

# Webster Public Schools

## 2026-2027

# Employee Handbook

Adopted by the Webster School Committee: August 2026

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*Upon receipt and review of this handbook, please return the signed Acknowledge Page, (page 31), to the Office of the Superintendent of Schools. You may direct any question you have to your building administrator, or to the Superintendent's Office.*

## **SECTION A**

### **Welcome to the Webster Public Schools**

We have but one duty: to serve and satisfy the needs of each child attending our schools. All decisions regarding the deployment of staff, school policy and procedural operations will be based on how we can best accomplish this mission. This booklet will attempt to acquaint you with the basic school procedures and to answer the most frequently asked questions.

#### **Mission Statement**

Empowering every student to learn with purpose, grow through challenge, and lead with integrity.

#### **Common Expectations**

1. **Accountability**: All members of the faculty and staff will perform their assigned duties with excellence while consistently adhering to the policies, procedures and expectations of the Webster Public Schools.
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 both district and personal improvement plans.
3. **School Climate**: Evidence shows a strong connection between parent and family involvement in schools and children's academic achievement, attendance, attitude, and continued education. But families may not become involved if they do not feel that the school climate--the social and educational atmosphere of a school--is one that makes families feel welcomed, respected, trusted, heard, and needed. When schools create a positive school climate by reaching out to families and providing structures for them to become involved, the result is effective school-family partnerships. Such partnerships connect families and schools to help children succeed in school and in their future. All faculty and staff are responsible for promoting a positive and safe learning environment for all students.
4. **Cooperation**: All members of the faculty and staff are expected to work in harmony with colleagues, supervisors, department heads, administrators and staff. Issues will be resolved in a timely manner to insure a positive work environment.
5. **Professionalism**: All members of the faculty and staff are expected to model desired behavior for students by being prepared, punctual, dependable and respectful.

The Webster Public Schools, in compliance with federal regulations, Title II, Title VI, Title IX and Section 504, and the Commonwealth of Massachusetts regulations under Chapter 622 of the Acts of 1972, does not discriminate in educational opportunities, admissions, recruitment, hiring or employment practices because of race, color, creed, age, sex, gender identity, homelessness, disability, religion, national origin or sexual orientation.

The Committee's policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, gender identity, homelessness, sexual orientation or disability. If you have a complaint or feel that you have been discriminated against, you may register your complaint with the Title IX Compliance Officer, Shari Haire, at 508.943.3646.

**Bartlett High School**, 52 Lake Parkway, 508.943.8552: Grades 9-12  
Principal: Ms. Gina Nieves                      Staff Hours: 7:10 AM to 2:15 PM  
Assistant Principal: David Moreno  
Dean of Students: Mr. Ryan Renauld

**Administration Office**, 77 Poland Street, 508.943.0104

Monique Pierangeli, Superintendent of Schools

Lisa Kontoes, Director of Finance and Operations

Shari Haire, Director of Student Support Services – 508.943.3646

Carol Cohen, Assistant Director of Student Support Services – 508-943-3646

Debbie Rivera, Director of Curriculum and Instruction

Patricia Mackay, Ed.D., LICSW, Assistant Superintendent for Federal Programs and Data

Ava Landry, Adult Education Director of Operations – 508.949.8282

Kelsey Sanders, Food Services Director – 508.949.7516

Jonathan O'Neill, IT Manager - 508.949.1922

Linda Perno, AA Transportation Company – 508.943.0482

ADA Compliance Officer: Lisa Kontoes: 508.943.0104

Title IX Compliance Officer: Shari Haire: 508.943.3646

Sexual Harassment Grievance Officer: Shari Haire: 508.943.3646

Homeless Student Liaison: Shari Haire: 508.943.3646

**School Committee**, 508.943.0104

Kelly Seddiki, Chair

Nicholas Adamopoulos, Vice Chair

Linda Millet

Miranda Sgariglia

Lauren Koleris

Desiree Moniz, Secretary to the School Committee

**SECTION B****Employment Information****Employee Classifications / Hours of School and Work**

There are several different classifications of employees of the Webster Public Schools. Some are school year only employees, while others are employed year-around. The Webster Public Schools employs the following within the district;

Teachers  
BCBA Therapists  
ABA Therapists  
Paraprofessionals  
Special Education Support Personnel  
Administrative Assistants  
IT Personnel  
Custodians  
Cafeteria Staff  
Adult Education Staff

School hours vary between buildings. Work hours also vary according to the building and assignment. Unless specified by contract, work schedules will be developed by building administrators in light of what best meets our needs to service students. Hourly employees must record their hours of service by using *Kronos*. All employees are asked to arrive prior to their scheduled time to allow for adequate preparation and readiness.

**CORI and SAFIS Checks**

Prior to the start of employment, all employees must undergo and successfully pass a CORI (Criminal Offender Registry Information) background check. This CORI check is performed by district designated CORI certified personnel. The fingerprint based state and national criminal record check, known as the SAFIS (State Applicant Fingerprint Identification System) must also be completed. Instructions to register for a fingerprinting appointment will be provided. It is the employee's responsibility to pay the fee to comply with this requirement. Results for both the CORI and SAFIS are kept in a locked storage area. CORI checks on current employees are performed every three years as required by law.

**State Ethics Commission**

Chapter 28 of the Acts of 2009, recently enacted ethics reform law which imposes new mandatory education and training requirements for public employees. The new requirements can be summarized as follows:

- Every state, county, and municipal employee must be given a Summary of the Conflict of Interest Law prepared by the Ethics Commission within 30 days of hire, and bi-annually thereafter. Every employee must file an acknowledgement of receipt within 10 days of receipt of the Summary.

- Every state, county, and municipal employee must complete an Online Training Program within 30 days of becoming a public employee, then once every two years thereafter. Ethics Training
- Every state, county, and municipal employee must provide a copy of the Certificate of Completion with the Business Office.

### **Ethical Behavior**

Webster Public School System expects its employees to follow the highest standards in terms of moral, legal, and ethical conduct in the workplace.

Employees shall be expected to maintain the highest standards of conduct, cooperation, efficiency and economy in the performance of their duties.

School employees will at all times be conscious of the fact that they are the School's representatives and their jobs exist solely for the benefit of the citizens and taxpayers of Webster. Employees shall extend services in a courteous and pleasant manner. Employees shall exercise restraint in dealing with displeased parents/guardians. Employees shall, as a condition of employment, be expected to cooperate to the fullest extent possible with other employees, including those of other departments. Every employee is expected to contribute to the overall mission of the School in general and the specific needs of the department.

Employees shall respect the confidentiality of information concerning the property, personnel and affairs of the School. Employees shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

No employee is authorized to conduct a press conference or release statements about school business unless specifically authorized by the Superintendent.

### **Employee Benefits**

#### **Health Insurance**

Employees working in excess of twenty (20) hours per week are eligible to receive health benefits provided by the Town of Webster. A new employee has thirty (30) days in which to sign up for health insurance benefits. Otherwise, changes / enrollments can only be done during the open enrollment period in the Spring. The insurance benefits coordinator for the Town of Webster is Tina Landry and she can be reached at 508.949.3800 ext. 1001. Any new employee should contact Ms. Landry within the thirty (30) day timeframe so she may review health and life insurance options.

Stipends may be available to insurance-eligible employees who opt not to purchase health insurance through the town. Please refer to your specific bargaining unit contract for details.

#### **Dental Insurance**

Employees are eligible for group dental insurance plan through Altus Dental insurance. The Town of Webster does not contribute to the premium costs.

### **Retirement Plans**

1. The Massachusetts Teachers Retirement System covers staff members in the district who hold positions that require proper certification by the Massachusetts Department of Education. Their website is [www.mass.gov/mtrs](http://www.mass.gov/mtrs).
2. The Town of Webster Retirement System includes any personnel in the district who work twenty (20) hours or more per week. Contact Kristin Laplante at 508.949.3800 ext. 1022.
3. OBRA (as provided in The Omnibus Budget Reconciliation Act of 1990) is a mandatory alternative to Social Security coverage for employees who work less than 20 hours per week. Workers must contribute at least 7.5% of their gross compensation to Group Benefits Strategies, which is the Third Party Administrator of the plan.

### **Life Insurance**

Basic life insurance is optional for all employees through All State. The Town covers 50% of the premium costs for the first \$5,000. of life insurance. Additional life or LTD insurance is available, the employee absorbs all additional costs. To enroll, please call All State at 866-951-0941

### **Flexible Spending Account (Section 125 Plan)**

The flexible spending account (aka Section 125 Plan) is a pre-tax program which excludes from Federal Income Tax purposes expenses for medical, child care or dependent care. The Town has made an FSA available to employees and pays for the administrative costs. You must enroll either as a new employee or wait to the next open enrollment period

### **Employee Assistance Program**

The Town of Webster has partnered with the Perspectives EAP to offer an Employee Assistance Program to all district staff and their household members. This free service includes:

- Confidential counseling with licensed mental health providers
- Free Legal and Financial Consultation with qualified attorneys and financial planners
- Referrals to child/elder care resources, self-help & parent support groups, education programs, summer camps, fitness classes, weight loss & smoking cessation programs, etc.
- Consultation with EAP professionals about work issues to help employees and supervisors work together successfully

The EAP phone number is 1-800-456-6327 and is available 24 hours per day. The website is [www.perspectivesltd.com](http://www.perspectivesltd.com)

**Conferences / Workshops / Course Reimbursements**

Employees who desire to attend a conference or workshop must first seek approval from their building Principal. The proper conference form must then be submitted to the Superintendent for approval or denial. Only after receiving written approval from the Superintendent may the final arrangements be made to attend.

Employees who are eligible to receive course reimbursement (please refer to your individual bargaining unit contract) must first seek approval from the Superintendent. A "Request for Conference Reimbursement" form must be filled out and approved by the Superintendent prior to the start of class. Reimbursements will be made once the class has been completed and the employee submits both the final grade received and proof of payment for the course. Proof of payment for the course is done either by providing a copy of the cancelled check or the credit card statement where the course charge is shown.

**Employee Attendance**

It is important for District employees to attend work regularly and to arrive at work on time allowing for adequate preparation and readiness for the work day. Failure to do so detrimentally affects the services provided to students and employee morale. Absenteeism or tardiness which is excessive or unauthorized in the judgment of the District is grounds for corrective action.

Employees unable to report to work or unable to report to work on time must follow the District 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.

**Absences**

Any staff member who will be absent from school must go online to [www.readysub.com](http://www.readysub.com) to report an absence. User identification numbers and pin numbers will be provided to all staff members.

If any staff must be absent from school and it is after *ReadySub's* cut off time to enter an absence for the day, please contact your building Principal Administrator or designee and speak with him or her directly. Please check with your building Principal Administrator or designee for the best phone number at which he or she can be reached.

For specific information regarding your sick / personal / vacation or funeral days, please refer to your specific bargaining unit contract.

**Payroll Information**

Teachers receive paychecks every two weeks, with a lump sum payment in June for their summer pay. Other employees are paid on a weekly basis. Employees paid on an hourly basis are expected to record their hours of service using *Kronos*.—For questions about payroll issues, please call MaryBeth Huberdault at 508.943.0104, extension 40015.

**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 reported to the Central Office. Please contact Desiree Moniz at 508-943-0104 extension 2 or [dmoniz@webster-schools.org](mailto:dmoniz@webster-schools.org).

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 license current and will help to eliminate reporting requirement issues.

If you are enrolled in any insurance plan and have a name change or dependent status you will be required to send documentation of such change to Town of Webster, Benefits Department, Attn: Tina Landry([tlandry@webster-ma.gov](mailto:tlandry@webster-ma.gov))

**Webster MUNIS Self Service**

Through MUNIS (our payroll and finance software system) employees are able to look up their paychecks, accrued time, etc. The link can be found under "Faculty" of our district website. Christina Radlo, Business Office Manager will provide log in information to you at time of hire. If you have any questions Christina can be reached at 508-943-0104 extension 40013

**Cancellation / Delay / Early Release Notices**

Occasionally, it becomes necessary to close school because of extreme weather conditions. There are times when a later opening might be a better solution than a complete closing of all schools, or an early release may be in order. If it becomes necessary to either close school, delay the opening or dismiss early, you will be notified by the One Call Now messaging system, by local channel 194 or channels 4, 5, 7 and Fox 25, NECN 77. You may also check the district website at [www.webster-schools.org](http://www.webster-schools.org) for updated cancellation, delay or early release information.

Please do not call the schools, the police or the fire station as the phone lines must be kept open for emergencies.

**One Call Now**

One Call Now is a telephone messaging system that alerts parents and staff to school cancellations, delays or early dismissals as well as news about school events and programming. As an employee, you will be automatically enrolled in the One Call Now system unless you notify the Superintendent's Office in writing that you do not wish to be a part of the One Call Now messaging system. Deciding to opt-out of One Call Now does not negate your responsibility to keep informed of school and/or district updates.

**SECTION C****Staff Procedure Information****Staff Conduct****Confidentiality of Student Records / Behavior**

Students as well as co-workers are entitled to work in an environment respectful of their privacy. Confidentiality of student records of academic achievement, health and behavior is governed by law.

**Dress Code**

You serve as a role model to our children and the community and are therefore expected to set a good example for students during school hours. A professional appearance will positively enhance the educational environment and set the standard which students will emulate. Hats, hoods, short-shorts, pants worn below the waist, distracting clothing, yoga pants, unless employed as a Health/PE Teacher. Staff is advised to wear appropriate footwear; for example, high heels, flip flops or open toed shoes should not be worn when working with students with high needs. Any garment that exposes cleavage or skin around the midriff or chest is not allowed. Shorts and skirts must be of an appropriate length.

**Fraternization**

The Webster Public Schools require that all school employees maintain a professional and ethical relationship with students whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could lead to even the appearance of impropriety, regardless of the student's age. Inappropriate employee behavior would include, but not be limited to, flirting, dating, giving inappropriate personal gifts to students, frequent personal communications with students (whether by social networking, email, phone, letters, notes, etc) that is unrelated to course work or official school matters, or becoming unduly familiar with a student's personal life outside of the school setting. Allegations of inappropriate staff-student behavior shall be promptly investigated.

Any district employee who has knowledge of, or reasonable suspicion, that another employee may have engaged in inappropriate conduct with a student must report those suspicions to their building level administrator immediately. That administrator will then forward the information to the Superintendent of Schools and Title IX Officer.

**Use of Cell Phone**

The use of cell phones and texting have become a routine part of everyday life. In order to maintain a safe work environment and to ensure employee productivity and to eliminate additional distraction to others, especially while in the classroom,

the District has established the following parameters of cell phone use and text messaging guidelines:

While at work, all employees are expected to use the same discretion in using personal cell phones as they would when using school phones. The District recognizes that employees may occasionally need to make or take personal phone calls or text messages for personal business. However, it should be used only during breaks and lunch periods unless it is an emergency. Under no circumstance should instructional staff (teachers, educational support staff, substitute teachers, student teachers and tutors) be texting during class, interfering with students' learning and/or employees' job performance. In all circumstances, official and personal cell phone use must be conducted in a courteous, safe and professional manner. Please kindly note that the District will not be liable for the loss or damage to personal cell phones or other personal electronic devices brought to the school.

**Staff Responsibility of Students Following School Dismissals:** There are occasions when Webster Public Schools students remain at our schools for various reasons following the school's regular dismissal time. Elementary students are sometimes brought back to their school when no parent or guardian is at the bus stop to receive their child. At the high school and middle school levels, coaches and co-curricular advisors interact with students in an after-school setting to provide student enrichment opportunities. The Webster Public Schools is responsible for the safety of all students both during the regular school day as well as following school dismissal. The following guidelines are to be followed regarding staff responsibility of students following regular school dismissal times:

1. In the event a parent or guardian fails to pick up a Webster Public School student from school at dismissal, the school office will make every effort to reach the parent / guardian or other responsible adult listed on the emergency card in order to make arrangements for the student to be picked up at the school. A Webster Public Schools staff member must remain at the school until the student has been picked up by the appropriate responsible adult. Additionally, at no time will a Webster Public Schools staff member transport any student to another location in his or her own personal vehicle without first calling the Office of the Superintendent of Schools.
2. In the event that AA Transportation returns a Webster Public School student back to their school following the bus run, the school office will make every effort to reach the parent / guardian or other responsible adult listed on the emergency card in order to make arrangements for the student to be picked up at the school. A Webster Public Schools staff member must remain at the school until the student has been picked up by the appropriate responsible adult. Additionally, at no time will a Webster Public Schools staff member transport any student to another location in his or her own personal vehicle without first calling the Office of the Superintendent of Schools.

3. In the event that an after-school co-curricular or sports event has concluded, the Webster Public Schools coach or advisor will ascertain that all students have transportation home (whether by parent / responsible adult pick-up, or for older students by driving their own vehicles). The coach or advisor must remain at the location (school, practice field, etc) until all students have gone home for the day. Additionally, at no time will a Webster Public Schools staff member transport any student to another location in his or her own personal vehicle without first calling the Office of the Superintendent of Schools.

If schools encounter any problems with student pick-ups following regular school dismissals, please notify the Principal so he/she can communicate with the family.

### **Field Trips**

Field trips should be an extension of instruction. As such, they should be planned in a timely fashion to reinforce a given unit or lesson. Parental permission slips are necessary for all events which take the student off school grounds. There should be an adequate number of adults supervising each trip. An adequate number is dependent upon the age of the student and the types of activities required of students. Transportation for these trips should be coordinated with the Principal and the transportation vendor with the appropriate forms being completed. Permission from the Principal and Superintendent are required for all field trips. School Committee approval is required for all out of state and overnight trips. \*Field Trip Policy attached at end of Handbook

### **Reporting Suspected Child Abuse Procedure and Mandated Reporter**

As a school employee, you have a legal obligation to safeguard the rights and welfare of children. Suspicion of child abuse should immediately be reported to the immediate supervisor (to the classroom teacher in the case of an instructional assistant), the Principal, Guidance Counselor, Adjustment Counselor and / or the School Nurse. The Principal, Guidance Counselor, Adjustment Counselor and /or School Nurse must file a report to DCF in an expedited fashion. Failure to report suspected abuse in a child under eighteen is a punishable offense under Massachusetts law. Failure to comply with mandated reporting obligations may result in criminal penalties under Massachusetts law, Professional licensing consequences, and disciplinary action by the Districts, up to and including termination. In the case of a person over eighteen years of age who is 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 Ms. Shari Haire, Director of Student Support Services, who will in turn notify the Disabled Persons 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. Principals are expected to inform the Superintendent and Director of Students Support Services of any reports of suspected abuse in an expedited fashion.

### **Money and Valuables**

Money and valuables of any kind should not be left in desks, closets, or other unsecured areas in the schools or in the administration building. If valuables cannot be placed in a school safe overnight, they should be taken home. The Webster Public Schools is not responsible for damage or loss of personal property while on school grounds.

### **Renting School Facilities Procedure**

The Superintendent of Schools has the authority to grant or deny the use of school buildings and grounds to outside agencies or internal parent / booster organizations in accordance with district policy “KF: Use of School Facilities”.

A master Building-Use Calendar is maintained in the Business Office which covers all facilities (gyms, cafeterias, classrooms, or grounds) for all district buildings. In order to use a school facility, a “School Facilities Rental Form” must be completed and submitted to the Business Office. The Business Office will determine what rental charges, custodial charges or ancillary support charges (if any) will be assessed to the renting group. These forms are located in school offices, district administration offices, or on our website at [www.webster-schools.org](http://www.webster-schools.org). Please call Ms. Lisa Kontoes in the Business Office at 508.943.0104 if you would like more information regarding the rental of school facilities.

First priority for use of school facilities will always be given to district school activities

### **Volunteers and Chaperones**

Often, parents and community members serve as district volunteers or chaperones for various field trips. CORI (Criminal Offender Registry Information) and SORI (Sex Offender Registry Information) background checks are required for all parents and community members who volunteer in our schools. This includes parents who chaperone field trips. Chaperones on overnight field trips and Sports / Coaching Volunteers will be required to have a SAFIS (State Applicant Fingerprint Identification System) completed. Instructions to register for a fingerprinting appointment can be obtained at the Superintendents Office.

Teachers should ascertain that classroom volunteers and chaperones have an approved CORI check on-file. Please check with your respective school office to inquire about the status of a volunteer’s CORI check at least four weeks prior to the date of the event.

Volunteers must go to the Superintendent’s Office to fill out the appropriate form and bring along with them a picture ID (driver’s license, for example). Please allow 10 days for CORI requests to be processed and received in the Superintendent’s Office. As completed CORI checks are kept on file for up to three years, a volunteer does not have to have it repeated in that three year window. Allow 15 days for SAFIS results to be received.

### **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.

### **Translation Services**

All Families are to be afforded the opportunity to receive information in their native language, this includes meetings and telephone conversations with families. Translation services are available through The Telephone Interpreter Service, 1-866-999-0438, Pin #CS92116.

### **Reporting Injuries**

All accidents are to be promptly reported to the building administrator. The school nurse will file an accident report and a first incident of injury form if necessary. The forms will be forwarded to the Business Office within 3 days of the incident for further processing. It is the employee's responsibility to complete all necessary paperwork immediately after an accident regardless of how insignificant it may appear to be at that time.

## **SECTION D**

### **Staff Policy Information**

#### **School Committee Policy Manual**

The Webster School Committee governs the school district through adopted policies in the Policy Manual. Copies of the entire policy manual can be found on the District website. This handbook will highlight a few policies that you may need to refer to on a more regular basis.

#### **Bullying Prevention – Policy JICFB**

The goal of the Webster Public Schools District (henceforth referred to as “The District”) is to maintain a safe and secure school environment conducive to teaching and learning. This Bullying Prevention and Intervention Plan was developed in response to M.G.L. c. 71, § 370 (as added by Chapter 92 of the Acts of 2010), prohibiting bullying in schools.

This Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyberbullying. The intention of this plan is to strengthen existing protections for our students. Additionally, it serves as a tool for our faculty and administration to promote strategies that will allow our District to prevent issues of violence, bullying and other acts of aggression.

The District is committed to working with students, staff, families, law enforcement agencies and our community to prevent issues of violence. All members of the school community have a responsibility to support and promote these objectives. The District expects that all members of the school community will treat each other in a civil manner, respecting individual differences.

The District does not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in school buildings, on school buses, on school grounds, or in school-related activities. The District investigates all reports and complaints of bullying, cyberbullying, and retaliation, and takes prompt action to end that

behavior. The District supports this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

The policy applies to all members of the school community including, but not limited to: students, teaching and non-teaching staff, parent/guardians and visitors to district buildings.

### **PRIORITY STATEMENT**

The Webster Public Schools community is a safe and secure environment which provides for the education of the whole student, including healthy habits of the mind and body. Therefore, the District is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. Toward that end, we do not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in school buildings, on school buses, on school grounds, or in school-related activities.

The District is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. We promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation. We take prompt action to end that behavior and restore the target's sense of safety. We support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

## **I. LEADERSHIP**

Leadership at all levels plays a critical role in developing and implementing the Bullying Prevention and Intervention Plan ("the Plan") in the context of other whole school and community efforts to promote positive school climate. Leaders have a primary role in ensuring all employees teach students to be civil to one another and promote pro-social behaviors. All staff are responsible for setting pro-social priorities and for staying current with up to date research and practices on ways to prevent and effectively respond to bullying. District Administrators and Principals, utilizing established council and advisory mechanisms, will involve representatives from the greater school and local community in developing, implementing and evaluating the Plan.

### **A. Public involvement in developing the Plan**

This Webster Bullying and Prevention Plan has been developed by a cross section of educators from the Webster Public Schools. The planning team included district-level administrators, principals, counselors, and teachers, community representatives, local law enforcement agencies, students, parents and guardians. The Webster Bullying and Prevention Plan used the Model Bullying and Prevention Plan developed by the Department of Elementary and Secondary Education as a template.

As required by M.G.L. c. 71, § 37O, the original Webster Bullying and Prevention Plan approved by the School Committee in 2010, after being open for public comment, November 10, 2010 through December 3, 2010.

This plan was then amended on September 10, 2013 to extend protections to students who are bullied by a member of the school staff, who are defined to include, but are not limited to “educator, administrator, school nurse, cafeteria worker, custodian, bus driver, and athletic coach or advisory to an extracurricular activity or paraprofessional.”

In 2020, the Anti-Bullying Task Force, composed of staff, counselors, administrators, updated this plan. This revised plan was open for public comment, February 11, 2020 through March 1st, 2020. It was shared with the English Language Parent Advisory Council, the Webster Special Education Parent Advisory Council, and all School Councils. During the public comment periods, copies of the Plan were available in the main office of each school, the superintendent’s office, and on the district’s website. This plan and policy was then approved by the School Committee on April 14, 2020.

This plan was amended in 2025 to include the following: “The plan affords all students the same protection regardless of their status under the law.” This plan was then approved by the School Committee on April 8, 2025.

## **B. Assessing needs and resources**

The Webster Public Schools assesses needs and resources as part of an ongoing assessment of data in the context of analyzing resources, strengths, and gaps in the following manner:

- As a Turnaround District, each school has had several Turnaround Site and Monitoring Site visits and reviews through American Institute of Research. These site visits include surveys of staff to assess school culture and learning environments.
- Student incident data is analyzed at each school and reported to the Department of Elementary and Secondary Education.
- Social-emotional curriculum/ Advisory group/ WIN block data
- District Safety meetings
- Students at Risk meetings / Roundtable meetings / Child Study meetings

This ongoing process assists schools in the district in identifying needs. Based on these findings, action steps may include revising or developing protocols and procedures; expanding community partnerships including law enforcement; and setting priorities for future prevention and intervention efforts. This ongoing process helps to identify patterns of behaviors and areas of concern, and informs decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula, and in-school support services.

Additionally, at least once every four years beginning with the 2020-2021 school year, the district will administer a Department of Elementary and Secondary developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our

schools. Similar tools to the student survey can be used with faculty, staff, parent/guardians to assist in determining school climate needs.

### **C. Planning and oversight**

The following identifies those responsible for tasks required under the Plan:

- Any school personnel who receives a report of alleged bullying contacts a counselor and/or school administrator the same day the report is received and a prompt investigation ensues.
- Administrators, Teachers, and Support Teams collect and analyze school-wide data on bullying to assess the current climate and to create action plans for improvement.
- District Leadership Team, School Administrators, in conjunction with the Professional Development Committee, plan ongoing professional development required by law.
- School Administrators, Counselors and Staff utilize the approved forms from this Bullying Prevention and Intervention Plan for recording, tracking, and accessing information related to targets and aggressors.
- School Administrators will submit monthly bullying incidents to the Superintendent and the Superintendent will provide updates to the School Committee.
- The District and all schools make this Plan and informational materials available in order to advise parents/guardians on proper reporting procedures.
- The School Committee and the District Administrative Leadership Team annually review and amend student handbooks and codes of conduct to include the Plan and provisions under Massachusetts General Law.
- The Anti-Bullying Task Force considers input from students, parents/guardians, faculty, administrators, law enforcement and the community to make recommendations to the School Committee for revisions of current policies and protocols under the Plan.
- The School Committee supports and approves all revised policies.
- The Superintendent and the District Leadership Team reviews and ensures implementation of the anti-bullying curricula.
- School Administrators, School Psychologists, Counselors, and all Staff implement the supports to respond to the needs of targets, aggressors and by-standers.

- Director of Technology, in conjunction with the District Leadership Team, develops protocols and procedures for computer and Internet safety.

#### **D. Developing Safe School Climates**

The district expects that all members of the school community will treat each other in a civil and respectful manner, and respect individual differences. The district is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning in a safe school environment.

While we promote an environment to celebrate diversity, we are cognizant that some students may be more vulnerable to becoming targets of bullying based on actual or perceived characteristics; including, but not limited to: race, color, religion, ancestry, national origin, sex, gender identity, socioeconomic status, academic standing, physical appearance, language, and/or mental, physical and developmental disabilities. All school personnel will be responsible for monitoring and creating safe school climates and all school personnel will take specific steps to create safe and supportive learning environments that prevent bullying. The policy affords all students the same protection regardless of their status under the law.

### **I. PROFESSIONAL DEVELOPMENT AND STAFF TRAINING**

Training for faculty and staff will be included in the Mandated Training offered by the District at the onset of the school year. Staff members hired after the onset of the school year will complete Bullying Prevention and Intervention Training along with all Mandated training for the Webster Public Schools as part of their orientation to the District.

#### **A. Annual staff training on the Plan**

Annual training for all school staff on the Plan will include staff responsibilities under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district.

#### **B. Ongoing professional development**

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of schoolwide and districtwide professional development will be informed by research and will include information on:

- developmentally (or age-) appropriate strategies to prevent bullying;

- developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- information on the incidence and nature of cyberbullying; and
- internet safety issues as they relate to cyberbullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas for professional development may include:

- promoting and modeling the use of respectful language
- fostering an understanding of and respect for diversity and difference
- building relationships and communicating with families
- constructively managing classroom behaviors
- using positive behavioral intervention strategies
- applying constructive disciplinary practices
- teaching students skills including positive communication, anger management, and empathy for others
- engaging students in school or classroom planning and decision-making
- maintaining a safe and caring classroom for all students.

### **C. Written notice to staff**

The school or district will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff responsibilities, in the school or district employee handbook and the code of conduct.

## **III. ACCESS TO RESOURCES AND SERVICES**

A key aspect of promoting positive school climates is ensuring that the underlying emotional needs of targets, aggressors, bystanders, families, and others are addressed. A continuum of services is available to enhance the district's capacity to prevent, intervene early, and respond effectively to bullying. Available services should reflect an understanding of the dynamics of bullying and provide approaches to address the needs of those involved.

### **A. Identifying resources**

The District conducts a review of current staffing and programs that support the creation of positive school environments by focusing on early interventions and intensive services.

After the initial mapping of resources is complete, the District develops recommendations and action steps to fill resource and service gaps. This may include adopting new curricula, reorganizing staff, establishing safety planning teams, and identifying other agencies that can provide services. The mapping of resources is conducted by members of the counseling and administrative teams. Recommendations based on mapping of resources and identification of needs are made to the Anti-Bullying Task Force.

### **B. Counseling and other services**

The District continues its practice of connecting students and families with community service agencies as appropriate. The site-based student support team, the building principal, the school psychologist and any other appropriate staff member is responsible. The counseling team, with input from school administration, develops safety plans for students who have been targets of bullying or retaliation, provides social skills programs to prevent bullying, and offers education and/or intervention services for students exhibiting bullying behaviors. Possible interventions include but are not limited to behavioral intervention plans, social skills groups, and individually focused curricula.

### **C. Students with disabilities**

As required by MGL c. 71B, §3, as amended by Chapter 92 of the Acts of 2010, when a student has a disability that affects social skills development or the student is vulnerable to bullying, harassment or teasing because of his/her disability, the IEP Team considers what should be included in the student's IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing. This includes determining whether specific accommodations, specially designed instruction, or related services are necessary in order to meet the needs of the child.

## **IV. ACADEMIC AND NON-ACADEMIC ACTIVITIES**

The District provides age appropriate instruction on bullying prevention in each grade in the school district's curricula. Curricula is evidence-based. Effective instruction includes classroom approaches, whole school initiatives and focused strategies for bullying prevention and social skills development.

### **A. Specific bullying prevention approaches:**

Bullying prevention curricula for the Webster Public Schools will be informed by current research which, among other things, emphasizes the following approaches:

- Using scripts and role playing to develop skills
- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance

- Helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance
- Emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies
- Enhancing students' skills for engaging in healthy relationships and respectful communications
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

**B. General teaching approaches that support bullying prevention efforts.**

The Webster Public Schools promotes teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment and they underscore the importance of our bullying intervention and prevention initiatives:

- Setting clear expectations for students and establishing school and classroom routines
- Creating safe school and classroom environments for all students, including students with disabilities, of all race, color, homelessness, sex, sexual orientation, gender identity, ethnic background, national origin, religion, economic status, and disability in compliance with all applicable state and federal laws
- Using appropriate and positive responses and reinforcement, even when students may require disciplinary action
- Using positive behavioral supports
- Encouraging adults to develop positive relationships with students
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork and positive behavioral supports that aid in social and emotional development
- Using the Internet safely
- Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength

**C. Curriculum development**

The Webster Public School counseling team, building principals, curriculum coordinators, district administrators, and Anti-Bullying Task Force review and support the implementation of appropriate curriculum in the following ways:

- Review existing appropriate evidence-based curriculum and methods of delivery of Bullying Prevention
- Review new materials and make recommendations for adoption of appropriate curriculum
- Support the development of lessons, referring to the stated objectives and guidelines, for consistent use at each level

**D. Curriculum implementation**

The Webster Public Schools implements approved evidenced-based curricula. See **Appendix A**

**V. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION**

To support efforts to respond promptly and effectively to bullying and retaliation, the district has established policies and procedures for receiving and responding to reports of bullying or retaliation. These policies and procedures ensure that members of the school community – students, parents, and staff – know what will happen when incidents of bullying occur.

It is an expectation of the District that all staff members are required to report any bullying or harassment incident they see or learn about. The district promptly and reasonably investigates all allegations of harassment, including bullying. The principal or designee at each building are responsible for handling all complaints alleging harassment or bullying.

Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited. Gateway Behaviors such as teasing, name calling, taunting, exclusion, spreading of rumors or gossip including, but not limited to, online behaviors, staring, making faces, mimicking, rough housing and physical altercations will not be tolerated.

**A. Reporting bullying or retaliation**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member are recorded in writing.

Extend protections are given to students who are bullied by a member of the school staff, who are defined to include, but are not limited to “educator, administrator, school nurse, cafeteria worker, custodian, bus driver, and athletic coach or advisory to an extracurricular activity or paraprofessional

A school or district staff member is required to report immediately to the principal or designee, or to the superintendent or designee, when the principal or assistant principal is the alleged aggressor; or to the school committee or designee when the superintendent is the alleged aggressor; or to the superintendent or designee, when a member of the school committee is the alleged aggressor.

Any instance of bullying or retaliation must be reported. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. A report may be made using the anonymous reporting system by going to [www.webster-schools.org](http://www.webster-schools.org), or by sending an email to [bullying@webster-schools.org](mailto:bullying@webster-schools.org). Anonymous reports may also be made by calling the Bullying Prevention Hotline at 508.943.0104 x 40001.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district:

- Makes the Plan and reporting forms available on the website [www.webster-schools.org](http://www.webster-schools.org)
- Provides the Plan and reporting forms in the most prevalent language(s) or language of origin of students, parents/guardians, upon request.
- At the beginning of each school year, the school or district provides the school community, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation.

**a. Reporting by Staff**

A school or district staff member is required to report immediately to the principal or designee, or to the superintendent or designee, when the principal or assistant principal is the alleged aggressor; or to the school committee or designee when the superintendent is the alleged aggressor; or to the superintendent or designee, when a member of the school committee is the alleged aggressor. Any instance of bullying or retaliation must be reported. The requirement to report as provided does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

**b. Reporting by Students, Parents or Guardians, and Others**

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee, or superintendent or designee when the principal or assistant principal is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an

anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee, or superintendent or designee when the principal or assistant principal is the alleged aggressor.

## **B. Responding to a report of bullying or retaliation**

### **a. Safety**

Before fully investigating the allegations of bullying or retaliation, the principal or designee takes steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not be limited to:

- creating a personal safety plan
- pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus
- identifying a staff member who will act as a “safe person” for the target
- altering the aggressor’s schedule and access to the target
- contacting parents/guardians

The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

### **b. Obligations to Notify Others**

- ***Notice to parents or guardians.*** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to the situation. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- ***Notice to Another School or District.*** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

- **Notice to Law Enforcement.** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. If an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

#### **c. Investigation**

The principal or designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation. (Align this with school or district procedures.)

#### **d. Determinations**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

- determine what remedial action is required, if any
- determine what responsive actions and/or disciplinary action is necessary

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

#### **e. Responses to Bullying**

***Teaching Appropriate Behavior Through Skills-building.*** Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O (d) (v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curriculum
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel
- implementing a range of academic and nonacademic positive behavioral supports to help students understand prosocial ways to achieve their goals
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home
- adopting behavioral plans to include a focus on developing specific social skills
- making a referral for evaluation

***Taking Disciplinary Action.*** If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

Consequences for confirmed bullying will include referrals, interventions, and /or disciplinary actions as outlined by the Student Code of Conduct, School Committee policies and any collective bargaining agreements.

If a student has been found in violation of the bullying policy, the District will impose disciplinary measures and/or corrective action to end and prevent further occurrences of the action(s). The District will take into account harm suffered by the target(s) as well as any damage to school or District property. The nature of the action taken must comply with District and school disciplinary policies. Any disciplinary or corrective action shall conform to the due process requirements of federal and state law. Action concerning students may include a written warning; classroom transfer; suspension (short- or long-term); exclusion from school-sponsored functions; after-school programs and/or extra-curricular activities; limited or denied access to parts or areas of the building; exclusion, expulsion, referral to law enforcement authorities; adult supervision on school premises; parent conferences; awareness training; empathy development awareness programs; counseling or any other action authorized by and consistent with the Student Code of conduct and/or school disciplinary code. The District complies with federal and state laws and regulations pertaining to the discipline of students with disabilities.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

***Promoting Safety for the Target and Others.*** The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

#### **f. Responding to a Report of Bullying by School Staff**

All incidents of bullying by school staff will be thoroughly investigated. As appropriate, disciplinary and corrective action concerning a school employee may include, but is not limited to, a written warning, suspension, transfer, demotion, removal from certain duties, employment, termination, supervision, training, and counseling.

## **VI. COLLABORATION WITH FAMILIES**

***Parent education and resources.*** The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying

curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the PTO., School Councils, Special Education Parent Advisory Council, or similar organizations.

**Notification requirements.** Each year the school or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school or district will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The school or district will post the Plan and related information on its website.

## **VII. PROHIBITION AGAINST BULLYING AND RETALIATION**

The Webster Public Schools pledges to prepare all students to be life-long learners and responsible citizens. The Webster Public Schools are committed to maintaining a safe school environment free of bullying, in accordance with the current School Committee Policy.

Bullying of students by other students, student to teacher, teacher to student, parent to teacher, teacher to parent, administrator to teacher, teacher to administrator any district employee against another district employee will not be tolerated by the Webster Public Schools.

The District has implemented strategies for protecting a person who reports bullying, provides information during an investigation of bullying, witnesses bullying or has reliable information about an act of bullying. Such strategies include but are not limited to:

- The development of a safety plan
- Check-in with counselors, administration or other staff
- Staff escorts
- Modified schedule/class assignment
- Increased supervision in high traffic areas
- Increased communication among staff

Acts of bullying, which include cyberbullying, are prohibited:

- On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the

target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

### **VIII. Problem Resolution System**

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

### **IX. DEFINITIONS**

Aggressor is a student or a member of school staff who engages in bullying, cyber bullying, or retaliation.

Bullying is "The repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear or harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyberbullying."

Cyberbullying is "Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v) inclusive of the definition of bullying."

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

Target is a student or member of the school staff against whom bullying, cyber bullying, or retaliation has been perpetrated.

## **X. RELATIONSHIP TO OTHER LAWS**

Consistent with state and federal laws, and the policies of the WPS, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, gender identity or sexual orientation.

Nothing in the Plan prevents the District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or the District to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

### **Communicable Diseases Policy JLCC**

According to the School Committee Policy Manual, file JLCC, "The Webster School District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law. In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

**Drug / Alcohol Policy GBEC**

Employees are forbidden to have in their possession any drugs or alcohol on school premises. Staff members who suspect a student or co-worker of being under the influence or in possession of drugs or alcohol are requested to report that information to the building principal.

According to the Webster School Committee's policy entitled "Drug-Free Workplace", any employee who has a criminal drug statue conviction for a violation occurring in the workplace, will have one of the following actions taken within 30 days of said conviction: the district will "take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement, or other appropriate agency.

**Acceptable Use Policy IJNDB-R -Technology****1. Purpose**

The Webster Public Schools provides technology resources to support the District's educational, instructional, administrative and operational activities. The use of these resources is a privilege that is extended to members of the Webster Public Schools community. As a user of these services and facilities, you have access to valuable district resources, to sensitive data, and to internal and external networks. This policy explains the District's expectations for using these resources in a productive, responsible, ethical, and legal manner.

**2. Scope**

This policy applies to all users of technology resources owned or managed by the Webster Public Schools. Individuals covered by this policy include but are not limited to employees, members of the School Committee, volunteers, guests, and external individuals and organizations accessing the District's technology resources whether on school grounds or in another location. Computing resources include all District-owned, licensed, or managed hardware and software or any use of the district network via a physical, wireless, or remote connection, regardless of the ownership of the computer or device connected to the network.

**2.1 Consequences**

If a user violates this policy, the District will take appropriate action, which may include restriction and loss of technology privileges, payments for damages or repairs, and discipline under appropriate District policies up to and including suspension, termination of employment, and referral to legal authorities. Users may also be held personally liable under applicable state and federal civil or criminal laws. Employee discipline procedures will be in accordance with the terms of applicable collective bargaining agreements. Users are encouraged to report misuse or violations of this policy to appropriate personnel, including building administrators and the Manager of Technology, Learning, and Innovation.

## 2.2 Definitions

**The Massachusetts Public Record Law** is a law that gives the public the right to request access to information from a Massachusetts governmental agency. The **Freedom of Information Act (FOIA)** is a law that gives the public access to information from the federal government. A public records request can be made to the Webster Public Schools for electronic documents/communications stored or transmitted through district systems unless that information is specifically exempted from disclosure by law.

**Family Educational Rights and Privacy Act (FERPA)** protects the privacy of student education records. Personal information stored or transmitted by the Webster Public Schools must abide by FERPA.

The Webster Public Schools also are required to protect the confidentiality, integrity, and security of student records under MA law and Board of Education regulations.

**Children's Internet Protection Act (CIPA)** requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. The Webster Public Schools are required to filter Internet access for inappropriate content, monitor the internet usage of minors, and provide education to students and staff on safe and appropriate online behavior.

**Children's Online Privacy Protection Act (COPPA)** imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. The primary goal of COPPA is to place parents in control over what information is collected from their children online.

## 3. Policy

### 3.1 Responsible Use – General Principles

We expect users to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical. By using Webster Public Schools technology resources the user agrees to follow all District policies, regulations, and guidelines, as well as state and federal laws. Employees are required to report misuse or breach of protocols to appropriate District personnel.

- All technology resources furnished to employees are property of the Webster Public Schools and are intended for educational or business use that is consistent with the mission of the District.
- We expect users to exercise good judgment in the use of these resources and to have the highest standards of conduct and personal integrity. Users are responsible for knowing and complying with the regulations and policies and laws that apply to the appropriate use of District technology and resources. If you are

not sure if an action is legal, ethical, or appropriate, you should discuss the matter with your mentor or supervisor.

- Users are prohibited from using technology for inappropriate purposes including but not limited to the following: playing games, gambling, downloading unapproved files, viewing or processing inappropriate text files or pictures (e.g., sites dealing with antisocial behavior, pornography, obscenity, profanity, discrimination or files which may be dangerous to the integrity of the network).
- All federal, state, and local laws and District policies and behavior guidelines that cover student and employee conduct on school premises and at school-related activities similarly apply to the online environment in those same venues.
- District computing resources are intended for job and education related activities. We permit brief personal use, or use for reasons permitted by state law, within reasonable limits as long as such activities don't interfere with employee work tasks.
- Any use of the District's computing resources in ways that disrupt the school environment, is inappropriate and/or unprofessional, contributes to creating a harassing workplace, or creates a legal risk to the District is prohibited.
- Access to view, edit, or share personal data of students and employees must be by authorized individuals only, who must abide by federal and state laws and regulations, including ensuring privacy. When educational records, personal information, or other private data is transmitted or shared electronically, staff are expected to protect the privacy of data. Staff must also ensure records are sent to individuals with a right to said records and ensure that only the intended recipient(s) are able to access the data.
- Using computing resources to create or disseminate content that could be considered discriminatory, obscene, threatening, harassing, defamatory, retaliatory, or intimidating to any other person is not allowed and could lead to disciplinary action by the District as well as legal action by those who are the recipient of these actions.
- District computing resources may not be used to access, post, or send items with sexually obscene content. Similarly, images exhibiting or advocating the illegal use of drugs or alcohol is prohibited.
- Users must not photograph or make audio/video recordings without the consent of those being recorded and/or permission granted by a parent/guardian of those being recorded. This shall not apply to "directory information" or other fair use authorized under federal or state student records law.

- District computing resources may not be used to solicit and/or promote others for commercial ventures or personal economic gain, for religious or political causes, for outside organizations, or other non-District matters.
- All activity that is composed, transmitted, or received via our technology resources is considered the property of the Webster Public Schools and part of the District's records and may be subject to disclosure to law enforcement or other third parties.
- Nothing in this policy will be read to limit an individual's constitutional rights to freedom of speech or expression or to restrict an employee's ability to engage in concerted, protected activity with fellow employees regarding the terms and conditions of their employment. Notwithstanding this, when staff members speak through social media on matters concerning their work, they should be aware that they are speaking as employees of the Webster Public Schools.

### **3.1.2 Student and Staff Records Privacy**

The District has a legal obligation to protect the personal data of students, families, and staff. Personal information for students/families and staff must be stored and transmitted using approved practices and systems.

The Webster Public Schools complies with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA), as well as state law and regulations concerning the security and confidentiality of employee information and to protect against unauthorized access to or use of such information.

Employees who use third-party software/applications/cloud-storage services to facilitate student learning *must* verify that the District has approved the use of said resources. Approved resources are vetted for compliance with all relevant student data privacy laws and regulations.

### **3.1.3 Copyright and Intellectual Property**

The Webster Public Schools does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented software or material (including music, videos, games, images, text and other media) or any other unauthorized software or material on the Internet.

As a responsible user of the District's computing and network resources, you must abide by all applicable copyright laws and licenses and observe copyright laws. As a general rule, if you did not create the material, you do not own the rights to it, or if you have not received authorization for its use, you may not put the material on the Internet, including works created by students and staff.

### **3.1.4 Online Communication**

The Webster Public Schools encourages the appropriate use of online communication, including social media, to increase student and staff learning, parent and community engagement, and operational efficiency.

When using online tools, members of the Webster Public Schools community when acting as representatives or employees of the Webster Public Schools will use appropriate behavior when the communication impacts or is likely to impact the classroom or working environment in the Webster Public Schools.

- Employees should model and actively practice positive digital citizenship and help students use new technologies in a safe, and responsible way. Employees utilizing online communication platforms with students are expected to educate students about digital citizenship, which includes appropriate and safe online behavior, interacting with individuals on social networking websites, and cyber-bullying awareness.
- Employee activities on District-affiliated social media or social networking websites should not reflect negatively on students, staff, or the District.
- Employees who use internal or external social media sites are expected to maintain professionalism at all times. This includes refraining from discussing confidential information and/or discussing specific students. Content that can be traced back to a specific student or could allow a student to be publicly identified should not be posted on any social media sites.
- Employees and students are provided with online tools to support teaching and learning and to improve the efficiency and effectiveness of communication, both within the organization and with the broader community. Staff and students in grades K through 12 are also provided with District email accounts. Employee communication over email should be consistent with professional practices used for all correspondence.
- All communication sent by an employee using District resources or regarding District business could be subjected to public record requests. Users need to be aware that emails, chats, data and other material/files maintained on the District's systems or the cloud may be subject to review, disclosure, or discovery.
- Employee use of personal email accounts and communication tools to conduct school business is not allowed. Personal email accounts should not be accessed on District Owned hardware.
- Before using an online resource, staff are required to verify it has been approved for use. Approval indicates that the resource meets Webster's standard for student data privacy and aligns with Webster's curriculum and instruction standards. This can be done via the Curriculum and I.T. Departments, as well as asking your school's leadership and/or administration.

- Employees are prohibited from exchanging personal contact information and/or friending/following on social media with current students of any age without explicit written permission of the Principal.
- Coaches or club/activity advisors should refrain from exchanging personal contact information with student team, club/activity members, or their parents/guardians. Rather, coaches and advisors shall use District approved communication platforms for the purpose of communicating with these individuals. It is strongly recommended that electronic or telephone contact by coaches and club/activity advisors with students will be sent to two or more team members, except for messages that would compromise confidential information, such as medical or academic privacy matters.

### **3.1.5 System Security**

Users should not share their password or use another person's password. Users should not access another user's account, file, or retrieve any stored communication without authorization from the Superintendent or Business Manager.

Hacking or attempting to access computer systems without authorization, vandalism (including the uploading or creation of computer viruses, worms, or malware), fraud, phishing, spamming, and/or unauthorized tampering with computer systems is prohibited and may result in District disciplinary action as well as legal action. Users may not use proxy or VPN services to negate or otherwise bypass the District's filtering and monitoring of content.

Users must take responsible measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to notify appropriate school staff immediately. The District will attempt to recover the lost property and ensure the security of any information contained on the device.

### **3.2 Monitoring**

All technologies that we furnish are the property of the Webster Public Schools, and users should have no expectation of privacy. We reserve the right to monitor local network and internet traffic, including information sent or received through our online connections or stored on our computer systems for any reason, including but not limited to ensuring quality control and investigate system problems, ensuring student and employee safety and district security, ensuring appropriate use, or as may be necessary, ensuring that the District is not subject to claims of misconduct.

The Superintendent or designee will approve access to files on District-owned equipment or information only when there is a valid reason to access those files. Authority to access user files can only come from the Manager of Information Technology in conjunction with requests and/or approvals from the Superintendent or designee. External law enforcement agencies may request access to files through valid subpoenas and other legally binding requests. The District's legal counsel will review all such requests.

Information obtained in this manner can be admissible in legal proceedings or in a District discipline hearing.

### **3.3 User Compliance & District Liability**

All staff are required to agree to the terms of this Acceptable Use Policy during the new-hire onboarding process or when changes to this policy are adopted by the School Committee.

When you use District computing services and accept any District-issued computing accounts, you agree to comply with this policy and all other computing-related policies. You have the responsibility to keep up-to-date on changes in the District computing environment via District electronic and print publication mechanisms, and to adhere to those changes.

The Webster Public Schools and its representatives do not encourage or endorse access to inappropriate materials or persons. The Webster Public Schools makes no warranties of any kind, whether expressed or implied, for the technology-related services it provides and will not be responsible for any damages resulting from delays or service interruptions caused by its own negligence or the user's errors or omissions information obtained via the Internet is at the user's own risk. The Webster Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its computer services.

The Webster Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Webster Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

It is the responsibility of the employee to check their school email account daily. Important information is delivered through the school district email system.

## **4. Policy Review and Notice**

The Manager of Information Technology or designee will review this policy annually.

District administration will provide written notice upon adoption of changes to staff regarding this policy. Such notification will include, but not be limited to, employee handbooks and the District website.

### **Funeral Policy for Staff Members or Students**

In the event of the death of a staff member or student, school principals may permit a representative group of staff and students to attend funeral services that may occur during the school day. Staff funeral attendance must have the principal's permission and is granted upon the condition of available classroom coverage. At the end of the funeral services, students and staff are expected to return to school for the remainder of the day. Students' funeral attendance must have parents' prior permission and must be granted with the expectation that school work will be made-up in a timely manner. Funeral

attendance not covered above will remain within the discretion of the Superintendent of Schools.

**Homeless Students Policy JFABD**

Generally speaking, a homeless student is one who:

- Does not have a permanent home
- Lives in motel, hotel trailer park or camping ground
- Lives in cars, parks, public places, abandoned buildings, substandard buildings, or similar settings
- Shares housing of other persons due to the 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

If you believe one of your students is homeless, please contact the District Homeless Student Liaison, Ms. Shari Haire at 508.943.3646. For more information on this, please see School Committee policy JFABD.

**No Smoking Policy ADC**

The Education Reform Act of 1993 stipulates that all public school property in Massachusetts must be smoke-free. To that end, "The Webster School Committee is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Committee believes that education plays a critical role in establishing life-long health habits for its students. A comprehensive health curriculum K-12 emphasizing the dangers of tobacco, drugs, and alcohol remains a major goal for the school district. The Webster School Committee also has a strong interest in the health of its employees and in their serving as positive role models for students. Therefore, the Committee shall promote non-smoking among its staff, employees, students, and all visitors. Smoking and use of tobacco products of any type shall be prohibited on school property (buildings and grounds), vehicles or at any school-related events.

**Anti-Harassment and Discrimination**

The Webster Public Schools are committed to providing a work environment free of sexual harassment and any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity, age, physical or mental disability, genetic information, marital status, or any other classification protected by local, state, or federal laws is illegal and prohibited by District policy. Harassing or discriminatory conduct by or towards any employee, student, contract worker, vendor, or anyone else associated with, or who does business with the District will not be tolerated.

Discrimination against or harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the District. Further, any retaliation against an individual who has complained about discrimination or harassment or retaliation against

individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from discrimination and harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the District takes allegations of unlawful discrimination and harassment seriously, we will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. To the extent any person with whom the District does business engages in unlawful discrimination or harassment, the District will take appropriate corrective action.

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

In general, harassment or discrimination includes prohibited verbal, physical, or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- it creates a hostile or offensive work environment.

### **Sexual Harassment Policy ACAB**

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

**B. Definition of Sexual Harassment** Sexual harassment does not refer to purely voluntary social activities. It refers to behavior which is not welcomed by the employee, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee to work effectively. While it is not possible to list all of the circumstances that may constitute sexual harassment, depending upon the totality of the facts, including the severity of the conduct and its pervasiveness.

**Individual Responsibilities**

Each individual of the District is personally responsible for:

- ensuring that his/her conduct does not sexually harass any other employee or person with whom the employee comes in contact on the job, such as an outside vendor;
- cooperating in any investigation of alleged sexual harassment by providing any information he/she possesses concerning the matter being investigated;
- actively participating in efforts to prevent and eliminate sexual harassment and to maintain a working environment free from such discrimination; and
- ensuring that an employee who files a sexual harassment claim or cooperates in an investigation may do so without fear of retaliation or reprisal.

**A. Complaint**

The District has designated a Sexual Harassment Grievance Officer. The current Sexual Harassment Grievance Officer is Shari Haire. She can be reached at (508) 943-3646.

If any individual believes he or she has been subjected to sexual harassment, the individual should initiate a complaint by contacting the Sexual Harassment Grievance Officer as soon as possible. The individual should file the complaint promptly following any incident of alleged harassment. The individual should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the Sexual Harassment Grievance Officer to investigate what occurred. The individual will be requested to write out his or her complaint to document the charge.

**B. Investigation On** receiving the complaint, the Sexual Harassment Grievance Officer or the Alternate Sexual Harassment Grievance Officer will promptly have a preliminary investigation made into the matter. If after the completion of this preliminary investigation it is determined that there is reasonable cause for finding a violation of this policy, the District will notify the complainant and the charged employee of the finding orally. The charged employee will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case. This process will be confidential to the extent consistent with an effective investigation, subject to the business needs of the District.

**C. Decision** After the response of the charged individual has been made, and any further investigation that may be warranted has been carried out, the District will make a final decision. If the District finds that the allegations in the complaint have been established by the investigation, the District will take such action as is appropriate under the circumstances.

**State and Federal Agencies**

The Massachusetts Commission Against Discrimination ("MCAD"), located at 436 Dwight Street, Room 220, Springfield, MA 01103 (413) 739-2145, One Ashburton Place, Room 601, Boston, MA 02108 (617) 994-6000, 484 Main Street, Suite 302, Worcester, MA 01608, or 128 Union Street, Suite 206 New Bedford, MA 02740 | (774) 510-5801 is responsible for enforcing the Massachusetts Sexual Harassment Law, and the U.S. Equal

Employment Opportunity Commission (“EEOC”) is responsible for enforcing the federal law prohibiting sexual harassment. The EEOC is located at JFK Federal Office Building, Government Center, Room 475, Boston, MA 02203. They may be contacted at the above addresses. A complaint to the MCAD must be filed within 300 days. A complaint under the federal law should be filed within 300 days.

Under the Title IX Regulations that became effective August 14, 2020, the District’s Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during the investigation/grievance process. The new regulations require the District to use the “preponderance of the evidence” standard in making a decision as to whether harassment has occurred. To have a complaint considered, a staff must be a current Webster Public School employee and the incident must have taken place in the United States. Reporting of an incident requires the reporter to have “actual knowledge” of the complaint/situation. Complaints should be directed to the Title IX Officer for the district.

#### **Use of Private Vehicles for School Related Events Policy EEAG**

“School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of Schools of personnel liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more. Vehicle must have current inspection sticker and registration certificate.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. Driver must be at least 21, properly licensed and have permission from school principal or other designated administrator.

#### **Student Incidents Involving Drugs, Alcohol or Weapons Policy KLG**

According to School Committee Policy KLG, cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

“The Webster School System and the Webster Police Department agree to coordinate their efforts to prevent and control drug abuse, including the use of alcohol, by students and to respond effectively to all incidents of criminal or delinquent behavior on school grounds, in school buildings, or at school sponsored events. This agreement sets out formal procedures for communication and cooperation between the parties. We agree to the following procedures for the handling of incidents involving the use of drugs, alcohol or weapons on school property or at school functions, including but not limited to, those incidents constituting criminal or delinquent behavior.

Employees who violate any Webster Public School policy will be referred to their Building Administrator where the following disciplinary actions will be implemented:

**FIRST OFFENSE:** Documented verbal warning given by Building Administrator

**SECOND OFFENSE:** Written warning given by Superintendent of Schools.

Additional sanctions may be given as deemed appropriate by the Superintendent of School

| <b>Behavior</b>                                                                                                                         | <b>School Response</b>                                                                                                                                                                                                                                                                                                                                                | <b>Interaction with Police</b>                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student voluntarily confides a drug or alcohol problem to a teacher                                                                     | Teacher will consult with the school nurse or guidance counselor for assistance in deciding appropriate action or referral. Guidance office notifies Administration so they are aware of action                                                                                                                                                                       | None                                                                                                                                                                                                                      |
| School officials have reasonable cause to suspect that a student is under the influence of drugs or alcohol, but no contraband is found | Principal or designee will notify parent(s) and the student will be removed from class until parent conference is held. If student refuses to leave class, request police assistance                                                                                                                                                                                  | To be determined on a case by case basis after discussions between the Principal and the Superintendent of Schools.                                                                                                       |
| School officials have reasonable cause to suspect that student is in possession of a weapon                                             | Principal or designee will notify Superintendent of Schools and police immediately and proceed under police direction. Parents(s) will be contacted and the student will be removed from class until parent conference is held.                                                                                                                                       | Immediate notification by the school. The responding officer will decide on the level of police involvement, if any.                                                                                                      |
| Student is found to be or admits to being under the influence of drugs or alcohol, but no contraband is found.                          | In accordance with the Disciplinary Code, Principal will make notification to the police and the parent and hold a conference with the parent, the student and appropriate others before the student returns to school. Students will be required to complete a Family Education Workshop, with either the Webster Project, Bancroft Human Services, or a like agency | Formal, written notification by the school to the policy department, The responding officer will decide if criminal or juvenile complaints are to be taken out or if a child in need of services (CHINS) is to be sought. |
| Student found to be selling or distributing drugs or alcohol.                                                                           | Principal or designee will immediately notify Superintendent of Schools, the police, and the parent. The Principal may suspend or expel the student from the school system in accordance with the Disciplinary Code. The contraband is turned over to the police department                                                                                           | Formal, written notification by the school to the police department. The police department will take out the appropriate criminal or juvenile complaints.                                                                 |

Acknowledgement Page

I, \_\_\_\_\_,  
(Print Name)

acknowledge that I have received and reviewed the attached  
Webster Public Schools Employee Handbook. I also acknowledge that by  
signing and returning this page, I agree to abide by the  
Acceptable Use Policy regarding Technology  
found on pages 24 and 25 of this Employee Handbook.

I will direct any questions about information contained in this handbook to  
my building administrator or to the Office of the Superintendent of Schools.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date