

Granby Public Schools

Employee Handbook



2016 – 2017

Approved by the Granby School Committee: August 17, 2015



Granby Public Schools

Office of the Superintendent

Sheryl Stanton, Superintendent of Schools

Phone: 413.467.7193 ~ Fax: 413.467.3909

Email: sstanton@granbyschoolsma.net

Dear Faculty and Staff of the Granby Public Schools,

This district employee handbook is designed to give you a concise guide to the personnel policies and procedures of the Granby Public Schools. It contains a great deal of information regarding a number of very important items that, as an employee of the district, you need to know. For more information about the School Committee's policies, go to our website: <http://www.granbyschoolsma.org>, click on the School Committee tab and go to the policies section.

Please read this handbook carefully and save it for future reference. Enclosed with this handbook are 3 sign-off sheets, indicating that you have read and understand its contents. You will need to return these sheet to the office in the school or building in which you work **within ten (10) business days** of your receipt of this manual.

Your principal or supervisor may have more specific information about the procedures in your work area. Please see him or her if you have any questions about the contents of this handbook or its use in your area of work.

In addition to the policies contained within this handbook for employees, there are policies and procedures in each of our schools' Parent/Student Handbooks of which you should be aware. Please be sure to contact the principal(s) of the school(s) in which you work for copies or look on the schools' web sites for copies of these handbooks. Your principal and/or supervisor may also have procedures specific to your area of work in the office or school where you are assigned. S/He will provide you with the information you need that is specific to your work assignment.

You play an important role in our schools and in the success of our students. It is a pleasure to have you as a part of our team. I wish you the best of success in your employment.

Sincerely,

Sheryl Stanton, Superintendent of Schools

Table of Contents

Information	Page
Acceptable Use Policy - Technology	8
Access to Student Records and Information for Non-Custodial Parents	42
Granby Public Schools Directory	5
Granby Educators' and Custodians' Association	30
Building Security and Safety	23
Bullying Prevention and Intervention Policy	30
Child Abuse and Neglect	36
Children's Internet Protection Act	11
Compliance with Collective Bargaining Agreements	47
Conflict of Interest Law	19
CORI Check Policy	25
Criminal Background Checks	26
Cumulative Records Folder	42
Curriculum Adoption	37
District Strategic Plan	37
Drug-Free Workplace Policy	21
Educator Evaluation System	17
Email Communications	12
Emergency Closings	23
Emergency Procedures	24
Employee Absences	7
Employee Assistance Program	22
Equal Employment Opportunity	15
Field Trips	39
Hours of Work	7
Non-Discrimination	15
Non-Discrimination on the Basis of Sex	16
Non-Discrimination on the Basis of Handicap	16
Open House/Parents' Night	44
Parent/Teacher Conferences	44
Payroll Schedules	7
Personnel Records	26
Professional Improvement	46
Professional Staff Recruiting/Posting of Vacancies	31
Professional Staff Stipends	7
Professional Teacher Status	18
Religious Holidays	7
School Calendar	6
School Councils	37
School Crisis Team	24
School Improvement Plan	37
Section 504 Accommodation Plan	41

Information	Page
Single Contract Employees	47
Sexual Harassment Procedures	27
Social Networking Policy	12
Staff Complaints and Grievances	30
Staff Conduct	21
Staff Ethics/Conflict of Interest	18
Staff Participation in Political Activities	19
Staff Personal Security and Safety	22
Student Placement	43
Student Teachers/Interns	44
Substitute Teacher Information	44
Supervision	44
Support Services Programs	41
Telephone Use	45
Tobacco Control Policy	22
Videos and Movies	45
Visitors and Volunteers	46

GRANBY PUBLIC SCHOOLS DIRECTORY

District web site address – <http://www.granbyschoolsma.org>

Central Office – 387 East State Street

Main Number/Superintendent	467-7193
Central Office FAX	467-3909
Business Manager	467-7193 x1028
Business Office FAX	467-3909
Payroll	467-7193x1023
Accounts Payable	467-7193x1025
Facilities Director	467-3181
Nurse Leader	TBA
Pupil Services Dept.	467-9237
Pupil Services FAX	467-3909
Technology Coordinator	467-7193

Granby Jr.-Sr. High School – 385 East State Street

Main Number	467-7104
Guidance	Press 2
Main Office	Press 3
Nurse	Press 4
Library	Press 5
Athletic Director	Press 6
School Resource Officer	Press 7
Food Service	Press 8
Main Office Fax	467-3909

Web site:

http://www.edline.net/pages/Granby_JrSr_High_School

East Meadow School – 393 East State Street

Main Number	467-7198
FAX	
Absentee Line	Press 1
Nurse	Press 2
Staff Directory	Press 3
Social Worker	Press 4
Kitchen	Press 5
Main Office	Press 0

Web site:

http://www.edline.net/pages/East_Meadow_School

West Street School – 14 West Street

Main Number	467-9235 or 9236
FAX	467-7163
Office/Report Absences	Press 0
Staff Directory	Press 2
Social Worker	Press 3
Nurse	Press 4
Kitchen	Press 5
Preschool	Press 6

Web site:

http://www.edline.net/pages/West_Street_School

First Student Transportation

Main Numbers:	323-8316/323-8317
FAX	323-8318

Employee Absentee Report Number:

Granby Public Schools | 2016-2017 CALENDAR

29 Professional Development Day – No school for students

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

30 First day of school grades 1 – 12

30 & 31 Visiting Day for Kindergarten/Preschool Parents visiting/screening days

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1, 2 Parent/Teacher Conferences Half day for West Street/East Meadow Early Dismissal*
 2 Jr./Sr. H.S. Conferences grades 7-12 6:00-8:00 p.m.
 17 Curriculum Half Day – Early Dismissal*
 20 – 24 Winter Vacation – No School

1 First Day of School for Pre-K, Kindergarten Students
 5 Labor Day
 8 Curriculum Half Day – Early Dismissal *Primary Election
 14 West Street/East Meadow – Parents' Night – times TBA
 15 Jr./Sr. High School – Parents' Night 6:00 p.m.

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 Professional Development Day – No School for Students*
 14, 15, & 16 Kindergarten Registration
 31 Curriculum Half Day – Early Dismissal*

10 Columbus Day
 11, 12, 13 Parent/Teacher Conferences all schools

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Open House – West Street 6:30 – 8:00 p.m.
 13 Open House – East Meadow 6:30 – 8:00 p.m.
 14 Good Friday – No School
 17 – 21 Spring Vacation – No School

8 Professional Development Day – No School for students *Election Day
 11 Veterans Day
 23 Half Day of School – Early Dismissal*
 24-25 Thanksgiving Day No School

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 Kindergarten Transition Night
 15 Curriculum Half Day – Early Dismissal*
 29 Memorial Day

23-30 Holiday Vacation No School

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3 GRADUATION DAY
 14 Last Day of School (180 Days) Curriculum Half Day**
 21 Last Day of School (185 Days) Curriculum Half Day**

2 Holiday Vacation – No School
 3 Return to School
 16 Martin Luther King Day – No School

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Early Dismissal times: 11:00 am Granby Jr.-Sr. High School
 11:30 am East Meadow/West Street Schools

**Actual last day of school contingent on actual snow days used. If necessary, extra make-up days will be taken from April vacation. Check our web site, www.granbyschoolsma.org, for more information in the spring of 2017.

HOURS OF WORK

The hours of work vary by employee classification. Please consult your contract and principal or supervisor for more information specific to your particular position.

In addition to these hours, all teachers are required to attend faculty meetings and 18 days of a one-hour extension of time for the purpose of engaging in curriculum and/or staff development work. We understand that emergencies do occur and that you may need to be excused from a meeting. If that is the case, please ensure that you receive prior verbal approval from an administrator. Routine, non-emergency appointments should be scheduled at times other than these meetings. Your principal/supervisor will determine the times and locations of these meetings.

RELIGIOUS HOLIDAYS

State and federal law require schools to make reasonable accommodation to the religious needs of students and employees. For a list of religious holidays covered by this policy, please see:

<http://www.doe.mass.edu/resources/holidays.html>

EMPLOYEE ABSENCES

When it is necessary to report an unanticipated absence from work, employees are to call Ann Marie Sapowsky, Substitute Coordinator, at 413-512-0345. Calls should be made the day before the absence, if known. In this instance, you may call the absentee number anytime between 7:30 a.m. and 9:00 p.m. or on Sunday between 6:00 p.m. and 8:00 p.m. If Ann Marie does not pick up, please leave a message. If you are calling on the day of the absence, please call **as soon after 5:30 a.m. but no later than 6:30 a.m.** If you need to leave a message, state your name, what school you work at, your position, the specific reason for your absence, and the date(s) of your absence(s). Please keep your message brief by giving just the required information. This will keep the process moving along efficiently. Thank you.

Other employees may be required to report absences to their supervisors in addition to or in place of making these phone calls (e.g., Senior Leadership Team members must notify the Superintendent directly via cell phone, text, or email as soon as the absence is known).

Other allowable absences from work (personal days, vacation days, professional days, etc.) should be requested using the district form requesting the time. Please note that approvals go through the following channels prior to the Superintendent's sign-off: (1) principal's and/or supervisor's approval and (2) a review by the Business Office to ensure that the time requested is available to the individual employee. ***In order to ensure that you have enough time to get approvals, please be sure to submit your forms well in advance of an anticipated absence.*** Thank you for your cooperation.

PAYROLL SCHEDULES

School employees are paid bi-weekly in accordance with the provisions in their contracts. The payroll office will issue a schedule on an annual basis.

PROFESSIONAL STAFF STIPENDS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental

assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by the Committee. **Appointments to these positions will be made by the Superintendent or designee for District-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.**

A teacher who is offered and undertakes a stipend position will receive a letter of appointment. A list of stipend positions and their pay rates may be found in Article XXI, Section J of the Granby Educators' Association, Unit A Teachers contract.

ACCEPTABLE USE POLICY – TECHNOLOGY (Granby Public Schools Policy IJNDB)

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Granby Public Schools' computer system and acceptable use of the Internet for all users including students, faculty and any other school department employee or individual authorized to access the school's network.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student access to the Granby Public Schools' computer system and to the Internet, the Granby Public Schools' consider its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Granby Public Schools' computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School Committee expects that faculty will blend thoughtful use of the computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The School Committee is providing students and employees with access to the schools' computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet, but for educational purposes, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission and policy of the School Committee. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the Granby Public Schools' system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the schools' system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs;

discipline under other appropriate School Committee policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

The following uses of the Granby Public Schools' computer system and Internet resources or accounts are considered unacceptable. Users will not use the schools' computer system to:

- A. Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- B. Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- C. Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption to the computer system.
- D. Access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- E. Knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- F. Engage in any illegal act or violate any local, state or federal statute or law.
- G. Vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
- H. Gain access to information resources or to access another person's materials, information or files unless the individual has been authorized by the Superintendent as a computer system administrator.
- I. Post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- J. Attempt to gain unauthorized access to the schools' computer system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
- K. Connect a computer to the schools' computer network that is not part of the network or the property of the Granby Public Schools, such as a computer brought from home, unless authorized by the Technology Coordinator.
- L. Violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- M. Conduct a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the School Committee. Users will not use the schools' computer system to offer or provide goods or services or for product advertisement. Users will not use the schools' computer system to purchase goods or services for personal use without authorization from the

appropriate school officials. Users purchasing goods or services are personally responsible for any financial obligations incurred, not the Granby Public Schools.

VI. OTHER GUIDELINES

- A. Each building administrator shall maintain a log of all incidents of inappropriate use, which will be sent to the network administrator.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from a teacher. Examples of such projects may include: hate literature, art, or other topics, which would generally be removed by standard filtration software.
- C. Employees must maintain confidentiality in preparing and/or reviewing school related work from a computer.
- D. Users who access files on the schools' computer that were previously used on a computer that is not part of the Granby Public Schools' network or the property of the Granby Public Schools, such as a computer at the user's home, must make reasonable efforts to assure said file(s) are free of viruses or any other malicious data that could damage or disrupt the Granby Public School's computer network or any files stored on the same.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES AND GUIDELINES

- A. Use of the Granby Public Schools' system and use of the Internet shall be consistent with school district policies and the mission of the School Committee.
- B. Users of the school's computer systems and use of the Internet shall comply with any other pertinent school guidelines such as the student handbook or faculty handbook.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school's computer system, the School Committee does not relinquish control over materials on the system or contained in files on the system. Users should expect that the schools' might at any time, and without prior notice of, review the content of personal files on the school's computer system.
- B. Routine maintenance and monitoring of the schools' computer system may lead to a discovery that a user has violated this policy, another School Committee policy, or the law.
- C. Parents have the right to investigate or review the contents of their child's files and e-mail files where the files are reasonably recoverable. Parents have the right to request the termination of their child's individual account at any time. Inquiries should be made to the building principal.
- D. School employees and students should be aware that data and other materials in files maintained on the schools' computer system might be subject to review, disclosure or discovery.
- E. The Granby Public Schools will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with School Committee policies conducted on the schools' computer system.

IX. COMPUTER / NETWORK/ USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the Granby Public Schools.

- B. The Internet Use Agreement form must be read and signed by the user and the parent or guardian within three school days from the user's enrollment/employment at the Granby Public Schools. Failure to do so may result in loss of computer and or Internet access privileges. For students the form will be kept on file in the Principal's Office and for employees in their individual personal files.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the schools computer system is at the user's own risk. The computer system is provided on an "as is, as available" basis. The Granby Public Schools will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the schools' diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or no deliveries of information or materials, regardless of the cause. The Granby Public Schools is not responsible for the accuracy or quality of any advice or information obtained through or stored on the schools' computer system. The Granby Public Schools will not be responsible for financial obligations arising through unauthorized use of the schools' computer system or the Internet.

CHILDREN'S INTERNET PROTECTION ACT*

(Source: Federal Communications Commission: <http://www.fcc.gov/guides/childrens-internet-protection-act>)

Background

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

What CIPA Requires

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

Schools and libraries are required to certify that they have their safety policies and technology in place before receiving E-rate funding.

*We recognize that social networking is a common means for communication and that there are many sites that have video content that is applicable for use in the classroom. However, CIPA requirements

dictate that we block sites that provide the opportunity for students to access to objectionable content on district computers.

With regard to video content, there are ways to easily download and convert this content from computers that are not on our network and bring it into the classroom for use to support instruction. Contact the Technology Coordinator for more information.

EMAIL COMMUNICATIONS

The school district uses Google Apps and Gmail as its email server. All district users have @granbyschoolsma.net email addresses within the system.

All school district communications with staff, students, parents, and the public that are conducted using email must be done using your Granby email account. A Supreme Court decision in December, 2006 requires that we maintain an archive of all email correspondence for the purposes of conducting school business. Therefore, any email communications relating to school business cannot be done with personal email accounts. Thank you for your cooperation.

SOCIAL NETWORKING POLICY

(Granby Public Schools Policy IJNDBB)

I. Internet AUP still in force

This policy is adopted in addition to, and not as a substitute for, the School District's Internet Acceptable Use Policy, which governs use of the school district's technological resources.

II. General Concerns

The Granby Public Schools recognizes the proliferation and, in some instances, usefulness, of online conversation between school/district employees and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. Should an educator "friend" a student on Facebook, subscribe to a student's "twitter" account, regularly engage in email "chat" with a student, exchange text messages with students or engage in other electronic communication, the school district is concerned, and the educator should be concerned, that such activities may undermine the educator's authority to maintain discipline, encourage inappropriate behaviors and compromise the educator's ability to remain truly objective with his or her students.

In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the school/district employees, as well as the school district's, ability to retain public records in accordance with the requirements of the Commonwealth's public records laws. The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden falls on the teacher to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

III. Expectations of Staff

With these concerns in mind, the Granby Public Schools has instituted this “Social Networking Policy,” and announces its expectations for staff members’ use of social networks such as Facebook, Linked-in, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems.

- A. Before endeavoring to establish any social networking account, school/district employees should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to “privatize” the information they place online. You must educate yourself to these features of Facebook or any other social networking site you select. You will be responsible should any information you intended to be “private” becomes “public” due to your own ignorance of the features of the social network you have decided to use or your failure to properly use such features.
- B. You must also know that any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent. The same principles you apply to in person communication should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly “private.”
- C. The school district expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using social networking for both your professional and personal life, to be sure that these lines never become blurred. For example, if the district does not maintain a web portal for staff to communicate outside of school hours as necessary with students and families, and an educator wishes to establish a Facebook or personal email account through which he or she will communicate with students, he or she should establish a Facebook identity and email identity that is separate from his/her “personal” Facebook identity or personal email account. He/she should only use his/her educational Facebook account or educational email account to communicate with students and/or parents and guardians on matters directly related to education. The “friends” associated with such educational Facebook account should only be members of the educational community, such as administrators, school/district employees, students, and parents of such students. It is strongly recommended that school/district employees will reject friend requests from individuals who do not fit into any of these categories.
- D. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an educational Facebook account, a teacher may not post confidential student information on the “wall,” the “information” section, or through any part of that Facebook account that would be accessible to other of the School/district employees Facebook “friends” associated with that account. If a teacher wishes to communicate privately with a student through the educational Facebook account, such communication shall be conveyed only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.
- E. School/district employees are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one’s personal email account or social networking account to discuss school business with students and parents is discouraged. It should be noted that, just

because a teacher uses his/her personal email as opposed to a school email account, this does not shield such email from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the school district's automatic email archiving system. We again remind school/district employees that information sent or received by them, even through personal email or social network accounts that are related to their capacity as a school employee are still subject to public records retention, exemption and disclosure requirements."

- F. If a teacher conveys school related messages to students and parents on his/her private account, he/she should save such email or any communication conveyed through a social networking site, or print and save a paper copy of such email or other online communication, and file it, and regard its privacy, as he/she would any other document concerning that student. The teacher should forward copies of any such emails or online communications to his or her school based email account so that it can be properly retained and archived in compliance with the requirements of the public records law. Any document created or received by a public employee in his or her capacity as such is subject to retention and perhaps disclosure under the public records law.
- G. No matter what medium of communication a teacher selects, he/she should adhere to appropriate teacher/student boundaries. You are a role model, not a student's friend, you are his/her teacher, and you should always conduct yourself in accordance with this understanding.
- H. This policy is not intended to infringe upon a school/district employees right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of your job duties. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee and not as a citizen, restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an educator who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.
- I. School/district employees are discouraged from using home telephones, personal cell phones, personal email accounts and personal Facebook accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an educator. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student that such contact is not outside of the school district's authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the school district reserves the right to impose discipline for such behavior. A teacher may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

At the same time, the district recognizes that, in limited cases, use of cell phone text messages or cell phone calls or emails outside of regular school hours may be reasonably necessary. For example, in connection with school sponsored events for which school/district employees serve as duly appointed advisors, they may need to convey messages in a timely manner to students and may not have access to school based email accounts, school provided telephones or school based web pages. In such limited circumstances, the district anticipates that school/district

employees will make reasonable use of their cell phones or smart phones to convey time sensitive information on scheduling issues and the like.

- J. School/district employees may not access their personal email accounts or private Facebook accounts using school district computer resources.
- K. If you are communicating as an employee of the district in your online communications, you must be aware that readers will assume you “speak for the school district.” Therefore, all of your online communications, when you are actually acting on behalf of the district, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the school district.
- L. In the use of your Facebook account or other social networking site, you may not, without express permission from the superintendent of schools, use the school’s logo, likeness or any school photographs or other property that belongs to the school.
- M. References to “Facebook” are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

EQUAL EMPLOYMENT OPPORTUNITY

(Granby Public Schools Policy GBA)

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

NONDISCRIMINATION

(Granby Public Schools Policy AC)

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The School 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, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

NONDISCRIMINATION ON THE BASIS OF SEX
(Reference: Granby Public Schools Policy ACA-R)

The Granby School System will not discriminate on the basis of sex in all matters related to the operation of its educational programs and its employment practices. For more information, please see the policy referenced above. You can find it on our web site:

http://www.granbyschoolsma.org/files/QRAAdL_/1bdf4d3688a1bcee3745a49013852ec4/ACA_R_Nondiscrimination_on_the_Basis_of_Sex.pdf

NONDISCRIMINATION ON THE BASIS OF HANDICAP
(Granby Public Schools Policy ACE)

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in or be denied the benefits of the services, programs, and activities of the Granby Public Schools or be subject to discrimination. Nor shall the Granby Public Schools exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

Reasonable Modification

The Granby Public Schools shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the Granby Public Schools can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications

The Granby Public Schools shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the Granby Public Schools shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services

“Auxiliary aids and services” includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making orally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification

The Granby Public Schools is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice

The Granby Public Schools shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provision of Title II of the Americans with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the projections against discrimination assured them by the ADA.

Compliance Coordinator*

The Granby Public Schools shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The Granby Public Schools shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The Granby Public Schools receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair, and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in a school community. Accordingly, employees of the Granby Public Schools will comply with the above requirements of the law and policy statements of the School Committee to ensure nondiscrimination on the basis of handicap.

*Per Granby Public Schools Regulation ACE-R, the Director of Pupil Services for the Granby Public Schools serves as the compliance coordinator.

EDUCATOR EVALUATION SYSTEM

The Granby Public Schools have adopted the Educator Evaluation System as required by the Massachusetts Department of Elementary and Secondary Education. A new framework for this system was negotiated with language has been agreed to by both the Granby Teachers Association and the School Committee. At the beginning of each school year, the Superintendent will provide an overview of the evaluation system to all teachers and an electronic version will be made available to new educators who are hired after that point in time. This new system is very comprehensive and requires the setting of goals for student learning and professional practice for teachers, as well as 2-4 additional district

and/or school improvement goals for administrators. For more information, see the Massachusetts Department of Elementary and Secondary web site area on Educator Evaluation, <http://www.doe.mass.edu/eveval/>.

PROFESSIONAL TEACHER STATUS
(Granby Public Schools Policy GCJ)

Teachers and certain other professional employees who have served in the Granby Public Schools for the three previous consecutive years shall be entitled to professional teacher status; provided, however, that, pursuant to M.G.L. Chapter 71, 38G, service under a waiver of certification granted by the Commissioner of Education shall not be counted as service in acquiring professional teacher status or other rights under section forty-one. The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or to a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluations.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision regarding reappointment. Notification to a teacher not being re-appointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

Nothing in these provisions will be considered as restricting the Superintendent from changing teacher assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

STAFF ETHICS / CONFLICT OF INTEREST*
(Granby Public Schools Policy GBEA)

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Granby Public Schools will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the Granby Public Schools. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him.

*In compliance with this policy, when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

(Granby Public Schools Policy GBI)

The School Committee recognizes that employees of the Granby Public Schools have the same fundamental civic responsibilities and privileges as other citizens. Among these are, campaigning for an elective public office and holding an elective or appointive office.

While campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

CONFLICT OF INTEREST LAW

(Source: Massachusetts Ethics Commission: www.mass.gov/ethics)

Chapter 268A of the General Laws governs your conduct as a public official or employee. Below are some of the general rules that you must follow. You could face civil and criminal penalties if you take a prohibited action. Many aspects of the law are complicated and there are often exemptions to the general rules. We encourage you to seek legal advice from the Commission or your agency's legal counsel regarding how the law would apply to you in a particular situation.

In general:

- You may *not* ask for or accept *anything* (regardless of its value), if it is offered in exchange for your agreement to perform or not perform an official act.
- You may *not* ask for or accept anything worth \$50 or more from anyone with whom you have official dealings. Examples of prohibited "gifts" include: sports tickets, costs of drinks and meals, travel expenses, conference fees, gifts of appreciation, entertainment expenses, free use of vacation homes and complimentary tickets to charitable events. *If a prohibited gift is offered:* you may refuse or return it; you may donate it to a non-profit organization, provided you do not take the tax write-off; you may pay the giver the full value of the gift; or, in the case of certain types of gifts, it may be considered "a gift to your public employer", provided it remains in the office and does not ever go home with you. You may not accept honoraria for a speech that is in any way related to your official duties, unless you are a state legislator.
- You may *not* hire, promote, supervise, or otherwise participate in the employment of your immediate family or your spouse's immediate family.
- You may *not* take any type of official action that will affect the financial interests of your immediate family or your spouse's immediate family. For instance, you may not participate in a licensing or inspection process involving a family member's business.
- You may *not* take any official action affecting your own financial interest, or the financial interest of a business partner, private employer, or any organization for which you serve as an officer, director or trustee. For instance: you may not take any official action regarding an "after hours" employer, or its geographic competitors; you may not participate in licensing, inspection, zoning or other issues that affect a company you own, or its competitors; if you serve on the Board of a non-profit organization (that is substantially engaged in business activities), you may not take any official action which would impact that organization, or its competitors.

- Unless you qualify for an exemption, you may *not* have more than one job with the same municipality or county, or more than one job with the state.
- Except under special circumstances, you may *not* have a financial interest in a contract with your public employer. For example, if you are a full time town employee, a company you own may not be a vendor to that town unless you meet specific criteria, the contract is awarded by a bid process, and you publicly disclose your financial interest.
- You may *not* represent anyone but your public employer in any matter in which your public employer has an interest. For instance, you may not contact other government agencies on behalf of a company, an association, a friend, or even a charitable organization.
- You may not *ever* disclose confidential information, data or material which you gained or learned as a public employee.
- Unless you make a proper, public disclosure in writing – including all the relevant facts – you may *not* take any action that could create an appearance of impropriety, or could cause an impartial observer to believe your official actions are tainted with bias or favoritism.
- You may *not* use your official position to obtain unwarranted privileges, or any type of special treatment, for yourself or anyone else. For instance: you may not approach your subordinates, vendors whose contracts you oversee, or people who are subject to your official authority to propose private business dealings.
- You may *not* use public resources for political or private purposes. Examples of “public resources” include: office computers, phones, fax machines, postage machines, copiers, official cars, staff time, sick time, uniforms, and official seals.
- You may *not*, after leaving public service, take a job involving public contracts or any other particular matter in which you participated as a public employee.

You will be provided a summary of the Conflict of Interest Law by the Superintendent’s Office. It provides more detail regarding the law and you will be asked to sign a **separate document** indicating that you have received and read the summary. This document must be returned to the Superintendent’s Office within ten (10) days of receiving it. In addition, the Superintendent’s Office must have a copy of a Certificate of Completion of an online training on the law as noted below.

Training on the Conflict of Interest Law

The Commission currently has on its website an online training program that provides a general introduction to the conflict of interest law, including information on the requirements of the law that apply to former public employees. All state, county, and municipal employees must complete the online training program that is currently on the Commission’s website within 30 days of becoming a public employee, and then once every two years afterwards. Upon completion of the training program, a certificate of that completion will appear on the computer screen. Please be sure to print that certificate out as Granby Public Schools’ employees must ensure that the Town Clerk’s Office receives a copy as evidence of having completed the training program. A public employee who completes the training currently on the Commission’s website will not be required to take a new online training program until the next two year period. The online training program may be accessed by clicking on this link:

http://db.state.ma.us/ethics/quiz_MEthics/index.asp

If you have any questions about the Conflict of Interest Law, please contact your principal or supervisor, or the Granby Town Clerk's Office at 413-467-7178.

STAFF CONDUCT

(Granby Public Schools Policy GBEB)

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the School Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the School Committee and their implementing regulations and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the Granby Public Schools' legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

DRUG-FREE WORKPLACE POLICY

(Granby Public Schools Policy GBEC)

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; 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.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

Please be advised that the Granby Public Schools Policies forbid the use of drugs or alcohol on school grounds. Violations of these policies will be subject to disciplinary action, up to and including termination. Your cooperation in helping us keep our schools drug and alcohol-free is expected and appreciated.

TOBACCO CONTROL POLICY

(Granby Public Schools Policy GBED)

The Granby Public Schools are dedicated to providing a healthy, smoke-free environment for its students, staff and visitors to its facilities. The Granby Public Schools believes that tobacco prevention and education play a critical role in establishing life-long positive health habits for its students. A comprehensive health curriculum K-12 emphasizing the dangers of tobacco, drugs, and alcohol continues to be an integral part of the educational process.

Smoking and the use of tobacco products by students, staff, volunteers, and visitors are prohibited on all school property at all times in accordance with Massachusetts General Law Chapter 71, section 37H. District policy prohibits student possession of tobacco products or paraphernalia on school property and at school-sponsored trips or events. School property includes school buildings, school facilities, school grounds, school parking lots and school buses and any property controlled by the School Committee. It is the policy of the School Committee to fully implement the tobacco-free law, on the premise that tobacco prevention, education and treatment services, coupled with enforcement is the most effective way to comply with the law.

EMPLOYEE ASSISTANCE PROGRAM

Granby Public Schools' employees are eligible to participate in the Educators' Employee Assistance Program (EAP), when the need arises to address wellness issues relating to a variety of life's challenges. The ESI Employee Assistance Group provides confidential, experienced counselors trained to deal with a variety of issues that you may find interfering with your work life. This service is free and confidential. If you feel the need for some assistance in dealing with issues related to the stresses of life and family, legal and financial issues, or drug/alcohol use, please call: 800.252.4555 or 800.225.2527. More information about the Employee Assistance Program can be found on the following web site:

www.EducatorsEAP.com

STAFF PERSONAL SECURITY AND SAFETY

(Granby Public Schools Policy GBGB)

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Prior to employment in the school system, all employees will submit evidence of freedom from tuberculosis, as specified by state law. Additional physical examinations will also be required of bus drivers and food handlers as law or state regulations require.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

BUILDING SECURITY AND SAFETY

In order to support facility safety and security within the Granby Public Schools for all school personnel, students and visitors, the following district-wide and school-site procedures shall be followed during regular school hours:

1. After all school personnel and students arrive in the morning and are in their classrooms or work areas ready to begin the regular school day; all exterior doors must be closed and locked for the duration of the regular school day. Prior to the time when doors are closed and locked, school administrators shall assign available school personnel to areas of the facilities requiring special supervision.
2. After the doors are locked, individuals wishing entry into the school building must enter through the front doors only and immediately proceed to the main office.
3. Individuals must report directly to the school offices upon entering the buildings. Individuals may not leave the school offices for other areas of the building without permission, and must sign-in and wear badges (e.g. volunteer badges, visitor badges). Prior to leaving the building, individuals must report back to the main office, return the badges, and sign out.
4. All students arriving late, leaving early, or being taken out and brought back during the school day (e.g. for medical or dental appointments) must report to the main office in the company of parent, guardian or designated person, in order to be signed out/in by the office secretary or other designated individuals. Parents or other individuals entering the building in order to dismiss or return a student must report to the main office. No one may go directly to a classroom without authorization from the main office and issuance of identification badges.
5. At dismissal time, students or other individuals must leave or enter the building through the front doors. Available school personnel shall be assigned to supervise specified areas at dismissal time (e.g. the bus loading area and the student parking lot).
6. Police canine teams shall be used from time-to-time in order to identify controlled substances, explosives, and weapons. Searches shall be limited to school lockers and storage spaces, general areas of the buildings and grounds and vehicles parked on school property. The identification of any controlled substances, explosives, and weapons by canines shall be dealt with directly by school administrators prior to involving local police.
7. Individuals are encouraged to report information to the administration of your school which could help keep our schools safe and prevent potential violence.

EMERGENCY CLOSINGS

The Superintendent may close the schools, delay their opening, or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school may be closed.

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

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.

3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Inasmuch as is possible, the Superintendent will make the decision to cancel or delay school and publicly announce the decision by 6:00 am. However, extraordinary circumstances may cause that announcement to occur prior to or after that time. Calls will be made to every family via our Blackboard Connect call system, using the home and cell phone numbers, as well as emails, provided to us. It is imperative that you keep your contact information current in order to receive proper notification. Should you not wish to receive these notifications, please contact the Superintendent's Office at 467-7193 to request that your name be removed from the list.

In addition to the Blackboard Connect message system, notifications of school cancellations, delays, or early release of students will be relay via local media outlets, the district web site (www.granbyschoolsma.net) and via the district's Twitter feed: @GranbyPS.

EMERGENCY PROCEDURES

Emergency evacuation routes are posted within each classroom and procedures will be reviewed periodically with students by staff. Emergency evacuation drills will also be held periodically. The function of these drills is to create a rapid, safe and organized method of evacuation of the building. All persons present during a drill or actual emergency should follow the established evacuation routes and procedures. Any visitor or student that is not with his/her class at the time the alarm sounds should leave the building by the closest exit. Students should report to the nearest adult for further instructions. All individuals in the school building at the time are expected to evacuate and move away from the building according to requirements of the Fire and Police Departments.

ALL DRILLS MUST BE CONSIDERED AN ACTUAL EMERGENCY. No one should return to the building until the all-clear signal has been given.

SCHOOL CRISIS TEAM

Each school has a Crisis Team that will organize the school's response to a school-wide crisis.

***DO NOT TALK TO THE PRESS; DEFER ALL COMMENTS TO THE SUPERINTENDENT**

What is a crisis that would put the teams into actions?

- Death of a student or staff member.
- Sensational or sudden death of family member or community member.
- Major tragedy or accident that effected many students or town people.
- Principal thinks it is necessary due to crisis at another level.

The Team gathers information and notifies all staff of a special staff meeting. At this meeting, the team may be given the following information:

- A statement to be read to all students in classroom groups by classroom teachers.
- Discussion topics and activities for teachers to use in their classrooms.
- The location of counseling centers in the building for both students and faculty and the identity of professionals from the community that will be helping in the building.

- Where teachers can go for support if needed.

If a teacher is unable or uncomfortable about reading the statement to students, a Crisis Team Member will cover for him/her. Crisis Team Members will also be available to facilitate classroom discussion if a teacher is unable to do so or requests assistance.

The Superintendent and/or Principal will prepare a notice to go home with students and/or use the Blackboard Connect message system to alert parents to the events of the day before the end of the day. At the end of the day, there may be another faculty meeting to debrief and plan for the next day.

CORI CHECK POLICY
(Granby Public Schools Policy GBM)

1. In keeping with Chapter 385 the Acts of 2002, An Act Further Protecting Children, approved on November 27, 2002, it is the policy of the Granby Public Schools to perform CORI checks on all current and prospective employees volunteers, individuals who regularly provide school related transportation and any sub-contractors providing services to pupils in the Granby Public Schools. This shall also include any sub-contractor or laborer commissioned by the School Committee or the town to perform work on school grounds who may have direct and unmonitored contact with children. This CORI check shall be completed prior to the individuals being engaged in the performance of their duties. Also, periodically, but not less than every three years, the appropriate school official shall obtain a CORI check on all of the employees and volunteers during their employment or service. Further, the Granby Public Schools will adopt and/or amend procedures necessary to comply with this Act, including but not limited to building rental and transportation policies, procedures and contracts.
2. The following statement of policy applies to requests for and dissemination of information obtained from the Commonwealth of Massachusetts Criminal History Systems Board, in conjunction with the Granby School Committee's grant of access to Criminal Offender Record Information, pursuant to M.G.L. c. 6, Section 172 (c) and Section 95 of Chapter 71 of the Acts of 1993.
3. Criminal Offender Record Information shall be defined as records and data obtained from the Criminal History Systems Board pursuant to a valid written request on the appropriate form by the Superintendent or his/her designee which concerns an identifiable individual and relates to the nature or disposition of a criminal charge.
4. Recognizing the confidential and sensitive nature of the information involved, only the Superintendent or his/her designee shall have access to such data and only to the extent such information is needed for the performance of his/her duties, as follows: for the purpose of considering and making decisions regarding otherwise qualified applicants for employment or volunteer status, and in considering and making decisions regarding individuals who may be employed by sub-contractors or companies that provide transportation to students and in considering and making decisions for retention of current employees or volunteers.
5. Request for data will be made on the appropriate form in writing to the Criminal History Systems Board. Any prospective employee or volunteer, whether full time or part time, will be required to sign a form (see attached) acknowledging and authorizing the request of such information and will be advised in advance that a record check will be done.
6. Any current employee or volunteer will be required to sign this form acknowledging and authorizing the request of such information, and he/she will be advised in advance that a record check is being done. Any offer of employment or permission to volunteer is conditional upon

receipt of a CORI check that the Granby Public Schools deems to be acceptable. Any such information gained will be treated in a confidential manner and retained in secured files with access only by the Superintendent or his/her designee and the assigned confidential secretary.

CRIMINAL BACKGROUND CHECKS

(Source: Massachusetts Executive Office of Education)

In January 2013, the Governor signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks." This new law expands what public, private, and parochial schools, including approved private special education schools and child care facilities, already do in conducting state Criminal Offender Record Information (CORI) checks on all employees at least once every three years. It requires a fingerprint-based state and national criminal record check for all school employees and contractor employees. All newly hired school employees, including educators, student teachers, maintenance staff, cafeteria workers, and bus drivers, who work in the schools and may have direct and unmonitored contact with children, are now required to complete the new fingerprint-based state and national background check for the 2015-2016 school year. Volunteers at schools will continue to be required to submit to state CORI checks at least once every three years, as currently required by statute, but the decision to require the submission of fingerprints by volunteers for the fingerprint-based state and national checks will be made locally, by schools or districts.

For all current Pre-Kindergarten-Grade 12 school employees and early educators, the law directs the Board of Early Education and Care and the Board of Elementary and Secondary Education to adopt regulations that phase in fingerprint-based state and national background checks prior to September 1, 2016. Unlike most state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement that ranges from \$35 for non-licensed employees to \$55 for individuals licensed under G.L. Chapter 71, Section 38G (licensed educators and specialists). The Executive Office of Public Safety and Security (EOPSS) has designed the system to meet this new national background check requirement.

NOTE: The Statewide Applicant Fingerprint Identification Services (SAFIS) program was launched on February 4, 2014. Newly hired employees for the 2015-16 school year, as well as applicants for licensure by the Department of Early Education and Care (EEC), will schedule appointments to submit their fingerprints, pursuant to the new law. In the meantime, schools, programs, and providers will continue to run CORI (and, if required, DCF) checks on school employees and EEC licensees, as required under current state statutes.

PERSONNEL RECORDS

(Granby Public Schools Policy GBJ)

Information about staff members is required for the daily administration of the Granby Public Schools, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the Superintendent's Office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.

2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objections must be signed by the employee and will become part of the employee's personnel file. Further, no negative comment will be placed in an employee's file unless, it is signed by the person making the comment and the employee is informed of the comment and afforded the opportunity to include his/her written response in the file.
6. Lists of school employees' names and home addresses will be released to governmental agencies as required for official reports or by laws.

SEXUAL HARASSMENT PROCEDURES

(Granby Public Schools Policy Regulation GBAA-R, See also Policy GBAA)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

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

Sexual harassment may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, comments, gestures, or written communications of a suggestive or derogatory nature.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
3. Implying or withholding support of an appointment, promotion or change of assignment; suggesting that a poor performance report will be prepared; or suggesting that probation will be filed. Within the educational environment, implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence or affect the career, salary and/or work environment; engaging in coercive sexual behavior to control, influence or affect educational opportunities, grades and/or the learning environment of a student.
5. Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc. in exchange for sexual favors.

Other sexual harassing behavior directed towards management, staff, or students, whether committed by management, staff, or students, is also prohibited. Such conduct includes, but is not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Unwelcome sexually explicit language or gestures;
3. Unwelcome touching that an individual interprets as sexual in nature;
4. Any unwelcome physical contact;
5. The presence of unwelcome sexually provocative photographs, pictures or other material, and the telling of sexual stories or jokes;
6. Unwelcome verbal or non-verbal behavior about an individual's body that is interpreted as sexual in nature.

GUIDELINES FOR RECOGNIZING AND DEALING WITH SEXUAL HARASSMENT OVERVIEW

Definition: Title VII of the 1964 Civil Rights Act defines Sexual Harassment as: "Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sex harassment when:

1. submission to such conduct is made a term or condition of employment,
2. submission or rejection of such conduct is used as a basis for employment decisions,
or
3. such conduct unreasonably interferes with work performance, or creates an intimidating, hostile or offensive working environment."

Legal Aspects: Title VII of the 1964 Civil Rights Act protects workers in a school. Students are protected from sexual harassment under the provisions of Title IX, since courts have found sexual harassment to be a form of sex discrimination. If sexual harassment involves a minor student in a school setting, it can also be considered a criminal offense under laws relating to child abuse.

Effects on the Victim: The victim may frequently stay home from the work place or from school in order to avoid the harassment (more sick days taken). The victim's enjoyment of and pride in work is often undermined or destroyed because the victim is forced to spend time and energy fending off humiliating sexual advances or to deal with a hostile and intimidating atmosphere created by verbal harassment. There can also be physical and psychological effects similar to those experienced by rape victims. Professional counseling may be necessary. In schools, students may transfer out of classes or vocational-technical majors in order to avoid harassment.

Guidelines for Dealing with Sexual Harassment:

NOTE: If a situation involving a charge of teacher-to-student sexual harassment is brought to the attention of any staff member, that staff member should notify the Superintendent immediately, so that the situation can be resolved as confidentially and as quickly as possible in order to protect the rights of both parties.

By law, the victim defines sexual harassment. What one person may consider acceptable behavior may be viewed as sexual harassment by another person.

1. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is bothering him or her. This can be done in ways described in items 2 and 3 below.

2. Always take every report of sexual harassment seriously and take some kind of action immediately. Remember, “You can’t argue with a feeling.” Many times, situations involving non-physical harassment can be quickly and quietly resolved if the harasser and the victim can be persuaded to sit down and talk things over in the presence of a third person. (The Superintendent can facilitate such meetings.)
3. If the victim does not agree to meet with the harasser, the victim should write the harasser a letter giving:
 - a) an exact description of the behavior, including when and where it occurred;
 - b) a description of how the behavior made the victim feel -- “embarrassed,” “upset,” “angry,” etc.,
 - c) a request that the behavior stop because it is sexual harassment and is against the law, and
 - d) a promise that if the behavior stops, nothing further will be said and no further action will be taken.

The letter should be dated and signed by the victim, indicating that a copy of the letter has also been given to the harasser. (This protects the victim from retaliation and provides proof that the victim has made it clear to the harasser that the behavior is unacceptable and should be stopped.) The letter should then be hand delivered to the harasser by either the victim or the school staff member. In most instances this will stop the harassment, if it doesn’t there is now a legal basis for taking further action. NOTE: In the case of student-to-student harassment, the staff member to whom the student reports the harassment should immediately refer the student to the Sexual Harassment Compliance Officer who will help him/her draft a letter and make sure the letter is delivered.

4. In cases of sexual harassment requiring a formal investigation to determine whether or not the accusation is justified, it is important to:
 - a) have a supportive faculty member of the same sex as the accuser present at all discussions with the accuser involving the case.
 - b) keep the investigation group as small as possible to protect the rights of both parties and to prevent the investigation from becoming an inquisition (consult Sexual Harassment Policy – Complaint Procedure).

Retaliation: Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student.

Confidentiality: Reports of sexual harassment should be kept completely confidential, involving as few people as possible, with the goal of protecting both parties and stopping the behavior, rather than punishing anyone (unless the behavior was found to be so blatant and severe that the victim has suffered severe emotional and/or physical harm).

For further information about these guidelines or help with sexual harassment problems, consult the Sexual Harassment Compliance Officer in the Superintendent’s Office.

STAFF COMPLAINTS AND GRIEVANCES*

(Granby Public Schools Policy GBK)

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators, reduce potential areas of grievances, and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the School Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the School Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and School Committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or School Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

GRANBY EDUCATORS' AND CUSTODIANS' ASSOCIATIONS

The Granby Educators' Association (GEA) represents most of the employees of the Granby Public Schools. Three bargaining units fall under the umbrella of the GEA:

- Unit A: Teachers
- Unit C: Administrative Support Staff
- Unit D: Granby School Paraprofessionals.

The Granby Custodians' Association represents the custodial staff.

You are encouraged to keep current with regard to the contract for the unit in which you work. From time to time, additional Memoranda of Agreement are negotiated between the GEA or GCA and the School Committee between full contract negotiation periods.

BULLYING PREVENTION AND INTERVENTION PLAN

(Granby Public Schools Policy JICFB)

Granby Public Schools are committed to providing all members of its community with a safe, respectful and responsive learning environment that is free from aggression, bullying, and harassment. Our district understands that optimal learning cannot occur in an environment where intentionally hurtful actions are tolerated and/or ungoverned.

We thus subscribe to the following Bullying Prevention and Intervention Plan developed in accordance with Massachusetts state law.

Definition of Bullying:

Bullying as defined by Massachusetts state law is 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 target that:

- Causes physical or emotional harm to the target or damage to the target's property.
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property.
- Creates a hostile environment at school for the target.
- Infringes on the rights of the target at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

*Though the word "repeated" is used to define bullying, the school will act upon any observed or reported hurtful behavior immediately via our standard discipline/code of conduct (see Student Handbooks).

Prevention

Needs Assessment

Each school in the district will develop a RAMS subcommittee to create a developmentally appropriate assessment tool which will encompass the following:

Surveying students/staff/families on school climate and bullying issues.

Collecting and analyzing building specific data on bullying and harassment behavior.

Professional Development

Initial staff training for the Plan will occur in 2016, during a designated professional development day. "Staff" refers to all staff, which the state designates as including "educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and paraprofessionals."

Annual staff training will be designed based on what is established in the initial, comprehensive training. This will include components that are addressed in our district-wide meeting beginning each school year, as well as those that are reviewed within each building.

New staff members will participate in an orientation program, which will include training about the Plan. Staff members hired after the start of the school year will be required to participate in school-based training during the school year in which they are hired.

Ongoing professional training will be determined by assessment of staff needs and by staff role (e.g., a bus driver will need a different skill set than an investigator or special education teacher) within the district and within buildings.

Assessment and training will focus on relevant and specific skills and knowledge base necessary for preventing, identifying and responding to bullying. These are:

- Use of developmentally appropriate language and interventions.
- Understanding the power dynamics among students in target, aggressor and bystander roles.

- Research regarding particular student sub-groups, known to be at higher risk for bullying, including students with disabilities.
- Internet safety and cyber-bullying.
- Elements and practices essential to a safe and positive school climate.

Activities/Education

R.A.M.S. (Respecting All Members of Society) is a multi-disciplinary task force, devoted exclusively to the development and stewardship of the District's Prevention and Intervention Plan. RAMS is comprised of faculty representing each of the three schools, parents, the school resource officer and students from both the Junior and Senior High Schools.

In 2011, RAMS will form building-based subcommittees which will develop and implement building-specific procedures for prevention and intervention. RAMS will work to ensure continuity among buildings, so that a cohesive plan is developed/implemented Pre-Kindergarten–Grade 12. Whole-school models are considered best practice and will be the expectation for each school in the district. These will address the following:

- Classroom/school structures, routines and teaching approaches that explicitly renounce bullying and harassment.
- Swift, appropriate intervention plans with students who are aggressors and appropriate protection/support plans for students who are targets; and their families respectively.
- Safe, inclusive environments that support and accept diversity.
- Assessment of school's supervisory system.
- Positive behavioral supports.
- Relationship building between adults and students.
- Positive practices that aid in the social and emotional development of students.
- Behavioral health services in school and in partnership with community.
- Safe use of Internet and electronic devices.
- Support and encouragement of non-academic and extra-curricular activities.
- Developmentally appropriate curriculum at every grade level that teaches emotion management, social problem-solving and the dynamics of bullying and harassment (DESE to suggest evidence-based programs in 2011); including age-appropriate summaries of plan with home and community components.
- Adult/staff culture that promotes support and role modeling.

Collaboration with Families

The district recognizes the need to engage and collaborate with families in order to increase prevention and intervention capacities. Essential aspects of effective collaboration are communication and relevant resources for families. The plan will address provisions for informing parents about bullying prevention/intervention curricula.

How parents can reinforce curricula at home and support the plan.

- The dynamics of bullying; clarification about what bullying is and what it is not.
- Internet safety, cyber-bullying and electronic devices.
- Parents and guardians will also be notified via student handbook each year about the bullying prevention and intervention plan.

II. Interventions and Procedures

Reporting

Any member of the school community who wishes to make a complaint regarding bullying and/or harassment behavior can find an Incident Reporting Form (see Appendix), in each school's main office, guidance office, and nurse's office. The form will also be found online for download at a later date. Forms can be returned to the principal or vice principal.

Anyone who wishes to make a report anonymously may do so by filling out the standard reporting form without including their name. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Each building will have an anonymous drop box.

Any school community member who retaliates against another for reporting bullying/harassment, or who knowingly makes a false accusation of bullying/harassment or retaliation, shall be subject to strong disciplinary action.

Investigation

The district understands that good investigative work requires several skills: ability to discern relational and power dynamics between and among children and adolescents (i.e., distinguishing friendships from strictly peer relationships, knowledge of social hierarchy and peer culture); ability to sort out normal conflict from bullying and to distinguish bullying from harassment; knowledge and use of appropriate consequences that will prevent an escalation of aggressive behavior.

Investigations will be conducted by building principals and/or their designees. Investigators warrant specialized training which will be determined by the Superintendent.

Once an allegation of bullying is made, the investigator will assure and restore safety of the target and/or reporter. Once safety considerations are addressed, further investigative procedures will be initiated.

A checklist will be developed and utilized for investigations to aid in making a determination of bullying.

Once a determination of bullying is made, the principal or designee will take age/developmentally appropriate responsive and/or disciplinary action. Consultation with a building clinician will be utilized to determine appropriate responsive action aimed at remediating the behavior(s).

Follow-up with the target, the aggressor, and their families will occur within a reasonable amount of time to ensure that further incidents have not recurred and to determine if additional supportive measures are needed.

Each school shall document any incident of bullying that is reported and substantiated. Formal documentation reports shall be maintained by the principal and/or designee and copies forwarded to the Director of Pupil Services. The Director of Pupil Services will track reports to aid individual schools and the district in their assessment of prevention and intervention needs.

Notification

In compliance with the statute, parents/guardians will be notified promptly of a complaint, once the principal or designee has determined that bullying or retaliation has occurred. Addressing and working with parents of children who bully others and with parents of children who are targeted requires different approaches. As part of their training, investigators will learn appropriate skills for working with parents involved in bullying situations.

Per the district Memorandum of Understanding with the Granby Police Department and the District Attorney's Office, the principal or designee will notify law enforcement.

If the reported incident involves students from another school district, the principal or designee first informed of the incident will promptly notify the principal or designee of the other school. All communication will be in accordance with the state and federal privacy laws and regulations.

Students with Disabilities

For students identified with a disability on the autism spectrum or who have a social/emotional related disability and have an IEP or 504 Plan, the Team must consider and specifically address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Whenever the Team evaluation indicates that a student's disability effects social skills development, or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the Team must address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

III. Appendix

Glossary of Terms

School Community Member is defined as any student, district or school employee, school committee member, independent contractor, school volunteer, parent or legal guardian of a student, or a visitor on school premises or at a school-related or school sponsored function or activity.

Reporter: a person reporting an incident under this policy who is a third party and not the recipient of the alleged behavior that violates the policy.

Target: anyone against whom bullying or retaliation has been perpetrated.

Aggressor: anyone who engages in bullying, harassment, or retaliation.

Verbal Bullying: Examples of verbal bullying are name-calling, taunting, mocking, mimicking, use of offensive language or jokes, unwelcome nicknames, threats, insults and laughing at someone's mistakes.

Written Bullying: inappropriate or offensive words, symbols, or drawings written to a target directly or on his/her property or in a public display (graffiti).

Physical Bullying: any unwelcome physical contact or threat of contact (use of proximity), pushing, poking, tripping, pantsing, taking or damaging another's property, throwing objects at someone.

Relational Bullying: Isolation of an individual from his or her peer group, spreading rumors and gossip, demanding favors in return for social acceptance, exclusion from peer group activities.

Cyberbullying: is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes, but is not limited to, email, instant messages, text messages, and internet postings.

Sexual Bullying: unwanted touch of a sexual nature, unwanted talk about one's private parts, unwanted comments about one's sexuality or sexual activities.

Harassment: is defined as unwelcome, intentional, unprovoked discriminatory behavior, toward an individual or individuals, motivated by membership (real or perceived) in a protected category including: race, color, religion, ethnicity/natural origin, disability, gender, gender identity, sexual orientation and age. Harassment includes cyber-harassment (see definition below).

Cyber-harassment: is defined as any willful and repeated harm inflicted through, but not limited to, Web pages, social networking sites, email, instant messaging or text messaging using computers, cell phones and other electronic devices which is motivated by the target individual or individuals membership in a protected group, whether real or perceived.

Sexual harassment: sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions or decisions regarding student evaluation or participation in school programs or activities (quid pro quo sexual harassment); or
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or school performance by creating an intimidating, hostile, humiliating or sexually offensive environment (hostile environment).

Hostile Environment: a situation in which bullying or harassment 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.

Hazing: conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include beating, branding, pantsing, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation (see Legal References in Appendix).

Retaliation: any form of intimidation, reprisal or harassment directed against a school community member who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and harassment may occur student to student, adult to student, student to adult, adult to adult, male to female, female to male, female to female, and/or male to male.

CHILD ABUSE AND NEGLECT

(Source: The Department of Children and Families)

Definitions

The following definitions may be found under the Department of Children and Families Regulations (110 CMR, section 2.00):

Abuse: the non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).

Shaken Baby Syndrome: infants, babies or small children who suffer injuries or death from severe shaking, jerking, pushing or pulling may have been victims of Shaken Baby Syndrome. The act of shaking a baby is considered physical abuse, as spinal, head and neck injuries often result from violently shaking young children.

Neglect: Failure by a caretaker, either deliberately or through negligence or inability to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home setting).

Emotional Injury: an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance and behavior.

Physical Injury: Death; or fracture of a bone, subdural hematoma, burns, impairment of any organ, and any other such nontrivial injury; or soft tissue swelling or skin bruising, depending upon such factors as the child's age, circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive.

Institutional Abuse or Neglect: Abuse or neglect which occurs in any facility for children, including, but not limited to, group homes, residential or public or private schools, hospitals, detention and treatment facilities, family foster care homes, group day care centers and family day care homes.

Mandated Reporters

Massachusetts law defines the following professionals as mandated reporters in an educational setting:

- Public or private school teachers, educational administrators, guidance or family counselors;
- Early education, preschool, child care or after school program staff, including any person paid to care for, or work with, a child in any public or private facility, home or program funded or licensed by the Commonwealth, which provides child care or residential services.
- School attendance officers, allied mental health and licensed human services professionals, and clinical social workers.

Please check with your principal or supervisor regarding the procedures used in your school to make such reports to the Department of Children and Families.

DISTRICT STRATEGIC PLAN

The Granby Public Schools' Strategic Planning Task Force is working to revise our mission and vision and craft a new strategic plan that will guide the district over the next 3-5 years. There will be an opportunity for you to hear more about the plan and give your input in the fall of 2015.

SCHOOL COUNCILS*

(Granby Public Schools Policy BDFA)

INTRODUCTION: This policy is designed to implement the provisions of M.G.L. c. 71, § 59 C which requires the establishment of school councils in all of the public schools in the Commonwealth of Massachusetts.

The School Committee supports and encourages the intent and purpose of school councils. The School Committee believes that parents, teachers, high school students and other members of the community working collaboratively to advise the principal will enhance the education of all of the children in Granby. The School Committee recognizes that the need to keep the size of the council manageable makes it difficult, if not impossible, for all segments of the school community to be represented as part of the council. The School Committee urges PTOs and faculties, when defining the election/selection process, to remind their membership of their need to ensure that the council itself is as broadly representative of all of the different groups within the school as possible. The law clearly states the importance of councils reflecting the racial and ethnic diversity of the building and school community.

While the School Committee supports the attempt to foster a collaborative effort at the local school level, it also recognizes its responsibility to provide a common direction for all the students in Granby, regardless of which school they attend. To that extent, it is the expectation of the School Committee that school councils, when developing school improvement plans, will not only address the areas contained within the Reform Act, but also will identify how each school intends to meet the system-wide goals, known as the core values of the Granby Public Schools, which are contained in the Granby District Improvement Plan formulated, reviewed, and approved bi-annually by the School Committee.

The purposes of the school councils are to:

1. Assist and advise principals in adopting educational goals for the schools;
2. Assist and advise principals in the identification of the educational needs of the students;
3. Make recommendations to the principals for the development, implementation and assessment of the curriculum accommodation plan required pursuant to M.G.L. c. 71, § 38Q1/2;
4. Assist and advise principals in the review of the annual school budget; and
5. Assist and advise principals in the formulation of a school improvement plan.

*For more information about the School Council in your building, please see your principal.

SCHOOL IMPROVEMENT PLAN

(Granby Public Schools Policy BDFA-E-1)

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

CURRICULUM ADOPTION*
(Granby Public Schools Policy IGD)

The School Committee has the fundamental responsibility and authority for the education of pupils in its jurisdiction pursuant to M.G.L. Ch. 71, S. 1 Governing curriculum and Ch. 71, S. 2 governing subjects of instruction.

The School Committee recognizes the need for a systematic, ongoing program of curriculum development and evaluation. It is the expectation of the School Committee that learning will be enhanced by the development of a clearly articulated, coordinated, and sequential curriculum that promotes continuity and cumulative acquisition of essential knowledge, skills, and attitudes from grade to grade and from school to school. The School Committee deems it essential that the Granby Public School continually develop and modify its curriculum to meet changing needs.

The School Committee assigns to the Superintendent the responsibility of developing and implementing the administrative regulations needed to put this policy into operation. It shall be the responsibility of the Superintendent, in cooperation with other administrators, and teachers to develop proposals relating to curriculum development and modification that are essential to the maintenance of a high quality program of education for all students.

The Superintendent will formulate procedures to develop the curriculum for the Granby Public Schools. Staff contributions to curriculum development will be provided through curriculum committees. The Superintendent will recommend all new and revised curricula to the School Committee for its action.

In discharging its responsibility, the School Committee will approve all curriculum. The School Committee will officially adopt curriculum guides at regularly scheduled meetings. Adoption dates shall be stated on the cover of each guide.

FIELD TRIPS

(Granby Public Schools Policy IJOA)

All school rules as contained in the student handbook will be strictly enforced while all field trips are in progress.

A. EDUCATIONAL FIELD TRIPS: (DAY)

Educational field trips are by definition those which would enhance the curriculum for the student. These trips should be designed to stimulate student interest, inquiry, and provide opportunities for sound growth and development.

1. Teachers shall be encouraged to make field trips for instructional purposes with the approval of the Principal.
2. All out-of-state trips must be authorized by the School Committee sixty (60) days in advance of the trip.
3. Only licensed carriers (e.g., King Ward, Peter Pan, etc.) approved by the Principal or his/her designee are to be used in transporting students, faculty and chaperones.
4. Vans may be used to transport small groups of students with prior approval of the Principal.
5. All other field trip requests require a thirty (30) day notice for approval of the principal and review of the Director of Health and the bus company.

B. EDUCATIONAL FIELD TRIPS (OVERNIGHT)

All student trips sponsored by the Granby Public Schools that are planned between the hours of midnight and 6:00 A.M. and/or any overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than thirty (30) days prior to the schedule trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with M.G.L. c 71, § 38R.

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

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the school system that allows verification of the subcontractor's qualifications.

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs", and do not count toward meeting structured learning time requirements. (See the Massachusetts Department of Education publication Student Learning Time Regulations Guide.)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-or-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school system should provide appropriate substitute activities for any students not participating.

C. CLASS TRIP: (During the school day)

Class trips that comply with the following guidelines will be considered.

1. A class trip must include at least 75% of the class.
2. Each class will be limited to one officially designated class trip.
3. There should be one chaperone for every ten students; however, if there are fewer chaperones, each trip will be considered on an individual basis at the request of the Principal.
4. Class funds in the student activity account may be used to defer costs of the trip.
5. Each student must sign a trip permission form and each parent/guardian must sign a "hold harmless" agreement before the student is allowed on the trip.
6. An itinerary of the class trip will be submitted with the trip request. The itinerary will include relevant telephone numbers and addresses to be used in case of emergency.
7. All trips must be authorized by the School Committee in accordance with procedures outlined in B. Educational Field Trips (Overnight).

D. FOREIGN TRIPS:

1. Although the School Committee recognizes the value of foreign travel, the School Committee assumes no responsibility for financial commitments, itinerary, arrangements, chaperone assignments, personal injuries, or personal inconveniences. Foreign travel constitutes a contractual arrangement between parent/guardian, student and responsible sponsors only.
2. Sponsor(s) of foreign travel must be a current employee of Granby Public Schools. School facilities may be scheduled at the discretion of the Principal for use after school hours by said individual or individuals to distribute relevant information about the program.
3. The dissemination of relevant information about the program shall include the following parental consent, release from liability and indemnity agreement. This agreement shall be signed by the parent:

[I, we] the undersigned [father, and/or mother/guardian and/or guardians] of _____, a minor, do hereby consent to [his/her] participation in the foreign travel program offered by _____ and do forever release, acquit, discharge, and covenant to hold harmless the Town of Granby and/or the Granby Public Schools from any and all actions, causes of actions, and claims on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which I/we may now or hereafter have as the parent of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after [she, he] has reached [her, his] majority resulting from [her, his] participation in said program.

Signature(s)

Date

E. GROUP FUNDRAISING:

The amount of time to be devoted to fundraising, if applicable, should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

SUPPORT SERVICES PROGRAMS
(Granby Public Schools Policy IGB)

The Pupil Services staff will work in cooperation with building staff and the administration of the Granby Public Schools in the coordination of student support services.

The Director of Pupil Services shall be responsible for all programs related to services for students experiencing difficulty in accessing the general curriculum. Such services may include; educational, psychological, speech/language, occupation therapy, home and hospital bound tutoring, and such other programs as may be assigned to the Director of Pupil Services.

Each school has guidelines regarding the provision of services to students, including steps that are to be taken to intervene and accommodate those students who are struggling in school, regardless of their status as a special education or section 504 status. Consult your building principal for more information.

SECTION 504 ACCOMMODATION PLAN

A student who has been referred for a special education evaluation may be found to have a handicapping condition but they do not to meet the eligibility requirements to receive special education services. If the team determines that students need accommodations to assist them in order that they can receive the full benefit from the educational program, a 504 accommodation plan will be written. This plan outlines what accommodations the student's needs and is signed by the parents. This plan is placed in the student's permanent record and tracked by the Director of Pupil Services.

CUMULATIVE RECORDS FOLDER

(Guidelines in accordance with the Family Educational Rights and Privacy Act [FERPA])

All cumulative records are kept in the main office. Cumulative folders **must not leave the main office.** One cumulative folder is maintained for each child. All information pertinent to a child's progress should be included in each folder. Each teacher **MUST EXAMINE** the folder of **EACH CHILD** entering his/her class as soon as possible. Items that need to be included in each folder:

1. Duplicate Report Card
2. Writing Folder
3. 504 Information
4. Accommodation plans
5. Other data, class papers, notes, etc. deemed essential to the school history of the child.

Nicknames should not be used on official school records and/or lists. **In addition, no special education reports are to be placed in the student's cumulative folder.**

Information regarding students is **confidential** and should never be discussed with anyone other than appropriate school personnel, parents, or legal guardians of students. If you are unsure of an individual's legal relationship to a child, contact an administrator before disclosing information.

****Please note:** Confidentiality regarding student records extends beyond the actual physical folder to verbal sharing of information with unauthorized persons, either face-to-face or by telephone, or by electronic means, such as emails, text messages, or social media. Faculty and staff members should exercise care and caution with regard to using electronic means to communicate regarding student information, as they cannot be guaranteed to remain confidential. Think of verbal and electronic communications as the equivalent of leaving the student's folder out in plain view for all to see. Inappropriate dissemination of confidential student information, verbally or through electronic means will result in disciplinary action.

ACCESS TO STUDENT RECORDS AND INFORMATION FOR NON-CUSTODIAL PARENTS

Access Procedures for Non-Custodial Parents. As required by M.G.L. c.71, s.34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal annually. The initial request must include the following:

1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
2. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

(c) The non-custodial parent must submit a written request for a access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07(5)(a).

(d) Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).

(e) The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71, s.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

STUDENT PLACEMENT

The process of placing students into their next year's classes begins in the spring of each year. Placement is a complex and time consuming process and many factors must be taken into consideration. These factors include but are not limited to the following:

- | | | |
|------------------|--------------------------------------|---------------------------------------|
| * Class size | *Consideration of Special Needs | * Teacher input about learning styles |
| *Teaching styles | * Parent input about learning styles | * Gender balance |

*At the secondary level, some of these decisions are also based on student interest and need for certain classes and credits.

Each student brings his or her talents to the classroom. Administrators and guidance counselors make a concerted effort to provide a good placement for all students while constructing well-balanced classrooms that are diverse, stimulating, and educationally sound. The following guidelines help the staff in each school schedule the students:

1. Concerns of a serious nature will be given priority.
2. Legitimate stated conflict of interest would result in a child not being placed in a particular classroom.
3. Significant health issues that have been documented.
4. Safety issues will be addressed.

Parental input is taken into consideration; however, specific teacher requests that do not include the above criteria are not used as a basis for making these decisions.

It is important to note that any preliminary class assignments and student schedules are **confidential** information. The Family Education Rights and Privacy Act (FERPA) forbids that this information be shared with anyone other than the student and his/her legal guardian(s). Principals will determine when this information should be released to students and their families as class assignments and schedules are often in flux until shortly before the opening of the school year.

If you have any questions about how this process works in your school, please speak to your principal or supervisor.

OPEN HOUSE/PARENTS' NIGHT

Open House and Parents' Night give parents/guardians and teachers a chance to meet. It also allows children to show their classrooms to their families and introduce their classmates to them. It is not a time to discuss progress or behavior of students. Please consult your building principal for specifics with regard to the Open House or Parents' Night in your school.

PARENT-TEACHER CONFERENCES

Personal conferences are an important part of communicating about students' progress. Your principal will have more information about the procedures for these conferences in your school.

SUBSTITUTE TEACHER INFORMATION

In order to ensure that we have smooth operations on days teachers may be absent from work, it is important that good information is left for substitute teachers, including: class lists and seating charts and lesson plans (generic alternative plans are also helpful in case the substitute is unable to deliver the day's lesson for some unforeseen reason). Your principal may have other information about what kinds of items need to be included in a substitute packet and will provide you with information about where these items should be stored for easy access by the substitute.

SUPERVISION

The need to ensure that students are safe at all times cannot be over-stressed. **A teacher must never leave a class unsupervised.** If you must leave your class, have another teacher supervise your class. Depending on the age level of the students in your school, your principal may have other guidelines for you to follow. Please consult him/her about more specifics in regard to student supervision and safety.

STUDENT TEACHERS/INTERNS

The Granby Public Schools encourage teachers to help develop the next generation of the teachers by sponsoring pre-practicum students and student teachers (interns). Cooperating teachers often receive a course voucher and/or stipend in return for their services, depending on the sponsoring college or university. Please check with your building principal or supervisor regarding the approval process for student teachers/interns.

TELEPHONE USE

Teachers are not to use school phones or accept calls during instructional hours unless it is an emergency. Whenever possible, employees should make personal out-of-town calls using a credit card. Cell phones should not be used for calls or texting during instruction and should be silenced during those periods. All other employees should limit **personal** cell phone use to breaks and lunch periods.

VIDEOS AND MOVIES

1. Videos and movies should be considered as an enhancement to instruction and, as such, should be used sparingly. Any movie or video shown during instructional time must be connected to the current curriculum.
2. Any movie or video must be fully previewed by a classroom teacher prior to showing it to a class.
3. The movie rating system, indicating its appropriate use for any age group, is important to its consideration as an instructional tool. **Please consult the principal of your school for which ratings will be deemed acceptable for your grade level.** In addition, any movies or videos that may be deemed as objectionable content by parents/guardians must be preceded by notification and an opportunity for students to opt out with an alternative learning activity provided.

Since the penalty for video copyright infringement can include fines ranging from \$250 to \$10,000 per infringement, plus legal fees (and "willful" infringement can mean damages as high as \$100,000 per instance), copyright is not a minor consideration. Liable parties may start with classroom teachers and librarians, and go up to principal, superintendent, and the School Committee.

Most videos have a public performance restriction (unless public performance rights have been purchased along with the video), but **may be shown under an educational exemption ("fair use") if these requirements are met:**

1. The performing organization must be a non-profit educational institution; and
2. The performance must be presented by instructors or pupils; and
3. The performance must occur in the course of face-to-face teaching activities; and
4. The performance must take place in a classroom or similar place for instruction (including the library); and
5. The performance must be of a legally acquired (or legally copied) copy of the work. (The presenter is protected from liability for illegal copies IF the presenter is unaware that the copies were not legally acquired or made.)

All five of these conditions must be met.

Clarifications: "Face-to-face teaching" means that the teacher must be in the room with the students and the showing must be directly related to the **current** curriculum (not simply related to a lesson past, or lesson to come). Questionable links from audiovisual material to a lesson may be prosecuted as copyright infringement. (One example of a questionable link given by copyright expert Carol Simpson is "showing *The Lion King* during a study of Africa or the great cats.") School showings of videos for reward are copyright infringements. SPED classes/staff must follow all the copyright requirements above, and an IEP does not override copyright law.

As long as the above conditions are met, videos may be shown to multiple classes, as long as all classrooms viewing the video have a valid curriculum tie-in to the video.

VISITORS AND VOLUNTEERS*

(See Granby Public Schools Policies: KI [Classroom Visitation Policy] IJOC [School Volunteers], IHBA [Observations of Special Education Programs])

The School Committee encourages parents and community members to visit classrooms in order to learn about the instructional programs offered in our schools. Such visits can prove most beneficial in promoting greater school-home cooperation and a better understanding of how the school system functions. It is expected that a conference may precede or follow such a visit and this may be requested by either parent or teacher.

- A. Under ordinary circumstances, classroom visits will not be scheduled during the first three weeks in September or during the month of June for grades K-6. Similarly, visits will not be scheduled for the first two weeks and last two weeks of a course for grades 7-12.
- B. Visits to several classrooms in a given grade for the sole purpose of comparing and contrasting teaching styles are not allowed. Experience indicates that this kind of visitation is disruptive of the educational process. At all grade levels, parents are asked to focus on the program of studies their child is enrolled in for the semester or year.
- C. The following are guidelines for classroom and school visits:
 - 1. The Principal must be contacted regarding a parent or community member's request.
 - 2. The Principal will contact the teacher and they will arrange a time and date for the visit.
 - 3. Forty eight hour notice is required before a visit is scheduled.
- D. The School Committee complies with the provisions M.G.L. c. 71B, & 3 and its implementing regulations. If any of the language above conflicts with said statute and/or regulations, the statutory and/or regulatory requirements will be followed.

School Volunteers

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parent/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators. CORI will be conducted on all volunteers.

*All visitors who might be unaccompanied by another adult in the school and volunteers in schools are subject to a C.O.R.I. (Criminal Record Offender Information) check. Please see this handbook's section on the district's CORI Check Policy.

PROFESSIONAL IMPROVEMENT

The Granby Public Schools encourage all employees to keep current with best practices in their scope of work. Each of the Association contracts as well as other single contract benefits outline support for these activities. The district also provides opportunities for professional development on release days, faculty meetings, hours of power, and other venues. Please contact your direct supervisor or the Superintendent for more information about how you can access opportunities for professional improvement.

COMPLIANCE WITH COLLECTIVE BARGAINING AGREEMENTS

While this employee manual represents the policies of the Granby Public Schools, the School Committee and administration recognize that, in those cases where there are collective bargaining agreements, there is an obligation on the part of all parties to comply with said bargaining agreements.

SINGLE CONTRACT EMPLOYEES

Those employees not covered by a collective bargaining agreement will also be subject to the provisions of their individual contracts.



Granby Public Schools

Office of the Superintendent

Sheryl Stanton, Superintendent of Schools

Phone: 413.467.7193 ~ Fax: 413.467.3909

Email: sstanton@granbyschoolsma.net

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

This acknowledgement must be renewed each academic year. This form must be completed within ten (10) business days from when the handbook was received.

Employee's Name: _____

Position: _____

Assigned to: ___ Superintendent's Office
 ___ Pupil Services Office
 ___ Granby Jr.-Sr. High School
 ___ East Meadow School
 ___ West Street School

I have read the Granby Public Schools Employee Handbook and agree to fully adhere to all of the policies contained therein.

Signature: _____

Date: _____

Preparing Students for Success

387 East State Street • Granby, Massachusetts 01033 - 9560

The Granby Public Schools do not discriminate on the basis of age, sex, race, religion, color, national origin, sexual orientation, gender identity or disability in accordance with applicable laws and regulations.



Granby Public Schools

Office of the Superintendent

Sheryl Stanton, Superintendent of Schools

Phone: 413.467.7193 ~ Fax: 413.467.3909

Email: sstanton@granbyschoolsma.net

USER AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC COMMUNICATIONS SYSTEM (IN ACCORDANCE WITH THE ACCEPTABLE USE – TECHNOLOGY POLICY)

This user agreement must be renewed each academic year. It must be completed and returned within ten (10) business days of having received the information, outlined in the *Granby Public Schools Employee Handbook*.

User's Name: _____

Position: _____

Assigned to: ___ Superintendent's Office
 ___ Pupil Services Office
 ___ Granby Jr.-Sr. High School
 ___ East Meadow School
 ___ West Street School

I have read the District's Policies and Procedures on Acceptable Use – Technology, Email Communications, and Social Networking and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, termination of employment, and criminal prosecution.

Signature: _____

Date: _____

Preparing Students for Success

387 East State Street • Granby, Massachusetts 01033 - 9560

The Granby Public Schools do not discriminate on the basis of age, sex, race, religion, color, national origin, sexual orientation, gender identity or disability in accordance with applicable laws and regulations.



Granby Public Schools

Office of the Superintendent

Sheryl Stanton, Superintendent of Schools

Phone: 413.467.7193 ~ Fax: 413.467.3909

Email: sstanton@granbyschoolsma.net

SEXUAL HARASSMENT POLICY/PROCEDURES ACKNOWLEDGEMENT FORM

This acknowledgement must be renewed each academic year. It must be completed and returned within ten (10) days from receipt of this information, as outlined in the *Granby Public Schools Employee Handbook*.

Employee's Name: _____

Position: _____

Assigned to: ___ Superintendent's Office
 ___ Pupil Services Office
 ___ Granby Jr.-Sr. High School
 ___ East Meadow School
 ___ West Street School

I have read the District's Sexual Harassment Policy/Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to termination of employment, and criminal prosecution.

Signature: _____

Date: _____

Preparing Students for Success

387 East State Street • Granby, Massachusetts 01033 - 9560

The Granby Public Schools do not discriminate on the basis of age, sex, race, religion, color, national origin, sexual orientation, gender identity or disability in accordance with applicable laws and regulations.