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SECTION 1 - GENERAL INFORMATION**1.1 STUDENT ATTENDANCE POLICY:**

It is expected that teachers have read and that they understand the Old Rochester Regional High School attendance policy as found in the student handbook.

Teachers should keep accurate attendance records. Teachers should keep their attendance in Powerschool.

1.2 AUTOMOBILE REGISTRATION:

All staff using the parking lot are asked to register their cars with the Assistant Principal. A parking permit will be issued to be displayed on your rear view mirror.

1.3 SPEED LIMIT:

The speed limit on school property should not exceed ten (10) miles per hour.

1.4 EMPLOYMENT ELIGIBILITY VERIFICATION FORM:

By law, all staff members hired after November 1986 must fill out an Employment Eligibility Verification Form. This form must be filled out and presented within three days of start of employment. This form is available from the Principal's secretary.

1.5 FORMS:

All forms used during the school year are available in the front office from the receptionist. It is the policy of the school to supply only teachers with forms. Please do not send students to the office asking for forms.

1.6 FUND RAISING:

All fund raising must have prior approval of the Principal. No commitments to fund raising activities should be made by any staff member or advisor without the Principal's prior approval. Salespersons should not be in the building without prior approval of the Principal.

1.7 PERSONAL LEAVE DAYS:

Forms requesting a Personal Leave Day are available in the main office and the Assistant Principal's office. These forms should be filled out and given to the Assistant Principal's secretary [as soon as] it becomes apparent that a Personal Leave Day is going to be needed. Forms must be completed in blue/black ink and must include legal name.

1.8 SCHOOL TELEPHONES:

Telephones are to be used only for school business.

1.9 SICK DAYS:

If a staff member is going to be absent because of illness, the staff member should call Sarahbeth Morrell before 9:00 p.m. the evening before or from 5:55 to 6:00 a.m. at (508) 360-0186.

1.10 STAFF HOURS:

All staff members are expected to be at school from 7:20 A.M. to 2:20 P.M. daily.

All staff members are expected to be available after school on a weekly basis for students needing extra-help. All staff members are expected to inform the Principal if it becomes necessary to leave the building during the school day.

1.11 STAFF INJURY:

Accidents: Get help from the nurse or office immediately, whichever is faster.

Universal Precautions: Do not attempt to clean up bodily fluids yourself. Contact the custodian or nurse. Each class will have a supply of plastic gloves in case of emergency.

Staff Emergencies: If for any reason, you have to leave during the school day, please see the Principal. If you have an accident at school, you will be asked to complete an accident report on the same day as an accident occurs.

1.12 SUPPLIES:

Please contact the Assistant Principal's Office to request supplies.

1.13 TELEPHONE MESSAGES:

Staff messages will be forwarded to your voice mail unless an emergency situation exists. Staff members should periodically check voice mail.

1.14 RISOGRAPH AND COPY MACHINES:

The Risograph is for staff use only. The Risograph is for twenty-five or more copies. The copier in the main office, first floor work room and guidance office may be used for fewer copies.

1.15 TEXTBOOKS

Teachers are responsible for accurately accounting for all textbooks issued to students. The log form contains the necessary information to be recorded when issuing books. Textbooks must be reconciled at the end of the year. (Textbooks are considered any book -hard or paperback -or calculator issued to a student.)

1.16 FIELD TRIPS

For field trip (overnight stays) require School Committee approval.

SECTION 2 INFORMATION FOR TEACHERS

2.1 TEACHERS' WORKROOMS, LOUNGES, AND DINING ROOM:

These rooms are for the convenience of the staff. Students are not permitted to use these areas at any time.

2.2 CONFERENCE ROOM SCHEDULING:

For the sake of order and confidentiality, use of the school conference rooms will be scheduled through the secretary to the Principal for the conference room in the front office and the secretary to the Assistant Principal for the conference room in his office. If a member of the staff wishes to use the conference room, he or she should schedule meetings well in advance.

2.3 DIRECTED STUDIES:

The following information is excerpted from the Massachusetts Department of Education regulations and administrative advisories on Time & Learning:

“No later than the 1997 - 1998 school year, all schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR 27.02. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, *in non-directed study periods*, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

Structured learning time shall mean time during which students are engaged in regularly scheduled instruction, learning activities, or learning assessments within the curriculum for study of the "core subjects" and "other subjects." In addition to classroom time where both teachers and students are present, structured learning time may include *directed study*, independent study, technology-assisted learning, presentations by persons other than teachers, school-to-work programs, and statewide student performance assessments.”

“Q: What is meant by "directed study?"

A: Directed study requires students to be engaged in activities directly related to their program of studies, and a teacher must be available to assist students. A directed study may occur in places such as a classroom, computer lab, or resource room. Traditional (non-directed) study halls are not considered "directed study."

“Directed Study is:

focused academic study that guarantees productive time in a structured format within the school day in a classroom, computer lab, resource room, etc.

Directed Study is not:

a traditional study hall where students have no educational focus or direction”

Thus, directed studies are class time, and should be treated as such, subject to the same reporting requirements as classes. Students who are late to a directed study should be marked so. Students who wish to spend a directed study in another assigned area (library or other classroom) should follow the same pass restrictions described in this handbook. Teachers responsible for directed study periods are expected to be available to students for academic assistance. Students are expected to bring classroom assignments to class. Directed studies are quiet studies. Studies should not expect or be allowed to eat or drink during a directed study, nor use a telephone, except under the same circumstances that would be allowed in a regularly scheduled class.

2.4 FACULTY MEETINGS:

All teachers shall attend all faculty meetings called by the Principal or Superintendent unless a teacher is excused by the Principal or Superintendent from that meeting. Faculty meetings are held once a month. Head varsity coaches may be excused from the meetings when in season, but will need to meet with their department coordinator to review meeting events. Every effort will be made to give teachers several days notice before an unscheduled faculty meeting.

2.5 HOMEROOM RESPONSIBILITIES:

The Daily Notice will be read aloud during homeroom over the loud speaker. Any passes, etc. in the attendance booklets should be distributed to students.

Students who arrive to homeroom after 7:30 will be marked Absent. If a student comes to homeroom after 7:30 please mark them Tardy.

2.6 DUTY RESPONSIBILITIES:

Teachers assigned to classrooms, directed study, the learning center for duties have the responsibility of reporting on time, taking attendance and maintaining an atmosphere conducive for learning and making sure that students leave the room in a clean and orderly manner.

Teachers assigned to cafeteria duty are responsible for making sure that students leave the tables and floor areas clean before leaving the room.

2.7 SUBSTITUTE FOLDER:

Each teacher is to maintain a substitute folder in the main office. In this folder the following information should be supplied:

1. Teacher schedule
2. Class lists
3. Three (3) days of lesson plans to be done in the event of the teachers absence

If the folder is used, it will be placed in the teacher's mail box. Upon returning to school the teacher should check the folder and return it to the main office with new lessons, if necessary.

If you are taking a Personal Business Day or a Professional Day, please be sure that lessons are available for the substitute.

2.8 TEACHING RESPONSIBILITIES:

As the teacher assigned to a classroom, you are responsible for the students assigned to that classroom. To protect yourself you should be sure to report all class cuts, and potential problems in a classroom. Never leave a classroom unattended. If you must leave the room, please leave the room in the supervision of another staff member. If there is not a staff member available, please contact the Assistant Principal's office for assistance. Leaving a room unattended leaves a teacher open for a potential liability problem.

Classroom teachers are expected to prepare lesson plans for all classes, keep accurate records of all academic progress and to keep accurate class attendance records.

2.9 TOBACCO POLICY:

According to state law, drug, alcohol and tobacco use is prohibited at all school buildings. Faculty who are tobacco users are not permitted to use tobacco while in the school buildings, on school grounds, or at sponsored events. The use of tobacco while a faculty member is acting in the capacity of an employee of the Old Rochester Regional School system will result in the following:

1. First Offense: Verbal warning
2. Second Offense: Written warning (to be part of personnel file)
3. Third Offense: To be viewed as violation of school policy and subject to disciplinary action

The Old Rochester Regional School system offers assistance to tobacco users in identifying a tobacco cessation group or identifying external or internal persons trained in tobacco cessation. All education materials and referrals can be obtained through the district Health Coordinator.

2.10 BORROWING OF EQUIPMENT:

Before any equipment belonging to the high school or the District can be removed from the premises, an Equipment Loan Form must be completed and approved. These forms are available in the front office.

2.11 VISITORS AND BUILDING SECURITY:

School policy is to accept only those visitors who have legitimate business at the school. Visitors and guests must register in the Front Office upon entering the building. For safety reasons, all doors except the door at the main entrance will be locked. All doors open from the inside to assure emergency exit.

2.12 POLICY ON SEXUAL HARASSMENT

OLD ROCHESTER REGIONAL SCHOOL DISTRICT
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION NO. 55
(Marion-Mattapoisett-Rochester)

I. Policy.

The School Committee is committed to providing an educational environment that is free of sexual harassment. Sexual harassment in the workplace is unlawful and completely unacceptable and will not be tolerated in any form at any level of the school system.

It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment, whether by words or actions.

Retaliation against an employee or any other person for filing or cooperating in an investigation of a sexual harassment complaint also is unlawful and prohibited. Also prohibited is any intimidation, coercion or other attempted interference with an investigation of a sexual harassment complaint.

All complaints of sexual harassment, the condoning of sexual harassment or retaliation will be thoroughly and promptly investigated.

II. Prohibitions.

A. Sexual Harassment by a Student.

Students are prohibited from making sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of any student or the working environment of any employee by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment.

As noted above, any condonation of sexual harassment and any retaliation against a student or employee because he or she complains of sexual harassment or assists an investigation of such a complaint is also prohibited.

B. Sexual Harassment by an Employee.

It is a violation of this policy for any teacher, administrator or other employee, male or female, to sexually harass a student or another employee. For purposes of this prohibition, sexual harassment means any sexual advances, requests for favors and other verbal or physical conduct of a sexual nature; when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly (i) a term or condition of the provision of educational benefits, privileges or placement services or as a basis for the evaluation of academic achievement of a student or (ii) a term or condition of employment or as a basis for employment decisions of any employee; or when such advances, requests or conduct have the purpose or effect of unreasonably interfering with a student's education or an employee's work performance by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment.

Any condonation of the sexual harassment of a student or employee by another and any retaliation against a student or employee because he or she complains of sexual harassment or assists an investigation of such a complaint is also prohibited.

For the purposes of this policy, sexual harassment by or of an 'employee' shall include sexual harassment by or of a parent or other volunteer.

III. Examples

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the applicable school and or the School District on a case-by-case basis. The following are, however, some examples of language and conduct which all students and employees of the School District are cautioned to avoid. This is not an exhaustive list.

Comments to, or about, any student or employee of his or her appearance that are sexually graphic or would otherwise tend to be degrading.

Any physical contact of a sexual nature.

Jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others.

Sexually suggestive sounds or gestures.

Display of objects, posters or pictures of a sexual nature.

A repetition of any words or conduct of a sexual nature after the person addressed has indicated that such words or conduct is unwelcome.

IV. Procedure for Complaint and Investigation.

If any student or employee believes that he or she has been subjected to sexual harassment, whether by a student, a school employee or any other person who comes on school property with permission, or that he or she has witnessed the sexual harassment of another, the student or employee should report the incident promptly to the Superintendent or

Assistant Superintendent, 135 Marion Road, Mattapoisett, (508) 758-2772, or to the Principal, or the Assistant Principal of the particular school, or any other administrator with whom the student or employee feels comfortable.

A complaint of sexual harassment by a student, or by a parent on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the appropriate administrator to initiate an investigation.

It is the policy of the School Committee to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation.

Normally, the investigation of a complaint of sexual harassment will be conducted by the Principal or Assistant Principal and will include separate private interviews with the complainant, each person accused of harassment and each of the witnesses, if any.

The interview will ordinarily be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement.

All students and employees are expected to cooperate fully with any investigation of sexual harassment.

Information provided during an investigation of sexual harassment will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent or guardian of a student complainant and those accused may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recriminations or any attempted intimidation or coercion of the complainant or witness.

At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and the person or persons accused of harassment. If the complainant or the accused is dissatisfied with the results of the investigation, either may discuss the issue directly with the superintendent.

An employee who believes that he or she has been subjected to sexual harassment may also contact the United States Equal Employment Opportunity Commission at One Congress Street, 10th Floor, Room 1001, Boston, MA 02114 or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108.

V. Disciplinary Action.

A student found to have engaged in sexual harassment is subject to disciplinary sanctions, up to and including suspension, in or out of school, or permanent exclusion from the school.

An employee found to have engaged in sexual harassment is subject to disciplinary action, up to and including termination of employment.

Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or employee because he or she complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension, in or out of school, or permanent exclusion from school, in the case of a student, and up to and including termination of employment, in the case of an employee.

Any student or employee found to have condoned sexual harassment by another may, depending upon the extent of his or her participation, be subject to disciplinary sanctions, up to and including suspension, in or out of school or permanent exclusion, in the case of a student, or termination of employment, in the case of an employee.

Adopted by the Old Rochester Regional District School Committee and the Massachusetts School Superintendency Union No. 55 at a joint meeting held on October 26, 1992.

Revised at a joint meeting of the Old Rochester Regional District School Committee and the Massachusetts School Superintendency Union No. 55 held on October 28, 1996 and June 23, 1997.

2.13 POLICY ON AIDS AND HIV

Background

AIDS (acquired immune deficiency syndrome) and infection with HIV (human immunodeficiency virus), the virus that causes AIDS, are serious threats to the lives and health of young people in Marion, Mattapoisett and Rochester.

Due to societally prevalent patterns of sexual activity and substance abuse, many young people are at significant risk of infection with HIV. Schools must play a major role in the concerted effort to stop the spread of the virus by helping students make healthy choices about their personal behaviors.

Further, as the number of individuals infected with HIV or diagnosed with AIDS continues to grow, we need to come to terms with these members of our local communities. Schools must also play a part in assisting students develop informed and compassionate responses towards those affected by AIDS OR HIV.

Facts About the Transmission of HIV *

The basic modes of transmission of HIV are: blood to blood contact, sexual contact, and perinatally from infected mother to child.

Blood to blood contact is the most direct method of transmitting HIV. When infected blood enters the bloodstream of another person, the chances of acquiring HIV are extremely high.

AIDS is considered a sexually transmitted disease. HIV can be spread through sexual activity that involves the exchange of infected blood, semen or vaginal secretions. It is possible to acquire HIV through just one sexual encounter with an infected person.

An infected woman can pass HIV on to her baby through the placenta before it is born, by contact with infected blood during the birthing process, or possibly afterwards during breast feeding.

There is no evidence to prove that HIV is spread through any form of casual contact. Casual contact is any activity that does not involve the exchange of body fluids such as blood, semen or vaginal secretions. Non-risk casual contact can include handshakes, touching, hugging, holding hands, casual kissing, or the use of objects handled by an infected person.

Source: MMWR, 1992 Policy

This policy is designed to address the actions of the Old Rochester Regional, Marion, Mattapoisett and Rochester Public Schools regarding AIDS AND HIV. As such, the policy has three components:

the education of students, staff and the community regarding AIDS AND HIV; (2) Attendance and confidentiality regarding students with AIDS OR HIV;

Universal precautions within the schools.

The education of students, staff and the community regarding AIDS OR HIV.

AIDS and HIV prevention education is most effective when integrated into a comprehensive health education and human services program. Content related to various aspects of the AIDS and HIV epidemic (biological, social, historical, ethical, behavioral, interpersonal, statistical) should be taught in multiple curriculum areas.

The schools must play a leadership role in developing educational programs on AIDS and HIV for parents and community members who may reinforce the prevention message presented in the classroom.

Staff training is an essential component of an effective AIDS and HIV education program. In addition to faculty training, staff education should be directed to all school staff and should include basic information about AIDS and HIV, instruction in the use of recommended universal precautions when dealing with blood spills and training regarding relevant policies dealing with HIV-infected students and staff.

Instruction should be offered at all grade levels and to all students in a developmentally appropriate manner. Instruction in AIDS and HIV prevention should occur over multiple sessions, in a format which maximizes student interaction. This instruction should respect students' various learning styles. It should increase students' knowledge about AIDS and HIV, allow students to process their feelings about the AIDS and HIV prevention and should encourage the development of positive self-esteem and concrete decision-making, communication and behavioral skills.

At the secondary level, AIDS and HIV education should be part of a more complete sexuality education curriculum. This curriculum should include information about sexually

transmitted diseases and emphasize the value of sexual abstinence as the surest way of preventing infection, as well as the use of condoms as a disease prevention method.

Students should be actively involved in AIDS and HIV education efforts. Peer education programs and student-initiated projects are especially encouraged in order to develop a sense of students' responsibility for their own behaviors and for community members who are living with AIDS or HIV.

Attendance and confidentiality regarding students with AIDS or HIV.

HIV is not spread through casual, everyday contact. Therefore, students who are infected with HIV shall attend the school and classroom to which they would be assigned if they were not infected. Special circumstances that would alter the attendance of students infected with HIV are those which apply to any student, such as a secondary infection like tuberculosis that may be transmitted to others, a significant health problem that restricts the ability to attend class, or uncontrollable bleeding.

Confidentiality - Guidelines for Disclosure

A student who is diagnosed with AIDS or presents evidence of being immunocompromised is at a greater risk of contracting infections. This means there may be good reasons to inform the school nurse or school physician of the AIDS diagnosis or HIV infection status. This student's parent(s) or guardian(s) would benefit from information from the school nurse or school physician about the occurrence of threatening contagious diseases (such as chicken pox or influenza) when making a decision regarding school attendance. The school nurse or school physician may also need to attend to the particular needs of HIV-infected students regarding immunization schedules and medications.

Infected student's parent(s) or guardian(s) are the gatekeepers of information relating to AIDS and HIV status. They are not obliged to disclose this information to school personnel. School personnel should not rely on being told of a student's AIDS or HIV status, since not even the student may be aware. Administrative steps to be taken in the disclosure and maintenance of AIDS and HIV related information shall be consistent with current statute and regulation.

Universal precautions within the schools.

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

They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected. They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines.

Universal precautions apply to blood, other body fluids containing visible blood (and tissues, semen, vaginal secretions and the following fluids: cerebral spinal, synovial, pleural, peritoneal, pericardial, and amniotic). Blood is the single most important source of HIV and other blood pathogens in the occupational setting. Universal precautions do not apply to feces, nasal secretions, sputum, saliva, sweat, tears, urine, and vomitus, unless they contain visible blood (OSHA Sample Exposure Control Plan, February, 1992).

The administration shall maintain universal precautions consistent with current CDC guidelines and developed in consultation with school health care professionals.

MEDICAL GUIDELINES REGARDING STUDENTS WHO BLEED IN AN UNCONTROLLABLE FASHION IN A SCHOOL SETTING

A number of serious infectious diseases are spread by contact with human blood. Among these blood-borne infections are the Hepatitis B virus and HIV (the virus that causes AIDS). Consequently, students who bleed uncontrollably should not be in school settings where they would have routine contact with other individuals.

As a public health measure, all students who exhibit the following conditions should be advised not to attend school until such time as these conditions are resolved:

1. If the student has weeping or bloody skin or mouth sores that cannot be successfully covered or controlled with medications.
2. If the student exhibits biting of an unusual frequency or severity that would be accompanied by actual transfer of blood from the biter, as might happen from a student with chronically bloody gums or mouth.
3. If the student exhibits bloody diarrhea.

These conditions are grounds for the exclusion of any student from a school setting, regardless of whether he or she is known or suspected to harbor a blood-borne infection.

Adapted from Medical Update to Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infection or AIDS in Early Childhood Settings (Department of Public Health, June 1989).

DISCLOSURE OF AIDS AND HIV RELATED INFORMATION

In consultation with the student's primary care physician, the student's parent(s) or guardian(s) may decide to inform certain school personnel about the student's AIDS or HIV status, particularly the school nurse or school physician. If an HIV test is to be disclosed, the consent for the release of that information must be distinguished from the release of other medical information. If they so choose, the following procedure should be followed:

- The student's parent(s) or guardian(s) may inform the school nurse or school physician directly.
- Alternatively, the student's parent(s) or guardian(s) may request that their primary care physician make the disclosure. In this case, specific, informed, written consent of the student's parent(s) or guardian(s) is required.

- Further disclosure of a student's HIV status by the school nurse or school physician to other school personnel requires the specific, informed, written consent of the student's parent(s) or guardian(s) is required. Such disclosure should include:

the name and signature of the parent or guardian authorizing the disclosure;
 the date of the authorization;
 the name of the student;
 the specific information to be disclosed;
 those to whom disclosure is authorized to discuss with each other the information disclosed to them;
 that the authorization may be revoked by the parent or guardian upon written notice, except to the extent that the action has already taken place with respect to the authorization;
 the name(s) and role(s) of the individuals to whom disclosure is authorized;
 the purpose of the disclosure

STUDENT HEALTH RECORDS

Student health records are routinely available to multiple school staff. Since school health professionals have a legal responsibility to protect AIDS AND HIV related information, such information should not be routinely placed in a student's health record. Before entering such information into a school health record, specific, informed, written consent should be obtained. Lacking consent to place AIDS AND HIV information in school health records, such information should be placed in a separate, locked file, accessible only to those for whom consent has been granted.

STATUTES GOVERNING DISCLOSURE

As a general rule, a student's health records related to AIDS or HIV should be regarded as confidential. The Massachusetts General Laws, c.111, §70F, prohibit health care providers, physicians and health care facilities (including school-based clinics) from disclosing HIV test results, or even the fact that a test has been performed, without the specific, informed, written consent of the person who has been tested. This statute prohibits testing persons for HIV antibodies without their permission, and protects against the nonconsensual release of medical records (including school health records) which contain such information.

These statutory requirements apply specifically to health care providers. However, case law in Massachusetts and other states leads to the conclusion that other school staff members beside health care providers may be liable for civil damages in the event of nonconsensual disclosure of information related to HIV status or AIDS diagnosis. In short, information about an individual's AIDS or HIV status should be treated as highly confidential, and released only with the specific, informed, written consent of the student's parent(s) or guardian(s). *

* Under state public health statute M.G.L. c.112, §12F, minors may consent to their own dental care and medical testing, diagnosis and treatment in certain circumstances (including HIV infection). This law mandates confidentiality of medical information and records

except when an attending physician or dentist reasonably believes that the condition of the minor is so serious that the minor's life or limb is endangered. Accordingly, if an adolescent student has sought HIV antibody testing independent of parental consent, that student has a right to keep this information confidential, and any disclosure of this information would require the student's specific, informed, written consent.

UNIVERSAL PRECAUTIONS IN SCHOOL SETTINGS

Universal precautions apply to blood, other body fluids containing visible blood (and tissues, semen, vaginal secretions, and the following fluids: cerebral spinal, synovial, pleural, peritoneal, pericardial, and amniotic). Blood is the single most important source of HIV and other blood pathogens in the occupational setting. Universal precautions do not apply to feces, nasal secretions, sputum, saliva, sweat, tears, urine, and vomitus, unless they contain visible blood (OSHA Sample Exposure Control Plan, February, 1992).

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

1. Treat human blood spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean-up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact.
4. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.
5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV.
6. Clean up other body fluid spills (urine, vomitus, feces), unless visibly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adapted from Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infection or AIDS in Early Childhood Settings (June, 1989) and from MMWR, 1992.

Adopted by the Old Rochester Regional District School Committee and the Massachusetts School Superintendency Union No. 55 at a joint meeting held on October 26, 1992.

Revised at a joint meeting of the Old Rochester Regional District School Committee and the Massachusetts School Superintendency Union No. 55 held on October 28, 1996 and June 23, 1997.

2.14 NONDISCRIMINATION NOTICE

The Old Rochester Regional School District and the Massachusetts School Superintendency Union No. 55, Marion, Mattapoisett, and Rochester, Massachusetts, is committed to

equal employment and educational opportunity for all members of the school community. Students and employees are protected from discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, marriage, pregnancy and parenthood.

The schools are also committed to maintaining a school and work environment that is free of harassment based on race, color, religion, national origin, sex, sexual orientation, age, disability, marriage, pregnancy and parenthood. Harassment includes physical or verbal conduct that is derogatory; this may include jokes, gestures, unsolicited remarks, or other behavior that creates an intimidating or offensive working or learning environment.

A student or employee who has a concern about discrimination or harassment should inform the Principal or the Assistant Superintendent who will take appropriate steps to attempt to resolve the situation, such as discussion with involved persons, identifying and questioning of witnesses, and other appropriate steps. In most cases, a resolution will be achieved. However, if it is determined that a hearing is warranted, a hearing will be held before the Superintendent of Schools or a person that he or she may designate.

The goals of the above grievance procedures are to resolve complaints in a fair and timely manner and to ensure compliance with nondiscriminatory practices. Additionally, reprisals or retaliation against any individual who reports on, or files a discrimination or harassment complaint is strictly prohibited.

If you wish to discuss your rights, would like further information, or want to obtain help in filing a complaint, you may contact Carol Young. The telephone number is (508) 758-2772. Any person having inquiries concerning the School District's compliance with the regulations implementing Title VI, Title IX, Section 504, ADA, or Chapter 622 is directed to contact Carol Young, who has been designated by the School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, Section 504, ADA, and Chapter 622, or write to:

Office for Civil Rights
John W. McCormack Post Office and Courthouse
Room 222
Post Office Square
Boston, MA 02109

2.15 BUILDING SECURITY:

Neither staff members nor students are to let anyone into the building. All visitors must enter the building through the front door after being identified and allowed into the building. Please notify the Receptionist in the front office of any meetings involving parties from outside the building. The date, time, and location, as well as the names of the outside parties expected, are to be given.

VISITORS:

*All visitors must ring the doorbell and announce their name and purpose of their visit.

*All visitors and delivery people entering the school are to sign in and out of the building.

*This includes parents picking up/dropping off children or materials during the school day.

*Visitors may be required to show picture identification.

SUSPICIOUS PERSON:

*If you observe a person that you deem suspicious immediately notify the Principal or his/her designee.

*Write down all pertinent information (motor vehicle registration number, color, and make of the vehicle, description of the person, including clothing, direction of travel. What if anything they said to you.

*Note what made you feel they were suspicious. (What they said, their behavior, alcohol on their breath, unusual demeanor, etc.

STRANGER/INTRUDER IN OR ON SCHOOL PROPERTY

*Remain calm.

*Immediately notify the Principal/Designee and the police.

*Never approach the person alone, have another staff member with you.

*Politely greet the person and identify yourself.

*Ask the person the purpose of his/her visit.

*Inform the person that all visitors must register at the main office.

*If the person's purpose is not legitimate, ask him/her to leave. Accompany the person to the exit.

*Always leave yourself an avenue of escape. Do not allow yourself to be "cornered."

*Walk away if the person refuses to leave, or becomes evasive, abusive, or combative.

*Attempt to keep the person in sight until help arrives without putting yourself in danger.

SECTION 3 - INFORMATION REGARDING STUDENTS

3.1 CHILD ABUSE:

By state law all school employees are required to report suspected cases of child abuse.

If you suspect that a student is the victim of child abuse you must immediately report your suspicions to the Principal. The Principal will be the person filling the required reports to the Dept. of Child and Family.

*OLD ROCHESTER REGIONAL SCHOOL DISTRICT
MASSACHUSETTS SUPERINTENDENCY UNION NO. 55
CHILD ABUSE*

WHAT THE LAW SAYS:

Chapter 119, Section 51A of the Massachusetts General Laws reads as follows:

Any physician, medical intern, medical examiner, dentist, nurse, public or private school teacher, educational administrator, guidance or family counselor, probation officer, social worker or policeman, who, in his or her professional capacity shall have reasonable cause to believe that a child is under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon him or her 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 or she shall immediately either notify the department or notify the person's designated agent, whereupon such person in charge of his or her said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report may take, or cause to be taken, photographs of the areas of trauma visible on a child who is subject of such report without the consent of the child's parent or guardians. All such photographs or copies thereof shall be sent to the department with such report.

Said reports shall contain the names and addresses of the child and his or her parents or other person responsible for his or her care, if known; and 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 become 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 6 of Chapter 38.

In addition to those persons required to report pursuant to this section, any other person may make such 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.

Any privilege established (by Section 20 or 20B of Chapter 233) by court decision or by profession code relating to the exclusion of confidential communications and the competency of witnesses, may not be invoked in any civil action arising out of a report made pursuant to this section.

Members of the professional staff must report any suspected child abuse or neglect, while non-professional members of the staff may report any cases of suspected abuse or neglect. Professional staff members may directly report the matter to the Department of Social Services or such professional staff members may report the same to the Superintendent of Schools or the Superintendent's designated agent. If the professional staff members elect to report the matter to the Superintendent or the Superintendent's designated agent, the Superintendent or the designated agent then becomes responsible for submitting the report to the Department of Social Services. The reporting by the Superintendent or the Superintendent's designee is added protection for the professional staff in that the name of the professional staff member need not be disclosed.

A non-professional staff member may report suspected cases to the Superintendent or the Superintendent's designated agent, or directly to the Department of Social Services. It should be pointed out that non-professional staff members are not required to report under Section 51A.

THE LAW'S INTENT

The intent of the law is to protect children from neglect and abuse by requiring professional adults working with children to report cases in which they have reason to believe that there is neglect or abuse. In reporting such cases, we are communicating to children our wish to protect them and helping to provide relief for parents who often are ready for help. Several points need to be made:

1. A mandated reporter does not have to have incontrovertible proof of neglect or abuse, only "reasonable cause to believe..."

2. If a mandated reporter has acted in good faith, she or he will not be civilly liable for reporting a suspected case even if neither neglect nor abuse is ultimately proven.
3. The law, amended in 1977, provides for a \$1,000 fine for failure to report.
4. A mandated reporter is not excused from the duty to report because of “confidentiality”, i.e., that as a professional what is told to you is in confidence.
5. In reporting a case to the Department of Child and Family, one must identify oneself and sign a 51A form.
6. Most of the cases reported do not result in a prosecution for neglect or abuse. In some cases, there is a non-criminal proceeding (part of the juvenile law). If there is a criminal complaint, it is usually filed by the police rather than by school officials.

EXAMPLES OF NEGLECT AND ABUSE

1. Neglect:

- a. lack of supervision (i.e., a five-year old at home alone; keeping an eight-year old out of school chronically to babysit);
- b. failure to provide adequate medical attention;
- c. failure to provide appropriate food and clothing;
- d. failure to send child to school;
- e. failure to thrive (1-2 year olds)

Neglect normally entails some degree of chronicity. In the case of a single instance, contact with the home should be reviewed with the Principal and then determined on a case-by-case basis. The parent should be told about the law and the possible need to report the situation if it is not corrected. Cases of reported abuse or neglect are to remain confidential. Discussion of these situations is limited to appropriate meetings with school staff members who have a need to know, or authorized personnel from the Department of Child and Family.

2. Abuse:

- a. physical (e.g., bruises, welts, broken bones, sexual abuse);
- b. emotional abuse (more difficult to assess emotional neglect or abuse).

PROCEDURES FOR REPORTING CASES OF CHILD ABUSE

The purpose of this procedure is to facilitate and assist in the appropriate reporting of neglect or abuse.

1. Any professional or non-professional staff member who suspects that a child has been abused or neglected shall report this as soon as possible to the Principal or the superintendent on the day of the observation.

2. The Principal will review the report and school information with appropriate staff members (school adjustment counselor, nurse, Assistant Principal, guidance counselor, teacher) as soon as possible, and within two days of the referral. Reasonable cause must be determined before informing the Department of Child and Family. There does not need to be incontrovertible proof of abuse or neglect, but there needs to be sufficient facts to establish (reason to believe) that there is abuse or neglect.
3. The school Principal or his or her designee shall call the Department of Child and Family in New Bedford (997-3361 or the DCF Hotline number) and notify them of the alleged child abuse.
 - a. The school may request that the case worker maintain contact with a specific school staff member.
 - b. The specific identity of the reporter can remain confidential.
4. Parental notification will be at the discretion of the Principal.
5. Within forty-eight (48) hours of making the oral report to the Department, the school Principal or his or her designee shall submit a written report (Form 51A) to the Department of Child and Family. The 51A form is to be sent by CERTIFIED MAIL. A photostatic copy of the report is to be forwarded to the Superintendent of Schools.
6. If the Department of Child and Family does not respond to your report within 60 days, you are to refile Form 51A.
7. In extreme cases, where a child's safety is at stake, the school can file a care and protection petition and the child does not have to be sent home. A temporary placement will be arranged. The school would have the option to go directly to Juvenile Court if for any reason the Department of Social Services is slow in acting. (As a matter of fact, an older child can go to court and file a complaint against his or her parents, and a child 14 and over can sign himself or herself into a foster placement.)

THE RESPONSIBILITY OF THE DEPARTMENT OF CHILD AND FAMILY:

According to Chapter 119, Section 51B of the Massachusetts Laws, the department shall:

1. Investigate and evaluate the information reported under Section 51A. Said investigation and evaluation shall commence within two hours of initial contact and be completed within twenty-four hours if the department has reasonable cause to believe the child's health or safety is in immediate danger from further abuse and neglect. Said investigation and evaluation shall commence within two working days of initial contact and be completed within ten calendar days for all other such reports. The investigation shall include a home visit at which the child is viewed, if appropriate, a determination of the nature, extent and cause or causes of the injuries, the identity of the person or persons responsible therefore, the name, age, and condition of other children in the same household, an evaluation of the parents and the home environment, and all other pertinent facts or matters. Such determinations and evaluations shall be in writing;

2. Evaluate the household of the child named in the report and make a written determination of the risk of physical or emotional injury to any other children in the same household; provided, further, that if such child named in the report is an out-of-home placement, the department shall notify his parent that a report has been filed when such report is supported by the department; provided, further, that the department shall notify the biological parent of other children in the same placement if the child named in such supported report died or was seriously injured; provided, further, that such notification shall not be required if in the commissioner's judgment such notification would be against the best interests of the child; provided, further, that when appropriate, the department shall consult with the biological parent of the child who is the subject of the report and the other children in the decisions regarding the children's removal or further placement;
3. Take a child into immediate temporary custody if the department has reasonable cause to believe that the removal of the child is necessary to protect him or her from further abuse or neglect; provided, however, that the department shall make a written report stating the reasons for such removal; and provided further, that if any child is so taken into custody, the department must file a petition pursuant to Section 24 on the next court day;
4. Notify in writing the district attorney for the county in which the child resides by transmitting to such district attorney a copy of the report required under Section 51A and this section if, after an investigation and evaluation undertaken pursuant to clause (1), the department has reasonable cause to believe that any of the following conditions has resulted from abuse or neglect; provided, however, that the department may immediately report cases of serious physical injury to the appropriate office of the district attorney:
 - a. a child has died;
 - b. a child has been sexually assaulted as set forth in Sections 13B, 13H, 22, 22A, 23, 24, and 24B of Chapter 265 or section 35A of Chapter 272;
 - c. a child has suffered brain damage, loss or substantial impairment of a bodily function or organ, or substantial disfigurement;
 - d. a child has been sexually exploited, which shall mean encouraging a child to engage in prostitution as defined in Sections 4A and 4B of Chapter 272 or in the obscene or pornographic photographing, filming or depicting of a child as defined in Section 29A of Chapter 272; or
 - e. a child has suffered serious physical abuse or injury that includes, but is not limited to: (i) a fracture of any bone, severe burn, impairment of any organ, or any other serious injury; (ii) an injury requiring the child to be placed on life-support systems; (iii) any other disclosure of physical abuse involving physical evidence which may be destroyed; (iv) any current disclosure by the child of sexual assault; or (v) the presence of physical evidence of sexual assault.

The department shall within 45 days after making such notification further notify the district attorney of the service plan, if any, developed for such child and his or her family. No provision of Chapter 66A, Section 135 of Chapter 112, and Sections 51E and 51F of this chapter relating to confidential data or confidential communications shall prohibit the department from making such notifications or from providing to the district attorney any information obtained pursuant to clause (1) or furnished pursuant to this clause. No person providing notification or information to a district attorney pursuant to the provisions of this clause shall be liable in any civil or criminal action by reason of such action. Nothing herein shall be construed to prevent the department from notifying a district attorney relative to any incidents reported to the department pursuant to Section 51A or to limit the prosecutorial power of a district attorney. The department shall forward to the local law enforcement authorities in the town in which the child resides a copy of the report provided to the district attorney pursuant to this clause.

5. Offer to the family of any child which it has reasonable cause to believe is suffering from any of the conditions described in the report appropriate social services to prevent further injury to the child, to safeguard his or her welfare, and to preserve and stabilize family life whenever possible. If the family declines or is unable to accept or to participate in the offered services, the department, or any person may file a petition pursuant to Section 24 requesting an appropriate order with reference to the care and protection of the child;
6. File in the central registry established under Section 51F a written report containing information sufficient to identify each child whose name is reported pursuant to Section 51A or 51B. A notation shall be sent to such central registry whenever further reports on each child are filed with the department;[.] If the department determines during the initial screening period of an investigation that said report under Section 51A is frivolous, or other absolute determination that abuse or neglect has not taken place, then said report shall be declared as (allegation invalid). If such reports are declared (allegation invalid), the name of the child, or identifying characteristics relating to the child, or the names of his or her parents or guardian or any other person relevant to the report, shall not be placed in the central registry, nor under any other computerized program utilized in the department;
7. Utilize or purchase and utilize such protective services of private and voluntary agencies as it determines necessary;
8. Promulgate regulations to implement the provisions of Section 51A to Section 51F, inclusive.

9. Notify in writing the office for children by transmitting to said office a copy of the report received under Section 51A and a copy of the report prepared under Section 51B if and when such report alleges that abuse or neglect occurred at a facility operated by a person subject to licensure or approval by said office under Section 10 of Chapter 28A, and when the department has substantiated said report. Said department and said office may coordinate their activities conducted under this section and paragraph (f) of said Section 10. No provision of Chapter 66A, Section 135 of Chapter 112, Sections 51E and 51F of this chapter, or any other provision of law, shall prohibit the department from transmitting a copy of the reports prepared under the provisions of Sections 51A and 51B to said office, or from conducting coordinated activities and sharing information with said office as herein provided, or from having its employees testify at administrative hearings held by said office in connection with matters about which said department has provided notice to said office under this section. Said department and said office shall make all reasonable efforts to minimize the number of interviews of any child-victim which may be necessary. If, as a result of any report made under the provisions of said Section 51A or an investigation made under the provisions of said Section 51B, said department is made aware of information or circumstances indicating a licensing violation in any facility operated by a person subject to licensure or approval by said office, said department shall forthwith notify said office of such information. No provision of Chapter 66A, Sections 51E and 51F of this chapter, or any other provision of law shall prohibit said office from providing information to said department in connection with matters about which said department has provided notice to said office under this section.

10. Notify in writing the Department of Mental Health, the Department of Mental Retardation, the Department of Public Health, and the Department of Child and Family by transmitting to any of said departments a copy of the report received under Section 51A and a copy of the report prepared under Section 51B if and when that report alleges that abuse or neglect occurred at a facility owned, operated or funded, in whole or in part, by any of said departments, and when the department of social services has substantiated said report. Said Department of Child and Family and any of said departments may coordinate their respective activities conducted under this section, and shall make all reasonable efforts to minimize the number of interviews of any child-victim which may be necessary. No provision of Chapter 66A, Section 135 of Chapter 112, Sections 51E and 51F of this chapter, or any other provision of law, shall prohibit said Department of Child and Family from transmitting a copy of said reports made under the provisions of said Sections 51A and 51B to any of said departments or from conducting coordinated activities and sharing information with any of said departments as herein provided, or from having its employees testify at administrative hearings held by any of said departments in connection with matters about which said Department of Social Services has provided notice to any of said departments under this section.

Notwithstanding any privilege created by statute or common law relating to confidential communications or any statute prohibiting the disclosure of information, any person required to make a report pursuant to Section 51A who has information which he or she believes might aid the department in determining whether a child has been abused or neglected pursuant to an investigation under this section shall, if requested by the department, disclose such information relevant to the specific investigation to the department. Such statutory or common law privileges shall not preclude the admission of such information in any civil proceeding concerning abuse or neglect of a child, placement or custody of a child.

No person required to provide such information pursuant to this section shall be liable in any civil or criminal action for providing such information.

No employer of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against any such person who in good faith provides such information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, however, that such person did not perpetrate or inflict such abuse or neglect. Any such employer who discharges, discriminates or retaliates against such person shall be liable for treble damages, costs and attorney's fees.

Adopted by the Old Rochester Regional District School Committee and the Massachusetts School Superintendency Union No. 55 on May 25, 1979.

Revisions adopted by the Old Rochester Regional District School Committee and the Massachusetts School Superintendency Union No. 55 at meetings held on October 28, 1996 and June 23, 1997.

3.2 CRISIS PROTOCOL:

A. BUILDING PROCEDURE

1. The Principal is notified of the crisis.
 - a. The accuracy of the notification will be checked with the police or family.
 - b. The superintendent will be notified.
 - c. The family will be contacted to ascertain what information is to be shared
 - d. The building crisis team will be notified and a team meeting will be set as soon as possible.
2. The team meets to discuss the particular situation.
 - a. A general statement will be prepared to be read in homerooms by staff.
 - b. The staff will be notified by use of phone trees or emergency staff meeting.
 - c. Counseling resources will be set up, including peer counselors if needed.
3. Notification of the staff
 - a. A staff meeting will be set up as soon as possible, before school if possible.
 - b. The general statement will be given to the staff and will be discussed.

- c. Those staff who indicate an inability to deal with the issue because of personal emotional involvement will be given support, and coverage will be arranged for their homerooms, classrooms or assignment.
4. Notification of students and subsequent actions
 - a. Homeroom will be extended for 10 minutes, and the general statement will be read to the students by staff covering the homerooms.
 - b. A moment of silence will be held if appropriate.
 - c. An announcement will be made by the staff in homerooms of counseling resources available for students in need.
 - d. Students will be monitored for their response, and those appearing to be in immediate need of counseling support will be sent to the appropriate location. Students may also self-refer for services.
 5. Follow-up
 - a. The team will meet to discuss follow-up activities; active involvement in the planning by the family involved will be sought. Student input will also be sought.
 - b. The details of the follow-up will be provided to the staff and students, again through homeroom.
 - c. Staff input will be sought regarding the need of individual students for further support.
 - d. Efforts will be made to resume the usual flow of school operation as soon as it can be done.
 6. Media or Information flow
 - a. All media representatives will be referred to the superintendent or his or her designee.
 - b. The secretaries will handle any phone requests for information by referring all non-media requests to one source also. This person will be either the Principal or the Superintendent as stated above.

Media Contact List:

- a. The New Bedford Standard Times - 508-997-7411 (Wareham - 508-295 1286)
- b. The Sippican Sentinel - 508-748-1123
- c. The Wanderer - 508-758-9055

Resource Agencies to Contact:

- a. Center for Health and Human Services - 508-990-8345
- b. Greater New Bedford Community Health Center - 508-992-6553
- c. New Bedford Crisis Center - 508-996-3154 (New Bedford Ch & Family Services)

3.3 BOMB THREATS:

See Appendix – “Building Evacuation”

3.4 INTRUDER IN THE SCHOOL:

See Appendix – “Lockdown Procedures”

3.5 FIRE DRILL PROCEDURES:

See Appendix – “Building Evacuation”

3.6 CLASS CUTS:

Class cuts are a Category 2 offense. If you suspect a student has cut your class, you should report that student’s absence to the Assistant Principal’s office immediately. This is school-wide policy and should be followed by all staff. Do not assign detention in lieu of referring a student for a class cut.

3.7 DETENTION:

Teachers have the option of assigning a student to detention in their classroom after school for Category 3 Offenses. Documentation of after school detention should be sent to the Assistant Principal’s office for placement in the student record.

Referrals to the Assistant Principal for Category 1 or Category 2 offenses may result in a student assignment to office detention. Documentation of these consequences will be completed in the office.

For more serious offenses, Categories 1 or 2, a “DISCIPLINE REFERRAL” form should be filled out and sent to the Assistant Principal’s office.

3.8 DISCIPLINE:

Suspension from school is used as a disciplinary measure when students violate the Discipline Code to various degrees and when the student poses a danger to self or others.

Students who are suspended from school will be allowed to make up all work missed for full credit, while under suspension. However, all assignments must be made up by the second class meeting. It is the student’s responsibility to collect missed assignments while out on suspension. Students should be ready upon their return to school to make up any test/quiz. Students may return to school through the Planning Room where all tests/quizzes will be taken. All work must be completed and will be collected by classroom teachers the day a suspended student returns to school. A student suspension is an unexcused absence.

A student who is suspended from school should not be on school property or at any school-sponsored activities or events, home or away. Students are to remain home during school hours while under suspension.

Although the administration reserves the right to suspend students out-of-school, the preferred place to serve a suspension is in the Planning Room.

Discipline is the responsibility of all members of the staff. For discipline to work, all staff must be consistent in the manner that they enforce school rules. Students should be expected to behave in the same manner in all classes. The general guidelines for discipline are listed in the student handbook. Staff should familiarize themselves with this section of the student handbook.

The mainstay of classroom discipline must lie with the classroom teacher. Teachers should keep students for teacher detentions for minor infractions and call parents. Teachers should be fair, firm and consistent. Students should come to class ready to work. Classes should start on time and continue throughout the block. Students should not be allowed to stand by the door (waiting for the bell). Active students tend to have fewer discipline problems; therefore, involvement in classroom activities is part of good discipline.

If a student continues to be disruptive after your attempts at intervention, please seek administrative assistance. If this is an ongoing problem, a plan should be developed with the help of administration, counselor or parents.

Students should be sent to the Assistant Principal's office as a last resort. If a student is sent to the office, please notify the office immediately indicating the name of the student, and why he or she is being sent to the office. Before teachers take such a drastic step, it is expected that other forms of discipline have been taken including the assignment of detentions or contact with a parent.

3.9 GUIDANCE:

Students should only report to Guidance when they have a pass to do so. Teachers should not send students to guidance, unless the student has an appointment to see a counselor. Students should not be sent out of class to guidance. Students should make appointments to see counselors in the morning before school or between classes. Students should not be allowed to leave classes or directed studies to make appointments to see counselors.

3.10 MORNING ANNOUNCEMENTS:

During homeroom, morning announcements will be read following the Pledge of Allegiance and a moment of silence. Students are expected to listen attentively.

3.11 PASSES:

Student passes are available in the main office. Please do not use any other form of pass. Only one student name should appear on a pass. Teachers are not to issue permanent passes to any students. If a teacher wishes a student to be assigned to him or her, he or she should make arrangements to have the student permanently assigned. These arrangements should be made through the Guidance department.

3.12 PASS RESTRICTION:

From time to time a student will be placed on "PASS RESTRICTION".

All students placed on pass restriction will remain on pass restriction until the Assistant Principal's office notifies teachers of removal of the pass restriction.

3.13 PASSING BETWEEN CLASSES:

Students are allowed four to six minutes to pass between class blocks. When the bell rings to start the next block, students should be in class ready to start work. Do not send the student to the office for a pass, as the office will not write passes for students late to class. Teachers shall stand outside their door between classes to aid in monitoring student traffic.

3.14 STUDENT INJURY:

If you observe a student injury, notify the main office or nurse immediately. As soon as possible, see the nurse to fill out an accident form. The person in charge of an activity is responsible for filling out the accident report.

3.15 SUBSTANCE ABUSE:

If you suspect a student of being under the influence of any control substance, alcohol, drugs, etc., you should immediately report your suspicions to an administrator.

If you suspect a student is in possession of alcohol or drugs, you should report this to an administrator immediately.

Please refer to the "Information Regarding Use of Alcohol and Other Substances" section of the student handbook.

3.16 POLICIES PROHIBITING WEAPONS AND DRUGS

The Discipline Code of the ORR High School incorporates the following:

1. Massachusetts General Laws Chapter 71, Section 37H

In accordance with MGL Chapter 71, Section 37H,

“(a) any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

“(b) any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

“(c) any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

“After said hearing, a Principal may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b); provided, however, that any Principal who decides that said student should be suspended shall state in writing to the school committee his or her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the Principal shall represent that, in his or her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

“(d) any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his or her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

“(e) As of April 4, 1994, when a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Massachusetts General Laws Chapter 71, Section 37H, as amended by Section 36 of Chapter 71 of the Acts of 1993 (the Education Reform Act), and further amended by Section 1 of Chapter 380 of the Acts of 1993.

CHAPTER 380 - AN ACT RELATIVE TO SAFETY IN THE PUBLIC SCHOOLS

Chapter 380 authorizes the school Principal to suspend a student charged with a felony, or who is the subject of a felony delinquency complaint, and to expel a student so convicted, whether the offense occurs on or off school property and regardless of whether the offense is or is not school-related. (Effective Date: 4/4/94)

2. The Gun-Free Schools Act. In addition to MGL Chapter 71, Section 37H, federal Gun-Free Schools Act covers the ORR High School. In accordance with that Act, the School will expel for one year any student who is determined to have brought a firearm to school, unless the Superintendent determines, on a case-by-case basis, that a lesser punishment is warranted. A student accused of having brought a firearm to school shall be entitled to the same notice of charges, hearing and appeal process as is provided under MGL Chapter 71, Section 37H, as described above.

3. Massachusetts General Laws Chapter 71, Section 37L Under MGL Chapter 71, Section 37I, when a student uses or possesses a dangerous weapon on school premises, school officials are required to report the incident in writing to the Superintendent. The Superintendent must provide a copy of the report to the local chief of police, the Massachusetts Department of Social Services, the Office of Student Services (or the equivalent) and the School Committee. Assessment and counseling may be required, in addition to any disciplinary action taken.

4. Drug-Free Schools and Communities Act.

The federal Drug-Free Schools and Communities Act requires all schools to adopt and implement a program to prevent the use of illegal drugs and the abuse of alcohol by students and employees as a condition of the school receiving federal funds or any other form of financial assistance under any federal program. The School in compliance with the requirements of that Act is issuing this policy. Compliance with this policy is mandatory. Students of the school and their parents, as well as School employees, are reminded annually of the requirements of this policy.

(a) Introduction

Old Rochester Regional High School strives to provide a safe and healthy environment in which to work and study. We believe that both students and employees share that goal. We also believe that drugs and alcohol have a harmful effect on academic and job performance, safety, productivity and relationships with family and friends.

(b) Prohibitions

The School prohibits the unlawful possession, use or distribution of illegal drugs and alcohol by any student or employee of the School while on School premises, while performing any work for the School, on or off its premises, or while otherwise participating in any School activity, on or off School premises.

In addition, students are prohibited from participating in any School activity, on or off School premises, while under the influence of alcohol or illegal drugs. Employees are prohibited from reporting to work or performing job-related activities, on or off School premises, while under the influence of alcohol or illegal drugs.

(c) Definitions

For purposes of this policy, the term “illegal drugs” is defined as controlled substances that cannot be obtained legally or that, although available legally, have been obtained illegally. “Illegal drugs” include not only “street” drugs, but also prescription drugs that have not been lawfully prescribed for the individual.

“Controlled substances” are those substances listed on Schedules I through V of the federal Controlled Substances Act. Controlled substances include, for example, narcotics such as codeine and heroin, depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD and phencyclidine or "PCP" and cannabis (marijuana).

For purposes of this policy, “distribution” of alcohol or an illegal drug includes any purchase, sale or other transfer of the substance in any amount.

This policy does not prohibit use by an employee or student of a prescription drug prescribed for the employee or student by a licensed physician, provided that the drug is used in accordance with the physician’s instructions and in a therapeutic dosage.

(d) Sanctions for Non-Compliance

Employees and students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy.

An employee who violates any provision of this policy is subject to disciplinary action, up to and including immediate dismissal. A student who violates any provision of this policy is also subject to disciplinary action, up to and including expulsion from the School.

In addition, in appropriate circumstances, as determined by the School, administration may notify law enforcement. Unlawful possession, use or distribution of drugs or alcohol may subject an employee or student to criminal penalties. A listing of criminal penalties, under federal law, for drug trafficking and a summary of sanctions under federal, state and local laws for illegal drug and alcohol activities are available from the office of the high school Principal.

For sanctions imposed on students for first and subsequent offenses, consult Category One of the Disciplinary Code.

(e) Rehabilitation

The use of illegal drugs and the abuse of alcohol may have serious effects on the health and safety of an employee or student. It can also seriously interfere with the individual’s judgment and with his or her job or academic performance. A summary of the uses and effects of some of the more common drugs of abuse and of alcohol is available from the office of the high school Principal.

The School strongly encourages employees and students to seek assistance for drug and alcohol abuse, before a violation of this policy and disciplinary action occurs. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the office of the high school Principal.

3.17 CONFIDENTIALITY

Faculty is required to treat information about our students in a confidential and discreet manner. Faculty should refer all requests for information about a current or former student to the Principal or Assistant Principal for response. It also means that information about students should only be shared with others within the School on a legitimate need-to-know basis.

Student information should not be the subject of casual discussion.

Student information that is to be treated as confidential under this policy includes, but is not limited to, student grades and behavior, special education status, student medical information and other personal data.