

STAFF HANDBOOK

2016-2017

B.M.C. Durfee High School

360 Elsbree Street

Fall River, Massachusetts 02720



STAFF HANDBOOK

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Overview

This handbook provides faculty with information about the policies and procedures governing B.M.C. Durfee High School. **All members of the faculty are responsible for carrying out the policies and procedures outlined in this document as well as those outlined in the Student Handbook, and the District's Policy Manual.**

Whenever a revision would serve the best educational interests of the students, then that change will be made. The faculty is encouraged to offer suggestions throughout the year so the administration may update and improve this handbook. There are several opportunities for faculty members to offer their valued feedback. Specific opportunities include, but are not limited to participation in the Faculty Senate, on the High School Council, as well as in faculty and department meetings.

This booklet in no way covers or anticipates every matter that will occur during the year. It is a guide that may be applied to each situation to make educational decisions that best serve the students of Durfee High School.

INTRODUCTION TO B.M.C. DURFEE HIGH SCHOOL

School Core Beliefs and Values Statement

The B.M.C. Durfee High School community is dedicated to providing a safe, rigorous learning environment that is equitable, inclusive, and collaborative, empowering students to explore diverse paths and succeed in the 21st Century.

All Hilltoppers have Durfee PRIDE!

Purpose
Responsibility
Innovation
Diligence
Empowerment

21st Century Learning Expectations

PURPOSE: Students will demonstrate informational literacy through clear and effective articulation of ideas using various forms of communication.

RESPONSIBILITY: Students will demonstrate personal accountability to the school community.

INNOVATION: Students will demonstrate content literacy by analyzing and solving problems in collaborative academic and real world settings.

DILIGENCE: Students will demonstrate care, effort, and persistence in accomplishing their academic, social, and future goals.

EMPOWERMENT: Students will demonstrate synthesis of the PRIDE expectations.

School-Wide Rubrics

The following five pages contain the school-wide rubrics that will be used to assess the degree to which students meet B.M.C. Durfee High School’s 21st Century Learning Expectations. Each of the rubrics will be used on a regular basis by classroom teachers across subject areas as well as counselors and other administrators and staff.

21 st Century Learning Expectation	Exceeds Expectation	Meets Expectation	Progressing Toward Expectation	
<p style="text-align: center; font-size: 48pt; font-weight: bold;">P</p> <p><u>PURPOSE:</u> Students will demonstrate informational literacy through clear and effective articulation of ideas using various forms of communication.</p>	<p>Without exception, the student:</p> <ul style="list-style-type: none"> • Presents information coherently in both written and oral forms • Accesses a variety of communication resources • Uses appropriate technology in research and presentation • Applies research to effectively demonstrate proficiency of mastery objective(s) 	<p>With no more than one exception, the student:</p> <ul style="list-style-type: none"> • Presents information coherently in both written and oral forms • Accesses a variety of communication resources • Uses appropriate technology in research and presentation • Applies research to effectively demonstrate proficiency of mastery objective(s) 	<p>With two or more exceptions, the student:</p> <ul style="list-style-type: none"> • Presents information coherently in both written and oral forms • Accesses a variety of communication resources • Uses appropriate technology in research and presentation • Applies research to effectively demonstrate proficiency of mastery objective(s) 	The

Departments reporting out: ELA, World Languages, Social Studies, Health

21 st Century Learning Expectation	Exceeds Expectation	Meets Expectation	Progressing Toward Expectation	
<p style="text-align: center;">R</p> <p><u>RESPONSIBILITY:</u> Students will demonstrate personal accountability to the school community.</p>	<p>Without exception, the student:</p> <ul style="list-style-type: none"> • Arrives on time for school/classes with required materials • Completes assignments in a timely manner • Demonstrates respectful behavior as designated in student handbook • Takes responsibility for actions 	<p>With no more than one exception, the student:</p> <ul style="list-style-type: none"> • Arrives on time for school/classes with required materials • Completes assignments in a timely manner • Demonstrates respectful behavior as designated in student handbook • Takes responsibility for actions 	<p>With two or more exceptions, the student:</p> <ul style="list-style-type: none"> • Arrives on time for school/classes with required materials • Completes assignments in a timely manner • Demonstrates respectful behavior as designated in student handbook • Takes responsibility for actions 	The

Departments reporting out: All Departments, Grade Offices

21 st Century	Exceeds Expectation	Meets Expectation	Progressing Toward	
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Learning Expectation	Expectation			The s
<p style="text-align: center;">I</p> <p><u>INNOVATION:</u> Students will demonstrate content literacy by analyzing and solving problems in collaborative academic and real world settings.</p>	Without exception, the student:	With no more than one exception, the student:	With two or more exceptions, the student:	<ul style="list-style-type: none"> • • • •
	<ul style="list-style-type: none"> • Works in a variety of settings to produce meaningful and original results using a variety of resources • Listens to, shares ideas with, and supports the efforts of other group members and has a positive impact on the group • Identifies appropriate/valid data, develops an effective strategy to problem solve, and develops a creative and innovative solution to real world problems • Understands and is versatile in the use of relevant educational resources 	<ul style="list-style-type: none"> • Works in a variety of settings to produce meaningful and original results using a variety of resources • Listens to, shares ideas with, and supports the efforts of other group members and has a positive impact on the group • Identifies appropriate/valid data, develops an effective strategy to problem solve, and develops a creative and innovative solution to real world problems • Understands and is versatile in the use of relevant educational resources 	<ul style="list-style-type: none"> • Works in a variety of settings to produce meaningful and original results using a variety of resources • Listens to, shares ideas with, and supports the efforts of other group members and has a positive impact on the group • Identifies appropriate/valid data, develops an effective strategy to problem solve, and develops a creative and innovative solution to real world problems • Understands and is versatile in the use of relevant educational resources 	

Departments reporting out: Science, Mathematics, CVTE, Fine Arts, Physical Education

21 st Century Learning Expectation	Exceeds Expectation	Meets Expectation	Progressing Toward Expectation	The
	<p>Without exception, the student:</p> <ul style="list-style-type: none"> • Maintains a course schedule 	<p>With no more than one exception, the student:</p> <ul style="list-style-type: none"> • Maintains a course schedule 	<p>With two or more exceptions, the student:</p> <ul style="list-style-type: none"> • Maintains a course schedule 	

<p style="text-align: center;">D</p> <p><u>DILIGENCE:</u> Students will demonstrate care, effort, and persistence in accomplishing their academic, social, and future goals.</p>	<p>that is appropriately challenging</p> <ul style="list-style-type: none"> • Develops a course of study reflective of college and career goals • Accesses school resources for college and career planning • Meets Mass Core requirements 	<p>that is appropriately challenging</p> <ul style="list-style-type: none"> • Develops a course of study reflective of college and career goals • Accesses school resources for college and career planning • Meets Mass Core requirements 	<p>that is appropriately challenging</p> <ul style="list-style-type: none"> • Develops a course of study reflective of college and career goals • Accesses school resources for college and career planning • Meets Mass Core requirements
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Departments reporting out: CVTE, Guidance, ELL, Special Education

21 st Century Learning Expectation	Exceeds Expectation	Meets Expectation	Progressing Toward Expectation	
<p style="text-align: center;">E</p> <p><u>EMPOWERMENT:</u> Students will be able to synthesize the PRIDE</p>	<p>Without exception, the student:</p> <ul style="list-style-type: none"> • Meets or exceeds all other learning expectations. • Develops a PRIDE portfolio showcasing mastery of 21st 	<p>With no more than one exception, the student:</p> <ul style="list-style-type: none"> • Meets or exceeds all other learning expectations. • Develops a PRIDE portfolio showcasing mastery of 21st 	<p>With two or more exceptions, the student:</p> <ul style="list-style-type: none"> • Meets or exceeds all other learning expectations. • Develops a PRIDE portfolio showcasing mastery of 21st 	<p>The</p>

expectations.	<p>Century Learning Expectations.</p> <ul style="list-style-type: none"> • Successfully completes a capstone project approved by school administration 	<p>Century Learning Expectations.</p> <ul style="list-style-type: none"> • Successfully completes a capstone project approved by school administration 	<p>Century Learning Expectations.</p> <ul style="list-style-type: none"> • Successfully completes a capstone project approved by school administration 	•
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Departments reporting out: Guidance, Grade Offices

Administrative Contacts

Superintendent of Schools

Meg Mayo-Brown

Telephone: 508-675-8420

Administrative Assistant for School Committee Services

Rebecca Caron

Telephone: 508-675-8420 x435

Fax: 508-675-8462

To access the administration or administrative support staff at the high school, please dial (508) 675-8100. When you hear the main greeting, you may dial the four-digit extension of the person you are trying to reach. Those extensions are listed below.

Principal

Clerk

Fax

Maria Pontes

Grace Costa

x1204

x1130

508-675-8186

Associate Principal

Michelle Sylvaria

x1190

Vice Principal, 2017

Aimee Bronhard

x1176

<i>Clerk</i>	<i>Regina Feijo</i>	<i>x1175</i>
<i>Guidance</i>	<i>Beth Plasski</i>	<i>x1154</i>
<i>Guidance</i>	<i>Tricia Pleiss</i>	<i>x1177</i>
<i>Adjustment Counselor</i>	<i>Gretchan Creesy</i>	<i>x1127</i>
Vice Principal, 2018	Andrew Rebello	x1162
<i>Clerk</i>	<i>Nancy Tobin</i>	<i>x1161</i>
<i>Guidance</i>	<i>Jay Gray</i>	<i>x1217</i>
<i>Guidance</i>	<i>Kerry Bulk</i>	<i>x1220</i>
<i>Adjustment Counselor</i>	<i>Manuela Rodrigues</i>	<i>x1390</i>
Vice Principal, 2019	Taylor Brown	x1137
<i>Guidance</i>	<i>Jenna Lagasse</i>	<i>x1138</i>
<i>Guidance</i>	<i>Kim Napolitano</i>	<i>x1114</i>
<i>Adjustment Counselor</i>	<i>Claudia Costa</i>	<i>x1224</i>
Vice Principal, 2020	Jessica Stephens	x1173
<i>Clerk</i>	<i>Celina Maynard</i>	<i>x1172</i>
<i>Guidance</i>	<i>Rachel Fellows</i>	<i>x</i>
<i>Guidance</i>	<i>Denise Boland</i>	<i>x</i>
<i>Adjustment Counselor</i>	<i>Cynthia Couto</i>	<i>x</i>
Department Chairs/Curriculum Coordinators		
Athletic Director	Brad Bustin	x1144
English Language Arts	Jessica Vinacco	x1150
Fine Arts	Jackie Fransisco	(508)675-8390
Guidance	Drew Woodward	x1199
Mathematics	Jessee Clements	x1160
Social Studies	Matthew Desmarais	x1148
Science	Shayna Morgan	x1170
Career & Tech Ed	Ray Medeiros	x1178
Other Popular Phone Extensions		
FRED TV (Ch. 17)	Rene Kochman	x1113
I.M.C./Library	TBA	x1124

Registrar	Maureen Pereira	x1200
School Nurses	Christine Leimert	x1146
	Elizabeth Rezendes	x1147
	Joanne Wood	x1145
School-to-Career	Jay Correia	x1188
Security		x1257

Grade Reporting, Closing, and Issue Dates

B.M.C. Durfee has adopted a system of assessment wherein students will receive periodic updates from classroom teachers regarding their academic progress. Students will receive report cards four times throughout the school year and will receive interim progress reports four times. The following are the reporting dates for these reports: Please see calendar and school web site...

Faculty Meetings

Please see school calendar.

Department Meetings

Monthly meetings will be scheduled by Department Chairs.

School Day and School Hours

B.M.C. Durfee High School Main Office is open from 7:30 a.m. to 3:00 p.m. Administrators can be reached during these hours. Teachers are in the building from 7:45 a.m. until 2:45 p.m. All students must be in their first period class no later than 7:55 a.m. The following schedule indicates the schedule and times for the school day:

REGULAR SCHEDULE	BELL		
1st Warning Bell	7:45		
2nd Warning Bell	7:50		
First Block	7:55-9:07		
Passing	9:07-9:12		
Second Block	9:12-10:24		
Passing	10:24-10:29		
Third Block	10:29-11:41		
Passing	11:41-11:46		
Fourth Block	11:46-1:23		
Lunch A	11:46-12:11		
Lunch B	12:22-12:47		
Lunch C	12:58-1:23		
Passing	1:23-1:28		
Fifth Block	1:28-2:40		

GENERAL INFORMATION FOR TEACHERS

Common Planning Time

Each teacher will be assigned at least one period of CPT each week. Teachers are expected to use this time to work within content teams, using data analysis to inform short and long-term planning of instruction. A continuous and reflective cycle of curriculum, instruction and assessment is required. Teachers will discuss specific content and strategies, and share best practices to meet the needs of students.

Technology in the Classroom

Training is available through the Technology department by contacting Brad Silva in room 262 or by email at dsilva@fallriverschools.org.

In the event there are any issues with the technology in your classroom please contact tech support at 508-675-8402 or initiate a “ticket” through X2.

Grading Policy

- 60% “Summative” Assessments (e.g., unit exams, major projects, research papers, performances, projects)
- 40% “Formative” Assessments (e.g., classwork, homework, quizzes)

Teacher's Daily Checklist

1. Check Your Mailbox

Mailboxes are located in the department office and should be checked upon arrival and again before departure. Teachers are asked to be stationed at their classroom door by 7:45 AM and to assist in moving students to their first timeslot class.

2. Daily Attendance

Teachers will take daily attendance and enter it into X2. Teachers must post the attendance through X2 at the beginning of the period so the offices can gather the information. If the computer is not functioning properly, teachers will need to take attendance by hand and deliver it to the nearest Grade Office for entry. (NOTE: Teachers are required to contact the tech center if they are having difficulty with their computers ASAP.) Students entering school after 8:00 AM will receive a tardy slip at the Main/West Main Entrance or their respective grade office where they will be recorded in the computer and receive a tardy pass to class.

In the event that a student is present but marked absent in X2 teachers are asked to notify the appropriate grade office as soon as possible in order to correct the error.

3. Classroom Attendance

All teachers are required to take classroom attendance via X2, posting classroom attendance every period prior to the end of the period. Daily attendance may show the following codes: A for absent, P for present, T for tardy.

4. Class Cuts

Teachers are required to identify and address students they believe have cut a class. Teachers should communicate concerns and questions directly to students. Consequences should be progressive and chronic offenders referred to the grade level Vice Principal. In addition, teachers should contact parents and journal communication in X2.

In addition, respective Grade Administrators will gather attendance data and will be responsible for tracking overall student attendance. They will respond to any referrals sent by classroom teachers, as well as identify students who skip multiple periods in a school day or those believed to have left school.

5. Complete any discipline referrals through X2. Do not use the names of multiple students in the report. **Use only the name of the individual on which you are reporting.**

6. Check desks and monitor room appearance and cleanliness.

7. Check for voice mail and check email. In an effort to better service the community and to foster timely communication, we commit to a 24-hour response to all inquiries. If you are having difficulty meeting this commitment, please see your Department Chair or respective Grade Administrator for assistance.

8. Assist in the hallway once the final bell has sounded. Please do not leave the building before 2:45pm.

Teacher Expectations

It is required that each teacher publishes and distributes a list of expectations for each course that he/she is teaching. It is recommended that teachers also present a general course outline.

Expectations for Classroom

- Arrive to class on time and be prepared for the work at hand.
- Remain attentive to the task at hand during the entire period.
- Be considerate of the rights and feelings of others.
- Respond promptly to the direction of the teacher.

Suggested Classroom Management Plan

Adopting personalized and professional classroom management techniques, as we all know makes for a more effective teaching style. Parents generally prefer to receive a telephone call from a classroom teacher rather than from the Vice Principal. Please attempt to engage all parents, but especially those of students who are having academic and behavioral difficulties.

First, determine rules for your classroom:

- a. Expectations are in place at all times.
- b. Clearly state rules in observable terms.

- c. The first rule is “Follow directions.”
- d. Establish no more than five rules.

Next, determine consequences:

- a. Progressively scale the consequences, moving from minimal to more substantial.
- b. The first consequence is to give the student a warning.
- c. Try phoning parents before sending the student to the grade office, except in rare circumstances.
- d. Include a clause for severe misbehavior (e.g., when a student will be sent out to V.P. immediately)

Finally, determine positives:

- a. Determine how you will recognize students for following your rules and directions.
- b. Use consistent praise that is genuine and sincere.
- c. Send positive notes and make positive phone calls to parents.
- d. Send Positive Referral forms to the Grade Office.
- e. Recommend students for Student of the Term Awards.

Sample Classroom Management Plan

Rules

- Arrive on time and prepared for class.
- Be in your seat when the bell rings.
- Be prepared to work from bell to bell.
- Show respect for others at all times.

Consequences

- Warning
- Five minutes after school
- Ten minutes and call a parent
- Refer to Vice Principal
- Severe cause: Go directly to Vice Principal

Positives

- Praise
- Positive notes and phone calls
- Positive Referrals and recommendations for Student of the Term Awards

Post your plan in your classroom

It is suggested you write down your plan and post it in the classroom as a constant reminder to students, to you, and to visitors who enter your room.

Class Record Keeping

1. Every teacher must keep a careful record of each pupil’s performance in his/her classes.

2. The record should contain: assessment of oral and/or written performances for each pupil with corresponding dates, a label for each entry, final exam grades and the final grade for the year or semester.
3. If a teacher issues an incomplete grade, the student has two calendar weeks from the official end of the given term to make up the work. Teachers must then submit a *Grade Change Form* to change the incomplete to a letter grade. Forms may be picked up in the Grade Offices and must be returned to the respective Grade Administrator.
4. No student should be dropped from a class unless he/she is signed out of the class by guidance or administration. In the event that a student is dropped or added to a class guidance will notify both the new and old teacher, and the change will be reflected in X2.
5. Each teacher must submit period attendance through X2, identifying students they believe have cut the class. Questions regarding record keeping should be discussed with Department Heads.

Discipline Referrals

Behavior management is the responsibility of the entire professional staff, and all routine classroom management issues should be handled by the classroom teacher. As such, all routine classroom management issues should be addressed by the classroom teacher prior to writing a referral or sending a student to their grade office. When a student is sent to the office, a discipline referral must be written in X2 and a call made to the grade office to notify the VP of the student's expected arrival. Whenever a discipline issue results in an office referral, teachers should also contact a parent/guardian. Feedback on referrals can be obtained through follow up conversations with the Vice Principal, through X2 or by email.

Class Attendance Procedure

1. Every student at Durfee is expected to attend every class period unless his/her name appears on the daily absence list as either absent, tardy for school (arriving later than class ended), in the in school suspension room, dismissed, or suspended.
2. Each classroom teacher will keep an accurate daily attendance record for each student in each class period. Unless otherwise directed by the Principal, attendance will be posted at 8:00a.m.during timeslot 1 and by the end of each period thereafter.
3. In order for the Grade Administrators to accurately track attendance, all staff members must adhere to these guidelines at all times. Department Chairs will monitor the process.
4. If the student has cut class, the teacher will address the individual student and assign consequences. In addition, parents should be notified (with communication journaled), and, in the case of repeat offenders, Vice Principals should be contacted.
5. Remember that no makeup is required for class cuts and a zero is awarded for missed work.

Maintaining Professional Boundaries

Tips for Educators

- Be alert for signs and symptoms of abuse and refer to school adjustment counselors.
- Model appropriate behavior and maintain a professional demeanor.

- Be clear and consistent about classroom expectations: rules regarding acceptable behavior, language, and physical contact.
- Be sensitive to the appearance of impropriety.
- Avoid situations in which you are alone with a child. When it is necessary to speak privately with a child, find a place out of earshot, but within sight of others for your conference. This includes not transporting youngsters alone in your car.
- The privacy of children in situations such as toileting, showering and changing clothes should be respected. When it is necessary to supervise children in these situations, at least two adults should be present and intrude only to the extent that the health and safety of the children require. Adult volunteers should preserve their own privacy in these situations also.
- Avoid touching areas that are normally covered by swimming suits: breasts, buttocks, and groin. When hugging is appropriate, hug from the side over the shoulders, not from the front.
- Sexual jokes, comments of a sexual nature, kissing, sensual massages or sexual gestures are not appropriate behavior for an adult staff member or volunteer.
- When volunteering to supervise overnight activities, adults should not share sleeping quarters with children other than their own.
- Revealing personal information about one's sex life is never appropriate.
- Do not use corporal punishment in any form—spanking, slapping, hitting, etc.
- It is the adult's responsibility to set and respect boundaries. When a child attempts to involve an adult in inappropriate behavior, the adult must reject the overture. The adult should also report that behavior to the respective Grade Administrator as soon as possible.
- Do not "black out" windows in your classroom so that others cannot look in.
- Maintain professional boundaries. Keep in mind that you are the child's teacher or counselor not their friend, companion or confidant.
- If a child reveals personal information to you, offer to make an appropriate referral to a counselor.
- Counseling offices should be confidential but easily accessible to other people. Whenever possible, keep a door open, especially when counseling members of the opposite sex.
- Do not exchange personal information. Avoid personal private e-mail or personal telephone conversations with students.

Homework Guidelines

Homework refers to work assigned by a teacher to be completed outside of class time and serves many purposes:

- improves academic performance and enhances grades
- helps students organize time and set priorities
- extends learning and critical thinking beyond the school day
- develops individual responsibility, decision making skills, and independence
- provides additional time for the application of new skills
- keeps parents involved and informed about curriculum and skills being taught

A reasonable guide for student homework assignments is a minimum of 1 ½ - 2 hours (total) per night, recognizing that students enrolled in multiple honors and AP courses will be expected to do more. Since the effectiveness of these guidelines depends upon the cooperation of all concerned, the following responsibilities are stated:

Students will:

- Record assignments daily in a notebook or other assignment book
- Gather materials necessary for the completion of the assignment
- Ask for clarification or help prior to the due date if an assignment is not understood
- Complete assignments on time
- Plan adequate time for long term assignments
- Establish a homework partner in each class/course to gather assignments when absent from school
- Be prepared to attend homework club if assignments are not completed

Teachers will:

- Provide a thorough explanation of how to complete an assignment
- Comment upon, grade, or otherwise acknowledge in some way each assignment
- Vary the types of assignments given
- Ensure that the homework assignments are meaningful and relevant to the learning objectives and curriculum
- Plan the assignment of homework to avoid over-load
- Provide ample time for long term assignments throughout the school year
- Communicate consequences for completing or not completing to students and parents through expectation sheets at the start of the semester
- All teachers are expected to return all tests, quizzes, reports, etc. within a reasonable amount of time.

Parents will:

- Establish homework as a priority
- Communicate with the classroom teacher if there is a question regarding assignments
- Foster pride in completed tasks
- Provide access to a quiet place, time, and materials to complete assignments
- Encourage consistent daily routine
- If student says that assignments are completed, see that time is devoted to reading, reviewing, or other academic pursuits

Student Assemblies

- Assemblies are scheduled periodically with groups of various sizes and with various purposes.
- All teachers whenever possible will attend assemblies with scheduled classes and aid in supervision.
- Teachers will be made aware of class and other assemblies with as much notice as possible.

- Due to seating limitations, general assemblies will be held most often on a class/grade basis only.
- Assemblies directed toward a certain subject will be held as needed.

Field Trips

1. Reserve a date, no less than three weeks in advance of the proposed date of travel. Please see the Principal's Secretary, Grace Costa.
2. Updated forms are available online and in the main office.
3. Out-of-state trips, including to Rhode Island, as well as trips to foreign destinations, must be approved by the School Committee. These trips are reviewed at regular School Committee meetings which are held monthly; therefore, please give enough time when planning/submitting a request for an out-of-state trip.
4. Field trips are not to be scheduled within 1 week of the close of a term.
5. Administration reserves the right to deny a field trip for staffing reasons, conflicts with other major school events and testing, and similar issues.

Bulletin Boards

Bulletin boards throughout the high school, aside from those in the classroom and in the teachers' rooms, are for the sole purpose of dissemination of related educational information. Materials for bulletin boards must be approved by the principal. Announcements concerning school related and/or promotional activities (i.e. blood drive, proms, club functions, testing dates, etc.) illustrate appropriate use. The advertisement of private sales or services is not acceptable.

Cleanliness and Energy Conservation

The following outlines basic principles for classrooms and the building in general.

1. It is the responsibility of each teacher to leave his/her classroom in an orderly state at the end of each and every period. The floor should be completely free of papers and desks should be checked periodically for marks, etc. Any school property that is defaced will be reported to an administrator/Grade Office as soon as possible.
2. Teacher desktops should not be unnecessarily cluttered. Please consider the instructor who follows you into the room.
3. Last period, teachers should see to it that all doors are closed and the lights are turned off.
4. Reports regarding unclean areas should be reported to the nearest Grade Office.
5. Energy
 - a. If an area is abnormally hot or cold, inform nearest Grade Office.
 - b. Many rooms are equipped with motion sensor lights. Teachers using rooms that are not should turn off lights in unused classrooms, restrooms, and offices, during and at the end of the school day. We must all do our part to conserve energy whenever possible.

Campus Management

Before/After School Campus Management

1. All teachers are required to be outside their classroom or the areas to which they are assigned from 7:45am-7:55am before school and 2:40pm-2:45pm after school.

2. It is the responsibility of all teachers to clear the corridors and the areas to which they are assigned. Encourage students to enter the classroom.
3. It is the responsibility of the teachers to observe student behavior and respond appropriately to disruptive behavior. Please report any issues that are detrimental to the proper behavior guidelines to the appropriate Grade office.

Corridor Management

1. School control and order are the responsibility of all staff members.
2. All teachers must cooperate in maintaining order during passing time.
3. All teachers will stand by the corridor door of their respective classrooms from the passing bell ending the period until the tardy bell, so that unnecessary noise, shoving, running, etc., will be eliminated immediately. Teachers will enter the class at the tardy bell.
4. Under no circumstances, short of defending one's person, or when required by law to physically intervene to prevent or break up a fight, should any employee of the school come into physical contact with students.
5. Restraint and good common sense should be exercised at all times.
6. Students must be issued corridor passes whenever dismissed from the classroom. Teachers are encouraged to use the student handbook provide to all students for this purpose.
7. Students should leave classrooms only when absolutely necessary. Any student leaving a classroom must be issued a corridor pass or utilize the last page of their agenda book to indicate where they are headed. During the final 10 minutes of the day students should only be issued passes in emergency situations. Under no circumstance should students be allowed to go to their locker or catch the bus early unless they have a dismissal from their grade office.

Teacher Attire

Teachers are expected to present a neat and professional appearance.

Faculty Attendance

The School Day

The school day for faculty begins at 7:45 am and ends at 2:45 pm Monday through Friday. Exceptions include Friday afternoons and afternoons before a holiday when the end of the teacher work day will be the same as the students' dismissal times.

After School Hours

1. Teachers, by agreement with the Fall River Education Association (FREA) and the school committee, are required to stay one additional hour twice each month, one for a faculty meeting and one for curriculum/department meeting or other meeting authorized by the Superintendent of Schools.
2. Teachers are to stay for three 2-hour parent teacher conferences, of which one will be in the evening and the (contract pg. 13-part 2), the others, TBA later in the year.
3. Teachers at Durfee also supervise (3) three detention periods per year. Teachers assigned should be in room no later than 2:45 and should remain there until 3:15. Teachers will submit an attendance sheet to be signed by all student attendees indicating their name and grade. Note: If a teacher is unable to be present at the designated date, it is that teacher's responsibility to find a replacement.
4. Teachers at Durfee may also volunteer time after school for classroom detention, tutoring, parental meetings, and meetings with other teachers or administration.

Leaving School During the Day

1. If a teacher leaves the school sick after 11:00 a.m. due to illness, a half-day (1/2 day) of such leave will be deducted from the teacher's sick leave account. If a teacher leaves the school before 11:00 a.m. due to illness, a full day (1-day) of sick leave will be deducted from the teacher's sick leave account.
2. Teachers must contact one of the Vice Principals or the building Principal as well as your Department Head if you need to leave.

Teacher Absenteeism

1. Teachers are reminded that requests for an excused absence(s), i.e. PBD'S or Staff Development Days, are to be submitted IN ADVANCE. A request for an excused absence must be signed by the immediate supervisor and/or Department Chair and by the Principal.
2. Staff members should check with the office to be sure of appropriate notification.
3. The following procedure must be followed by all members of the faculty at times when they must be absent from school:

All faculty members are asked to call their Department Chair to report an absence from work due to illness by 6:15 a.m. Please remember to make a return phone call when you plan to return to work. REMEMBER: A teacher will be required to make only one (1) telephone call to report absence for the day and (1) to report his/her return to duty, both to the respective Department Chair.

Messages should be as short as possible.

Examples:

This is _____ of the _____ department. I will be out due to _____ (illness, family illness, personal business, personal business day, death in family, relative's funeral, etc.)

AND

This is _____ of the _____ department. I will be returning to school on _____.

- ❖ Since payroll questions occasionally arise, it is important that teachers indicate that the absence is due to illness, if this is the fact. When an absence is due to any other reason, the office must know of the reason before the pay period can be completed.
- ❖ A teacher who has been absent MUST CALL their Department Chair to report returning to duty so that a substitute will not be called. This should be done prior to 6:15 A.M. on the day when the teacher is prepared to return. It is preferred, but not required, that the return call be made the day before the return to school.

Preparing Materials for the Substitute Teacher

1. Leave lesson plans that relate to current class content. These lessons should require little explanation for a substitute who may not share your area of expertise.
2. Prepare all needed instructional materials and be sure that a substitute will be able to find them. Inform your Department Head where your materials are located.
3. Write out any information that the substitute needs to know to carry out your duties and responsibilities.
4. Provide accurate, up-to-date class rosters and seating plans. Your Department Head need five days of lesson plans on file with them. (*Keep these lessons current!*) This will give the substitute valuable information about your students. Keeping an accurate record of student attendance during a teacher's absence is vital.

Lesson Plans

1. Each teacher is required to keep a weekly lesson plan.
2. A copy of the weekly lesson plans must be submitted to Department Heads by Friday for the following week.
3. In order that classes may be conducted in an acceptable manner during the absence of a teacher, all teachers must adhere to this regulation.
4. Department Heads will review plans of instruction regularly.

SAFETY AND SECURITY

School Building Safety and Security Policy

The following procedures are to be followed at all times:

1. When school is in session, all entry doors are to be locked with the exception of main entrance. Doors may be opened during the day for education purposes (i.e. physical education classes, deliveries, etc.), as long as there is adult supervision or monitoring during this time period.
2. No one is allowed in a school building to pick up a child before school is dismissed unless there is an emergency. Parents are requested to provide the Grade Administrator with a note before 7:55 am the day an early dismissal will be needed.

3. Any suspicious individuals or activities that are observed in or around the school should be reported to the security office immediately and followed by notification to the Principal.
4. The Principal or other appropriate staff member should immediately investigate any activity of a suspicious nature.

Safety Reminders for Staff (Refer to Crisis Binder)

1. Never let a student leave the room without a pass.
2. Please lock your room when you leave.
3. Teachers should be in the hall outside their door during passing time.
4. Notify administration if you see students repeatedly congregating in the same section of the building.
5. Report all verbal and physical threats immediately. Follow up with a report in X2.
6. We suggest you personally speak with administrators about potential problem students so we all have a better understanding of pending problems.
7. If an exterior door is open as you pass it, please secure it. If it has been wedged open, remove the wedge from the area.
8. At lunchtime make sure the classroom doors are locked. Historically, this is the time that many thefts occur

Fire Drills

Be sure to post procedures by your classroom door with a clearly marked escape route

During evacuations, please move your students to the back of the parking areas and do not allow students to stand in roadways where fire and emergency apparatus need to travel. Also, if an evacuation occurs during lunch, inform your students to report to the football field or parking area and look for you and stay together as a class. We realize this is nearly impossible to do, but for safety reasons we must try.

Lockdown

The LOCKDOWN will be announced 5 times over the intercom.

Follow the procedures outlined below.

During Regular Class Time

1. Lock your classroom door.
2. Step outside your class and scan the hallways and instruct any students in the hallway to immediately get into the classroom.
3. Return to your classroom and instruct your students to move away from all doors and windows.
4. Take an accurate attendance using the LOCKDOWN Attendance Sheet (See your Department Head for form).
5. It is imperative that NO CELL PHONES BE USED. It will only interfere with 911 and radio communications between emergency personnel.

During Passing Time

1. Lock your classroom door.
2. Step outside your classroom, scan the hallways and instruct any student, teacher, or visitor to immediately get into your classroom.
3. Return to your room and instruct your students to move away from all doors and windows.
4. Take an accurate attendance using the LOCKDOWN Attendance Sheets.
5. It is imperative that **NO CELL PHONES BE USED**. It will only interfere with 911 and radio communications between emergency personnel.

Remember: One unlocked door will allow access too many other classrooms!

At the conclusion of the LOCKDOWN you will hear:

1. "LOCKDOWN ALL CLEAR"
2. "LOCKDOWN ALL CLEAR"
3. "LOCKDOWN ALL CLEAR"

At that time your Department Head will collect attendance forms from all teachers and return them to the Critical Incident Coordinator who will file them for future reference. If the Department Head misses your attendance sheet you must give it to the Department Head by the end of the day.

Location of Areas within B.M.C Durfee High School

Although Durfee is made up of four different units, they are all connected.

Unit 1 contains the Robert J. Nagle Auditorium, art and music rooms, and the industrial arts area. From inside the building, it can be reached only by getting to the fourth floor and heading down the ramp near Room 400.

Units 2 and 3 make up the main building, where the room numbers increase clockwise as one walks around the complex.

Unit 4 is the Luke Urban Field House or gymnasium as well as the Nurses' Office and the health rooms. This unit must be entered from the main lobby near the cafeteria on the first floor.

The first number of each room indicates the floor number. For example, Room 490 is on the fourth floor. The exceptions to the numbering system are the 500s, which are located in the Field House or Unit 4, and the two - digit numbers, which are located, near the auditorium in Unit 1.

FACULTY RESOURCES

Classroom Workstation Information

A Classroom Workstation (desktop, monitor, keyboard and mouse) will be assigned to each classroom providing access to the X2 student management system, district email and the internet. Please do not remove from the assigned room without authorization. User name/password will be provided for access to the workstation.

Please do not install any software on the Classroom Workstation. Existing software on the Classroom Workstation includes:

- Firefox Browser: Access X2, email, and internet
- OpenOffice: Free Office equivalent providing compatible productivity tools similar to Word, PowerPoint and Excel.
- Adobe Reader: Open .pdf documents and X2 reports.

Teachers have access to group printers located in department offices. It may be possible to attached existing printers but each situation will need to be assessed.

Faculty Rooms

- Many rooms are available to staff during their preparation time. Staff members are asked to maintain the rooms in a neat and orderly fashion by discarding lunches, papers, etc. before leaving.
- Other rooms available for staff such as restrooms should be left in the order in which they are found.

Telephone

- The school telephones are used for school business *ONLY*.
- Teachers will not be called from their classes to answer telephone calls except in cases of emergency.

The following are the locations of administrators and some important places:

Principal & Associate Principal

Main office on the Second Floor

Grade Offices

Grade 9	Room 300	Grade 10	Room 400
Grade 11	Room 289	Grade 12	Room 322

Cafeteria:	First floor, near the East Main Entrance
Nurse:	To the left of the main doors heading up to the Field House
Security	Main Entrance
Copy Center:	Above IMC
Teacher Mailboxes:	Respective department offices
Library /IMC:	Second floor, near the Main Office
Male Restrooms:	Second floor (near IMC), 370s, 470s, 320s, 420s
Female Restrooms:	Second floor (near IMC), 370s, 470s, 320s, 420s

POLICIES

No Smoking Policy

The No Smoking Policy applies to teachers as well as students.

Under Section 37H of the Education Reform Act of 1993, the Superintendent of every school district shall publish the district policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities, on the school grounds, or on school buses by any individual, including school personnel.

This policy is to be considered in effect at all times, including during extracurricular activities that take place after school hours. The following is the Smoking Policy for students adopted by the Fall River School Committee on 8/23/06;

Student Smoking Policy

It is the policy of the Fall River School Department that it is illegal to possess tobacco products on the premises of B.M.C. Durfee High School. Possession of all types of smoking paraphernalia including, but not limited to: lighters, matches, cigarette rolling papers, or any other types of flammable igniters are not permitted on school premises or other school related events. With reasonable cause, administrators reserve the right to search and confiscate any of the above items. Possession of these items will be cause for progressive discipline up to and including suspension.

Any student who smokes on school property or is found to be in possession of tobacco products or smoking paraphernalia may be subject to the following:

First Offense

- \$100 fine (will be rescinded upon completion of a smoking cessation program)
- Community Service equaling the \$100 fine if financially unable to pay.
- 2 weeks out of any extracurricular activity or MIAA sanction, whichever is longer,
- Assigned to Saturday School
- Parent/guardian notification

Second Offense

- \$100 fine
- If student did not take part in a cessation program, that option will remain open and the \$100 fine will be rescinded upon completion of the program
- Community Service equaling the \$100 fine if financially unable to pay.
- 12 weeks out of any extracurricular activity
- Progressive discipline possibly leading to long term suspension
- Mandatory parent/guardian meeting with grade administrator

Third Offense

- \$100 fine

- Community Service equaling the \$100 fine if financially unable to pay.
- 6 months out of any extracurricular activities.
- Mandatory parent/guardian meeting
- Progressive discipline possibly leading to long term suspension

Code of Acceptable Dress

B.M.C. Durfee High School is a learning environment and a place of business. As such, our expectation is that students will exercise maturity and responsibility with respect to behavior including their choice of attire. Students should take pride in their appearance and dress appropriately for success. Parents are also expected to monitor how their children dress for school.

At any time during the school day, if a student is wearing an item of clothing not permitted by the following regulations, the Vice Principal and student will seek resolution. As such, parents/guardians may be contacted to bring a change of clothing to school, or the school will provide appropriate clothing if possible. The student will not resume his/her regular schedule until clothing is modified.

At the Principal's or Vice-Principal's discretion and with a parent's/guardian's permission, a student may be sent home to change into more appropriate clothing. A parent conference may be called to discuss the issue. If the problem persists, appropriate disciplinary action will be taken as indicated in the Discipline Code.

Suggested clothing includes crew neck or collared long-sleeve or short-sleeve shirts, denim or chino pants, and shoes or sneakers. Parents and students may opt for Durfee PRIDE-Wear, an "approved" line of clothing which may be purchased through our Campus Store.

In addition, the following guidelines may be useful in helping parents to determine acceptable school attire, as the following items are **permissible** for the 2015-2016 school year:

- Clothing and footwear that are not considered "sleepwear"
- Tops that cover the shoulders, chest, back, midriff and undergarments
- Bottoms that fall to at least mid-thigh and cover undergarments
- Clothing that may not in any way be construed as sexual, obscene or violent, or as advertising drugs, alcohol or tobacco products; also, items that may not be perceived as gang-related
- Apparel, accessories or other modes of appearance (such as tattoos) that do not in any way promote hatred regarding another person's race, color, sex, national origin, religion, or sexual orientation
- Jewelry, footwear, and other apparel that do not pose a threat of bodily harm to the wearer or other individuals

When a violation of the Code of Acceptable Dress occurs the following steps will be taken:

Step 1: An attempt by the grade level administrator to resolve the issue with the student.

Step 2: Parent/Guardian will be contacted if necessary for student to be sent home to change clothes

Step 3: Student will be placed in ISS if no parent/guardian can be reached but will not return to classes until clothing is consistent with the dress code.

Step 4: Parent-Administrator conference will be scheduled to discuss chronic violations and progressive disciplinary measures will be taken as necessary.

Hats, Hoods & Other Headgear

All hats, bandanas, sweatshirt hoods and other headgear (including knit hats and berets) are prohibited. These items may not be worn or otherwise visible during school hours and should be left at home or in a locked locker. (Exceptions include religious and/or health related headgear.) Possible consequences for wearing headgear of any kind are as follows:

First Offense: Confiscated

Second Offense: Confiscated and Office Detention

Third Offense: Confiscated and Saturday Detention

Any item confiscated will be held in the grade office for one week or until a parent or guardian comes into the school and retrieves it. If a parent does not wish to leave the building with the item, it will be held in the office for student pick-up after school hours.

Cell Phones and Other Electronic Devices

Cell phones and other mobile devices have become common place in the 21st Century. As such, the B.M.C. Durfee High School recognizes and encourages the responsible use of such technology to enhance the educational experience. The responsible use of cell phones and other mobile devices is permitted in the following areas throughout the day:

Classroom: For educational purposes only as permitted by the classroom teacher.

Cafeteria: Before and after school and during lunch time.

Hallway: During passing time. (Students who are late to class as a result of irresponsible use of their electronic device during passing time will be subject to progressive disciplinary measures for tardiness to class.)

Important Note: Students will be subject to progressive disciplinary action if they choose to use their electronic device for any action that disrupts the school environment. There is no way to define every possible scenario; however some common examples of disrupting the school environment may include the following:

- Taking photographs, audio or video recordings of other students or faculty members during the school day
- Sending electronic communication to students who are in class
- Using the cell phone to talk or text during class time
- Use of an electronic device that results in a student being tardy to class

Students who use their electronic device in violation of this policy will be subject to having their electronic device confiscated by their grade level administrator where it will be held in the office for one week or until a

parent/guardian arrives to retrieve the device. Students found to be in chronic violation of this policy will be subject to further consequences which could include extended detention or In School/Out of School suspension.

Hazing

As defined in Chapter 269 of M.G.L., hazing shall mean "any conduct or method of initiation into a student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other persons. Violations of this law may be punished by a fine of not more than \$3,000.00 or by imprisonment in a House of Correction for not more than one year or by both such fines and imprisonment."

Hazing Regulations and Definition: "Hazing" shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

The Commonwealth of Massachusetts, 1985:

An Act Prohibiting the Practice of Hazing

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby adding the following three sections: Section 17: "Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment" than one hundred days, or by both such fine and imprisonment."

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18: "Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably

practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.”

Section 19: “Each secondary school and each public and private school or college shall issue to every group or organization under its authority opening on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization or individual has received a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization, or individual has received a copy of said sections seventeen and eighteen. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

House of Representatives, November 13, 1985

In Senate, November 14, 1985

Approved, November 26, 1985

Civil Rights/Harassment

Anti-discrimination Law

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 or sexual orientation.

Harassment Policy Promoting Diversity

Harassment related to one's race, color, sex, religion, national origin or sexual orientation is not tolerated in the Fall River Schools. Such harassment includes any related comments, behaviors or actions, which are unwanted, offensive or intimidating to others.

Sexual Harassment Policy

Sexual harassment, in all its forms, is not tolerated in the Fall River Public Schools. It is the policy of the Fall River School Department that no School Department employee who has engaged in sexual harassment or sexual abuse of a child shall be allowed to resign in exchange for a "neutral, dates only" job reference.

It is the policy of the Fall River School Department that, in the case of any School Department employee who is discharged for cause related to sexual harassment and/or sexual abuse of a child, the Superintendent transfer notice of such discharge for cause to the appropriate state credential file for such employee, so that there will be a record of such employee's discharge and the grounds for discharge. The Superintendent shall provide copies of this notice to the School Committee immediately.

It is the policy of the Fall River School Department that in the case of any School Department employee who is convicted of criminal charges related to child sexual abuse, that the Superintendent transfer notice

of such conviction to the appropriate state credential file for such employee so that there will be a record of such employee's grounds for discharge.

The Fall River School Committee hereby directs its employees, agents, and attorney not to enter into any agreement or arrangement whereby a School Department employee who is suspected of sexual harassment and/or sexual abuse of a child is allowed to resign in exchange for a "neutral, dates-only" job reference.

For purpose of this policy, "sexual harassment" shall be defined as: Any sexual comments, behaviors, or actions, which are unwanted, offensive or intimidating to others. Such behaviors may include verbal comments, subtle pressure for sexual activity, pinching, patting and other forms of unwanted touching, as well as more severe manifestations such as assault, rape or attempted rape. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such an individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

For purpose of this policy, "sexual abuse" shall include any conduct which comes within the definition of unlawful sexual intercourse, attempted rape, open and gross lewdness and lascivious behavior, indecent exposure, and such other proscribed sexually related conduct as these terms are used in the Massachusetts General Laws, Chapter 272, and cases decided pursuant thereto.

Procedures for dealing with Sexual Harassment

Adult to Student, Adult to Adult

1. In less severe cases, the ombudsman will attempt to resolve the complaint informally as described above.
2. In more severe cases, or in the case of repeated incidents, or retaliation after an informal resolution, a meeting will be held with the ombudsman, the harasser and the building principal. At this meeting, the staff member has the right to representation as outlined in the appropriate contractual agreement.
3. After this meeting, the superintendent will be notified, and a decision will be made regarding any disciplinary action to be taken. Such action could include a formal reprimand (oral or written), a suspension, or, in the most severe cases, termination.

Slurs of an ethnic, racial, or sexual nature will not be tolerated in our schools, whether or not an identifiable victim is present. Any staff member who witnesses such behavior is encouraged to intervene appropriately, as described in this policy. Such intervention may include an informal discussion with the person making the inappropriate comments or a more formal referral to the ombudsman or principal.

In addition to the above policy, Article VII, Section h, will be augmented. It will now read: Harassment or any comments, behaviors or actions, which are offensive or intimidating to others. (See Sexual Harassment and Harassment Policies for additional information.)

Student to Student

1. Each school will designate one or more persons to be the mediator(s) for all such complaints. The identities of these individuals should be disseminated to all students. These mediators will be principals, vice principals, counselors or others who have received special training in this area.
2. All students' complaints regarding sexual harassment should be referred to an appropriate mediator who will then inform the building principal before proceeding. The student making such a complaint has the option of including any other person in addition to the mediator at his/her discretion.
3. **Informal Resolution:** On the first complaint, the mediator will assist the victim in communicating to the harasser, in writing or verbally, a description of the harassing behaviors: how the behavior made the victim feel, noting any consequences to school performance, and a request to stop the harassment. The mediator will be present when such communication is made and should record the date, time and substance of said communication for later reference. If the victim chooses, the mediator may make the communication to the harasser alone. Care should be taken not to place the total onus for this communication on the victim. In either instance the mediator must inform the alleged harasser of the disciplinary consequences should the harassment not cease or if any retaliation follows the communication. *NOTE:* When sexual harassment is more than verbal, involving serious sexual behavior, an informal resolution is not desirable. In such cases, after consultation with the Principal, a referral should be made for a formal investigation.
4. **Formal Investigation:** According to prior experience, in most cases an informal resolution will resolve harassment. However, when the victim brings a second complaint, a more formal investigation will be made by the principal or his/her designee (Vice Principal) to determine if disciplinary action is now warranted. This investigation, in which witnesses and additional evidence is gathered, should be conducted while maintaining confidentiality and without violating the due process rights of the accused.
5. If the Principal or designee finds sufficient cause, the harasser may be suspended from school as outlined in the School Discipline Code: (Article VII). The appropriate suspension forms should be completed and forwarded to the student/parent, with a copy to the Student Services Office. In addition, a separate file of all records related to the resolution of a sexual harassment dispute should be kept in the principal's office. *PLEASE NOTE:* If at any time during this process a mediator or school official is made aware of behavior which may constitute a criminal offense, he/she is obliged by law to report such actions to the legal authorities as described in the discipline code.
6. In addition, any behaviors observed by any school official which detract from the good order of the school or inhibit the educational process may lead directly to disciplinary action as already outlined in the discipline code.

All complaints of sexual harassment involving adults must be reported to the building principal (or in locations where there is no principal, the immediate supervisor). For the location of individual school buildings, and the work telephone numbers of individual Principals and or supervisors, persons making a complaint may contact the Office of the Superintendent of Schools, 417 Rock Street, Fall River, MA – telephone 508-675-8420.

Informal Resolution:

1. In cases where the alleged harassment is of a verbal nature, and clearly not suggestive of criminal activity or sexual abuse, the principal or his/her designee will call in the alleged harasser, communicate the complaint, and seek an informal resolution. The date, time, and substance of this meeting will be recorded.
2. When an informal resolution does not resolve the complaint, the principal will notify the superintendent of schools who will make a decision regarding additional action to be taken.

Formal Action:

1. When a sexual harassment complaint suggests a criminal offense or sexual abuse, a report must be filed with the appropriate legal authorities for an independent investigation. In cases involving adult to student sexual behavior, the principal must file a 51A with D.S.S.
2. After such a report has been filed, the principal will immediately notify the superintendent of schools who will make a decision regarding any interim action while the independent investigation is taking place.

Upon completion of the independent investigation, the superintendent will take any additional action deemed necessary based upon the ultimate findings of such investigation.

Mandatory Reporting:

According to the Massachusetts General Law: Chapter 119- Section 51 A, school department employees are mandated to report all cases of physical or sexual abuse of any child under the age of eighteen to the Department of Social Services should an investigation reveal reasonable cause to so do. *NOTE:* The following state and federal agencies may also provide assistance in matters pertaining to sexual harassment. Phone numbers are included for your convenience:

Commonwealth of Massachusetts
Commission
Commission Against Discrimination
1 Ashburton Place
Boston, Mass (617) 727-3990

U.S. Equal employment Opportunity
Washington, D.C. 20507
(202) 663-4447

Concerns regarding civil rights may be addressed through this student grievance procedure. By law, inquiries concerning the application of Title IX may be referred to the Director of Federal Projects (675-8433) or to the Director of the Office of Civil Rights, HEW).

Student Generated Funds

According to Section 47 of Chapter 74 of the General Laws of Massachusetts, all money raised by student organizations should be deposited into the Student Activity Account.

Deposits can be given to Grace Costa. (If this is inconvenient, other arrangements will be made). Please keep your own record of club deposits and withdrawals along with your receipts. Check requests must be accompanied by a withdrawal form. Please allow two (2) weeks to process checks since these are not

done in house any longer. All other requests for funds (i.e. exam registrations, transportation to academic events (Math Team) must be submitted with a cost estimate 10 days prior to the event. A requisition for payment cannot be made unless the funds have already been set aside.

Fall River Public Schools Policy Prohibiting Bullying

Introduction

The Fall River Public Schools is committed to providing equal educational opportunities for all students. As such, all students are entitled to a safe learning environment which is free from harassment, bullying, retaliation, and discrimination. The Fall River Public Schools' (hereinafter FRPS) Policy to Prohibit Bullying is in compliance with the Massachusetts Law Relative to Bullying in Schools 2010.

Definitions

Bullying: The repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that (i) causes physical or emotional harm to the target or the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her 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. Bullying also includes cyber-bullying.

Cyber-Bullying: Bullying through the use of technology or any electronic communications, 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 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. Cyber-bullying 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, 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: 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 the student's education.²³

Perpetrator: A student that engages in bullying or retaliation.

Retaliation: Action taken against a person, who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Grounds: Property on which a school building or facility is located or property that is owned, leased or used by a school district.

Target: A student against whom bullying or retaliation has been perpetrated.²⁴

Policy

In compliance with the Massachusetts Law Relative to Bullying in Schools, bullying shall be prohibited: (1) on school grounds, 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 FRPS, or through the use of technology or electronic device owned, leased, or used by FRPS, or a school in the FRPS District and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by the FRPS, or a school within the FRPS, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs. Retaliation against a person: who reports bullying, provides information during the investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Prevention and Reporting Bullying or Retaliation

In compliance with the Massachusetts Law Relative to Bullying in Schools, FRPS shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not limited to, notice and a public comment period. The Plan shall be updated at least biennially.

The FRPS Bullying Prevention Plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians, and others to report bullying or retaliation; (iii) a provision for reporting bullying including anonymous reporting; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions; (vi) procedures for reporting bullying to law enforcement when appropriate; (vii) procedures for restoring sense of safety for the victim and assessing the victim's need for protection; (viii) strategies for protecting from bullying those that report bullying, provide information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (ix) a written policy related to the internet safety measures provided by FRPS for all computers accessed by students; (x) procedures for notifying the parents or guardian of the victim and the perpetrator; (xi) a provision for disciplinary action for any student that knowingly reports a false accusation of bullying or retaliation; (xii) strategy for providing counseling or referral to appropriate services for perpetrators and victims. FRPS plan shall afford all students the same protection regardless of their status under law.

Professional Development

In compliance with the Massachusetts Law Relative to Bullying in Schools, FRPS shall provide for ongoing professional development to build the skills of all staff members, including educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, paraprofessionals, 25and advisors to extracurricular activities, to prevent, identify and respond to bullying. Said professional development shall include: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction between the perpetrator and victim; (iv) research findings on bullying including information about specific categories of students who have shown to be at risk for bullying, including but not limited to, students with disabilities, and strategies for said students to avoid and respond to bullying; (v) information about the nature of cyberbullying; (vi) internet safety issues as they relate to cyber-bullying; (vii) information for parents and guardians about the bullying prevention curriculum including information about how the curriculum can be enforced at home; (viii) Faculty and staff at each school shall be trained annually on the plan applicable to the school.

Provision of Student Instruction

In compliance with the Massachusetts Law Relative to Bullying in Schools, FRPS shall provide age-appropriate instruction on bullying prevention in each grade which is incorporated into the curriculum of the District. The curriculum shall be evidence based. Publication of Bullying Prevention Plan Annual written notice of the relevant student-related sections of the FRPS Plan to Prevent Bullying shall be published in the FRPS Student Handbook in age appropriate terms and in the languages most prevalent among students, parents, or guardians. Relevant sections of the FRPS Plan to Prevent Bullying pertaining to the duties of faculty and staff shall be published in the FRPS Employee Handbook. (Revised: September 2010)

PROCEDURES FOR REPORTING AND INVESTIGATING BULLYING

Fall River Public Schools is committed to providing a safe learning environment for all students. Bullying, cyber—bullying, and retaliation for reporting bullying, are prohibited in all Fall River Public Schools, on school grounds, and school related functions.

Procedure

Appointing School Designee: Each school building administrator will appoint one person (Designee) who will be responsible for receiving, investigating, and applying appropriate sanctions for all complaints of bullying. The school administrator must provide notification to all school administrators, teachers, paraprofessionals, custodians, cafeteria workers, office staff, bus staff, and parents, the name and contact information for the Designee. A copy of this procedure along with the name and contact information for the Designee will be posted in the Main Office of every school.

Receiving Complaints of Bullying: A person, other than the Designee, who receives a report of bullying must: (1) Direct the reporter to the Designee; (2) Report all information received from the reporter directly to the Designee.

Designee Responsibilities: The Designee must complete the following steps once a report of bullying has been received: (the word target means the same as victim)

1. Complete the Bullying Report Form. This form may be completed by the target of the bullying, a parent, guardian, the Designee, or any other individual that reports an incident of bullying.
2. The Designee must contact the parent/guardian. The Designee will gather the parent/guardian contact information for the target of the bullying, and the person accused of bullying. The Designee will call the respective parents/guardians and advise that a complaint has been received, and that an investigation is going to be conducted by the Designee. The name of the target, nor the name of the one alleged of bullying, must not be disclosed to the other student's parent. If after the investigation, the Designee believes that the incident was so egregious so as to warrant a parent meeting, the parent/s may be contacted again to meet with the Designee and the Discipline Administrator for the building.
3. The Designee will investigate the alleged incidence of bullying by talking with the target of the bullying and the person alleged to have bullied. This is to be done separately, never bringing the target, and the person alleged to have bullied, together in the same room. The Designee will speak to the person/s who reported the incident, witnesses, and any other individuals having information about the incident. The Designee will check the - alleged students' conduct record to determine if the student has been disciplined for other incidences of bullying. The investigation should be completed, and the Bullying Investigation Form completed, within three (3) school days from the time the incident was reported.
4. The Designee will determine if the alleged incident of bullying occurred, and the appropriate sanction/s. The Designee should choose the sanction from those enumerated on the Bullying Investigation Form. If the Designee believes that the sanction should be greater than one of the enumerated sanctions, or that further steps need to be taken to assure the target's safety, the designee will speak with the Discipline Administrator for the Designee's school, and appropriate measures will be taken.
5. The parent/guardian of the target, and the parent/guardian for the one alleged of bullying, will be notified of the findings of the investigation.
6. The Designee will keep all Bullying Report Forms and Bullying investigation Forms in a separate binder.

Fall River Public School Department
I. BULLYING INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

All reports of bullying must be investigated regardless of Target's knowledge of all information such as date, time of occurrence, or place.

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a:

Student

Staff member (specify role) _____

Parent

Administrator

Other (specify) _____ Your contact information/telephone number: _____

4. If student, state your school: _____ Grade: _____

5. If staff member, state your school or work site: _____

6. Information about the Incident: _____

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report _____ Date: _____

(Note: Reports may be filed anonymously.)

10. Form Given to: _____ Position: _____ Date: _____

Signature and Title: _____ Date: _____

Bullying Reporting Form B – Investigation

Fall River Public School Department

II. BULLYING INVESTIGATION FORM

1. Investigator(s): _____ Position(s): _____

2. Interviews:

• Interviewed Aggressor Name : _____ Date: _____

• Interviewed Target Name: _____ Date: _____

• Interviewed Witness Name: _____ Date: _____

• Interviewed Witness Name: _____ Date: _____

3. Any prior documented Incidents by the aggressor? Yes No

If yes, have incidents involved target or target group previously? Yes No

4. Any previous findings of BULLYING, RETALIATION? Yes No

Summary of Investigation: (Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

Yes No

Bullying Incident documented as _____

Retaliation Discipline referral only _____

2. Contacts:

Target's parent/guardian Date: _____

Aggressor's parent/guardian Date: _____

District Equity Coordinator (DEC) Date: _____

Law Enforcement Date: _____

3. Action Taken:

Loss of Privileges Detention Youth Court Suspension

Community Service Education Other _____

Report forwarded to Principal: Date: _____ Report forwarded to Superintendent: Date: _____
(If principal was not the investigator)

Signature and Title: _____ Date: _____