

**Berlin-Boylston  
Regional School District**



**Staff Handbook  
2021-2022**

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## Greetings from the Superintendent of Schools

August 2021

Dear Staff Member,

I welcome you to the Berlin-Boylston Regional School District for the 2021-2022 school year. As part of the School Committee's mission: "To support and challenge all students to achieve personal and academic excellence in a student-centered environment"; we are providing you with a staff handbook to ensure helpful information regarding procedures and policies that assist in delivering efficient and effective operations within our school system.

We are hoping this staff handbook assists in outlining not only the expectations of our School Committee, but that of the Administration as well. We are hoping to include information regarding your rights and those of our students too. This handbook should be used as a reference, but please note that items may change throughout the year as laws and regulations are constantly being reformed. By having this reference available to you in one location, the hope is that it will provide answers to some of your questions rather quickly, allowing your focus to remain on student growth and academic rigor.

In past years, the Berlin-Boylston Regional School District has had separate handbooks for each building, which causes more confusion especially for those who work in multiple settings. The hope is that one reference guide can increase the efficiency of one common location to find information.

Our policy handbook is also updated regularly online. It can be viewed [here](#). Please refer back to this webpage should you have further questions throughout the year.

I would like to thank all of you, in advance, for your commitment, respect and dedication to our school system, one another, students, parents and community. I look forward to the continuous academic progress we will provide for our students this year.

Please contact me at any time should you have any questions or concerns about the information regarding the staff handbook.



Sincerely,

A handwritten signature in blue ink that reads "Jeffrey T. Zanghi". The signature is written in a cursive, flowing style.

Jeffrey T. Zanghi,  
Superintendent of Schools

## School Committee Members:

Lori-Anne Hart, Chair  
Julie Lee, Secretary

Meagan Grill, Vice Chair  
Adam Wilbur  
Michael Totman

## Berlin-Boylston Public School District Offices

215 Main Street, 2<sup>nd</sup> Floor, Boylston, MA 01505

<a href="#">Jeffrey T. Zanghi</a>	Superintendent of Schools	508-869-2837 x1107
<a href="#">Kristi Turgeon</a>	Executive Assistant to Supt.	508-869-2837 x1107
<a href="#">Carol Costello</a>	Assistant Superintendent	508-869-2837 x1111
<a href="#">Brenda Bachant</a>	Assistant to the Assistant Supt.	508-869-2837
<a href="#">Jannel Fitzpatrick</a>	Director of Pupil Personnel Services	508-869-2837 x1105
<a href="#">Michelle Mancini</a>	Assistant to PPS	508-869-2837 x1106
<a href="#">Robert Conry</a>	Director of Finance & Operations	508-869-2837 x1103
<a href="#">Cheryl Sharon</a>	Asst. to Finance Director	508-869-2837 x1102
<a href="#">Wendy Hebert</a>	Payroll/Benefits Coordinator	508-869-2837 x1100
<a href="#">Paul Mara</a>	Technology Coordinator	508-869-2837 x1109
<a href="#">Steve Pusateri</a>	Facilities Director	508-869-2837 x1104
<a href="#">Sherry Burke</a>	MS/HS SPED Coordinator	508-869-2333 x2320
<a href="#">Sherry Trainque</a>	Elementary SPED Coordinator	508-869-2200
<a href="#">Bonnie Morin</a>	Data Specialist	508-869-2200

## Executive Board of the Berlin-Boylston Educators Association

Tara Koziak(President)	Patricia Romer	Tannis Wood
BethAnne DiFonso	Melissa Tucker	Natalie Adams
		Danielle Gardner

## School Directories

### **Tahanto Regional Middle High School**

**(508) 869-2333**

**1001 Main Street, Boylston, MA 01505**

- [Diane Tucceri](#), Principal
- [Sally Stukuls](#), Assistant Principal
- [Beth Esposito](#), Principal's Secretary
- [Kathleen Angiulo](#), Building Secretary
- [Amanda MacDonald](#), Guidance Secretary
- [Lauren Staples](#), Food Service Director
- [Courtney Lamb](#), School Nurse
- [Sherry Burke](#), MS/HS Special Education Coordinator

### **Boylston Elementary School**

**(508) 869-2200**

**200 Sewall Street, Boylston, MA 01505**

- [Alfred "Ace" Thompson](#), Principal
- [Michele Hatem](#), Building Secretary
- [Lisa Leighton](#), School Nurse
- [Sherry Trainque](#), Elementary Special Education Coordinator

### **Berlin Memorial School**

**(978) 838-2417**

**34 South Street, Berlin, MA 01503**

- [John Campbell](#), Principal
- [Judy Rapa](#), Building Secretary
- [Ana Amaral](#), School Nurse
- [Sherry Trainque](#), Elementary Special Education Coordinator

## School Office and Central Administrative Office Hours

Central Office Administrative Office:	8:00 a.m. – 4:00 p.m.
Tahanto Regional Middle/High School:	7:15 a.m. – 4:00 p.m.
Boylston Elementary School:	7:15 a.m. – 3:30 p.m.
Berlin Memorial School:	8:00 a.m. – 4:15 p.m.

## School Hours

Tahanto Regional:	7:35 a.m. – 2:15 p.m.	<u>Early Release Days</u>	7:35 a.m. – 10:56a.m.
Boylston Elementary School:	8:25 a.m. – 3:00 p.m.		8:25 a.m. – 11:45 a.m.
Berlin Memorial School:	8:25 a.m. – 3:00 p.m.		8:25 a.m. – 11:45 a.m.

## School Calendar

The school year calendar, approved by the BBRSD School Committee, is available online [here](#). It is also on the back page of this guide. The events calendar for each school is constantly being updated on the District's Website and on every school's Website.

## Half Day – Professional Development

September 15:	PD – ½ day for students
January 12:	PD – ½ day for students

## Full Day Professional Development –

*Report to work for a full day, no scheduled classes for students*

August 26:	Opening Day- Teacher Orientation/Prep Day
August 27:	Professional Development Day
October 8:	Professional Development Day
November 5:	Professional Development Day
March 16:	Professional Development Day

## Meet the Teacher Night and Parent/Teacher Conferences

<b>Tahanto Regional Middle/High School</b>	
October 7, 2021	Parent Conferences
<b>Boylston Elementary School</b>	
November 4, 2021	Parent Conferences
<b>Berlin Memorial School</b>	
November 4, 2021	Parent Conferences



## Holiday and Vacation Days

September 6	Labor Day
October 11	Columbus Day
November 11	Veteran's Day
November 22	Early Release Thanksgiving
November 23-24	Thanksgiving
December 23	Early Release Winter Break
December 24-30	Winter Break
January 17	Martin Luther King Day
February 21-25	February Break
April 18-22	Spring Break
May 30	Memorial Day
June 20	Juneteenth

## "No School" Announcements

The Superintendent may close, delay, or dismiss the schools early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel.

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

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

All extra-curricular activities including athletic programs, will be evaluated by the superintendent, building principals, in consultation with the Athletic Director, to determine if the athletic programs will proceed.

## Delay of School

All staff are expected to be in their school buildings according to the delay, i.e. 2-hour delay. Cafeteria workers are to be in work at their normal hours, with the exception of the breakfast cafeteria worker who may report to work one hour later. Child Care A.M. workers are expected to be at school no later than 7:00 a.m.

## Two (2) Hour Delay Start Times

Tahanto Regional Middle/High School	9:35 a.m.
Boylston Elementary School	10:25 a.m.
Berlin Memorial School	10:25 a.m.

## Employee Attendance

It is important for Berlin-Boylston Regional School District employees to attend work regularly and to arrive at work on time. Failure to do so detrimentally affects the services provided to students and employee morale. It is expected that each member of the Berlin-Boylston Regional School District commits to arranging non-school appointments, activities, vacations, etc. on days and times that they are not scheduled in the support of students and families. Absenteeism or tardiness which is excessive or unauthorized in the judgment of the District is grounds for corrective action, up to and including termination.

Employees unable to report to work or unable to report to work on time must follow the District's absence notification procedures set forth in this Handbook. Any no call/no show is considered grounds for immediate corrective action, except in the case of an emergency. The District will determine, in its sole discretion, what circumstances constitute an emergency. Any absence of three consecutive working days, without proper notice provided to the district, will be considered abandonment of employment and, therefore, a voluntary resignation.

## Absence Notification and Substitute Request Procedures

### Teachers: ReadySub

If a staff member needs to be out for any reason, teachers and paraprofessionals are asked to post their absence on **ReadySub** as soon as they are aware of their need for absence and in the event that the absence will take place the same day, that the post is made by 6:00 am for staff working at Tahanto and by 7:00 am for both BMS and BES. The post should include the date of absence, the times the absence will cover, what type of day they are taking (sick, personal, school business, bereavement, etc.) and whether or not a sub is required and therefore requested. Sub plans can also be uploaded to the ReadySub Post. All new staff will be provided with ReadySub log in information and a tutorial on how to use the website.

Teachers and paraprofessionals should also remember to enter personal, bereavement, and religious holidays in iVisions as well.

## Support Staff

Support staff, including administrative assistants, custodial, and cafeteria staff should report their absence to their immediate supervisor as early as possible. Please enter your attendance in iVisions as soon as possible.

## Scheduled Leave Days

These include:

- Sick Days (employee and family medical appointments)
- Personal Days (medical, legal, bereavement, religious, or family reasons)
- Professional Development (Out-of-District)
- Jury Duty
- Bereavement
- Field Trip
- In-School Business (these are for in-house meetings, internal student activities, and/or trainings that no PD's are given)
- Prior to taking a scheduled leave day and after gaining permission as necessary, a teacher or paraprofessional must notify the building.

## Personal Days

Employees must complete a Request for Leave in iVisions. Personal Day requests must be at least 24 hours (Units A & C) and at least 48 hours in advance of the day that is requested.

## Professional Development Days

Employees must complete a workshop request form and forward it to your building Principal for authorization. Individual Professional Development Day requests must be approved by the Principal (Assistant Superintendent for Teaching and Learning and Pupil Personnel Director if applicable) **prior** to seeking final approval from the Superintendent. In the event that a staff member does not receive written confirmation by the Superintendent that the Professional Development Day has been approved, he/she should check by emailing the Superintendent's Administrative Assistant at [kturgeon@bbrsd.org](mailto:kturgeon@bbrsd.org) to inquire of the request status.

## Jury Duty Days

Employees must complete a Request for Leave in iVisions and provide a copy of your jury summons, and forward it to Wendy Hebert, Payroll and Benefits Coordinator in order to be paid for the day.

Under M.G.L.c. 234A, Section 48, each regularly employed trial or grand juror shall be paid regular wages by his employer for the first three (3) days, or part thereof, of juror service. Regular employment shall include part-time, full-time, temporary, and casual employment. The Uxbridge school district will be adhering to this jury statute. If you have any questions pertaining to this matter, contact [Wendy Hebert](#).

### Bereavement Days

Employees must complete a Request for Leave in iVisions. Due to the fact that this may be a difficult time for you and your family, under certain circumstances, this form may be completed upon return of the bereavement.

### Field Trip Days

Employees must inform Ms. Sally Stukuls, Assistant Principal of the need for a substitute no later than two (2) weeks in advance of your field trip.

### Family and Medical Leave Act of 1993 (FMLA)

The FMLA requires the school district to provide up to twelve weeks of unpaid leave during a twelve-month period to eligible employees for certain family and medical reasons. Employees are eligible if they have been employed by the school department for at least twelve months, and have worked at least 1,250 hours during the twelve months immediately preceding the commencement of leave. A full-time teacher who has worked for a full school year ordinarily is deemed to meet the 1,250-hour test. The benefit leave for FMLA leaves is the twelve-month period commencing on the date that an employee leaves work on such leave. Any employee requesting a leave under the FMLA must use the Federal Health Care Certification Form. Click [here](#) for FMLA Leave Request For the Employee or [here](#) for the leave request is for a family member. For more information, contact [Wendy Hebert](#) in the Payroll Department.

In addition to having your physician complete this health form, you must forward to the Superintendent's office, a letter of intent for a medical leave of absence, i.e. maternity, stating the date that your leave would begin and the date your leave would end.

In case of an emergency extended medical leave, please contact the Payroll Department in the Central Office to request your Health Care Certification Form.

### Payroll and Human Resources

Payroll checks are processed on Fridays. See the schedule below for biweekly pay dates.

September 10, 2021	January 14, 2022	May 20, 2022
September 24, 2021	January 28, 2022	June 3, 2022
October 8, 2021	February 11, 2022	June 17, 2022
October 22, 2021	February 25, 2022	July 1, 2022
November 5, 2021	March 11, 2022	July 15, 2022
November 19, 2021	March 25, 2022	July 29, 2022
December 3, 2021	April 8, 2022	August 12, 2022
December 17, 2021	April 22, 2022	August 26, 2022
December 31, 2021	May 6, 2022	

## PAYROLL DISTRIBUTION

BBRSD requires employees to use direct deposit. Our checks are distributed through Harpers Payroll.

If you need assistance, please contact [Wendy Hebert](#) at the Central Office. 508-869-2837 ext. 1100.

## Timesheets

Timesheets can be obtained in the main office of each school. Not all employees require time sheets. You will be notified by the Payroll Office if your position requires a timesheet.

- Employee completes the timesheet on the day of work.
- Employee signs the timesheet and submits at the end of each week on Friday to their Administrator/Supervisor or designee.
  - Employee signature attests to accurate reporting of hours worked
- Administrator/Supervisor signs and sends the timesheet to the Payroll Department at the Central Office for processing.
- Timesheets, complete and signed, must arrive in the Central Office by 4:00 p.m., Fridays, unless notified in advance of a change in payroll processing times.
- Timesheets can be faxed or emailed.
- The Administrator/Supervisor signature attests to knowledge and confirmation of hours worked.
- The Payroll Department will confirm absences, hours, rates, and contractual obligations before processing.
- Timesheets that are not received when due will not be processed until the next scheduled payroll.

## [Change of Address - Telephone Number- Name- Dependent Status](#)

It is important that your correct address, telephone number, and name appear on **all** payroll and personnel records. Any changes that occur in the course of the school year should be brought to the attention of the District. Contact [Bonnie Morin](#) via email to changes your contact information.

In addition, any name changes, due to marital status, need to be made at the Department of Elementary and Secondary Education. This will keep your Massachusetts licensure current and up-to-date and will help eliminate reporting requirement issues.

If you are enrolled in any insurance plan and have a name change due to marital or dependent status you will be required to send documentation of such change of status to [Wendy Hebert](#), Payroll and Benefits Coordinator.

## [Mandated Online Training](#)

As an employee, you are required to complete mandated state and federal training. You will be emailed access to several trainings throughout the year, along with their due dates. If you have any questions contact the superintendent's office [kturgeon@bbrsd.org](mailto:kturgeon@bbrsd.org).

## [Online Forms for Employees](#)

Please go to the [this](#) Page on our website for helpful forms.

## [Employee Benefits](#)

### [Health Insurance](#)

BBRSD offers health insurance plans through [MIIA-Blue Cross Blue Shield](#). Plans are available to all regular employees appointed to work over 20 hours per week. Employees have 30 days from the date of their appointment to enroll. Open enrollment takes place in April and May. You will be notified via email before this open enrollment period begins. Cost can be found [here](#).

### [Flexible Spending Plan](#)

BBRSD participates in a [Flexible Spending Plan](#) for Co-Pays and deductibles.

### [Dental Plan](#)

Available to all employees who work over 20 hours/week. [Blue Cross Dental](#) is a voluntary insurance program. Cost can be found [here](#).

### **Vision Plan**

Available to all employees who work over 20 hours/week. The [Blue Cross Vision Plan](#) is a voluntary insurance program. Cost can be found [here](#).

### **Group Life**

Basic Term Life Insurance Policy provides a death benefit in the amount of \$20,000 with 100% of the premium paid by BBRSD.

### **Short-term and Long-term Disability**

Basic short-term and long-term disability is available for employees. Contact [Wendy Hebert](#) for more details.

### **403B**

A 403B Plan is available through PenServe. Click [here](#) for more information.

For more information or questions regarding any of the benefits offered by BBRSD please contact [Wendy Hebert](#), Payroll and Benefits Coordinator, 508-869-2837 ext. 1100.

## **Security Badges**

**New Badge:** New employees will receive a security badge. Please see the School Secretary in your building for details.

**Replacement Badge:** If your badge is not working, contact the School Secretary in your building for repair or a replacement badge.

Photo identification badges serve many purposes, but the most important purpose is to protect the personal safety of BBRSD students and staff. Badges identify the people who should be on the premises. Along with the BBRSD security standards, identification badges discourage unwanted visitors from entering the facilities, increase overall awareness, and help build a sense of community.

- a. **BBRSD Employees:** Each staff member will be issued a photo identification (ID) badge, which the staff member is required to wear at all times while at work. These badges are critical to knowing who works for BBRSD.
- b. **Visitors and Volunteers:** Each Visitor and Volunteer will be issued a sticker badge upon signing in. Each visitor and volunteer will be required to sign in and out and to wear an appropriate badge while visiting or volunteering. School secretaries are responsible for ensuring that badges are issued to each visitor or volunteer when he/she arrives and are collected before the person leaves the building.

- c. **Student Teachers:** Each student teacher will be issued a visitor badge, which the student teacher must wear at all times during the performance of official duties.

### Equal Opportunity Employer

BBRSD is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, color, creed, religion, gender identity, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law.

### Sexual Harassment

It is the policy of the BBRSD to maintain a workplace that is free of sexual harassment. Sexual harassment by administrators, teachers, other employees, vendors, and contractors will not be tolerated.

All actions taken to investigate and resolve complaints made under this policy shall be conducted with as much confidentiality as possible without compromising the thoroughness of the investigations. No one investigating such complaints will discuss the complaints or investigations with anyone who is not directly involved in the investigations.

Please see the BBRSD Policy ACAB- Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure [here](#).

### Prohibition Against Employment Discrimination

As an employee of BBRSD, you should be aware that the school district is an equal opportunity employer and prohibits all forms of unlawful discrimination, harassment and retaliation in the workplace. If you believe that: you have been the victim of unlawful employment discrimination based on race, color, creed, religion, national origin, ancestry, sex, gender identity, pregnancy, sexual orientation, age or physical or mental disability; or you have been subject to harassment based on one or more of the factors listed above; or you have been subject to retaliation or reprisals for having complained of or opposed unlawful discrimination, harassment or retaliation in the workplace, you may have rights under the school district's employment policies, including its sexual harassment policy, or under local, state or federal law.

If you wish, you may contact directly the following agencies that have responsibilities for enforcing the nondiscrimination laws:

- [Massachusetts Commission Against Discrimination](#), One Ashburton Place, Boston, 617-727-3990
- [United States Equal Employment Opportunity Commission](#), John F. Kennedy Building, Government Center, Room 475, 617-565-3200.



## BBRSD Contacts for Federal and State Legislation Addressing Discrimination in Educational Institutions

### **Title I: Title I A of the Elementary and Secondary Education Act of 1965**

Coordinator: [Jeffrey Zanghi](#), Superintendent of Schools

Prohibits discrimination, exclusion from participation and denial of benefits on the basis of disability in the areas of employment.

### **Title II: Title II-A of the Every Student Succeeds Act 2015**

Coordinator: [Carol Costello](#), Assistant Superintendent for Teaching and Learning

- Preparing, training, and recruiting high quality teacher grants

### **Title IV: Title IV-A of the Every Student Succeeds Act 2015**

Coordinator: [Carol Costello](#), Assistant Superintendent for Teaching and Learning

- Student support and academic enrichment grants

### **Title VI: Title VI of the Civil Rights Act of 1964**

Coordinator: [Jeffrey Zanghi](#), Superintendent of Schools

- Prohibits discrimination, exclusion from participation and denial of benefits based on race, color and/or national origin.

### **Title VII: Title VII of the Civil Rights Act of 1964**

Coordinator: [Jeffrey Zanghi](#), Superintendent of Schools

- Prohibits discrimination, exclusion from participation and denial of benefits based on race, color and/or national origin.

### **Section 504: Section 504 of the Rehabilitation Act of 1973**

District Coordinator: [Jannel Fitzpatrick](#), Director of Pupil Personnel

Building-Based Coordinators: John Campbell (BMS), Ace Thompson (BES), Sally Stukuls (Tahanto)

- Prohibits discrimination, exclusion from participation and denial of benefits based on disability.

### **Title IX: Title IX of the 1972 Education Act**

Coordinator: [Jannel Fitzpatrick](#), Director of Pupil Personnel

- Prohibits gender discrimination in educational institutions receiving federal assistance. "No person in the U.S. shall on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

### [McKinney-Vento Homeless Education Act](#)

Coordinator: [Jannel Fitzpatrick](#), Director of Pupil Personnel

- The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

### [MGL Ch. 76, Section 5: Massachusetts General Laws, Chapter 76, Section 5](#)

Coordinator: [Jeffrey Zanghi](#), Superintendent of Schools

- 
- Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and/or sexual orientation. This state law encompasses all aspects of the federal laws listed above and adds sexual orientation.

### [Individuals with Disabilities Education Act \(IDEA: Amended 2004\)](#)

Coordinator: [Jannel Fitzpatrick](#), Director of Pupil Personnel

- Federal special education law mandating that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living.

### [Chapter 766 Special Education Regulations: Revised September 1, 2000](#)

Coordinator: [Karen Molnar](#), Director of Pupil Personnel

- State special education regulations; Revision ensures that the state regulations reflect the Federal Law, IDEA-2004.

### [Title I of the Improving America's School Act of 1994; Reauthorization of the Elementary and Secondary Education Act of 1965 \(replaced Chapter I\)](#)

Coordinator: [Carol Costello](#), Assistant Superintendent for Teaching and Learning

- Federal aid program that provides money for education resources to schools that have a high percentage of students from low-income families.

## [CORI Applications and Process](#)

All staff members, substitutes, student teachers, and coaches employed by the BBRSD must have a current CORI application on file at the Central Office. Massachusetts General Law, Chapter 71, Section 38R requires, "Such school committee, superintendent or principal shall periodically, but not less than 3 years, obtain all available criminal offender record information from the criminal history systems board on all such employees and volunteers during their term of employment or

volunteer service.” Therefore, periodically you will be notified that you need to resubmit a [CORI](#) application form stating that you must complete this application and return it to the Central Office along with a copy of your driver’s license or other government-issued identification. This information is kept in a secure confidential area in the Central Office.

If at any time you require a copy of your CORI report, you must come to the Central Office and make your request in person. No CORI report will be mailed, put into the interoffice mail, given to someone else, or faxed. Only the recipient will be allowed to be given his/her CORI report.

**A CORI authorization is required for parents/guardians prior to their volunteering, chaperoning or being in the classroom or at the event.** Please make sure these volunteers use the appropriate CORI form (Only building secretaries and administrators have the authority to collect the completed CORI form from the volunteer/ chaperone and to make a copy of their photographic ID).

### [Background Checks/Fingerprinting](#)

[Massachusetts General Law Ch. 71 Section 38R](#), An Act Relative to Background Checks requires all newly hired employees to submit to state and national fingerprint-based criminal background checks.

BBRSD requires the following categories to conduct discretionary fingerprint-based background checks:

1. All Employees
2. All Field Trip Volunteers/Chaperones (overnight)
3. Subcontractors: Construction/Maintenance
4. Student Teachers/Observers/(Pre) Practicum Students

### [Professional Standards and Educational Staff](#)

For educational staff, employment or continued employment is contingent upon furnishing and maintaining all valid and appropriate registrations, licenses, and certifications qualifying them for their positions, as required by the Department of Elementary and Secondary Education, applicable law, or the Collaborative.

### [Mentoring](#)

Please contact one of the Mentor Co-Coordinators [Beverly Fletcher](#) and [Gail Kelleher](#) if you have any questions about mentoring. Please click [here](#) to see DESE FAQ’s regarding mentoring in MA.

## Certification, Recertification and Professional Development

State law and the policies of BBRSD require all staff to be properly certified by the Department of Elementary and Secondary Education (DESE) for the positions in which they serve. Additionally, all staff must be recertified every five years in all areas of certification that they desire to maintain. It is the **full responsibility of the staff** to make sure that their certifications are kept current and up-to-date. Please send updated licensure information to [Kristi Turgeon](#), Executive Assistant to the Superintendent.

DESE certification is required to be on file in the Central Office for all new employees. Upon recertification, employees must submit an “unofficial” up-to-date DESE copy. All certifications must be forwarded to [Kristi Turgeon](#) and will be maintained in your personnel file.

As of July 1, 2016, school districts must ensure that ELL students are assigned to core academic teachers who have obtained the SEI Endorsement, or are required to obtain the Endorsement within a year of the assignment. In order to have the greatest flexibility to create equitable classes, the district goal is to have 100% of core academic teachers certified. Core teachers in need of SEI certification can contact [Jannel Fitzpatrick](#) for guidance on receiving SEI endorsement.

BBRSD offers a wide variety of in-service education opportunities to facilitate professional growth, while providing Professional Development Points toward recertification during each five-year cycle. For more information on Professional Development, please contact [Carol Costello](#).

Staff members are reminded, however, that designing and implementing a Professional Development Plan toward certification and recertification is the responsibility of each staff member. These plans must be signed by the principal in your building and you are responsible for keeping them in your personal files. Information and assistance toward accomplishing certification and recertification may be obtained by contacting the Department of Elementary and Secondary Education at 781-338-3300.

## Performance Evaluation

- Educational Staff: Educational staff are subject to evaluation in accordance with the Massachusetts Model System for Educator Evaluation pursuant to 603 CMR 35.00 and collective bargaining agreements.
- Administrative and other Staff: Administrative and other staff are subject to an evaluation of their performance, at least annually. Evaluations should be viewed as constructive, as they are designed to review progress on performance expectations, identify areas of strength and support needed for making improvements, and restate or update job-related expectations going forward. Completed written performance

evaluations must be signed by the relevant employee and principal or supervisor who conducted the evaluation. Performance evaluations will be maintained as a part of employee personnel records in the HR/Superintendent's Office.

## Safe and Healthy Workplace

### Emergency Preparedness

BBRSD has developed a comprehensive Emergency Response Plan that all staff members need to review. Every school will use their [Emergency Response Plan \(BMS\)](#), [Emergency Response Plan \(BES\)](#), [Emergency Response Plan \(Tahanto\)](#) based on the nationally recognized Incident Command System (ICS) that is continuously monitored by our District Emergency Response Team.

Each Building Emergency Response Team is well versed in all areas of the plan. Each staff member is required to have the Emergency Response Quick Guide in their classroom and available for substitutes. Each guide outlines the 4 major response actions on which all response actions are based.

Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some clear measures are helpful in any emergency. When a school's emergency response actions are well rehearsed and automatic, the opportunity for a school leader to assess the situation and make appropriate immediate decisions is greater.

Incidents should be reported to the Superintendent's Office at the first opportunity.

## Bullying, Cyberbullying and Retaliation in Schools

A safe learning environment is one in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of intimidation and abuse. A goal of BBRSD is to enhance and sustain a safe and healthy learning environment. One way we are doing this is by reducing the reported incidence of bullying, cyberbullying, and retaliation in every school through prevention, effective and compassionate intervention, and community-wide social promotion.

Bullying, cyberbullying, and retaliation are prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs (whether on or off school grounds), at bus stops, on school buses or other vehicles owned or operated by the Schools or their contractors, or through the use of technology or electronic devices owned, leased or used by the District.

Please see the Bullying Prevention Policy (JICFB) for BBRSD [here](#).

## Staff Accident/Injury Report

Any teacher or staff member who is injured in any way on school property or while on a school sanctioned trip should file an accident report. All work-related injuries must be reported as soon as possible, preferably the same day the injury occurred, or within twenty-four (24) hours of the occurrence. These forms are located in the nurse's office in each school building. The school nurse will review and sign the form. The completed accident form will be sent to the Central Office. In addition, a copy of the report will remain with the school nurse and the injured employee will be given a copy for their records.

If a staff member has a question relating to this incident and insurance coverage, please contact [Wendy Hebert](#), Payroll and Benefits Coordinator.

## Idling on School Grounds

Under [MGL c.90, § 16B](#) unnecessary idling by school buses and other vehicles in school zones is prohibited, thereby reducing exposure by school children, employees and residents to harmful gasoline and diesel exhaust fumes.

Signage is posted expressly prohibiting the idling of all vehicles for more than five minutes in school zones.

## Smoking Policy

Use of any tobacco products within the school buildings, school facilities, on school grounds, or on school buses by any individual, including school personnel and students, is prohibited at all times. A staff member determined to be in violation of this policy shall be subject to disciplinary action. Please see [Policy GBED-Staff Use of Tobacco](#).

## Drug Free Workplace

In accordance with the Drug-Free Workplace Act of 1988 and the School Committee Policy Drug-Free Workplace, BBRSD is required to inform you in writing that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in all BBRSD buildings and workplaces and therefore prohibited. Violation of this law and policy will result in disciplinary action up to and including termination of employment. [Please see Policy GBEC-Drug Free Workplace](#).

Furthermore, abiding by this law and policy is a condition of employment and employees are required to notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Drug counseling, rehabilitation, and employee assistance programs are available. If you are struggling with drug use, you may contact [Wendy Hebert](#) or the [BBRSD Employee Assistance Program](#).

## Security Violations

We are all responsible for everyone's safety. If you have any doubt about something you see or if you are a witness to any security violation, i.e. outside doors are left propped open, please report them immediately to your building principal.

## School Business/Financial Office

If you have any questions pertaining to financial matters, you should first contact your building principal for assistance.

## Purchase Order Requests

- ***Prior to ordering goods or services*** staff members need to discuss the purchase with the building principal. If the building principal approves, a PO will be generated by the school secretary.
- *Any goods or services ordered without a PO can be denied payment by the Business Office*
- The Director of Finance will approve the PO.
- Once a purchase order is approved, building secretaries may orders goods or services and sends vendor the PO.
- Items should not be ordered prior to the PO being approved by the Director of Finance.

## Employee Reimbursement

- **Pre-approval required.**
- Employee completes Employee Reimbursement Form located on the [Frequently Requested Forms](#) section of our website.
- Copy of Credit Card Statement is required for all credit card purchases
- Tax is not reimbursable.
- PO Created by A/P after Superintendent's approval.
- Employees cannot be reimbursed for the purchase of gift cards.

## Mileage

- Employee completes the Mileage Reimbursement Form located on the [Frequently Requested Forms](#) section of our website
- Google maps of trips must be attached to the form. BBRSD only reimburses for lesser mileage from your primary assignment building or home to the destination. For example, you live in Framingham but work at Tahanto. You drive to Boston for a

workshop. Per Google, Framingham is 22.6 miles to Boston. Tahanto is 46.9 miles to Boston. You would be reimbursed 22.6 miles, regardless of your starting point.

- Mileage form must be signed by the Principal prior to submission to the Business Office.

## Gift Card Policy

- Employees will NOT be reimbursed for the purchase of a gift card for any reason.

## Grant Opportunities

[Carol Costello](#), Assistant Superintendent for Teaching and Learning

508-869-2837 ext. 1111

Grants are often sought and used to supplement our operating budget to provide for the needs of our students and families. It is important that we have a centralized system of grant application approval and fiscal management: to comply with state and federal laws; ensure continuity with our district and school goals; alignment with learning standards; and compatibility with existing technological and curriculum programs. Below is an outline of the grants process.

### Overall Process

- Pre-approval to apply for a grant is required – No one is to apply for a grant on their own.
- Teachers work through building principals who will work through Central Office.
- Central Office keeps spreadsheet of all grants in the district.

### Information required for grant application approval

- Dollar amount
- Number of students impacted
- Grade/Department
- Data to be collected
- Timeline
- Recurring costs
- Professional Development Needs
- Instructional time estimated to implement
- Technology support
- Technology training
- Technology infrastructure match
- Recurring technology costs
- Relationship to
  - SIP
  - DIP
  - Technology Plan



- Standard

## Course Approval and Tuition Reimbursement Form

In order to receive course approval and/or tuition reimbursement you must complete a [Course Approval and Tuition Reimbursement Form](#), **prior to the start of your course**. If you do not complete this form and receive prior approval from your Principal and the Superintendent, then you will not be reimbursed for this course, nor will the credits count towards lane changes. Follow the procedures below (these procedures are also located on the back of the form):

1. Complete Section I “Prior Approval” – All sections must be completed.
2. Attach a course description.
3. When the form is completed, forward this form and attachment to your Principal/Department Head. At that time your Principal/Department Head will then forward this form and the attachment to the Central Office for further authorization.
4. Upon approval of the Superintendent, he will then create a purchase order (tuition reimbursement only) and will forward a copy this form back to you.
5. Upon completion of course, send proof of payment (for reimbursement) and grade report (the grade report must have your name and the school name, along with the course and grade) typewritten on it. [Kristi Turgeon](#) record the post graduate credits in your personnel file and will submit this paperwork to the Business Office for reimbursement (if applicable).
6. Courses completed June 30 or before will be paid out of the current fiscal year. Courses completed July 1 or later are reimbursed out of the next fiscal year. Please see your [BBEA Contract](#) for the terms and conditions for course reimbursement.

## Pupil Personnel Services

[Jannel Fitzpatrick](#), Director

508-869-2837 ext. 1105

The Pupil Services Department provides guidance and support for students and staff in the following areas:

- Multi-Tiered System of Supports
- 504 Accommodation Plans
- Special Education
- Homeless youth and students in Foster Care
- Translation and Interpretation for our non-native English speaking families

Title	Name	Phone	Email
Director of Pupil Services	Jannel Fitzpatrick	508-869-2837 ext. 1105	<a href="mailto:jfitzpatrick@bbrsd.org">jfitzpatrick@bbrsd.org</a>
Admin. Asst. to Dir. of Pupil Services	Michelle Mancini	508-869-2837 ext. 1106	<a href="mailto:mmancini@bbrsd.org">mmancini@bbrsd.org</a>

### **Multi-Tiered System of Supports**

A result of the Massachusetts Education Reform Act of 2000 reinforces the belief that the general education curriculum is for each and every student. Therefore, special education “should not be a separate program, but rather should be one aspect of a continuum of supportive services and programs that are provided to ensure that the general education environment is a responsive one.” Massachusetts Department of Education, March 2001.

To that end, BBRSD has developed a system of support to meet the needs of all learners at each grade level. Multi-Tiered System of Supports (MTSS) is a process that enables teachers to meet collaboratively to share their expertise with one another in an effort to assist students who are experiencing academic difficulties accessing the curriculum or with social and emotional issues. The MTSS and/or SST Team uses the federally required model of Response to Intervention, which is a three-tiered model with increasing levels of intervention and the layering of instructional support as part of the general education program. Philosophically and practically, it aims to assess a student’s problem, provide remediation, interventions and to measure the gains or continuing challenges the student may be having. This is not a part of the special education process. Although some students may eventually be referred for special education services, this is not seen in the regulations as a “pre-referral” mechanism.

The success of these processes depends upon professional collaboration among team members and knowledge of the student’s educational history and current difficulties. In addition, team members directly involved with the student must have knowledge of how to select and correctly implement evidence-based interventions that are likely to address the student’s identified needs. Finally, team members must gather formative assessment data documenting the use of the intervention and student progress, and must use this data to inform future interventions. Currently, BBRSD has established Multi-Tiered Systems of Support processes in each building that meet the developmental and age appropriate needs of the student population.

### **504 Accommodation Plans**

#### **STUDENTS:**

Any student who needs or is believed to need special accommodations, related services or programs under Section 504 of the Rehabilitation Act of 1973 may be referred to the 504 Team for evaluation. This is a general education responsibility; therefore, this is a separate referral and consideration process and is not directly linked to special education. Each building has a 504 Coordinator who will assist in this process.

#### **STAFF Accommodations under Americans with Disabilities Act of 1990:**

Under the Americans with Disabilities Act of 1990 (“ADA”) individuals with disabilities may be provided with “reasonable accommodations” within the workplace. Any staff who needs accommodations related to a documented disability should begin an interactive dialogue through their building principal to discuss possible reasonable accommodations.

#### **504 Coordinator Contacts for students:**

<b>Title</b>	<b>Name</b>	<b>Building</b>	<b>Phone</b>	<b>Email</b>
Assistant Principal	Sally Stukuls	Tahanto	(508) 869-2333	sstukuls@bbrsd.org
Principal	Ace Thompson	BES	(508) 869-2200	athompson@bbrsd.org
Principal	John Campbell	BMS	(978) 838-2417	jcampbell@bbrsd.org

### ***Special Education***

BBRSD is committed to providing students with disabilities access to the curriculum and general education programs. With in-district resources and necessary consultative services, we are able to provide the instruction necessary to help students with disabilities close the gap between their skill abilities and their grade level expectations.

Special education support and services should not be viewed as a separate model, but instead as a part of the continuum of supports, services, and interventions created to ensure that the general education environment is responsive to the diverse learning needs of all students. Working together, general education staff and special education staff can ensure equal opportunity, full participation and increased outcomes for all learners, including students with disabilities.

Further, in order to best meet the individual needs of students within the least restrictive setting, BBRSD has developed programs for students ages 3-22. These programs service students with similar disabilities using an integrated approach. As part of the Team process, the evaluation materials are reviewed, goals are developed and a service delivery grid is completed reflecting an individual student's needs. BBRSD is committed to providing students with a free and appropriate education in their local schools. If necessary, out of district placements will be explored subject to the decision of the IEP Team.

### ***Social/Emotional Challenges***

BBRSD is committed to awareness, education, and prevention of school violence and self-harm. Despite our best efforts of prevention, we will at times be faced with the need for intervention. As a school community, it is critical that we are aware of the warning signs, indicators of risk, and process to report concerns.

A social/emotional concern about a student may come to the attention of the school team in many ways: A friend may express concern, a teacher may notice changes, a parent may call. At that time, staff must assume a risk is present and begin the safety screening process.

### **Building Based contact:**

<b>Title</b>	<b>Name</b>	<b>Building</b>	<b>Phone</b>	<b>Email</b>
School Psychologist	Kim Trainor	Tahanto	(508) 869-2333	ktrainor@bbrsd.org
School Adjustment Counselor	Kara Ford	Tahanto	(508) 869-2333	kford@bbrsd.org
School Psychologist	Kelly Wong	BES	(508) 869-2200	kwong@bbrsd.org

School Adjustment Counselor	Gloria Pierce	BES	(508) 869-2200	gpierce@bbrsd.org
School Psychologist	Linda Checola	BMS	(978) 838-2417	lchecola@bbrsd.org
Guidance Counselor	Ilene Rodman	Tahanto	(508) 869-2333	irodman@bbrsd.org
Guidance Counselor	Greg Picariello	Tahanto	(508) 869-2333	gpicariello@bbrsd.org

➤ **Physical Restraint**

BBRSD complies with the Massachusetts Department of Elementary and Secondary Education's (DESE) regulations [603 CMR 46.00](#) to the extent required by law, in order to protect students of the district from the use of unreasonable physical restraint at school and at school-sponsored events and activities, whether or not on school property.

The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the use of physical restraint that is inconsistent with 603 CMR 46.00. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

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

The district has a restraint policy and procedures in place. The district has created an online document that all staff will review annually, at the start of each school year, and sign, documenting that they have read and understood these procedures.

### Physical Restraint Training for Staff

Each building has restraint trained staff. If you are interested in becoming certified in restraint training, you can contact your building principal. [603 CMR 46.03 \(3\)](#)

### Physical Restraint Incident Report

If physical restraint has been administered a report needs to be completed by the staff that was directly involved in the incident.

### Physical Restraint Incident Debriefing Notes

Informing School Administration. The program staff member who administered the restraint shall verbally inform the program administration of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the principal and director of the program or his/her designee, except that the principal or director shall prepare the report if the principal or director has administered the restraint. The principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which shall be made available for review by the Department of Elementary and Secondary Education, upon request. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

### Informing Parents

The principal or director of the program or his/her designee shall verbally inform the student's parents or guardians of the restraint within 24 hours and by **written report postmarked no later than three working days** following the use of restraint or by email. If the school or program customarily provides a parent or guardian of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent or guardian in that language. [603 CMR 46.06 \(2\)](#)

### Reporting When Physical Restraint Resulted in Injury

Report all restraint-related injuries to the Department. When a physical restraint has resulted in an injury to a student or program staff member, the program shall send a copy of the written report required by [603 CMR 46.06\(4\)](#) to the Department postmarked no later than three working days of the administration of the restraint. The program shall also send the Department a copy of the record of physical restraints maintained by the principal pursuant to 603 CMR 46.06(2) for the 30-day period prior to the date of the reported restraint. The Department shall determine if additional action by the program is

warranted and, if so, shall notify the program of any required actions within 30 calendar days of receipt of the required written report(s).

### **Special Education Building Based Contacts:**

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Elementary Coordinator	Sherry Trainque	(508) 869-2200 Or (978) 838-2417	strainque@bbrsd.org
MS/HS Coordinator	Sherry Burke	(508) 869-2333	sburke@bbrsd.org

### **Homeless Youth and Students in Foster Care**

Homeless students have the following rights:

- Children and youth experiencing homelessness have the right to attend school; a permanent address is not needed to enroll in school.
- Children in homeless situations have the right to stay in the school they attended before becoming homeless or where they last enrolled (school of origin) if the parent or guardian so chooses.
  - Schools must provide a written explanation if a placement dispute occurs; parents/guardians may contact the District's Homeless Liaison.
- A homeless child cannot be denied school enrollment just because school records or another enrollment documentation are not immediately available and must be enrolled immediately.
- A homeless child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.
- A homeless child is entitled to free breakfast and lunch, transportation assistance and to receive Title 1 services.
- Unaccompanied youth, homeless youth not living with parent(s) or guardian(s), have these same rights.

A homeless student is one who:

- Does not have a permanent home
- Lives in motels, hotels, trailer parks or camping grounds
- Lives in cars, parks, public places, abandoned buildings, substandard buildings, or similar settings
- Shares housing of other persons due to loss of housing, economic hardship, or a similar reason

- Is considered an unaccompanied youth (youth not in the physical custody of a parent or guardian)
- Is placed in a Starr Program

A foster care student is one who has been placed by DCF in a home separate from his/her parents. Children in foster care remain in the school of origin (where enrolled when placed in a different home), unless it is determined that it is not in his or her best interest. If it is not in the child's best interest to remain in the school of origin, the child must be immediately enrolled in the new school even if they don't have the required documentation.

Homeless students and students in Foster Care have the right:

- to attend school; a permanent address is not needed to enroll in school.
- to stay in the school of origin if it is determined to be in the best interest of the student.
- to be enrolled immediately. A child cannot be denied school enrollment just because school records or another enrollment documentation is not immediately available.
- to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.
- to free breakfast and lunch, transportation assistance and to receive Title 1 services.

**Building Based contact:**

Title	Name	Phone	Email
School Adjustment Counselor-Tahanto	Kara Ford	(508) 869-2333	kford@bbrsd.org
Guidance Counselor-HS	Ilene Rodman	(508) 869-2333	irodman@bbrsd.org
Guidance Counselor-MS/HS	Greg Picariello	(508) 869-2333	gpicariello@bbrsd.org
School Adjustment Counselor	Gloria Pierce	(508) 869-2200	gpierce@bbrsd.org

**Translation and Interpretation for non-native English speaking families**



BBRSD is committed to making our English Language Learner families as comfortable as possible throughout their child's school journey. Whether that be registration, parent conferences, open houses, or a Team meeting, we ensure that all families have appropriate interpreters and documents translated as needed.

For meetings anticipated to last longer than 30 minutes (such as an IEP meeting), email [Michelle Mancini](#), with the language required, the date, and the time of the meeting after the meeting has been confirmed with the family. **Please allow no less than two weeks processing time.** Should there be a change in the meeting date or time, staff should email Mrs. Mancini at least 24 hours prior to the meeting, when possible.

If a document needs to be translated, email [Michelle Mancini](#), with a copy of the document in Word, the language required, and when it is needed. Please allow no less than two weeks processing time, whenever possible. Depending on the document size and the language, it may require additional time. For daily communications with families via email, please use Google Translate.

## Food Service Department

[Lauren Staples](#), Food Service Director

(508) 278-8633

The BBRSD Food Service Department provides high quality, nutritious lunches and breakfasts in all public schools every day of the school year. A wide variety of foods are used in the school menus, and alternate choices are available in most schools each day.

School lunch is free for the 2021-2022 School Year, regardless of ability to pay, courtesy of a nationwide USDA sponsored program.

### **2021-2022 Food Service Prices for Staff**

Adult staff members may purchase meals in all schools. The adult lunch price for 2021-2022 for a complete meal is \$4.50.

### **Individual Cafeteria Account for Staff**

- Pre-payment online through the **My School Bucks** program allows you to see your balance, purchases, and will send you low balance alerts. You can register for this program by setting up an account at [www.myschoolbucks.com](http://www.myschoolbucks.com). More information and FAQ about the program can be found [here](#). \*\*You will create an account as if you are a student, and I will edit the status on my end to adult/paid. Please leave the DOB field empty, and all fields are case sensitive. \*\*

- Pre-payments can also be made online through the **Unipay** program which you can find by clicking [here](#). This program does not have user fees, but it does not offer the low balance alert feature found in the My School Bucks program.
- Pre-payment via **check**. You can leave a check payable to Berlin Memorial School in Michelle Baird's mailbox. (Adult lunch is \$4.50/meal.)

**If you are new to our district, or do not have a Lunch ID#, please email me before setting up a My School Bucks or Unipay account so I can create a Lunch ID # for you.**

### **Nutrition/Breakfast**

Children who eat breakfast concentrate on their schoolwork better. Children who have not eaten frequently go to the nurse with complaints of headaches or stomach aches. If you are aware of a student who complains of or appears to be hungry in the mornings, please help the child connect to the breakfast program available in your school.

### **Healthy Snacks**

The School lunch programs offer a variety of healthy snacks. For other occasions, please refer to the Wellness Policy ([ADF](#)) or [contact your](#) Building Principal or School Nurse as to what are the acceptable foods for celebrations, snacks, etc.

## **Facilities Department**

[Steve Pusateri](#), Director of Facilities

### **Requesting Maintenance Support**

To request maintenance, please contact the main office of your school. They will get in touch with the appropriate maintenance crew who will assist you.

**Building Use Application** is located here: [Berlin Memorial School](#)

[Boylston Elementary School](#)

[Tahanto Regional Middle High School](#)

The Building Use Form is to be completed when a group or organization require the use of a specific building and a specific area within that building, i.e. gym, auditorium, library. When you have completed this form, please forward it to the appropriate Building Principal for authorization.

**In addition, if the applicant requires additional services, i.e. custodians, cafeteria workers, etc. or access on weekend, this form must be authorized by both the Building Principal and the Facilities Director at least thirty (30) days prior to the request.** Upon completion, this form will be returned to you with confirmation of authorization.

*ANY CANCELLATIONS AND/OR MODIFICATIONS TO THE APPROVED BUILDING USE FORM MUST BE ADDRESSED WITH THE FACILITIES DIRECTOR or HEAD CUSTODIAN NO LATER THAN 48 HOURS PRIOR TO THE EVENT.*

## Technology and Computers

Paul Mara, Director of Technology  
(508) 869-2837 ext. 1109

### **Just some quick reminders:**

- 1.** Password protected School wireless is only for BBRSD approved equipment, no personal devices are allowed. This is for security purposes and we take every measure to keep our staff / student data safe and secure. Personal devices should only be connected to the Open Wireless connection
- 2.** Ticket System: If you are having issues, submit a ticket - this allows the tracking of issues over time and allows us to evaluate ailing devices. If your device is not working and you cannot submit a ticket, ask a co-worker or the building secretary to submit a ticket on your behalf. This is the district policy and all support requests will need a ticket before work can be started.
- 3.** Devices and the assigned locations. Do not move/remove devices from their assigned location. If you need technology to be moved or relocated, please contact the Technology Department as we must maintain an inventory of all District-owned devices. Improper moving of devices could lead to damage of equipment and in general if technology is damaged it will directly impact our students as we often do not have extras / replacements. You may be held responsible for damage if these procedures are not followed.
- 4.** Donations: All donations must be approved by the technology director before they are brought into the district, we have very strict guidelines on this. We asset tag and inventory all BBRSD equipment. If non-approved equipment is found in your room/office it may be removed and disciplinary action may be taken.

**Acceptable Use Policy - Technology**

Please be sure to read the Technology Acceptable Use Policy (IJNDB) [here](#).

**Computers and Mobile Devices**

All computers and mobile devices that are supplied to you at the start of your job need to be properly cared for. It is your responsibility to ensure this equipment is not damaged and is returned in acceptable condition upon leaving the district.

**Data Confidentiality**

Some BBRSD employees, as part of their jobs, have access to confidential information such as personal data about identifiable individuals. BBRSD employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure personally identifiable information remains confidential. BBRSD employees are strictly prohibited from acquiring access to and/or disseminating such confidential information unless access to and/or dissemination is authorized and required by their jobs. Resources, such as websites, blogs, wikis, assessments, etc. used or created as part of an employee's responsibilities with BBRSD must be known by and accessible by the appropriate administration (Director, Principal, or other District Administrator) and pre-approved by the Director of Technology for continuity, safety, and liability. Resources provided by the BBRSD are always preferred to external options unless none are available.

**Email and the Public Records Law**

Email messages concerning official school business may be considered public record information that is subject to disclosure under the Massachusetts Public Records law. [G.L. c. 66 section 10; G.L. c. 4, s. 7 (26)] No documents should be disclosed pursuant to any requests by non-school personnel without prior approval from the Superintendent.

**Etiquette**

Use of all communications (electronic or written) reflect upon BBRSD. BBRSD employees should communicate in a professional manner with proper spelling and grammar. Modeling for students is expected of all staff in and outside of the classroom. Be mindful of your use of social media as parents, students, and community members, rightfully or not, may conduct their own search of you. Such searches may result in discovery of personal postings and/or and your comments made about work, fellow faculty/staff, and/or students. Therefore, BBRSD employees are held to a higher standard of conduct that reflects on your reputation and that of BBRSD.

Supervisors may, in their discretion, require that work-related e-mail messages be approved as to form and content prior to dissemination.

**Devices Issued to Faculty and Staff**

An employee who has been issued a device (laptop, Chromebook, etc.) is responsible for it at all times in school and outside of school. There should be no expectation that stolen or damaged devices will be replaced with similar equipment. Negligent or excessive damage to BBRSD equipment may result in repair/replacement charges. Only software with appropriate licenses owned by BBRSD may be installed on the device.

**Unauthorized Charges, Costs or Illegal Uses**

BBRSD assumes no responsibility for any unauthorized charges made by BBRSD employees, including but not limited to credit card purchases, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

**Disclaimer on Liability**

BBRSD assumes no responsibility for any loss or corruption of data resulting from the use of the schools IT resources.

**Violation of the Policy**

Violation of any portion of this policy may result in disciplinary action up to and including termination of employment.

## **Student Health and Safety**

### **School Health and Nursing Services**

The school nurses provide various health services for students. School nursing is a specialized practice of professional nursing that advances the well-being, academic success and lifelong achievement of students. The roles of the school nurse include:

- Liaison between home, school, and community resources
- First aid and illness assessment for students and staff
- Health education
- Development and case management of students needing Individual Health Plans in school
- State mandated health screenings including, hearing, vision, and posture
- Counseling
- Monitoring nutritional growth and development through screenings
- Care of students with special health care needs including those assisted by medical technology
- Resource for staff in student health-related matters (life-threatening allergies, seizures, diabetes etc.)

- Provide in-service training on emergency procedures (epi pen administration, choking and use of the A.E.D.) to staff
- Medication administration according to MDPH guidelines
- Review and reminder of required immunizations
- Referral for health care and insurance

#### Student Dismissal Due to Illness or Injury

Student dismissal due to illness is determined by the school nurse. Teachers and staff should refer to [BBRSD Policy JLC](#).

In accordance with the [aforementioned policy](#), students/staff members who require emergency (life-threatening) care or urgent care will be transported via ambulance to the nearest hospital. A copy of these procedures will be kept in each school building's Main Office as well as in each classroom.

#### Medication Administration

The Medication Policy complies with the Massachusetts Department of Public Health regulations to ensure the health and safety of all students requiring medication in school.

Medications are kept in the school health office. Students who have life threatening allergies are required to have an EpiPen with the nurse. Students may also carry their own EpiPen in school with a written order from their doctor and parental permission.

Teachers are notified at the beginning of each school year of the students who:

- have a life-threatening allergy
- will need to take medications during the school day
- have started on a new medication (with parental permission)

#### Additional information:

- Students may carry their own inhaler with written permission from their doctor.
- No student is allowed to carry any other medication (Ritalin, seizure medication, pain relievers, etc.) with them during the school day.
- Students who have diabetes are allowed to test their blood glucose when needed throughout the school day. Insulin is administered in the nurse's office.
- O.T.C (over the counter) medication administration for students and staff comply with the Standing Orders that are written by the school nurse and authorized by the school physician. These orders are renewed annually. These include Tylenol, Ibuprofen, Benadryl, TUMS.

#### Mandated Health Screenings

Height and weight (BMI) for grades 1, 4, 7 & 10. Postural Screening (scoliosis) for grades 5-9. Vision and hearing for grades K-5, 7 & 10. Parent/Guardian may choose to not have their child participate in writing.

### Student Accident/Injury Report

If a student is injured anywhere on school property an Accident Report Form must be filled out by the staff member reporting and/or witnessing the incident. This also applies to school events held off campus as in field trips. These forms are located in the Main Office in each school building. Injuries include head/neck injuries, suspected fractures, falls that lead to serious injury, lacerations that require immediate medical attention and physical assaults. Once the teacher or staff person completes the top portion, the form should be given to the school nurse to complete within 24 hours of the incident. The school nurse must be notified of any and all incidents regardless of when they occurred.

### Mandated Reporting of Abuse/Neglect

All teachers and staff members are mandated reporters of concerns regarding abuse and/or neglect, which are filed as a [51A with DCF](#) (Department of Children and Families). Suspicion of child abuse or neglect are to be reported to DCF when a staff member has reasonable cause to believe that a child under (18) years of age is suffering serious physical or emotional injury. If a student has an injury, bruise or some type of wound etc. that causes a staff member concern for their well-being, he/she should be sent to the school nurse for assessment and treatment. The guidance office should also be informed (without the student present).

The school will assist the staff member in filing a 51A on the behalf of the staff member reporting the incident. DCF only addresses abuse or neglect by a care-giver (parent, babysitter, older sibling acting as a caregiver, a teacher, coach, or any person in-charge or responsible for the child). Other concerns should still be addressed, but may not result in a 51A.

Threats to personal safety should be reported directly to guidance. If a student has said or implied something that causes concern regarding suspected abuse, neglect, depression, eating disorders, or thoughts of suicide/committing an act of violence against others-the staff member should report it immediately to the guidance counselor or school psychologist. If no one is available in the guidance office, then it should be reported to the school nurse and an administrator. Please try to report this as soon as possible since the interventions that are necessary may take some time to pull together such as releasing the student to go home or securing a safe place after school hours.

Students who may be “in crisis” (depressed, suicidal, violent, or medically compromised) should NOT be sent to guidance or the nurse unsupervised. They should be escorted by an adult. Staff who become aware of students involved in self-injurious behaviors (ex. Cutting, use of erasers, sharp objects, burning etc.) should report these to the school nurse and to the guidance office/school psychologist who will notify the parents. If there appears to be an imminent risk the student will be referred for a mental health evaluation.

Information regarding student health issues is confidential unless the parent/guardian gives permission that it may be shared with teachers and staff. This information should never be shared outside of school.

### Animals in Schools

BBRSD District is committed to providing a high-quality educational program to all students in a safe and healthy environment no animal shall be brought to school without prior permission of the building Principal. See policy IMG-Animals in School [here](#).

### Recess Safety (Elementary Levels)

In order to develop and maintain a healthy lifestyle, children are expected to participate in recess daily. Please make sure children are dressed appropriately for the weather and safe play. This includes outerwear to protect from cold weather, closed-toe shoes that will not easily slip off feet when a child is running or climbing, and avoiding loose or dangling articles of clothing that could get entangled in play equipment. Students should follow the Recess Rules that can be found in the Elementary Handbook for [BMS](#) and [BES](#).

### Photo Permission/Student and Staff Privacy

BBRSD publishes a variety of information about its school, teachers, students, and their activities in print and on the Internet. Parents who do not wish their children's name or picture to be published will alert the school office, who in turn will alert staff.

Any staff member that does not wish their name and/or picture to be published, will need to contact their building principal.

### Teacher/Parent Communication

Communication between home and school is a vital part of a child's education. Teachers should communicate with parents in a timely manner via phone call, notes home, conference, email or student-parent/guardian meeting. The expectation is for communication to happen promptly and professionally.

### Teaching and Learning

BBRSD offer curriculum, instruction and assessment opportunities that are aligned with both the [Massachusetts Frameworks](#) and current research in education.



## Professional Development

Professional Development at BBRSD is developed based on the four principles and 10 standards outlined by the Massachusetts Department of Elementary and Secondary Education for [High Quality Professional Development \(HQPD\)](#):

### **MA Guiding Principles for PD**

1. HQPD is intentional
2. HQPD is a process
3. HQPD is evaluated for effectiveness
4. HQPD requires strong leadership that:
  - a. Strengthens the structure and organization of professional development
  - b. Guarantees follow-up to professional development
  - c. Promotes a culture of high expectations

### **MA Standards for PD**

#### **Content**

- HQPD has clear goals and objectives relevant to desired student outcomes
- HQPD aligns with state, district, school, and/or educator goals or priorities

#### **Process**

- HQPD is designed based on the analysis of data relevant to the identified goals, objectives and audience
- HQPD is assessed to ensure that it is meeting the targeted goals and objectives
- HQPD promotes collaboration among educators to encourage sharing of ideas and working together to achieve the identified goals and objectives.

#### **Process Standards**

- HQPD advances an educator's ability to apply learnings from professional development to his or her particular content and/or context
- HQPD models' good pedagogical practice and applies knowledge of adult learning theory to engage educators

#### **Context**

- HQPD makes use of relevant resources to ensure that the identified goals and objectives are met
- HQPD is taught or facilitated by a professional who is knowledgeable about the identified objectives
- HQPD sessions connect and build upon each other to provide a coherent and useful learning experience for educators.

### **In-District Professional Development Offerings**

BBRSD's in-district professional development program will be developed jointly by the Assistant Superintendent for Teaching and Learning and our Leadership Team. They will analyze our progress to achieving district goals and develop a comprehensive plan utilizing all available

professional development time. This group will be responsible for evaluating the impact of the professional development offerings.

### Field Trips

The school district recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. It is the desire of the school department to encourage field trips as part of and directly related to the total school program and curriculum.

Guidelines and appropriate administrative procedures ensure that all field trips have the approval of the Principal and that all overnight trips have the prior approval of appropriate Administrative level. Please use the BBRSD [Field Trip Form](#) and follow the steps.

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator. Please see these policies related to student travel. [JJH-Student Travel](#) and [EEAG Student Travel in Private Vehicles](#).

### Report Cards

BMS and BES issue paper report cards in trimesters. Report cards for the 2021-2022 school year will be available for distribution on December 17, March 25, and the last day of school in June. Please consult with your building principal for deadlines regarding grade entry.

Tahanto uses quarterly report cards to assess and report on student progress. Report cards for the 2021-2022 school year will be available for viewing in PowerSchool on November 12, January 28, April 8, and June 16. No paper copies will be available. Please consult with your building principal for deadlines regarding grade entry.

### Student Promotion

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff and in consultation with the building principal, or his/her designee, such exceptions are in the best educational interest of the students involved. **No one will talk with parents regarding retention without speaking with the principal. A retention review meeting involving all faculty members who work with the student in question will be held. All pertinent data will be reviewed before any recommendations about future grade placement are made. The final decision will rest with the building Principal.**

## Graduation Requirements

All graduation requirements for Tahanto Regional High School can be found in the [Program of Studies](#).

## English Learner Education

[Title VI; EEOA; G.L. c. 71A, §§ 2, 4, 7](#)

1. The district places EL students in
  - a. “sheltered English immersion” (SEI) classrooms (SEI has two components, English as a Second Language(ESL)/English Language Development (ELD) instruction and sheltered content instruction as described in [G.L. c. 71A, §§ 2 and 4](#)); or
  - b. (for kindergarten students) either a sheltered English immersion or an English-only language general education classroom with assistance in English language acquisition, including, but not limited to, ESL; or
  - c. Bilingual education or another educationally recognized and legally permitted English language learner program, in which the students are taught all courses required by law and by the school district.
2. The District provides EL students with content instruction that is based on the state standards regardless of the program model.
3. The District provides EL students with instruction that is based on the WIDA standards regardless of the program model.

### **IDENTIFICATION AND ASSESSMENT:**

#### **Initial Identification:**

BBRSD will screen all incoming students using a Home Language Survey (HLS) to determine who may potentially be an English Learner (EL). The HLS form is available in the home language of the student’s family and an interpretation service is provided when necessary. All students whose home language survey indicates a primary or first language that is not English will be assessed for English proficiency, using the English proficiency criteria set by the district.

When language screening is necessary, the district performs initial testing as required by law.

#### **Initial Entrance Criteria:**

- Pre-LAS Observational Assessment & Pre-LAS for PreK
- WIDA Screener for Grades K- 12
- The Home Language Survey and assessment results will be kept in the student’s cumulative folder.

**Annual Assessment:**

The district will annually assess the English proficiency of all limited English learners (EL), including students who opt out of services using:

- The Massachusetts Comprehensive Assessment System (MCAS) in grades 3-12; and
- The ACCESS test for students grades K-12 and

**Exit Criteria:**

Initial readiness to exit is determined by ACCESS for ELLs test data. If a student has obtained the minimum score set by DESE for reclassification (Currently 4.2 overall with a literacy score of 3.9) then the EL teachers review other relevant data with teachers to determine readiness for exiting.

**Additional Exit Criteria:**

- Student performance on MCAS subject tests (if applicable)
- Recommendations of student's classroom teachers related to student performance and acquisition of academic language.
- the student's academic grades

**Monitoring students**

After a student is exited from the program, the EL teacher monitors the student for 4 years. Writing samples, report cards, teacher feedback and test scores are collected and tracked. If the student is having difficulties related to language, the student may be placed back into the EL program. This would be determined during a conference with teachers and administrators.

**Translation and Interpretation for non-native English speaking families**

BBRSD is committed to making our English Language Learner families as comfortable as possible throughout their child's school journey. Whether that be registration, parent conferences, open houses, or a Team meeting, we ensure that all families have appropriate interpreters and documents translated as needed.

For parent meetings anticipated to last longer than 30 minutes (such as an IEP meeting), email [Michelle Mancini](#), with the language required, the date, and the time of the meeting after the meeting has been confirmed with the family. ***Please allow no less than two weeks processing time.*** Should there be a change in the meeting date or time, staff should email [Mrs. Mancini](#) at least 24 hours prior to the meeting, when possible.

If a document needs to be translated, email [Michelle Mancini](#), with a copy of the document in Word, the language required, and when it is needed. Please allow no less than two weeks processing time, whenever possible. Depending on the document size and the language, it may

require additional time. For daily communications with families via email, please use [Google Translate](#).

## [Volunteering](#)

BBRSD believes that volunteers make an important difference in the lives of students. Volunteers, all of whom have been CORI checked, regularly provide classroom support and other services that complement and reinforce your work in the classroom. If you have an interest in having a volunteer assisting with your classroom, please contact your Principal to discuss your needs. Individuals volunteering before or after school, providing programming to our students, or those who are chaperones for overnight field trips or extended day field trips are required to provide fingerprinting to the District.