



215 Fitchburg Street  
Marlborough, MA 01752-1288

# Staff Handbook

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Equal Opportunity Institution

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# General Information

## Introduction

The purpose of this handbook is to provide staff with a set of expectations and regulations pertaining to the workplace. Staff must also comply with all terms and conditions of collective bargaining agreements, school committee policies, and other procedural memos issued by the administration.

This handbook is intended solely as a guide. The language used in the handbook should not be construed as creating a contract, express or implied, between Assabet Valley Regional Technical High School (Assabet) and any of its employees, or a guarantee of employment for any specific duration. Although we hope that your employment at Assabet will be mutually rewarding, unless otherwise provided by contract or statute, either you or Assabet 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 Assabet, other than the Superintendent-Director, 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 Assabet. Should any provision in this handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire handbook. Assabet reserves the right to change, amend, modify or discontinue any policy or provision outlined herein.

## Mission Statement

Assabet is a dynamic and supportive school system that prepares students to meet the challenges of the future by providing a rigorous and relevant education in a safe and secure environment resulting in academic, career and technical proficiency.

## School Philosophy

Education is shaped by society to satisfy certain needs, general and specific, current and anticipated and should be a composite of technical and academic courses.

Technical education is an integral part of education and is designed primarily to prepare students to enter the work force with marketable occupational skills upon leaving high school. Such an education must include an academic base, which will support and enhance technical skills as well as prepare students for life in a pluralistic society.

High school graduation marks the beginning of a lifelong need for new learning, skill enhancement and personal fulfillment. Flexible opportunities and varied programs for adults enrich the educational experience of all students.

Essential to all education is the development of a safe, positive, and caring atmosphere, which allows professional staff, students, and all parties, involved to progress. The individual students, whose talents, interests, and needs are recognized as unique, must be the focus in the development of curriculum which remains flexible and encourages each person to develop to the level of his/her capacity. Aware of its growing responsibilities, the educational staff of Assabet accepts with confidence the task of preparing our students realistically for the world of work and for a productive life.

## School Goals

1. To provide academic, technical and technical programs that prepare our students to be productive members of society.
2. To provide integrated academic and technical/technical programs that challenge each student to achieve state performance standards.
3. To provide programs and activities that contributes to a safe and supportive environment for a diverse student body.
4. To provide counseling services for all students to meet academic, personal-social and career goals.
5. To use student assessment results to review and improve curricula, courses, programs and instructional practices.
6. To utilize the expertise of the Advisory Committees to provide new areas of training required for community and industrial development.
7. To support special populations in their classrooms and technical programs to help them achieve academic and career goals.
8. To provide staff with the professional development opportunities, resources and support needed to motivate and engage students to master challenging content in standards based classrooms and shops.
9. To provide teachers with courses and practices that enable them to facilitate student mastery of technology competencies.
10. To provide professional development opportunities that will assist staff in obtaining and maintaining professional licensure.
11. To develop partnerships with parents, businesses, industries and community agencies.
12. To provide ongoing safety programs.

## Common Expectations

1. Accountability – All members of the faculty will perform their assigned duties with excellence while consistently adhering to Assabet's policies, procedures and expectations. It is expected that all teachers make effective use of all non-teaching periods.
2. Professional Development is not an option. All faculty members will engage in professional growth activities, selected to translate into learning opportunities for students, and aligned with the School Improvement Plan. All teachers are expected to meet their professional development requirements per contract and licensure requirements. All teachers are expected to update their personal professional development plan and personnel file.
3. School Climate – All faculty members are responsible for promoting a positive and safe learning environment for all students, through diligent observance of school law and school policy and through implementation of the Social Emotional Learning activities.
4. Cooperation – All members of the faculty are expected to work in harmony with colleagues, supervisors, department heads, administrators and staff. Issues will be resolved in a timely manner to ensure a positive work environment.
5. Professionalism – All members of the faculty are expected to model desired behavior for students by being prepared, punctual, dependable, respectful and civil. All faculty members are required to attend faculty meetings, department meetings, cluster meetings, professional learning team meetings, program advisory meetings and/or lead teacher meetings.
6. Integration - All technical and academic instructors will work cooperatively to support the instruction of Reading & Writing and Math Across the Curriculum programs. Additional integration models are encouraged.

## Focus Areas

1. State and Federal Oversight - All members of the faculty will contribute to a positive evaluation of all programs, services and initiatives at Assabet, in cooperation with specific visiting accrediting agencies.
2. Assessment – All members of the faculty share in the responsibility of assisting students in reaching proficiency in high stakes testing. All members of the faculty will participate in the analysis of data (midterms, final exams, MCAS, third party certification, COP, etc.) with the goals of improving curriculum and setting high standards for all students.
3. Instruction – All faculty members will demonstrate teaching strategies that include differentiated instruction, student-centered learning activities and self-directed study to encourage increasing student responsibility for their own learning. Teachers will collaborate regularly to share best practices with colleagues.
4. Academic – All academic faculty members will implement lessons directly linked to the learning standards of their discipline and will differentiate instruction to meet student learning needs. Academic faculty are expected to teach the curriculum content as outlined in our district Rubicon Atlas curriculum mapping software program.



5. Technical – All technical faculty members will align their instructional units with MA CTE Curriculum Frameworks. Instruction will meet industry standards, third party validation criteria and requirements of the Certificate of Occupational Proficiency, if applicable.

## Statement of Employment and Educational Opportunity

Assabet hereby notifies all students, parents, employees and members of the public that all school programs, activities and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, disability or homelessness status. These assurances are made in compliance with federal standards: Title VI, Title IX and Section 504.

Inquiries regarding the above may be directed to the Title IX Coordinator, at 508-485-9430, ext. 1430.

## Fire Drills /Emergency Evacuation

Exit plans should be posted in each classroom visible to all persons in the room. Teachers will be responsible for maintaining well-controlled lines with no running and a minimum of talking. Procedures for these drills will be discussed by the teachers with each class at the start of the school year and monthly thereafter. Teachers are to report to their director any teaching location that does not include “EXIT” signs over exiting doors and fire drill evacuation direction signs. Copies of the fire drill exit plans are provided by the Main Office.

Every staff member is responsible to ensure the safe and rapid evacuation of pupils during an emergency or drill. Staff is also responsible for taking an accurate attendance.

## Lost And Found Articles

Valuables, books, clothing, etc. will be turned into the Office of the Assistant Principal.

## Sexual Harassment

State Law, Federal Law and Regulations define sexual harassment as follows:

1. In Relation to Employees – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
2. In Relation to Students – The term “sexual harassment” means any sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when: (1) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive education environment.

Sexual harassment is unlawful and is barred by District Policy for all personnel and students employed or enrolled by Assabet.

It should be clear from the above definition that sexual harassment not only includes touches or requests for sexual favors, but may also involve conduct such as sexual innuendoes, jokes, comments, pictures or questions. Such verbal activity is not and will not be permitted.

While the definition for employees refers to “unwelcome” sexual advances, staff members are notified that any and all sexual advances between a staff member and a student are prohibited.

Reporting: If you believe you have been harassed, if you witness harassment, or if a student reports to you harassment, you should report it immediately to your supervisor, to another director, or to the Director of Pupil Personnel Services. All reports of harassment will be fully and completely investigated. If it is determined that harassment has occurred, the director will take action to stop it. Individuals who engage in harassment will be subject to discipline, up to and including termination.

If an employee or student is dissatisfied with the results of the school’s investigation of a harassment charge, such dissatisfaction may be discussed directly with the Superintendent and may be appealed to the District School Committee. In all cases involving such charges, the parties involved will be accorded the utmost protection of privacy.

If you have questions about this policy, please direct them to the Director of Pupil Personnel Services.

Nothing in this policy is intended to circumvent the right to bring such complaints to State and Federal Commissions on Discrimination. The policy is intended, however, to correct the issue internally.

## Harassment

The School District shall not tolerate harassment of students, patrons, or employees. As an employer, the District is responsible for its actions and those of its agents. Supervisors, teachers and other staff members serve as agents of the school and are directed not to harass, participate in, condone or allow harassment, and are directed to report its occurrence promptly.

### Staff Members’ Responsibility

1. All staff members have the professional responsibility to ensure that all students in their charge and control can make decisions without fear, regardless of their race, color, sex, religion, national origin, sexual orientation or disability.
2. Harassment as defined in State and Federal statutes, is a form of discrimination and therefore a denial of civil rights. Civil rights legislation is different from most other laws in that a staff member charged with a civil rights violation must prove his/her innocence. Ignorance of these laws is not a defense.
3. No one has the right to abuse another person. Any act or series of actions that forces or causes an individual or a group of persons to make decisions or take actions against their own judgment can be viewed by that individual or those persons as a wrong. If a staff member allows such behavior to take place, he/she can be charged by the offended person(s) as being an accessory before or after the fact.
4. If a staff member pleads ignorance of the actions, and it becomes obvious that such actions have been permitted by the staff member on previous occasions, and have thus been

condoned, the staff member can be charged as an accessory to the denial of civil rights.

5. Harassment among students: If a student seeks help in this regard, and the staff member cannot provide correction, the staff member should discuss the matter with his/her immediate director or the Director of Pupil Personnel Services, who will investigate the charge. If the director determines that probable cause exists, the matter must be documented and a decision made as to consequences.
6. If the parties involved are not satisfied with the decision-making at this level, the matter may be referred to the Principal, to the Superintendent, or to a grievance procedure.

Assabet recognizes the responsibility to teach students and employees guidelines for interpersonal behavior to protect the rights of every member of the school community to work and learn in a safe and positive atmosphere, free of harassment. Because individuals are affected differently by the words and actions of others, it is necessary to be sensitive to the feelings of others and to respect the differences among colleagues and students.

### Grievance Procedure - Titles I, II, VI, VII, IX, Section 504, Chapter 622

**Before this grievance procedure is enacted, a complainant is encouraged but not required to discuss any perceived discrimination with the coordinator. Every effort will be made to affect a prompt and satisfactory resolution of the difficulty.**

Any student or employee of this District, or applicant for employment, who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of disability under Title I or II; on the basis of sex under Title IX; on the basis of race, color, sex, religion, national origin, or sexual orientation under Title VI or VII or Chapter 622; or on the basis of handicap under Section 504, may file a written complaint with the Coordinator of such programs at Assabet.

1. The Coordinator shall cause a review of the written complaint to be conducted and shall mail a written response to the complainant within 10 working days after receipt of the written complaint.
2. If the complainant is not satisfied with such response of the Coordinator, he or she may appeal to the Superintendent.
3. The Superintendent shall review all written materials and schedule a hearing with all parties involved at the earliest possible date, and shall mail a written decision to the complainant within 5 working days after the hearing.
4. If the complainant is not satisfied with the Superintendent's decision, he or she may submit a written appeal to the School Committee.
5. A copy of the original complaint, the Coordinator's response and the Superintendent's decision shall be provided to each member of the School Committee which shall consider the appeal at its next regularly scheduled meeting following receipt of the written appeal.
6. The School Committee shall permit the complainant to address the Committee in public or closed session, as appropriate and lawful, and shall provide a written response to the matter as expeditiously as possible following the hearing.

Nothing in this grievance procedure shall limit the right of the person affected to follow the complaint procedure outlined under S.9 and S.10 of the regulations for Chapter 622 including requesting aid from the Bureau of Equal Educational Opportunity, Massachusetts Department of Education. Complaints under Titles I, II, VI, VII, IX and Section 504 may also be made directly to the Office of Civil Rights, Region I, Boston, MA.

**Coordinator:**

Alyssia Berghaus, Coordinator  
Assabet Valley Regional Technical School District  
215 Fitchburg Street  
Marlborough, MA 01752-1288  
Tel: 508-485-9430 Ext. 1430

**Superintendent-Director:**

Ernest F. Houle, Superintendent-Director  
Tel: 508-485-9430 Ext. 1431

**District School Committee:**

Members may be reached through the Superintendent-Director's Office.

**Other Contacts:**

Titles VI and IX and Section 504  
Massachusetts Commission Against Discrimination  
One Ashburton Place  
Boston, MA 02108

Titles II, VI and IX  
Director, Office of Civil Rights, Region I  
US Department of Education  
33 Arch Street, Ninth Floor  
Boston, MA 02110

Chapter 622  
Bureau of Equal Educational Opportunity  
Massachusetts Department of Elementary & Secondary Education  
75 Pleasant Street  
Malden, MA 02148-5023

**Private Business**

Staff may not engage in private business enterprises while on school time nor use district resources or email to publicize them. School property, tools, and supplies shall never be used in support of a private business enterprise.

## Use of School Facilities

Use of the facilities of the school, including outside fields, by an employee outside of school hours is with the permission of the Business Office.

Use of the school facilities by any employee group during non-working hours must be scheduled through the Business Office.

## Weekend Use of the Building

Any use or access to the school building on a weekend, holiday, or school vacation will require prior approval. A Weekend Use Request Form must be completed and submitted by 12:00PM on Thursday. The completed form should be given to your Director and then sent to the Director of Business Operations or the Principal for approval. A weekend use form will need to be submitted and approved for all activities including athletic games and practices. Please note, if there are no activities scheduled for the weekend access will not be granted, as we will not have school personnel on site.

The building can be accessed with this form during the following hours only: Saturdays 7:30AM - 4:00PM and Sundays 8:30AM - 4:00PM. There will be no access to the building outside of these hours. Everyone must enter through the main entrance and check-in with security.

## Employee Identification Cards

Employees are issued employee identification cards which will allow access to the building as well as identify staff in the building. Employee identification cards should be displayed by the employee while on campus. Employees will be required to pay a fee of \$10.00 for replacement of an identification card.

## Security for Entrance

All doors and windows are to be locked and lights and power equipment turned off prior to exiting the building. Inform security where you will be and when you exit.

## School Property Security

Employees will advise their director immediately of any unsafe condition, crime or suspected criminal activity, and follow that report with written details when requested to do so. All employees are required to report to their supervisor suspicious activities which may relate to criminal activity.

## Rules - School Property

School materials and property should only be utilized for school specific instructional or activity purpose, and the director has given permission. Sign out records shall be maintained by the administration and using party.

Unauthorized removal of school property from the school or misappropriation of school property, materials, or services shall be handled as a disciplinary matter and may result in suspension or

dismissal, in addition to any referral to law enforcement agencies or the courts.

## Afternoon & Continuing Education Use of the School

The School District is committed to allowing community use of school facilities during the day, afternoon, and evening, based on need and available funding.

Welcoming adults into the school fosters greater understanding and respect for the value of the institution. This respect is cultivated when the learning experience occurs in a productive, pleasant, well-equipped, and functional environment. To ensure the success of all programs and their students, the following actions are required.

- Teaching areas, equipment and tools are the property of the School District and are intended to be shared according to School Policy.
- At the end of your instructional day, with the assistance of your students, leave the instructional area in a clean and orderly condition, You should expect it to be returned to you in the same condition on the next working day.
- Communicate with other teachers who use the same area regarding housekeeping, equipment, machines and any issues that may arise.
- Shared expendables such as large drills, cutters, saw blades, etc. will be maintained in the tool crib and replaced or sharpened as required.
- The cost of supplies, usual or unusual expenditures attributable to the use of shop facilities should be communicated to the Continuing Education Director.

# Communication

## Morning Announcements

Each morning, announcements will be made from the main office over the public address system. Students are expected to be quiet and attentive during these announcements. Classroom students have the opportunity to hear announcements given over the speaker and contained in the daily bulletin.

## Mail

Teachers' mail boxes will be found in the within their respective department conference rooms. Mail boxes must be checked every morning before class, and at the end of the school day. Students are not permitted to pick up teachers' mail. Outgoing mail may be placed in the receptacle provided for that purpose.

## Electronic Communications (Email)

A system of electronic messaging including email, calendar events, etc. will be provided. Staff are expected to use this form of communication on a daily basis.

## Telephone

There are to be no personal phone calls in classrooms or building. Staff will not be called to the telephone from a classroom except in case of an emergency. There should not be any long distance calls on district phones. Teachers are not to use cell phones in the classroom/shop areas during assigned teaching time and meetings.

The purpose of the shop telephone is to receive school business- related inquiries from the community and parents and is a means for the shop to contact businesses and industries in the community. No personal business should be conducted on district phones.

It is expected that, by the presence of the shop telephone, production will be increased, co-operative contacts will be initiated and the business industry, community and parents will view this school as a responsive place. Please respond to telephone requests promptly during non-instructional time.

Teachers are strongly encouraged to use their department phone for purposes of contacting students and parents at their home concerning:

1. Significant accomplishments
2. Attendance or tardiness problems
3. Matters of concern that should be called to their attention.

# Technology Acceptable Use Policy

## Introduction

At Assabet Valley Regional Technical High School, we are committed to providing students, teachers, and staff with access to modern technology resources and the Internet to enhance educational excellence and vocational training. These tools are essential for promoting resource sharing, fostering innovation, and enabling communication within our school community. The purpose of this policy is to ensure that all users—whether students, staff, or educators—utilize these resources in ways that are aligned with their educational and professional responsibilities.

All technology resources provided by the district, including computers, networks, and internet access, must be used in a responsible, efficient, ethical, and legal manner. The privilege of using the district's technology resources comes with the expectation that these tools will be used to further educational objectives and support the vocational training provided at our school. All users must demonstrate accountability and professionalism when accessing and using the district's technology.

Misuse of school technology for unethical, illegal, or disruptive purposes will result in disciplinary action. This may include referral to school administrators, revocation of technology privileges, or, in severe cases, termination of employment or expulsion.

## Definitions

For clarity, the following terms are defined within this Acceptable Use Policy:

- **Technology Resources:** This term encompasses all technology and related equipment provided by the school, including but not limited to: desktop and portable computers, servers, mobile devices (such as smartphones and tablets), external storage devices, printers, scanners, network equipment, software, multimedia devices, and specialized vocational technology equipment. It also includes Internet and email services, telecommunication devices, and all related supplies.
- **Inappropriate Material:** Inappropriate material refers to content that is obscene, harmful to minors, promotes illegal activities, is sexually explicit, or is otherwise unsuitable for the educational and vocational environment of our school.

## Right of Access and Review

Users of Assabet Valley Regional Technical High School's technology resources should have no expectation of privacy when using district computers, networks, or any equipment connected to the district's infrastructure. All data, files, and communications stored, transmitted, or accessed using school resources—including removable media such as USB drives, external hard drives, cloud storage services, and electronic accounts created using Assabet email addresses—are considered the property of Assabet.

The school retains the right to access, review, monitor, edit, delete, or confiscate any files, emails, electronic accounts, or other materials stored on or transmitted through district-provided systems or devices connected to the district's network. This includes real-time monitoring of usage as well as accessing data stored in system activity logs. School officials reserve the right to audit and oversee all digital activities to ensure compliance with the district's policies.



The administration may suspend or restrict user access to technology resources at any time if deemed necessary, pending a review by the Superintendent, Principal, or their designee.

### User Accounts and Security

Each user will be assigned a unique user ID and password, which should be regularly updated to maintain security. Even the most secure network can be compromised by the accidental disclosure of login credentials. Under no circumstances should an account, username, or password be transferred, shared, or disclosed to anyone else. Each user is responsible for all activity conducted under their account or username.

Users are strictly prohibited from attempting to access another user's account. Passwords must be kept secure at all times. Users are only authorized to access the applications and files assigned to them and must store their data in the designated virtual storage space provided by the district.

Always log off the network whenever you leave your device unattended.

Respect standard Internet etiquette and safety guidelines, which include but are not limited to: being polite, using appropriate language, and ensuring that your use of the network does not disrupt others. Remember that digital correspondence, regardless of its content, is subject to disclosure in legal proceedings.

Any user who sends inappropriate, offensive, or harmful communications using district technology resources—including email, messaging platforms, or any other digital communication tools—will be subject to disciplinary action. Consequences may include suspension of technology privileges, referral to school administration, or other disciplinary measures as outlined in the district's code of conduct. In cases where the behavior violates local, state, or federal laws, law enforcement may also be involved.

### Software Copyrights and Intellectual Property

Assabet Valley Regional Technical High School strictly prohibits the illegal duplication or use of software. Copyright law grants specific exclusive rights to copyright holders, including the right to make and distribute copies of their work. According to Title 17 of the U.S. Code, "It is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to create a single backup copy for archival purposes (Section 117). Users are not permitted to copy software unless the manufacturer provides explicit authorization to do so.

Unauthorized duplication or use of software is a federal crime.

Any user who knowingly creates, acquires, or uses unauthorized copies of software licensed to Assabet, or who installs unauthorized software on Assabet premises or equipment, will be subject to disciplinary action. This may include termination of employment or expulsion from the school.

Furthermore, all information posted online, often referred to as intellectual property, is considered copyrighted unless explicitly stated otherwise. Users must adhere to proper citation practices to avoid plagiarism and respect the intellectual property rights of others.

## Software Acquisition

Staff are prohibited from uploading or downloading any software on district electronic devices. Only the Technology Department and its personnel have the authority to approve and authorize the downloading or installation of software on district devices.

## Procedure for Requesting New Software

1. **Submit a Request:** Staff members must submit a formal request for new software through the district's designated software request form or system. This form should include the software name, purpose, and justification for its use.
2. **Review and Evaluation:** The Technology Department and its personnel will review the request to assess its compatibility with existing systems, security implications, compliance with FERPA, COPPA, and CIPA, and potential benefits to educational or administrative functions.
3. **Approval Process:** If the software is deemed necessary and aligns with district goals and policies, the Technology Department will seek approval from appropriate administrative personnel if required.
4. **Procurement:** Upon approval, the Technology Department will coordinate and collaborate with the staff member, including purchasing and installation of the software.
5. **Notification:** Staff will be notified once the software has been successfully installed and is ready for use. Training or support materials may be provided if needed.
6. **Monitoring and Compliance:** The Technology Department will monitor the use of newly installed software to ensure compliance with district policies, privacy compliance, and effectiveness in meeting its intended purpose.

## Social Media

The purpose of this guide is to share guidelines for Assabet students and all staff members to use social media responsibly to communicate, educate, and share in a safe and positive manner. Members of the AVRVSd community are encouraged to use social media as a way to connect with others, create and curate educational content, enhance the educational experience, and share our mission, vision, and values. While social media is engaging and valuable, there are some risks that should be considered when using these tools. In the social media world, the lines can sometimes be blurred between what is public or private, personal or professional. These guidelines will support our school community in making decisions about social media use.

## Definitions

*Social media platforms* are websites and applications that enable users to create and share content and participate in interactive communication/social networking. Examples include X, Instagram, YouTube, Facebook, Snapchat, TikTok, Pinterest, LinkedIn, internet forums, blogs, and other messaging, video, and photo-capturing applications.

A *professional social media account* is a work-related social media account designed to further the school district's mission by communicating with members of the school community and the general public. Accounts may include a CTE program, teacher, classroom, athletic, club, group, activity, and other co-curricular activities.

A *personal social media account* is a non-work-related social media account. These accounts

are set up with personal email accounts and are used for non-school-related social media activity. These accounts are not affiliated with AVRVSd. A personal social media account is not regularly used to promote or communicate about school district events, activities, or the activities of students.

A *third-party social media account* is a social media account that is operated by a volunteer, parent/guardian, alumnus, or another member of the public on behalf of another legal entity or group affiliated with the school district. Third-party social media accounts are not operated by AVRVSd.

#### Professional Social Media Account Establishment & Maintenance

1. AVRVSd employees must request to create a professional social media account through their supervisor.
2. The Technology Director or their designee is required to approve the creation of all professional social media accounts prior to their creation.
3. Accounts created without approval are subject to deletion.
4. The AVRVSd Technology Department will maintain a list of all approved social media accounts and credentials to access them.
5. Professional social media accounts must use an AVRVSd email address to access those accounts. AVRVSd email accounts may not be used to set up personal social media accounts. Any social media account that is set up with an AVRVSd email account is considered legally to be an AVRVSd account and not a personal account.
6. Professional social media accounts are subject to Massachusetts public records retention laws, rules, regulations, and policies.

#### Content Guidelines

1. It is expected that any members of the AVRVSd community who have a professional social media account, use it in a way that is consistent with our educational mission, core values, and policies. If found in violation of these guidelines or policies, AVRVSd administrators may restrict, suspend, or terminate access to AVRVSd social media channels. Guideline violations may also be subject to additional disciplinary action.
2. Staff professional social media accounts will respect and protect their audience, the public, and AVRVSd's staff, students, and community. We reflect a diverse set of customs, values, and points of view. Social media users should respect privacy rights and avoid topics considered objectionable or inflammatory topics.
3. Users should also follow all federal, state, and local laws as well as district policies and guidelines, including but not limited to the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and Family Educational Rights and Privacy Act (FERPA).

#### General Guidelines

1. AVRVSd reserves the right to monitor professional social media accounts. These accounts are considered extensions of the classroom and/or professional workplace, are linked through an AVRVSd email address, and are considered AVRVSd social media accounts.
2. Staff who work with students must only communicate with students through school-approved websites or professional social media sites that are designed to address reasonable instructional, educational, or extracurricular program matters.

3. Staff should use sound judgment when making decisions about connecting with parents or other family members of students.
4. Staff must ensure that the district has permission to publish images of students prior to posting images of students on any professional social media accounts.
5. Staff should not post personally identifiable student information on social media without written permission from the parent/guardian.
6. Staff should be mindful of representing AVRVSd online and generally should refrain from posting/participating in third-party social media groups regarding school-related topics or issues.
7. Professional social media posts are considered legal documents. Employees using professional social media should have no expectation of privacy with regard to their use of such media. AVRVSd reserves the right to review content and restrict or remove any content and comments on professional social media accounts.

### Staff Personal Social Media Use

1. AVRVSd employees should not communicate or connect with students who are currently enrolled in AVRVSd using personal social media accounts.
2. Staff should not allow current AVRVSd students to follow their personal social media accounts.
3. Staff should be mindful of online connections to parents.
4. Staff will refrain from using personal social media accounts to contact families regarding students or school-based information.
5. AVRVSd employees should exercise caution, common sense, and good judgment when using personal media sites.
6. As a recommended practice, AVRVSd employees are encouraged to use appropriate privacy settings to control access to their personal social media accounts.
7. The posting or disclosure of student information or student work via a personal social media account, in violation of applicable laws and guidelines, is prohibited.
8. The posting of images of currently enrolled AVRVSd students on personal social media accounts is prohibited without written permission from the student's parent/guardian.
9. Personal social media accounts shall not use AVRVSd's logo or visual identity elements unless given express written permission by the Superintendent-Director or their designee.
10. Personal social media accounts shall not make representations that a social media account speaks in an official AVRVSd capacity.

### Social Networking

Staff shall not engage with students on social networking sites such as Facebook, Instagram, and other similar platforms in which the account is held in a personal manner. Additionally, staff shall not contact students via cell phone, text message, or instant messaging directly. Use of school-sponsored platforms should be utilized to contact students. For example (Remind, Catapult Connect, Gmail, etc).

### Usage

District technology resources are essential tools designed for educational use and should be utilized primarily for this purpose. They are not to be used for personal gain, commercial activities, illegal content, gambling, or any other inappropriate or illegal behavior. While minimal personal use is allowed, it shall not interfere with your professional responsibilities or the educational purpose of the technology.

All computer resources must be treated with care and respect. Using or storing files and programs that do not support your educational objectives will not be tolerated.

Additionally, gaming—except for those games specifically provided by the school and approved by the administration for educational purposes—is prohibited. Non-educational games, gambling activities, or any similar content can damage equipment and disrupt the learning environment.

### Vandalism

Vandalism involves any intentional actions aimed at damaging or disrupting technology resources, user data, or connected networks. This includes but is not limited to, uploading or creating computer viruses, attempting unauthorized access, or altering online materials without permission.

Such actions are strictly prohibited and will result in the revocation of technology privileges, along with disciplinary measures up to and including termination.

### Network and Security

To safeguard the district's computer resources, Assabet employs advanced virus-scanning software. All emails and external connections are scanned as part of our comprehensive network security protocols.

All district computers with internet access are equipped with filtering software designed to block access to websites deemed inappropriate for educational use. While our system is robust, no technology is infallible. It is crucial that all users exercise personal responsibility and take necessary precautions to protect themselves online.

### Supervision and Responsibility

Teachers are responsible for supervising students' use of school issued computers and internet access while at school. This ensures that technology is used appropriately and in alignment with educational goals.

### Technology Configuration and Installation

Only authorized technology personnel, under the direction of the Technology Department, are permitted to configure and install computer equipment for use on the district network. This applies to all devices, whether district-owned or personal. Any unauthorized attempt to connect equipment to the district network will result in disciplinary action and may lead to legal consequences.

### Security and Compliance

Unauthorized access, including snooping, probing, or attempting to breach the district's network or restricted resources (such as student data, financial records, or medical records), is strictly prohibited. Violators will face serious administrative consequences, including suspension, termination of employment, or legal action.

## Technology Use and Procedures

- Unauthorized technology or software not owned by Assabet is prohibited on school property. For example, a staff member cannot accept a private donation of equipment for the school without prior approval from the Business Manager and Technology Coordinator. Any unauthorized equipment will be confiscated.
- Personal equipment, including PCs, software, or any other devices, is not allowed within the district's technology infrastructure.
- Setting up modems, Wi-Fi access points, or any other networking equipment without permission from the Technology Department is strictly forbidden.
- All requests for technology repairs or upgrades must be submitted to the Technology Department.
- All new technology purchases must be reviewed and approved by the Director of Business Operations and the Technology Department.
- Visitors offering equipment, technology, or software must check in at the main office before conducting any business.

## News Media

News media personnel may visit the school for various reasons. Their presence within the school building must be authorized by the Superintendent or Principal and they must be accompanied by a designated district employee at all times. Unauthorized entry by media, any disruption to instructional activities, or interviewing students without proper administrative and student consent is strictly prohibited. Any such incidents must be reported to the administration immediately.

During any school crisis, staff should direct all media inquiries to the Superintendent, Principal, or their appointed representative for official information.

# Employee Information

## Personal Dress and Professional Conduct

It is expected that teachers will set high standards of appearance. Teachers may not discuss their personal matters with students and shall conduct themselves in a professional manner.

## Uniform and Safety Glasses Allowance

A uniform and safety glasses allowance shall be provided for each teacher who is required by the administration to wear a uniform and/or safety glasses in accordance with the collective bargaining “Agreement”.

## Smoking/VAPING

Assabet is a **SMOKE FREE** school. This includes the use of all tobacco products including electronic vaping and juuling in school buildings and buses, on school grounds or at off-campus work sites by students, school personnel and visitors.

The Employer Assistance Provider will provide counseling on smoking cessation for staff. Appropriate resources will also be made available for students.

## Drugs/Alcohol

It is the policy of the School District to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of controlled substances or alcohol is prohibited while on duty or on school property. Any violations of this policy will be grounds for disciplinary action up to and including suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent-Director of any criminal drug conviction within five (5) days of such a conviction if the violation occurred in the workplace. Assabet has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days of notice of a conviction, the Superintendent-Director will take disciplinary action up to and including dismissal from employment.

If administration believes that an employee is under the influence of drugs or alcohol, the employee will not be allowed to continue his/her work assignment. Further investigation may result in a disciplinary action up to and including termination of employment.

Employees feeling the need for assistance with substance abuse issues are encouraged to contact the Employee Assistance Provider.

## Weapons

Possession of any weapon is strictly forbidden. A weapon is any object that may be used to assault or intimidate, such as a knife. Any knife required within a technical shop will be issued by the school. Any infraction of this restriction calls for an immediate suspension. Staff member will be notified and may be referred to the police for violating State Law and Marlborough City Ordinance. Disciplinary action up to and including termination may result.

## Automobiles

In a school as large as Assabet, serving many students and employees who bring an automobile on campus, some reasonable system of designating parking areas is necessary.

The parking area at the rear of the building near the service entrance has been designated for cafeteria and custodial personnel. Since they arrive at various times this assures them of a parking space.

- All staff are required to park in the front of the school unless they have specific permission from the Principal.
- Staff should register their vehicles with the Front Office.
- Parking spaces outside certain shops are reserved for AV busses and automobiles using that shop on a temporary basis only.
- NO parking is allowed on driveways or fire lanes.
- NO parking is allowed in front of any overhead doors.
- Staff is not allowed to park in visitor parking.
- Roadway parking from the loading dock to the white building shall be reserved for AV buss parking only
- Epicurean parking area is reserved for restaurant patrons only

## Lead Teachers, Advisors & Other Positions

- Lead teacher, advisor and other similar positions will be posted.
- Interested candidates will submit letters of application in addition to resume.
- All applicants will be reviewed by the director responsible for the position.
- Applicants will be recommended by the respective director to the Principal.
- After interviewing the candidate and reviewing his/her resume, the Principal will appoint.

## Procedure for Communication & Resolving Differences

A successful school organization is dependent upon close communication and cooperation between personnel. When issues develop which create conflicts with a team effort in providing services to students every attempt should be made to resolve the matter equitably between the parties immediately affected. Matters of concern should be immediately brought to the attention of their immediate supervisor.



## Employee Assistance Provider

An Employee Assistance Program is available to all school department employees and their families as a service to help individuals if they are facing problems in their lives. The EAP is designed to help the employees handle the problem before it affects their job performance. The program offers assistance with a wide variety of health related problems ranging from physical to emotional. Referral to the program can be made directly by the employee or family member or may be directed by the employee's supervisor if job performance is being affected. For more information about the EAP, contact the Business Office or call the Educators' EAP at 800-252-4555.

# Educator Information

## Grading System (revised 9.12.17)

### Progress Reports

At approximately the midpoint of each trimester, a progress report will be issued to the student and parents, indicating that the achievement of the student is above average, average or poor in each of the major subjects. Teachers are expected to complete midterm grades in the student information system rank book each trimester with the approximate grade at the time of midterms.

Grading - Exploratory Shops - See Student Handbook.

### Course Grades

Course grades will be issued at the end of each trimester and a final grade will be issued at the conclusion of a course.

<b>Letter Grade</b>	<b>Percent Average</b>	<b>Quality Points</b>	<b>Honors Quality Pts</b>	<b>A.P. Course/ Pre-engineering Quality Points</b>	<b>Evaluation</b>
A	95 - 100	4.0	4.5	5.0	Superior Work
A-	90 - 94	3.7	4.2	4.7	
B+	87 - 89	3.3	3.8	4.3	
B	83 - 86	3.0	3.5	4.0	Above Average
B-	80 - 82	2.7	3.2	3.7	
C+	77 - 79	2.3	2.8	3.3	
C	73 - 76	2.0	2.5	3.0	Average
C-	70 - 72	1.7	2.2	2.7	
D+	67 - 69	1.3	1.8	2.3	
D	65 - 66	1.0	1.5	2.0	Poor
F	64 - 0				Failed
I					Incomplete

### Suggestions for Grade Descriptions

#### "A" LETTER GRADE – SUPERIOR WORK

- Work is exemplary and has been completed in a timely and independent manner.
- Shows a high level of understanding or performance.
- Produces notably superior work and receives consistently high marks on class tests.
- Does all assigned work.
- Shows capabilities in critical thinking related to the subject.
- Demonstrates creativity and originality.

#### "B" LETTER GRADE – ABOVE AVERAGE WORK

- Work is above average and has been completed in a timely manner.
- Shows an above-average level of understanding or performance.
- Masters fundamentals thoroughly and receives consistently above-average marks on class tests.
- Does all assigned work.
- Does some independent work, showing initiative and originality.

#### "C" LETTER GRADE – AVERAGE WORK

- The work is satisfactory and may or may not have been completed in a timely and/or independent manner.
- Shows satisfactory grasp of fundamentals and receives consistently average marks on class tests.
- Does assigned work, and usually makes up work missed.
- Shows average ability in critical thinking, and some originality.

#### "D" LETTER GRADE – BELOW AVERAGE WORK

- Shows below average growth in understanding of the subject.
- Receives consistently below-average marks on tests.
- Does less than the average amount of assigned work, and seldom makes up work missed.
- Participates inadequately or ineffectively in learning activities.
- Shows below average ability or initiative in critical thinking and creativity.

#### "F" LETTER GRADE – FAILURE

- Shows little understanding or interest in the subject.
- Receives consistently failing marks on tests.
- Seldom does assigned work or make-up work.
- Demonstrates little ability or initiative in critical thinking and creativity.
- Does not participate in learning activities.

#### "I" LETTER GRADE - INCOMPLETE GRADE

- Unable to complete course requirements due to justifiable cause.
- Student has 10 school days from the time grades are received to complete work.
- Student must contact the teacher to arrange for make-up or missed work.
- After two (2) weeks, work completed by the student will be used to determine the final grade.

Please see the Attendance section of the Student Handbook for specific class attendance requirements in grades.

Teachers should not assign a grade below 50 to a student's term average (terms 1 and 2 only for full year courses) without prior approval of the Department Director. All Grade Listings must be submitted directly via the electronic student database.

## Incomplete Grades

Students who, with good cause, have been unable to complete the necessary work for a grade will receive an “incomplete”. If such work is not made up satisfactorily within ten (10) school days of the receipt of the distribution of the electronic report card which will be accessible during the final period of the day, the missing work is given a grade of zero (0) and a final grade for the term is computed on that basis. It will not always result in an F. It might bring a B down to a D for instance.

## Final Exams

Final Exams will be administered to grade 9 and 11 students in English, Mathematics, Science, and Social Studies as scheduled through the Academic Office. Students who have an average of 90 or better for a course may be exempt from a maximum of two of the four core content final exams. Teachers should record the year’s average in the column for the final exam.

## Make-Up Work

Homework and tests missed because of absences must be made up within two weeks of the student’s return to school. It is the student’s responsibility to contact his teachers about work missed during an absence. Arrangements for extension of this time may be granted in cases of prolonged illness.

## After School Help and Make-Up Session

After school help and make-up sessions for students are scheduled on Tuesday and Thursday of each week from 2:30-3:30 PM. Students who are not meeting class standards should be required to attend extra help sessions. Teachers are required to document extra help sessions held as well as what students attended and any mandatory extra help slip “no shows”. Google Doc extra help logs are sent to each teacher at the start of each year.

- Academic teachers are expected to set two days aside in order to assist students requesting after school help or make-up. Other arrangements can be made to meet the needs of the student outside of the required two days.
- Technical teachers are expected to set one or more of these days aside in order to assist students requesting after school help or make-up unless other arrangements have been made. Help sessions are a means for students to make up technical requirements. Students who lack shop hours should be reminded of this opportunity in writing.

Your immediate supervisor will request specific day(s) of each teacher to be regularly set aside for the purpose of publishing a schedule of these help sessions for the year.

## Homework Policy

The administration and teaching staff of Assabet believe that homework is an integral part of a student’s high school education. Homework not only teaches the student self-reliance, but also develops study skills and the ability to organize and follow directions. Further, because it is

impossible to impart all the knowledge required by the curriculum during school hours, work done at home reinforces what the student has learned in school.

Homework at Assabet will be acknowledged and recorded by the teacher and will be counted as a part of each student's trimester grade. Each teacher will determine the frequency and the amount of homework assigned in each subject matter area. Each student will be expected to complete homework assignments within required limits. In no circumstance will homework be assigned to a student as punishment for a school infraction. Homework should be posted online.

### Rank Book

Rank books are provided for all teachers in order to keep accurate up-to-date evaluations of the work of each student. Rank books are the property of the district and are for the private use of each teacher. These books should be in the teacher's possession or locked up at all times. Teachers are expected to use the district's grading and attendance systems.

Although rank books may remain in the teacher's possession over the summer, a form indicating all quarter and final grades, both numerical and alphabetical, must be submitted to the respective Department Director during the teacher's summer check-out appointment.

A student information system is provided for all teachers in order to keep accurate up-to-date evaluations of the work and progress of each student. Teachers are expected to use the student information system electronic web-based gradebook that is accessible to students and parents. Grades will be updated at the discretion of the teacher not to exceed 10 school days per A/B cycle.

Rank books will be provided upon the request of teacher for the purpose of supplementing the student information system grading procedures. If a teacher chooses to utilize a rank book for this purpose, rank books are the property of the district and are for the private use of each teacher. These books should be in the teacher's possession or locked up at all times.

### Competency Profiles/Records

It is the responsibility of CTE teachers to maintain current and accurate records of student progress through the curriculum. Individual student competency profiles should be updated at least one time per trimester to ensure that these records are current and accurate.

### Parents' Nights

Teachers are required to attend three (3) evening meetings or functions each year. Attendance at other evening meetings shall be at the discretion of the individual teachers.

Parent/teacher conference nights will be held twice a year. All teachers are required to attend.

A third evening meeting to which parents are invited and which teachers are required to attend is the Assabet Open House promotion.

## Faculty Meetings

Faculty meetings are held on Monday and all teachers are expected to keep Monday clear on the calendar. Notification of time and place will be given a week in advance if possible. The entire staff meets up to 20 times a year. Lead teachers meet monthly with their Director. Department meetings will normally be scheduled a week after Lead Teacher meetings. Attendance at all meetings is a contractual obligation.

## Conferences - Parent/Teacher

Conferences, if requested by the parent or teacher, are encouraged as a means of achieving a better understanding of the student. Information from both the home and the school will often furnish facts necessary to help the student in the development of his/her full potential. Teachers should notify their respective Department Director if problems arise from any parent/teacher conference.

## Parental Conferences

Parents have the right to confer with teachers, counselors and directors at any reasonable time. The school is open from 7:30 AM to 3:30PM for purposes of transacting the business of the regular day program. It is a teacher's professional obligation to attend meetings when given prior notice.

Staff members may ask that other helping professionals, such as another teacher, nurse, counselor or director, be present. Parents may ask that a friend, relative, medical person or advocate be present. In cases where language is other than English, the school shall provide a person fluent in the appropriate language. If anyone other than the parent(s) and the professional are to be present, both parties are to be informed in advance. The appropriate director should be consulted if any request is made which cannot be satisfied by the principal parties at a meeting.

Conferences on student progress are most efficiently arranged through the Academic/Technical Offices. Teachers should be prepared to provide:

- an explanation of the individual student's grades and test marks
- copies and samples of the materials, books, worksheets, note-book, and sample of the individual student's work along with explanation on how the student is progressing
- an explanation of the homework and/or safety policy
- an overview of what the student is expected to learn during the year
- general explanation of class or shop routine
- a description of any particular problem the student appears to be experiencing.

Teachers should not make specific inquiries into personal home life unless the parent deems it proper. A productive conference results if both parties clearly state, understand, and carry out what they intend to do to help the student's progress.

## Parent Visitors to the Classroom

Because of the unique industrial nature of this school, visitors to the classrooms and shops of this school shall be with the permission of the Principal or, if he is not present, the Assistant Principal, or appropriate Department Director.

Parent(s) of students under eighteen (18) years of age, and with the permission of the student when the student is 18 years of age or older, have the right to visit the school under the following specific conditions:

- that an appointment be made in advance through the Principal and Department Director. or, if he/she is not present, through the Assistant Principal or the appropriate Department Director
- that a specific time and location of the visit be mutually determined, and a copy of the itinerary signed by the Director will be provided to the parent and another copy shall remain available in the student's file.
- that the parent be specifically limited to the area granted permission to visit
- that all rules and regulations of the school, the particular class or shop be adhered to
- that, in the case of a shop or class being visited by a parent, prior notice be given to the teacher and written permission by the teacher be granted to allow the parent's presence. Should the teacher not grant permission for the parent to attend the class, normal appeal channels are available.
- that parent visitors to the class must not in any way be disruptive to the class, its students or the teacher
- that visitors to the class must enter at the beginning of the classroom period and exit from the class only when the class is dismissed
- that parent visitors are not to engage students or teachers in conversation or activities which would draw their attention from their responsibilities within the school
- that no teacher is to be engaged in conversation or activities with a parent during the time the teacher has a responsibility to the students assigned to a teacher
- and any other reasonable rule or regulation deemed necessary by the Superintendent-Director or his/her designee.

Parents of Special Education students and their designees requesting access to a child's program, for the purpose of evaluation, under MGLc.71B, 2.3 should contact the Principal's Office.

To insure that parents can participate fully and effectively with school personnel in the consideration and development of appropriate educational programs for their child, a school committee shall, upon request by a parent, provide timely access to parents and parent-designated independent evaluators and educational consultants for observations of a child's current program and of any program proposed for the child, including both academic and non-academic components of any such program.

Parents and their designees shall be afforded access of sufficient duration and extent to enable them to evaluate a child's performance in a current program and the ability of a proposed program to enable such child to make effective progress. School committees shall impose no conditions or restrictions on such observations except those necessary to ensure the safety of children in a program or integrity of the program while under observation or to protect children in the program from discourse by an

observer of confidential and personally identifiable information in the event such information is obtained in the course of an observation by a parent or a designee.

A teacher, counselor or administrator meeting with an advocate may also have present another administrator.



## **Student Services**

### **Guidance Services**

The Guidance Department works in cooperation with the whole school staff to promote and support student progress through the coordination and delivery of pupil personnel services. These include: student, parent, and community orientation; high school admission and program placement; technical and academic information; student counseling and referral to other agencies; health services; college admission and financial aid advising; parent consultation; staff consultation; special needs services; grade reporting; and transcript maintenance.

### **Student Use of Guidance Services**

Guidance services are delivered one-on-one, to small groups, to the classroom and technical programs and to entire grade/class meetings. The nature of the information determines the size of the groups addressed by the counselor.

Individual meetings with a guidance counselor are to be arranged through the use of the website by completing the online appointment request. Students will receive e-mail notification when an appointment has been made with a counselor. Students with e-mail confirmation of appointment to see their counselor must first report to class and have teacher approval. Questions regarding appointment times or confirmation can be directed to the guidance office.

Counselors consult with academic and technical lead teachers when they wish to present information to students by class.

### **Student Folders**

Student folders are kept in the Guidance Office. Each student's cumulative folder contains application information, MCAS reports, accident reports, letters and communications from the school, and general information. The 504 accommodation folders of students who have these plans are also available.

Special Needs folders are located in the Special Education Office. All of these folders are available for teacher perusal as needed to provide the best education for students. Teachers reviewing student folders must log an entry on each occasion.

### **Medical Attention - All Students**

Students who are too ill to remain in class should be sent to the school nurse. Teachers should call the nurses office to inform them that they will be sending a student with a pass. The school nurse will determine whether or not the student will remain in school.

Under no circumstances will any teacher administer anything more than emergency assistance to an injured or ill student. Administering any medication is absolutely forbidden without training and following the medication administration procedures.

## Extra-Curricular Transportation of Students

All students attending Assabet participating in school activities requiring transportation will be transported in commercial vehicles. Requisitioning transportation must be done through the Business Office and is subject to approval of the Principal. Teachers are not to transport students in private vehicles without administration approval.

## Transportation for School Related Trips

Any request for field trips must be channeled through the appropriate Director's Office. Once approved by the Director the transportation form will be sent to the Business Office.

Students should be informed by the responsible advisor/teacher to notify their teachers in advance of their absence by filling out the appropriate permission form. Teachers are responsible for the supervision of students during field trips. All school rules apply at all school activities. A list of all students attending the field trip must be sent to the school nurse to ensure medical needs are met.

The bus company provides a contracted service to the school. The bus driver is to recognize that the teacher is in charge of the field trip. The teacher must make the decisions necessary to ensure the comfort and safety of the students (such as departure of buses, stopping for breaks by the students or lunches). Failure of the bus driver or the bus contractor to provide the service as directed by the teacher/coach should be reported immediately, by the teacher/coach, to both the Business Office and the Director's Office.

## Staff Driving School Vehicles

Staff members who possess appropriate and valid licenses may, with administrative permission, drive students in school owned or leased vehicles to approved events or work sites, according to Massachusetts General Laws Chapter 90.

- **School Buses** (14 passenger): Driver must possess a valid driver's license.
- **Vehicles** must be inspected by the driver prior to use. Maintenance needs must be communicated to the Business Office immediately. NO vehicle is to be used when unsafe or operated in an unsafe manner.
- **Seat Belts:** Vehicles used for the transportation of students with seating capacity of 8 or fewer passengers must use safety restraints for all passengers (without regard to age) including the driver. Restraints shall not be removed from a school passenger vehicle.
- **Training** and information is coordinated through the Business Office in conjunction with Professional Development Days.
- **Cell Phone** – There should be no cell phone use while driving school vehicles.
- **Final Check** – A final check of the bus should be made by the Advisor/Teacher to ensure there bus is vacant and left in good, clean condition.

## Off-Campus Work Projects

Whenever students leave the building with a teacher, these procedures must be followed.

- The staff member must obtain approval from the Department Director to leave the building with students.
- The list of students participating in the off-campus work or externship must be reviewed by the school nurse for students who may have specific health conditions. The teacher must ensure that any necessary emergency medical equipment, such as epi-pens or student medications, are obtained from the nurse and taken to the worksite.
- The technical staff members must ensure that the teacher remaining in shop and/or the Technical Office is aware of what students are present at the outside worksite.
- Staff members should have a cell phone or access to a worksite phone to ensure they can be contacted in an emergency.

## Field Trip Procedures

Whenever students leave the building with a teacher, it is considered a field trip. The class, club or activity scheduling the field trip should consider the trip content and assure that the trip will benefit and enhance the students' involvement in that particular area. The following are procedures that **MUST** be followed to maintain safe and organized field trips:

- Staff member requesting the field trip must complete a request form at least ten school days prior to the date of the field trip and forward to the appropriate Director for approval.
- Staff members in charge of the field trip must forward a request for transportation approval to the Director of Business Operations.
- Once all approvals have been received, each staff member planning to chaperone the field trip should complete a Professional Day request on-line and request a substitute teacher in Frontline, if appropriate.
- Signed permission forms must be in the teachers' possession for each student prior to departure. **THIS IS MANDATORY AND THERE WILL BE NO EXCEPTIONS.**
- List of attending students must be submitted to the nurse three days prior to the field trip to determine if there are students among the attending who may have specific health conditions. The teacher must ensure that any necessary emergency medical equipment, such as epi-pens, is obtained from the nurse at the time of departure. The nurse will sign off once completed.
- On the day of your field trip, a complete list of attending students must be given to the Principal's secretary and to the attendance clerk prior to bus departure, including the estimated time of departure and return.
- Students attending the field trip should be notified in advance of the appropriate attire. Students that do not dress appropriately will not be permitted to attend.
- In the event students will be late returning to school, the front office must be notified immediately of the delay. Students will be allowed to take a late bus home, if available. If late buses are not available, students and parents must make arrangements for transportation home.
- Students should be aware all handbook rules and policies apply through the duration of the field trip.
- Any questions involving student participation should be addressed with a Director.

# **Student Travel & Trips**

## **Overview and Scope**

This policy establishes rules for student trips that include late night travel (between the hours of midnight and 6:00 a.m.) or an overnight stay away from the student's home. Daytime educational trips are not covered by this policy.

## **School Committee Approval Process**

Out-of-state and overnight student trips must have prior approval of the School Committee. Out-of-state or overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. All trips require the appropriate releases signed by parents/guardians.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school. The School Committee will only review for approval school-sanctioned trips. No privately organized or run trip will be sanctioned/approved.

## **Transportation**

The use of private automobiles is prohibited; commercial buses/motor coaches must be used. A pre-trip check of companies, drivers and vehicles will be carried out. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>.

## **Scheduling**

Overnight accommodations should be made in advance with student safety and security in mind. Wherever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements.

## **Fundraising**

All fundraising activities must be approved by the Assistant Principal's Office. Fundraising should be completed as a group activity. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities and jobs.

# **Student/Staff Behavior**

## **Teacher Authority**

Teachers are to have an effective student management plan for their classroom with rules, expectations, and positive reinforcement.

## **Discipline**

All teachers are expected to handle normal discipline problems within the classroom. Only when all of the teacher's methods of control and discipline have failed or when a major incident occurs, which demands no further disruption of the class, the student should be sent to the Assistant Principal's Office. A call should be made to the Assistant Principal's Office to notify them a student has been sent to their office.

In major incidents of a serious nature (fighting, vandalism, i.e. actions that may result in suspension) the teacher should contact the Assistant Principal's Office and/or any other Director.

## **Plagiarism**

Teachers should follow the protocol below for student academic dishonesty immediately upon discovering the alleged infraction:

- As soon as possible speak with the student about your concern(s).
- Call or email the parents upon determining the validity of the infraction.
- Put the issue through the student information system to the Assistant Principal's Office with specific details.
- Send the actual paper, essay, test, quiz in question (electronically if you are able) to the applicable Director.

## **Effective Classroom Procedures**

1. Post classroom rules in a clearly visible area.
2. Arrange seating patterns so that you can see and be near all students. Be able to move easily about the room.
3. Be pro-active rather than re-active.
4. Use de-escalation techniques to diffuse the situation.
5. Do not embarrass a student. Speak with the student in a quiet and respectful manner.
6. When a teacher's response to a situation is both immediate and calm, a positive ripple effect occurs.
7. When misbehavior occurs, the first step, when possible, should be to make contact with the student quietly.
8. Remind the student of whatever class rules and procedures he or she is violating.
9. Take disruptive students aside after class.
10. Assign an after school teacher detention (24 hours notice).
11. Contact the student's parents by phone or email.

## Discipline Referral

The procedure is as follows:

- Send the student in question to the Assistant Principal's Office. Call the office immediately to report that the student is in transit.
- Be sure to follow up with a written discipline report in the student management system.
- Once the case has been referred to the office, the disposition of the case becomes the responsibility of the administration. Following a discussion with the teacher, the case will be acted upon and the teacher informed of its disposition.

**It is your responsibility to read and be familiar with the Student Handbook. Be sure to read the Code of Discipline.**

## Rights and Responsibilities in Intervening In School Based Violence

Teachers are responsible to report all incidents of suspected weapons, drug possession or a student being under the influence of a controlled substance to a director immediately. The suspect student should be kept within visual contact of the teacher until a director arrives. Teachers do not have authority to search a student.

## Corporal Punishment

Under no circumstances should a teacher ever strike a student or physically eject him/her from a classroom or shop.

## **Teacher Responsibilities**

### Teaching and Supervising Duties

Each teacher is responsible for assigned specific teaching periods and duties. It is imperative that teachers arrive at and remain in classrooms and/or assigned supervisory areas on-time and remain for the entire assigned period/duty. A teacher who is absent from or late in reaching his station or inefficient in discharging assigned responsibilities creates a legal liability for which he/she may be held responsible if negligence can be shown.

### Hall Supervision

All teachers are responsible for supervising and maintaining order in corridors before school, between classes, and at the close of school at the end of the school day.

## Hall Passes

A corridor pass must be issued to any student leaving a classroom or shop and the student must present the pass to the teacher when returning to class. In addition, students must sign out using the online District Google Form when leaving and upon returning to the classroom or shop. The Chromebook Google Form sign out and passes will be maintained by teachers. It is the responsibility of the teacher to know the whereabouts of students during the time that they are assigned to his/her supervision.

## Lockers

Students may use their lockers between classes as long as they are not tardy reporting to their next class.

Only locks issued through the Assistant Principal's Office are allowed on school lockers. A deposit of \$3.00 is required from the students. Shop instructors shall issue locks for lockers in the shop. Accurate records of locker assignments lock numbers, and combinations must be maintained by the shop teachers.

First period teachers shall periodically supervise locker clean outs.

## Classroom Security

Articles of value and/or money should not be left in any classroom or shop area. **Teachers should lock all shops and classrooms when not in use.** Students are not to be given class or shop keys. We ask not to leave keys in the lockset for long periods of time to prevent damage or lost keys

In the interest of energy conservation, lights should be turned off when areas are not in use. Doors and windows should be kept closed for proper balancing of the heating/air conditioning system.

## Lesson Plans

Teachers are required to have lesson plans that follow the curriculum guide and are aligned to Massachusetts academic and technical frameworks. Plans should include objectives, essential understanding, teaching strategies and authentic assessment. There is a suggested lesson plan template for all staff located at [www.assabettech.com](http://www.assabettech.com) in the teacher resources area.

## Arrival - Students

Students arriving at school are to gather in the large cafeteria or in the area between "A" and "C" Buildings. At 7:40 AM the morning bell rings and all students must be in their first period by 7:43 AM.

## Arrival - Teachers

All teachers are to be at their assigned morning duty at 7:25 AM and/or their respective first period or regular duty assignments at 7:40 AM.

## Assemblies

Each teacher will be required to sit with and supervise his/her class during assembly periods. Teachers will be responsible for the conduct of all students during assemblies. Students should not find it necessary to take books to assemblies and should pass to and from the auditorium in a quiet, orderly manner and sit in their assigned areas.

## Staff Absence

Staff who will be absent from school because of illness, personal, professional or funeral days must notify the school through the District's Online Absence Reporting system via phone, mobile app or online through the website between the hours of **3:30 PM (day before the absence) and 6:00 AM (day of the absence)**.

Should unusual circumstances necessitate reporting your absence other than the times listed, you should call in directly to the appropriate Department Director and the Front Office. **Upon approval of professional or personal leave, please report the date(s) to the reporting system immediately.**

Staff will also need to contact their Director Supervisor in order to organize plans via email, phone call, or text message as soon as they know they will be out.

## Substitute Folder

Teachers should maintain a substitute folder and/or Google Classroom for substitutes to view daily lessons. Plans should be clear and explicit to allow a substitute to make consistent progress with the class. All teachers are expected to have lesson plans and appropriate materials available for use by a substitute teacher through their respective lead teacher. Again, staff need to contact their Lead Teacher in order to organize plans via email, phone call, or text message as soon as they know they will be out. Lead teachers should provide an alternate person to attend to this responsibility in the event of their absence.

## Personal Leave

Requests for personal days should be submitted to the respective Superintendent-Director **at least 2 days, (48 hours) prior to the date requested** via the on-line portal.

## Collection of Money

Teachers who are responsible for the collection of money for an authorized school function during a school day must deposit that money with the Business Office at the close of each day. Evening or weekend funds are to be deposited immediately upon return to school. Deposit bags and keys are available in the Business Office. No petty cash funds are to be maintained anywhere but in the Business Office.



## Report of Stolen or Missing Money and/or Equipment

Should any amount of money, material, or equipment that is under the supervision of a staff member be missing or stolen, a report must be filed immediately with the Department Director. Such a report should include a complete accounting of the matter and the circumstances surrounding the loss.

## Accident Reports

Faculty members are to complete an accident report for each student who is injured while under their supervision/observation. Accident forms are available in the Nurse's Office or, in the case of athletic injuries, in the Athletic Director's office. Accident reports should be filed, with the nurse, immediately and in no case later than the completion of the next full school day.

Any staff members who suffer work-related personal injury must also complete an accident report with Human Resources within the above time limits. The Nurse's Office is available for immediate referral on any injury suffered by staff members.

## Student Safety Reminders:

- Report defective equipment at once.
- Require safety clearance before a student operates equipment.
- Require proper clothing and safety glasses.
- Complete accident reports
- Supervise students at all times.

## Right to Know

The determination to use any hazardous material must be made with full understanding by directors, staff, and students as to its necessary use, storage, labeling, precautions, dangers, treatment, and disposal in accordance with school policy maintained in the manual. Instruction in these matters is required before any teacher allows students to come in contact with these materials.

## Key Responsibility Areas of Faculty

- Punctuality – Be on time all the time and expect the same from students.
- Attendance – Take accurate attendance. Check the daily attendance for tardies and dismissals. Send discipline reports to the Assistant Principal's Office.
- Teach Assigned Curriculum – Follow the objectives of the current the curriculum guide for the specific all courses found in the online district Rubicon Atlas curriculum program. Continue to revise and make current all curriculum, working cooperatively with other members of your

department. Have a working knowledge of the curriculum frameworks and how the strands apply to your lessons.

- Carry Out Supervisory Duties When Assigned.
- Be consistent in enforcing school policies.
- Classroom Decorum – Make clear which behaviors are acceptable and which ones are not. Inappropriate language, harassment and lack of conformity by a student that disrupts the learning process or creates anxiety for other students are not to be tolerated. If you have discipline problems, do not hesitate to utilize parent/guardian as a resource.
- Develop Standards and Policies for Your Classroom and Students – *Make clear all standards and expectations.*
- Protect the Confidentiality of Your Students – *Students' grades, personal problems or special circumstances are between you and the student. Keep rank books in your personal possession or in a secure place at all times.*
- Read and Process All IEP's and 504 Plans – *Know the provisions of each individual plan and make necessary accommodations. Respond to all requests from the guidance and SPED departments including teacher reports for TEAM meetings two days prior to the scheduled meeting. Attend TEAM meetings when requested.*
- Know Where Your Students Are at All Times – *Do not leave shop/classroom unsupervised at any time.*
- Reporting – *The following should be reported with consistency and regularity. These are the critical procedural things that make our jobs easy when they are done by all.*

#### DAILY

- *Students absent from class – check all lists, absence, tardy, dismissed before sending slips.*
- *Students present in class but on absence list*
- *Student smoking on school grounds*
- *Student leaving school grounds during school hours*
- *Cheating, vandalism and fighting*
- *Students you suspect may be under the influence of alcohol or drugs. Report to an administrator.*

### Communication with Parents

- A call or email to a parent is an expression of concern and compassion for the student. Communicate with parents in the same manner you expect teachers of your own children to communicate with you. Please call or email a parent/guardian immediately when student performance or conduct is subpar or unacceptable.
- Consider calling or emailing home with good news as well including recent improvement in grades and behavior.

### Mandated Reporting: Abuse/Neglect of a Child under Age Eighteen

Under Massachusetts General Laws, Chapter 119, Section 51A, any teacher, nurse, counselor or who administrator, in his/her professional capacity shall have reasonable cause to believe that a child under eighteen years of age is suffering serious physical or emotional injury resulting from abuse, including sexual abuse, or from neglect, including malnutrition, shall immediately report such condition to the

Department of Social Services. *Assabet has a ten-step protocol for reporting abuse/neglect.*

***Following are the first steps in that protocol:***

1. Any adult in the school may receive information or observe indications that suggest that a student may be suffering from abuse or neglect. As a mandated reporter, that adult is required to take immediate steps to promote the welfare of the student.
2. A counselor should be notified, in person, immediately. Do not leave a message on an answering machine. First contact is the guidance counselor, but if the counselor is not available, make sure that the administrator or another counselor is notified.
3. The counselor will follow the remaining eight steps of the protocol.

Any person required by law to make such oral and/or written reports who fails to do so is subject to a criminal fine of up to \$1000.00. A mandated reporter who makes a report of suspected child abuse or neglect in good faith is immune from liability in any criminal or civil action filed in connection with the report.

### Over Age Eighteen

In the case of a person over eighteen years of age who is mentally disabled or who is otherwise mentally or physically disabled and, as a result of such disability, is wholly or partially dependent on others to meet his/her daily needs, suspected abuse or neglect of the disabled person must be reported to the Disabled Person Protection Commission. The requirements of this reporting are similar to those for persons under eighteen, except for the agency to which the report must be made. (Ref. M.G.L.c.19C)

### Student in Danger of Suicide

Assabet will err on the side of caution when it comes to the danger of a student taking his/ her own life. Counselors are trained in a nine-step protocol for addressing suicidal statements, written words, gestures or reported attempts. ***Following are the first steps in the protocol:***

1. Any adult in the school may receive information about a student's suicidal ideation, statement, gesture or reported attempt.
2. A counselor should be notified, in person, immediately. Do not leave a message on an answering machine or send an email. The first contact is the grade level guidance counselor. If the grade level counselor is not available, make sure that the administrator or another counselor is notified in person. If the staff member receives this information after school hours the staff member should contact the family or local police.
3. The counselor will follow the remaining seven steps of the protocol.

# Attendance

## Seating Plans

A separate seating plan should be made out for each class. It is important that these charts be written legibly and that they be up-to-date. The student information system online rank book also has a system for recording seating plans and may be used.

## Daily Office Notice and Class Attendance

The emailed bulletin contains a list of students absent for school related trips, student groups being dismissed early, and notices for teachers. Daily attendance updates are available in the student information system.

Begin each class by taking accurate attendance. If you believe a student is cutting class, it should be recorded on the discipline form in the student management system by the end of the school day.

## Attendance - Students

School attendance will be taken immediately during the first period of each day. Each first period teacher will report absentees in the manner requested. For every period attendance taken after first period, teachers will make every reasonable attempt to report student attendance electronically during the first 10 minutes of the class period in order to maximize student accountability in case of emergency. Please check attendance carefully each day. The importance of accurate attendance cannot be over-emphasized.

On returning to school following absences, students must present absence notes to the Attendance Clerk stating the reason for the absence, the date(s) of the absence, with the signature of the parent or guardian should be forwarded to the attendance clerk.

Students who report to the first period of the day after 7:43AM, should be marked absent in the Student Information system.

Absence from school is the individual responsibility of the student and his/her parent or guardian as defined by the provisions of the General Laws of the Commonwealth, Chapter 76, Section 1-4. State law considers absences in excess of seven (7) days in a six-month period to be excessive.

Parents or guardians are required to call the Attendance Clerk by 9:00 a.m. on the morning of any absence

A student who enrolls in a course is expected to be present each time class is in session. Should a student be absent from a portion of a class that will be considered an incomplete class. Absences are defined in the following manner:

Documented Absence—an absence from class due to the following:

- |   |  |
|---|--|
| 1. Illness covered by a doctor's note   | 2. Death in the family   |
| 3. A religious holiday – observance of a religious holiday  | 4. A legal appointment   |
| 5. Approved field trips   | 6. Class meetings approved by the administration                           |
| 7. College visitations which have received prior approval from guidance and are supported by verification on the appropriate form | 8. Other school-related and administration approved meetings or functions. |

**No documentation will be accepted after the close of each trimester. Extenuating circumstances may be appealed to the principal.**

Religious Observances:

- a. Any absence due to the observance of a religious holiday will be considered a documented absence. All Assabet teachers will be sensitive to the diversity of the students in the District who observe religious holy days when school is in session.
- b. Teachers will provide alternate learning activities or the opportunity to make up work when students are absent in order to observe a religious holy day.
- c. No major tests will be scheduled on religious holy days when students may be absent. However, regular classroom instruction and activities will continue as planned.

Undocumented Absence: all absences not mentioned above, including suspension from school. Extended absences while school is in session are discouraged. However, if parents feel taking their child out of school is necessary for exceptional reasons, they may petition the Superintendent-Director in writing through the Principal.

Students not present in their first period for the bell at the start of the first period are considered tardy to school. All students not admitted to first period, due to tardiness, must report to the office of the Attendance Clerk for admittance to school.

Every instance of tardiness after the third per term could result in a student being assigned to Administrative Detention, and or loss of school privileges including driving.

Failure to report to Administrative Detention for excessive tardiness will result in assignment to Saturday School or Suspension from school.

**Students are expected to make up the work, time, and grades lost by reason of absence or tardiness, whether documented or undocumented.**

### **Documentation Procedure for Students**

1. Bring documentation to the Attendance Clerk.

### Dismissal from Classes

Classes are to be dismissed on the bell schedule only. No classes or shops are to be dismissed until the bell sounds. However, the bell signifies the end of the class; it does not dismiss the class. Teachers will dismiss classes, not the bell.

### Permission to Leave School Grounds

Permission to leave school grounds may be given a student only by the appropriate Department Director, the Assistant Principal, the School Nurse, or the Principal.

## Staff Permission to Leave School Grounds

Staff members who must leave the building during the school day must make arrangements with the appropriate Director and/or Principal. The normal school day concludes at 2:25 PM.

## **Supplies and School Plant**

### Supplies and Materials

Expendable supply requisitions should be submitted to your Lead Teacher and forwarded to the appropriate director. Your supplies and materials will be delivered to your classroom or shop. Please do not send students for supplies during the school day.

Technical shop and laboratory materials must be ordered in the prescribed manner by the Lead Teacher through the appropriate director. Be sure to provide adequate time for approval and delivery in your ordering.

### Purchasing

All purchasing of books, supplies, etc. must be made initially through the respective director with final approval from the Business Officer and/or Superintendent-Director.

### Textbooks

Students are responsible for all books issued to them. Teachers are expected to keep a record of each book issued to a student noting the name of the student, title of the book, and the number and condition of the book each term. Please use the form provided for this purpose. No student may receive a second book without permission from the appropriate director.

### Lost Materials

Teachers are responsible to see that students maintain possession of and take good care of materials and equipment issued to them. Students are to be assessed by the teacher for the replacement cost for the equipment and/or texts lost or damaged. Students who have not met their financial obligations, after repeated requests, are to be reported to the appropriate administrator. The administration shall then take responsibility for the restitution of the material.

### Change of Rooms

The proper director and attendance clerk must be notified if a class will not be held in the assigned room and in an alternative area on school property.

### Housekeeping Expectations

- Doors and windows to classrooms must be kept closed to ensure balance and efficiency in heating and cooling the building.

- Lights and machines must be turned off when leaving a class-room area that will not be occupied.
- All desk chair units must be kept away from classroom walls, and door openings to prevent damage.
- Coffee or other liquids are to be carried in the building ONLY with a suitable cover. If you spill anything see that it is wiped up immediately to prevent staining and accidents.
- Refer students who deliberately deface the school to the administration.
- Finished surfaces are not to be used for scotch tape or other adhesives which damage the finish.
- Encourage the use of bulletin boards.
- Unoccupied rooms are to be locked at all times.
- Encourage students and staff to recycle proper items around the building and shops.