright Protection
Computer programs are valuable intellectual property. Software publishers can be very aggressive in protecting their property rights from infringement. In addition to software, legal protections can also exist for any information published on the Internet, such as the text and graphics on a web site. As such, it is important that users respect the rights of intellectual property owners. Users should exercise care and judgment when copying or distributing computer programs or information that could reasonably be expected to be copyrighted.

Computer Viruses
Users should exercise reasonable precautions in order to prevent the introduction of a computer virus into the SBRSD network. Users should not open e-mails from unknown senders. Furthermore, users should show caution in visiting websites from questionable sources. Anti-virus software will be installed on all district owned computers. While that software should update and scan automatically, users are to contact the Technology Coordinator if they perceive the software is not functioning correctly. District personnel bringing external hard drives to school, such as USB drives also known as flash or pen drives, shall ensure that these drives are scanned by the systems anti-virus prior to accessing files in them.

E-mail
District personnel should consider e-mail messages to be the equivalent of letters sent on official letterhead since e-mail addresses identify the organization that sent the message (username@sbrsd.org). District personnel shall ensure that all e-mails are written in a professional and courteous tone. Staff e-mail is for use in performing daily duties related to the District; personal e-mail accounts should be used outside of school. When contacting students via e-mail, staff should only contact students through the students’ school provided e-mail address (username@students.sbrsd.org). Finally, users should remember that email can be stored, copied, printed, or forwarded by recipients. As such, users should not write anything in an e-mail message that they would not feel just as comfortable putting into a memorandum. Note: the Supreme Court has determined that e-mail generated from a Public Institution is a public record. E-mails generated on the district’s system are public record.

Staff Homepages, Websites & Social Networking:
Staff are provided homepages for the posting of homework, documents, links, and classroom calendars. Staff are not to create additional sites for classroom content, student interaction, or extra-curricular activities without prior written permission from the Technology Coordinator.—Staff shall not engage with students on social
networks, video sharing, or other sharing types of sites that are of a personal nature. Staff may only engage students in these types of sites if the site is school related and has been approved by the Technology Coordinator.

No Expectation of Privacy
The SBRSD network is the property of the SBRSD and is to be used in conformance with this policy. The SBRSD retains, and when reasonable and in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the service, the SBRSD will exercise the right to inspect any user=s local hard drive, the SBRSD network users= directory (h drive), email account or personal web space, any data contained in it, and any data sent or received. Users should be aware that network administrators, in order to ensure proper network operations, routinely monitor network traffic. Use of The SBRSD network (local area network/Intranet/Internet) constitutes express consent for the network administrators to monitor and/or inspect any data that users create or receive, any messages they send or receive, and any web sites that they access.

Disclaimer: THE SBRSD DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SBRSD shall not be liable for any damage that user may suffer arising out of use, or inability to use, the SBRSD network service. IN NO EVENT WILL SBRSD BE LIABLE FOR ANY OTHER DAMAGES, INCLUDING LOSS OF DATA, OR OTHER SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE PURCHASE, USE OR PERFORMANCE OF THE SBRSD NETWORK SERVICE.

Adopted: 03.15.12

BULLYING PREVENTION AND INTERVENTION

Southern Berkshire Regional School District strives to create an emotionally and physically safe environment of courtesy, respect, and tolerance for all. We are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

Bullying Prohibited: Bullying in any form or for any reason is absolutely forbidden. In addition, retaliation against another student who has brought forth a bullying complaint to the attention of the School District or who has cooperated in an investigation of a complaint under this policy is also prohibited and will not be tolerated by the Southern Berkshire Regional School District. It is a violation for anyone, including another student, to bully or intimidate a student through conduct or communication as defined below.

Bullying: 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 student that

- Causes physical or emotional harm to the target or damage to the target=s property.
- Places the target in reasonable fear or harm to him/herself or of damage to his/her property.
- Creates a hostile environment at school.
- Infringes on the rights of another student at school.
- Materially and substantially disrupts the education process or the orderly operation of the school.
Cyber-bullying: 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, 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.
- The knowing impersonation of another person as the author of posted content or messages.
- Includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses in the definition of bullying.

What Bullying is Not:
Conflict is not automatically synonymous with bullying. Arguing, bantering back and forth, ignoring, rough housing and fighting, while potentially serious forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and a power imbalance. Not every conflict meets these criteria.

Examples of bullying include but are not limited to:
- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging another student’s property.
- Ganging up on another student.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting another student’s race or making fun of someone for being a boy or girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students to exclude/shun another.
- Using the internet/technology to engage in hurtful behavior.

Bullying is prohibited:
- On school grounds
- At school sponsored or school-related activities
- At functions or programs whether on or off school grounds
- At school bus stops
- During transit to and from school or school-related activities
- On school buses or other vehicles owned, leased or used by the school district
- Through the use of technology or an electronic device owned, leased or used by the Southern Berkshire Regional School District

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 Southern Berkshire Regional School District 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 disrupts the education process or the orderly operation of the school.

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

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

**Reporting bullying:**
All district employees are mandated reporters with respect to incidents of bullying. Staff must report all incidents on the Behavioral Tracking Form and deliver to respective administrators in both elementary and middle/high school offices. Tracking Form includes date, students involved, where the incident took place, quick behavior list and a space for writing the evidence that produced the behavior witnessed, action taken, and staff identification.

*Any district employee who has knowledge of a bullying incident and fails to report this may be subject to disciplinary action.*

Students who believe that they are a target of bullying are encouraged and urged to report to any member of the school staff, which includes teachers, administrators, guidance staff, para-professionals, bus drivers, and coaches. Students and parents/guardians who witness bullying are strongly encouraged to report incidents to any staff members. Reports can be made verbally, through our web page at [www.sbrsd.org](http://www.sbrsd.org) click bullying, contacting our hotline numbers 229-8734 #418 (Mount Everett Regional School) or 229-8754 #419 (Elementary Schools) or anonymously by written form to our anonymous reporting boxes which are located outside of each of the schools’ libraries.

*Report of bullying or retaliation may be made anonymously. However, no disciplinary action shall be taken against a student solely on the basis of an anonymous report.*
*Any student who is found to have knowingly made a false accusation/report may be subject to disciplinary action.*

**Investigation/Administrative Response to Bullying**
A school Principal or designee shall promptly investigate any report of bullying. Administrators will keep all Behavior Tracking Forms and other reports as methods of communication and data collection. Administrators will make the decision if the alleged act is bullying or not and it will be based on the concept of “ongoing and one-sided.”

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

The investigation shall be completed promptly. 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.

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 local law enforcement agency and the Superintendent to determine if criminal charges are warranted.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.
Based upon the individual and the situation, these are the possible consequences to bullying and will be used as needed.

- Verbal warning
- Detention
- Suspension
- Loss of privileges
- Legal action

**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 in the school handbook to students and their parents/guardians, in age appropriate terms.

The Superintendent or designee shall provide written notice annually of the bullying prevention and intervention plan to all school staff.

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

The bullying prevention and intervention plan shall be posted on the SBRSD website.

**LEGAL REFS:**
Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

**CROSS REFS:**
AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

Adopted: 6/16/2011

Revised:
Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to $10,000 ($25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?
You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts.

II. On-the-job restrictions.
(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)
A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)
Municipal employees may not accept gifts and gratuities valued at $50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth $50 or more. A number of smaller gifts together worth $50 or more may also violate these sections.

Example of violation: A town administrator accepts reduced rental payments from developers.

Example of violation: A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.
**Regulatory exemptions.** There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

**Example where there is no violation:** A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

**Example where there is no violation:** A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth $50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth $50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

**Example of violation:** A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

**Example of violation:** A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

**Example of violation:** A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

**Example of violation:** A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

**Example of violation:** A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.
Example: A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation: An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks’ election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission’s website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shell fishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b) (4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth $50 or more, or cause another person to do so.

Example of violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b) (3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b) (3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform
her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

**Example where there is no violation:** A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b) (3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

**III. After-hours restrictions.**

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b) (1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

**Example:** A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

**Example of violation:** A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

**Example of violation:** A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees. The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."
If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

**Example**: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

**Example**: A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

**(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)**

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an “inside track” to further financial opportunities.

**Example of violation**: Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

**Example of violation**: A selectman buys a surplus truck from the town DPW.

**Example of violation**: A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

**Example of violation**: A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.

**IV. After you leave municipal employment. (See Section 18)**

**(a) Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.**

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

**Example of violation**: A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.
(b) One year cooling-off period. For one year after you leave your municipal job, you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

**Example:** An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

**Example:** While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

**Example:** A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

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This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, [http://www.mass.gov/ethics](http://www.mass.gov/ethics) contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 6: Revised May 10, 2013
PROTECTION OF CHILDREN
(Mandated Reporting of Suspected Abuse)

Chapter 119: Section 51A. Injured children; reports

Section 51A. Any . . . public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, . . . who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child’s health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person’s designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section.

Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child’s age; the child’s sex; the nature and extent of the child’s injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect; the circumstances under which the person required to report first became aware of the child’s injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefore; and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars. In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect.

No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney, may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney’s fees.
Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by sections 20A and 20B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

NOTICE OF NONDISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, MGL Chapter 278, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004, and Massachusetts General Laws, Chapter 76, Section 5, no person in the District shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges, and courses of study of the District’s schools on account of race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

All students need a safe and supportive school environment to progress academically and developmentally. Administrators, faculty, staff, and students each play an important part in creating and sustaining that environment. This guidance is intended to help school and district administrators take steps to create a culture in which transgender and gender nonconforming students feel safe, supported, and fully included, and to meet each school’s obligation to provide equal educational opportunities for all students, in compliance with G.L. c. 76 § 5 and the state regulations.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when such conduct unreasonably interferes with work performance or creates an intimidating, hostile, or offensive working environment. If anyone feels that she/he has been sexually harassed, the incident should be reported to the building administrator immediately. Upon receipt of a complaint, the district will promptly investigate and take responsive measures.

Some distinctions

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Complaints of Discrimination and/or Harassment

If employees or students believe that a district employee has subjected them to discrimination or sexual harassment, or if any district employee or other person associated with our school has witnessed discrimination or sexual harassment by another employee, the employee or student has the right to file a complaint with our school district.
The Southern Berkshire Regional School District takes allegations of discrimination and harassment seriously and will respond promptly to complaints by taking interim steps to protect the complainant and the school community from further discrimination and/or harassment and by conducting a timely, thorough and impartial investigation. Where it is determined that inappropriate conduct has occurred, the District will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline. All actions taken will have the intention of minimizing the burden on the complainant and providing due process rights to those persons involved.

Any retaliation against an individual who has complained about discrimination, harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint is similarly unlawful and will not be tolerated. Claims of retaliation will be investigated pursuant to District policy and procedures.

Any concerns please contact:

Affirmative Action Officer
Southern Berkshire Regional School District
P. O. Box 219
Sheffield MA 01257
Tel: (413) 229-8734

In addition to the above, a formal complaint may be filed with the following government agency. (This agency has a time period for filing claims of 300 days.)

The United States Department of Education  Program Quality Assurance Services
Office for Civil Rights  Massachusetts Department of Elementary and Secondary Education
5 Post Office Square, 8th Floor  75 Pleasant Street
Boston, MA 02110-1491  Malden MA 02148-4906
Telephone: (617) 289-0111  Telephone: (781) 338-3700
Fax: (617) 289-0150  TTY: N.E.T. Relay: (800) 439-2370
TDD: (877) 521-2172  Fax: (781) 338-3710

Equal Employment Opportunity Commission (E.E.O.C.)
One Congress Street, 10th Floor
Boston MA 02114
Tel: (800) 669-4000

Massachusetts Commission Against Discrimination (M.C.A.D.)
One Ashburton Place
Boston MA 02108
(617) 727-3990
POSSESSION OF FIREARMS

No one, with the exception of a law enforcement officer, may have in his/her possession or in his/her vehicle a firearm, loaded or unloaded, in any building, or on the grounds of any Southern Berkshire Regional school District Building at any time without the written authorization of the building principal. For the purpose of definition, a firearm shall mean any pistol, revolver, rifle, BB gun, or smooth-bore arm by whatever means. A violation of this law could be punishable by fine of not more than one thousand dollars, or by imprisonment for not more than one year, or both.

RELEASE OF INFORMATION

All staff members are cautioned against releasing oral or written information concerning the disciplinary or academic records of students. The media many times will attempt to extract quotes from teachers as to the character and educational competency of noteworthy students. The staff member, not the school, is liable should a defamation of character suit be instituted.
Understanding by Employee
I understand that the information in the Southern Berkshire Regional School District Staff Handbook represents guidelines only and that the District reserves the right:

1. To modify this Handbook; and

2. To amend or terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time, unless provided by contract, collective bargaining agreement, or statute.

As many of our employees are represented by a collective bargaining unit, or are working under an individual contract, I understand that the policies in this Handbook apply to those employees, except as provided by collective bargaining agreement, or individual contract. If covered by an individual contract or collective bargaining agreement, I understand that I should consult the terms of my applicable agreement.

I also understand that any changes made by the District with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this Handbook, except as provided by contract, collective bargaining agreement, or statute. I accept responsibility for familiarizing myself with the information in this Handbook and will seek verification or clarification of its terms or guidance where necessary.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document and nothing in the Handbook creates an express or implied contract of employment, nor a guarantee of employment for any specific duration between the District and me, and that I should not view it as such. I understand that I should consult my supervisor of the Human Resources Director if I have any questions that are not answered in this Handbook.

I also understand that no administrator or representative of the District other than the Superintendent has any authority to enter into any agreement guaranteeing employment for any specified period of time. I understand that any such agreement, if made, shall not be enforceable unless it is a formal written agreement signed by both the previously mentioned District representative and me.

I hereby acknowledge that I have read and understand the contents of the Southern Berkshire Regional School District Staff Handbook. I understand that I am expected to be familiar with, and adhere to the policies contained herein, and all District policies.

________________________________________________________________________
Print Name of Employee                      Employee’s Signature

________________________________________________________________________
Date