

DISCLAIMERS

The policies, procedures and benefits contained in this Faculty Handbook supersede all previous policies, procedures and benefits of the Blue Hills Regional Technical School District, except as provided by School District Policy, the Blue Hills Regional Technical School District Personnel Handbook, collective bargaining agreement or individual contract. Bargaining unit employees and employees covered under collective bargaining agreement or individual contract should consult the terms of their applicable agreement.

This Faculty Handbook is intended solely as a guide. The language used in the Faculty Handbook should not be construed as creating a contract, express or implied, between the Blue Hills Regional Technical School District and any of its employees, or a guarantee of employment for any specific duration. Although we hope that your employment with the Blue Hills Regional Technical School District will be mutually rewarding, unless otherwise provided by contract or statute, either you or the Blue Hills Regional Technical School District may terminate this relationship at any time, for any reason, with or without cause or notice. Please note that no supervisor, manager, or representative of the Blue Hills Regional Technical School District, other than the Superintendent-Director, has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments relative to your employment with the Blue Hills Regional Technical School District. Should any provision in this Faculty Handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire Faculty Handbook. The Blue Hills Regional Technical School District reserves the right to change, amend, modify or discontinue any policy or provision outlined herein.

There may be periodic delineations of practices issued in the folio of memorandum which are obligatory on the addressee.

A copy of the Policy Manual for the School District is located in the library and should be reviewed by all staff annually.

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PART ONE - FACILITIES

The Blue Hills Regional Technical School is a regional vocational technical school, located in Canton, and serving the towns of Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph and Westwood. Within the high school there are sixteen major occupational areas, eight academic subject departments and a special needs department.

I. FACULTY ROOMS

Within the high school building there is a cafeteria with an adjacent staff dining area. There are currently faculty rooms for the use of the staff. Students should not be sent to or allowed in a faculty room at any time before, during or after school. Teacher mailboxes are located on the second floor and in room E318. It is strongly recommended that teachers check their mailboxes daily. Food and drink are restricted to faculty rooms and designated areas only and should not be taken elsewhere.

II. HEALTH OFFICE

The Health Office (School Nurse) is located in Room W223 and is staffed by the school nurse. When an injury or illness occurs, contact the nurse at extension 2230. **If an emergency occurs, contact the nurse at extension 2230.** If you are unable to reach the nurse, dial 0.

III. PARKING

Teacher parking lots are available for all staff members. A permit is issued for parking, but the District does not assume liability for the vehicles.

IV. MEDIA CENTER

The Librarian reserves and assigns the audiovisual equipment on request. Audio-visual equipment may be assigned on a long-term basis. Limited access to the internet is available in the Library for all staff and students.

V. FINANCE INFORMATION

The Finance Office is located adjacent to the main foyer of the front entrance, and handles all matters pertaining to payroll, insurance, industrial accident, and medical plans. Questions should be directed to the Finance Office.

VI. COMMUNICATION

The school phone system allows direct dialing within the school from classroom to classroom and allows access to voice mailboxes for each member of the faculty, staff and administration.

It is requested that conversations be kept short, as this interrupts the educational process.

The phone system is for the use of school business and should not be used for personal calls except in the case of an emergency.

Voice Mail: Teachers are requested 1) enter voice mail greetings into classroom phone; 2) check voice mail daily for messages; 3) keep mailbox up-to-date and clear.

Email: The District reserves the right to monitor the school provided email account at any time without warning. Email is archived and public record.

Faculty expecting visitors should notify the security desk where they can be reached.

PART TWO - HOMEROOM AND LOGISTICS

I. HOMEROOM PROCEDURES

- A. Homeroom instructors must be in the area of their homeroom corridor by 7:40 A.M. Homeroom activities begin at 7:48 A.M.
- B. Attendance Responsibilities
 - 1. Attendance should be taken at 7:48 A.M., unless otherwise notified.
 - 2. Homeroom teachers (or alternates) are responsible for the **accurate recording of student attendance**.
 - a. Each student is required to sit in an assigned seat which is identified on an accurate seating plan stored in the middle desk drawer.
 - b. A student not in homeroom at 7:48 a.m. is marked absent.
 - c. The homeroom attendance must be submitted through the Aspen X2 Attendance Program by the homeroom teacher. If the Aspen X2 system is not operating the homeroom teacher should write down the names of the absent students and deliver it to the Student Affairs Office immediately after homeroom. Homeroom teachers should read out loud the names of the students marked absent to verify attendance.
- C. The Main Office will update attendance due to late arrivals, late buses, etc. Teachers who detain a student during homeroom and are not the student's homeroom teacher must notify the Main Office immediately in order to update attendance records.
- D. **It is the responsibility of the homeroom teacher to verify daily attendance. If a discrepancy is noted, the teacher should contact the Main Office immediately.**

E. Homeroom Activities:

1. The WBHR radio station broadcasts the daily recitation of the Pledge of Allegiance. It is required in each homeroom and if a problem occurs, report it to the Main Office. Announcements for students during homeroom period are also made and students should be instructed to remain quiet during this time.
2. Students are not allowed to consume food or beverage in the homeroom.
3. Teachers are responsible for checking students' adherence to the school dress code as outlined in the Parent-Student Information Handbook.

II. CLASSROOM AND VOCATIONAL PROGRAM. PROCEDURES

Academic classes and vocational programs should never be left unattended, Academic classes and vocational programs are expected to start on time and end on time.

A. Seating Plans

An accurate seating plan is required for each class. In order to help substitutes, the plan should be stored in the middle drawer of the teacher's desk. The seating plan should contain the student's full name, grade, program and room number of the student's prior class. This information will help the teacher when writing a detention or a report on a given student and will give an indication of the amount of corridor passing needed.

B. Attendance Records

The attendance for each class should be checked against the daily electronic attendance screen on the homeroom computer. Attendance for Vocational Programs should be checked four times daily: at the beginning of the day, before and after lunch, and before the close of the school. **If a discrepancy is found between the teacher's records and the student affairs office attendance sheet, the student affairs office should be notified by phone with a follow-up discipline form sent to the Main Office.**

C. Maintenance

1. Teacher's desks and file cabinets should not be moved from a room without administrative approval.
2. Classroom lights should be off and doors locked when the room is not in use.

3. At the end of the day blinds and shades should be lowered and left in the open position, windows closed, chalkboards clean, and rooms and vocational program secured.
4. Any functioning Univent heating units should be free of materials at all times.
5. All keys issued by the school remain the property of the District and must not be copied. **An instructor should never give a key to a student** because a single key will often open several areas. **Keys should always be secured and not be available for unauthorized use.** If a key is lost, it should be reported in writing to an Administrator. All keys must be returned to your Administrator's office at the end of the school year.

D. Accidents

1. When an injury or illness occurs, contact the nurse at extension 2230.
2. **If an EMERGENCY occurs contact the nurse at extension 311.**
3. Any time an accident takes place in the vocational program shop or classroom, an accident report must be made out by the teacher and forwarded to the nurse, even if the accident seems minor. Forms for student accident reports are available in the nurse's office (Room W-223).
4. At the first indication of an electrical storm, all activities taking place out-of-doors must be terminated and students moved inside immediately. This applies to physical education classes, sporting events and any other activity that takes place outside.

E. Teaching Tips

- Always be prepared and ready to teach.
- Have a class activity that brings class to order: you must have your student's attention before you can teach.
- Have a plan/organization of the class:
 1. Presentation of information
 2. Discussion
 3. Question and answer
 4. Writing/Problem solving
 5. Review of information

- Always have a meaningful lesson that follows school curriculum.
- Let students know classroom rules on the first day of class and enforce these rules.
- Get to know your students - call them by name - be seen at student activities - dances - sporting events.
- Set standards for students and treat all students the same.
- It's good to let students see success early in the year. In most cases they will work hard to keep those grades all year long.
- Hold students accountable for their actions.
- Don't be afraid to listen to your students. They can give you many insights into their needs and how they best learn.
- Try to always be positive with your students.
- Don't assess all students alike. Try to find something positive in anything they do.
- Make all assignments meaningful. Don't just give homework that doesn't relate to class material.
- Don't be afraid to call parents. In most cases they will become allies and help with class behavior.

III. INFECTIOUS DISEASES

STANDARD PRECAUTIONS FOR SCHOOL SETTINGS

Definition of Standard Precautions

Standard precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as the Hepatitis B virus). They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected. They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines.

Protocol for Standard Precautions

In response to the increase in hepatitis B and human immunodeficiency virus (HIV) infections, the Centers for Disease Control have recommended "universal

blood and body-fluid precautions." These measures are intended to prevent transmission of these and other infections, as well as to decrease the risk of exposure for staff and students. As it is currently not possible to identify all infected individuals, these precautions must be used with every student, regardless of his/her medical diagnosis.

Standard precautions pertain to blood and body fluids containing blood. Saliva, sputum, feces, tears, nasal secretions, vomit, urine and body wastes can be sources of other infections and should be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating contact with infectious materials in routine as well as emergency situations. **All staff should be prepared to use the appropriate precautions and techniques in the case of an emergency.** Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and proper decontamination will enhance protection.

All staff members are encouraged to keep two pair of gloves in the classroom desk draw as well as in the Vocational Program First Aid boxes. Replacement gloves should be requested from the Nurse's office immediately after use. Blood spills should be referred to the Maintenance Department. Students are to be removed from the area. Contaminated spills will be cleaned up with a solution of 1 part bleach diluted in 10 parts water.

Staff members are encouraged to consult their physicians to be vaccinated against Hepatitis B, especially those in vocational programs that put them at risk for exposure to blood-borne pathogens.

Call maintenance if there is a blood contaminated spill. They will be available to disinfect with a diluted solution of bleach or other CDC approved disinfectant. Appropriate protective wear, including (but not limited to) gloves should be utilized at all times. If the situation warrants, (as may occur in housekeeping), goggles and clothing protection should also be utilized. Keep area clear of students and other unauthorized faculty.

IV. CORRIDOR PASSING

- A. **All staff** are responsible for monitoring the corridors. Staff should supervise stairwells and restrooms in the vicinity of their classrooms. A teacher should not leave an area while students are present.
- B. Teachers may recommend disciplinary action directly to the Dean of Students for those students who have committed infractions in the corridors.
- C. Teachers who have a vocational program period prior to lunch should walk the class to the cafeteria. If a cafeteria supervisor is not present, the teacher is to

remain with the students. Academic teachers should monitor the corridors near their classroom until all students have left.

- D. Teachers must escort students to scheduled assemblies and remain with them during the program. In order to avoid delaying the assembly programs instructors are requested to allow enough time to reach the designated area.
- E. Requests for student passes during class time should be discouraged because this allows a student to roam the corridors without supervision. Students should not leave class without a signed pass from a teacher or a guidance counselor.
- F. Students may not use cell phones or any electronic devices during instructional time without explicit permission from the instructor. If a student has to make an outgoing phone call at any time, he/she should be given a pass to the nearest administrator's office and the call may be made from that office.
- G. Only one student at a time should be used for delivery to offices.
- H. Students may not leave the building for any reason without a pass from the Main Office and adult supervision. Students given an assignment outside the building must be under the direct supervision of an instructor.

IV. INCOMPLETE MAKE-UP

- A. Students have **until the mid-point** of a marking period to make up incomplete grades for the prior term. The Academic or Vocational Director must approve all incompletes.
- B. **Home tutoring policy:** When a student is out of school for 3 or more continuous days, the student's guidance counselor will gather the student's assignments from his/her teachers. Once it is determined by a physician that a student will be out of school for a period of more than ten school days, and tutoring is recommended, the student may be placed on home tutoring by guidance. Each student will receive tutoring in English, math, science, social studies and related technology.

The Vocational Lead Teacher will be contacted by the guidance department as to the possibility of a teacher in the department being interested in providing tutoring in the respective technical/related area. If this is not possible, the Lead Teacher will be given the option of assigning a home project which could result in a vocational program and/or related grade, then prior to the student returning to school, the Special Services office will schedule a review meeting in order (1) to determine whether it is appropriate to return to school, (2) to develop a reasonable method and time frame for the make-up of vocational program and related projects, and (3) to determine if any supportive services are needed. The following staff **may** be consulted with regard to tutoring: The Special Services Administrator, School Nurse, and the Lead Teacher, the respective Guidance Counselor, the student and the parents.

The Guidance Counselor should contact the student's parent for purposes of notification or to set up a meeting involving several staff. Meetings that are between a parent and teacher (possibly including the student) should be arranged by the teacher of the subject of concern. In specific cases, which present extreme circumstances, and may require a decision by the entire Academic Review Board.

VI. GRADING PROCEDURES

- A. Academic report card grades are based on classroom participation, homework, assigned projects, quizzes and tests. Grading for attendance is illegal.
 - 1. Two or three grades per week should be recorded in the Aspen X2 program. In addition, teachers may keep a rank book for their records.
 - 2. Tests and quiz papers should be returned to students no later than the end of the next academic week.
 - 3. Academic teachers should assign homework daily during academic week and are strongly encouraged to give assignments that can be completed during vocational programs week. Assignments should be meaningful, relevant and challenging, and should reflect common sense in terms of length.
- B. Vocational grades are based on daily vocational work, projects, tests, and co-op education evaluation. Teachers must keep accurate records of students completing activities assigned to them when applicable.
- C. The mark given by the teacher should reflect the performance of the student in relation to capabilities. Individual differences in students must be considered in the grading process for both academic and vocational subjects.
- D. Classroom and vocational program discipline is reflected in the conduct comments.
- E. Grades must be kept accurately in Aspen X2. Aspen X2 is the official record that an instructor has to justify a particular mark for a student.
 - 1. Attendance must be taken and recorded in each class. It is the teacher's responsibility to verify the student's attendance in class with that of the published school attendance. Discrepancies should be noted in writing and forwarded to the Main Office.
 - 2. An accurate record should be kept each time a student stays for extra help or make up, or is requested to do so.

F. Report Card Grading

1. Teachers will be given detailed instructions on grading procedures using Aspen X2 software.
2. **Grades must be submitted when required. One teacher can hold up report cards for the entire school.**
3. When an instructor makes a grade change the Academic Director's office should be notified, in writing, (on a report card maintenance form) of the change as soon as possible.
4. Incomplete grades issued in a given term must be updated at the **mid-point** of the next term when incomplete edit sheets are distributed to teachers. Grades of incomplete are available only for terms one, two and three.
5. Credit charts are shown below.
6. The marking system is as follows: / Grade Point Average.

| Letter Grade | Numerical Grade |
|--------------|-----------------|
| A | 93-100 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D+ | 68-69 |
| D | 63-67 |
| D- | 60-62 |
| F | Below 60 |

I - Incomplete (no incompletes are allowed for the 4th term)

No grades should be given to a student unless all **WORK** is completely made up.

- G. Report cards will be issued to students four times during the school year: November, February, April and July. A Connect Ed call will be made to notify families that report cards or progress reports have been published on Aspen X2.

H. Progress Report

1. All students should have a progress report issued quarterly, even if they are doing well. It should not be reserved for students who are not performing but also to indicate good achievement/effort. Progress reports may indicate progress and effort as well as under performance and other issues a teacher may want to advise parents about. Appendix D.
2. It is school policy to issue progress reports during the time period indicated in the school calendar.

I. Class Rank

Quality points are applied to a student's grade point average in order to determine a Weighted GPA. Many of the core academic classes are offered at different levels:

1. Advanced Placement = 4.25 QP
2. Honors = 4 QP
3. College Prep and All Vocational = 3 or 3.5 QP
3. Standard or Team = 2 QP
4. Resource or other = 1 QP.

Honors level courses (4 Quality Points) may require Lead Teacher Approval. AP courses require Lead Teacher and Academic Director approval.

Grade point averages (GPA) and class rank are important to students seeking scholarships, financial assistance and other post-secondary endeavors. GPA and class rank are calculated using a system of levels and credits.

VII. GENERAL PROCEDURES

- A. Keeping a current ***Lesson Plan Book*** is important for pacing of your curriculum and preparing for instruction. Plan books are required to be completed no later than three school days in advance of the next school week (typically Wednesday). Your supervising administrator will review the books weekly (no later than the Friday before the start of the latest recorded week of planning) and may make suggestions/commendations as necessary and appropriate. **Please have the Plan Book in an unlocked middle drawer.** It is acceptable practice to plan for a week and then amend the information in another color ink as content and coverage may have changed over time.
- B. Standardized individual achievement tests, intelligence tests and other psychological tests may only be administered by the Special Services Faculty with prior parent and administrative approval.

C. The Parent-Student Handbook is distributed on an annual basis and delineates policies and procedures for students. It is the teacher's responsibility to ensure that students comply with the policies.

D. Reproducing Instructional Material

The Graphic Communications Department provides a Copy Center service to teachers requiring large amounts of copies. This provides the best copy in the most economical way. Teachers are encouraged to take advantage of this service. Individual copiers are also available in the Academic and Vocational Administrators offices; as well as Student Affairs, the Business office and Special Education office. These are designated for limited use only. **ATTN: Due to copyright laws, any copyrighted materials (i.e: textbooks) books may not be copied.**

E. Field Trips

1. The purpose of field trips is to enhance the education of students in a specific area.
2. Procedures to be followed in requesting field trips:
 - a) The request for a field trip should be submitted in writing to the appropriate Administrator by the Lead Teacher.
 - b) Administrative approval must be received by prior to final arrangements for the field trip.
 - c) Extended (overnight) field trips require School Committee approval or field trips out of state.
 - d) Parent/guardian permission slips are required for each student.
3. At least one instructor must sit in the rear of the bus on all field trips. This does not apply to van use.
4. Teachers should **not** transport students in their own vehicles at any time or for any event.

F. Fund Raising

1. All fund raising activities must receive prior approval from the Principal and/or Dean of Students.
2. All student account funds belonging to extra-curricular groups, including athletics, must be deposited in school accounts in accordance with

Massachusetts General Laws, Chapter 44, Section 53 and Chapter 71, Sections 16 (f), 16 A and 16 D.

3. The sale of food must conform to the BHR Wellness Policy.

G. Building Access

1. All requests by students to bring student visitors into the school for a day to explore a vocational program area will be generated through the Admissions Office. No student visitors will be allowed in the school unless the request has had prior approval. The only time that student visitors will be allowed to explore vocation program areas will be during the week that the student making the request is in the vocational program. Other alumni or student visitors must arrange for visits to teachers or vocational program areas after 2:30 PM on school days.
2. Unsupervised students are not allowed in the school building.
3. **Staff should question strangers or unauthorized individuals in the building and contact the nearest Administrator in the event of a problem.**
4. Teachers shall be responsible to support school policy regarding visitors, which states that all visitors to the building, including guest speakers, sales representatives, friends of the faculty, and guests of students, must obtain a visitor's pass from the security desk in the main lobby before entering the building. All visitors must sign in and out. An escort is required to accompany the visitor from the security desk to the visitor's destination as well as returning to the security desk. Permission to visit the building should be obtained from the Superintendent-Director, in advance, who will authorize assurance of a visitor's pass.
5. Teachers are requested to make appointments to see sales representatives or other visitors after 2:20 PM.
6. Staff members who have to enter the building on nights or weekends, when school is closed, must communicate with the Director of Facilities before coming into the school.
7. Staff use of school facilities other than during school day hours, must be scheduled through the office of the Superintendent-Director.
8. **The Principal should be notified as soon as possible when any police officer, firefighter or medical Faculty enters the building for any reason. Upon entering they should be directed to the security desk, the Principal will meet them in the lobby.**

H. Students returning to a teacher for extra help, make-up or teacher detention **must remain with the teacher in the classroom or vocational program areas until 3:10 P.M.**

I. Student Record Regulations

Student Record Regulations are specific and binding on all teachers and other school personnel. Department of Education Regulations clearly state who the third parties are who are entitled to receive information about a student.

1. The categories of authorized school personnel who are authorized to receive student record information are listed in 603 CMR 23.02
2. The list of authorized school personnel who are authorized to have access to the record are stated in 23.07 (3).
3. The Massachusetts Department of Education has implemented regulations concerning student and parent rights to review the "Student Record".

Complete copies of the regulations are available at the school. The following synopsis of the regulations will highlight the major points. The regulations provide that:

1. The school records are typically located in the Main Office and the Special Services Office and includes all data in the school that is personally identifiable by name or number to a particular student. The location of the records does not necessarily define whether a record is a student record.
2. The record is to be considered in two parts:
 - a) Permanent record is the transcript and contains only the following information: name, address, telephone number and student's birth date; the name, address and telephone of the parents or guardian; course titles, grades, grade level completed and the year completed.
 - b) The temporary record contains all other relevant educational information concerning the student including, but not limited to, attendance, health, discipline, activities and sports. Also included are special education records containing the IEP, evaluation and progress reports. The temporary record may include electronic and other communications between authorized school personnel and other persons (including the

parent and student) that contains information which is personally identifiable to a student.

3. Information in the student record may be handled by the following authorized school personnel:
 - a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.
 - b) Administrative office staff and clerical faculty who are employed by the School Committee or are employed under a school committee service contract and whose duties require that they have access to student records for the purpose of processing information for the student record.
 - c) The Evaluation Team which evaluates a student.
4. Information in the student record may not be disseminated in whole or in part, in any manner or form, orally or in writing, to a third party without the prior written consent of the student and/or parent, whichever is applicable. This, however, does not prohibit the publication of a student's name, class, and participation in school activities, honors, awards or post high school plans. To exclude their name from such publication, a student and/or parent, whichever is applicable, should notify the school office. Also, certain law enforcement, military faculty or court officials may have access, for cause, to a student's records. A non-custodial parent is eligible to obtain access to the student record unless the non-custodial parent is subject to a court order denying custody or limiting access to the student.
5. The permanent record must be maintained by the school for sixty years after the student graduates, transfers or withdraws from school.
6. The temporary record must be destroyed within five years after the student graduates, transfers or withdraws from school. For special education students, special education files will be destroyed after seven years.
7. The student and/or parent have the right to submit material to be added to the student record or to have a conference with the Principal to request that

records be amended. Parents or guardians have the right of appeal if the request is denied.

These regulations were adopted to ensure that the records of each and every student be kept confidential and to give parents and/or students the right to inspect the student record.

In conformance with Chapter 71, Section 34E of the laws of the Commonwealth of Massachusetts, a parent or guardian may inspect the school records of their son or daughter.

J. Showing Movies in Class/Vocational Programs

1. All movies or videos must be approved by the Lead Teacher before being shown to the students. In the absence of the Lead Teacher permission must be granted by the appropriate administrator.
2. All movies or videos must be previewed by the instructor before being shown to the students. R-rated, NC17 rated or unrated movies are **not** allowed. Unrated movies may be reviewed and approved by an administrator.
3. No presentations of movies or videos by a substitute teacher without approval by the Lead Teacher.
4. All movies must be educational in scope.
5. All movies must relate to subject matter at time of showing
6. Use school library for resources.

VIII. VOCATIONAL PROGRAM PROCEDURES

A. Safety

1. Student safety is the legal and moral responsibility of teachers and a subject of major concern for all staff members. It is an ongoing subject of instruction to be practiced by the staff and students at all times.
2. Each vocational department must have safety rules and regulations approved by the school administration which is adhered to by staff and students. Students must be instructed in these rules and regulations, as well as the "General Safety Rules and Regulations." Appendix C.
3. General Safety Rules and Regulations must be posted in all vocational program areas.
4. Safety examinations:

- a) Vocational instructors must administer general and specific written safety examinations to all of their students.
- b) When a student has a reading or writing problem, the teacher may read the questions to the students and/or write down the response of the student.
- c) Students must receive a passing grade of 100%.
- d) Exams must be graded, signed and dated by the instructor.
- e) All writing on exams must be in ink.
- f) General Safety Examination: The school General Safety Examination must be taken by every student during first week of the program each school year. Once completed they will be sent to the Vocational Directors office.
- g) Specific safety examinations:
 - 1) Specific exams must be taken at least once by every student prior to their using specific equipment, machines, and tools, or prior to occupying specific hazardous areas within a program.
 - 2) Exams contain questions pertaining to safety precautions and procedures specific to the area or items to be used.
 - 3) Exams should be filed and maintained by the Lead Teacher.

B. Vocational Program Dress:

- 1. It is the responsibility of the Lead Teachers and program instructors to maintain students' proper dress.
 - a) Shirrtails must be tucked in, shirts and pants properly buttoned.
 - b) Program clothing should be worn in a manner that will assure maximum safety to the student.
- 2. Students in vocational programs that do not require uniforms may wear conventional dress in conformance with the school dress code.
- 3. Students in select vocational programs students must purchase required uniforms and shoes.
- 4. Appropriate footwear must be worn in the vocational program areas at all times.

- a) The activities of certain vocational programs require boots or shoes.
 - b) If soft top or slippery soled shoes are deemed hazardous in particular vocational program areas, they will not be allowed.
 - c) A STUDENT IS NOT ALLOWED TO HAVE BARE FEET UNDER ANY CIRCUMSTANCES AT ANY TIME IN THE SCHOOL BUILDING.
- 5. Protective safety devices must be worn as required.
 - 6. Policy for uniforms is adopted on a yearly basis.
 - 7. Each program will differ, keeping in mind the safety of the student. Programs with jewelry and nail polish restrictions will give handouts to all students during the first and second week of school explaining the rules as applied to their respective vocational program. These rules will be adhered to or disciplinary action may be taken.

C. Productivity:

- 1. Vocational Lead Teachers are responsible for maintaining close control over productive work in relation to its educational value and the productive capacity of the vocational program.
- 2. The Vocational Director must approve all outside work done for production.
- 3. Productive work may be done for all state agencies, in-district municipalities and nonprofit organizations, and residents located within the district only.
- 4. Employees of the School district, resident or non-resident, may also have work done at the school for their personal use but not for any business enterprise.
- 5. Students are not allowed to work on projects located outside of the school district.
- 6. Non-qualified applicants may request approval for productive work to the Superintendent-Director or his designee in cases where the project has exceptional educational value or where there is a limited availability of a specific type of work.

7. All productivity jobs must be paid for prior to pick up or delivery. A receipt should be given to the customer and money turned into the Finance Office.
8. Top priority must be given to all Blue Hills Regional in-house work

D. Morning Break:

1. During the vocational program week students are allowed a structured break of no more than 10-15 minutes.
2. It is the responsibility of the program lead teacher to administer the break and to ensure that the privilege is not abused.
3. Food and milk must be consumed only in the vocational program area and not in the corridors or stairways. Students should supply their own food and milk.
4. The program break will be denied to any program which abuses the privilege.

E. Vocational Program records:

1. Instructors are required to maintain a progress record (student competency information) for each student in the vocational program.
2. Students under the supervision of the instructor may be required to maintain a weekly time card or other record keeping.

X. STUDENTS AT RISK

It is the policy of Blue Hills to provide for the safety and well-being of students and to comply with the requirements of Massachusetts General Laws Chapter 119, § 51A. Pursuant to this law any public or private school teachers, educational administrator, guidance or family counselor, nurse, social worker; or member of certain other professions who in his/her professional capacity shall have reasonable cause to believe that a child under eighteen years of age is suffering physical or emotional injury resulting from abuse inflicted upon him/her which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, shall immediately report such conditions to the Department of Children and Families (DCF). School employees meet their responsibilities for reporting by immediately informing the school principal in accordance with the district's administrative procedures. A written report to DCF will be filed within 48 hours.

B. CHILD ABUSE/NEGLECT BY PARENT/GUARDIAN

Suspicious or information about abuse/neglect must be reported to the Dean of Students, then Director of Special Services by the end of the school day. It is the responsibility of DCF to investigate reported cases and determine whether suspicions are factual. Mandated reporters are not permitted to weigh the credibility of witnesses or sift the evidence or determine whether DCF would find reasonable cause to conclude that abuse did in fact occur. Mandated reporters are not investigators and need only have reasonable cause.

C. CHILD ABUSE BY STAFF MEMBERS

Reports of alleged abuse by school Faculty must be made to the Assistant Superintendent Director/Principal and to the DCF for investigation. Investigation procedures will be conducted in accordance with M.G.L. Chapter 71, Section 42.

C. SUICIDE

If you think a student is at risk for suicide, or for other forms of self-harm, you should refer the student immediately to the Director of Special Services. Concerns of the referring staff member need to be put into writing to the principal by the end of the school day. The student's parents/guardians will be contacted and arrangements made for an emergency evaluation to determine the level of risk to him/her or to other students. If there is an imminent risk of harm to the student or others, the staff member should immediately contact the Dean of Students or Principal.

D. THREATS/HARM TO OTHERS

Threats made to students, staff or third persons must be reported immediately to the Dean of Students or Principal. All threats will be thoroughly investigated and appropriate actions will be taken. School Faculty, who may be the focus of a threat, will be notified by the administrator investigating the report.

E. **BULLYING/CYBER-BULLYING**

The District is committed to maintaining a school environment free of bullying. Bullying of students by other students or by staff will not be tolerated. Staff members are responsible for being aware of their obligations to refrain from bullying conduct and to report any incidents

that may involve bullying to the Dean of Students. Each staff member is responsible for ensuring that his/her conduct at school and school-related events is respectful, professional and free from intimidation and/or harassment. Staff members are expected to participate in annual district trainings on bullying.

Staff members who witness an incident that may involve bullying must take the following steps:

- Report incident to designated administrative staff member (Dean of Students)
- Determine if there are safety issues that must be addressed immediately
- Complete written Incident Report Forms
- Participate in any investigation

Staff members who receive reports of bullying from a student must take the following steps:

- Acknowledge student's feelings
- Determine if there are safety issues that must be addressed immediately
- Complete written incident report and give to designated administrative staff member (Dean of Students)
- Participate in any investigation

XIII. SUBSTITUTE FOLDERS

Teachers should maintain a Substitute Folder in the event that they are out. Though the actual contents of the folder are not contractually specified, it is a generally good practice to:

1. Have approximately three days' worth of lessons/activities included.
2. Have the folder accessible for the substitute teacher or administrator.
3. Update the content periodically to reflect the progress of your curriculum.
4. Have the following additional contents, as applicable:
 - a. Seating Charts with pictures from Aspen X2
 - b. Class Rosters

- c. Classroom rules
- d. Other handouts.

PART THREE - DISCIPLINE AND BEHAVIOR ADJUSTMENT

The ultimate goal of discipline is to instill within a student the means of self-control, respect for self and respect for others. The school aims to achieve this goal through the development of a behavioral structure that is both remedial and therapeutic. School policy favors the use of activities leading toward the preventing recurrence of the infraction.

Classroom discipline is a condition of order which the teacher must maintain by understanding and adhering to accepted school practices and regulations, as well as society's necessary rules of acceptable social conduct. The environment of a classroom should be aimed toward a climate in which learning can occur and students can develop to their maximum potential.

I. PREVENTING DISCIPLINE PROBLEMS

- A. The following are suggestions for preventing class discipline problems:
 - 1. Classroom tone is set by the friendly, professional and businesslike attitude of the teacher and an environment conducive to learning to all students.
 - 2. Class activity should start immediately in order to gain the students' attention. Suggestions:
 - a) An instructor may review the previous day's assignment to provide a methodical transition between old and new material.
 - b) A brief quiz at the beginning of a period may set the stage for building on previously learned material.
 - c) The immediate attention of the class may be obtained by using techniques such as problem solving on the smart board, displays, map work, technology, Chromebooks, etc.
- B. Few discipline problems arise when classes are interesting, stimulating and purposeful. These classes do not occur by accident and require meticulous planning on the part of the teacher.
 - 1. Careful planning of the subject matter sequence and adjustment of academic/technical material to the intelligence level of the individuals in

the class enhance the presentation of a lesson and aids in the learning process.

2. Students should be encouraged to speak clearly and audibly in order to present themselves well and contribute to the classroom activity.
- C. Common sense in the application of rules and regulations is a key factor in establishing good classroom control.
1. Take care not to make wild threats or to punish an entire class. Single out those individuals who created the problem. Assess the value of assigning punishment for the infraction of the rule. The objective is to affect a change in attitude and behavior on the part of the student.
 2. Do not become emotionally or personally involved in behavior problems. Attempt to maintain a pleasant disposition. Try not to lose your temper because students will take advantage of this type of situation.
 3. Teachers should be FAIR, FIRM AND CONSISTENT in their manner of disciplining students. Good behavior just doesn't happen; it is the result of consistent effort on the part of many people. It is the expectation that all staff members are familiar with the student handbook disciplinary code and process.

II. PROGRESSIVE STEPS FOR DISCIPLINE

Good discipline is the responsibility of the teacher and is necessary to promote a good learning situation. Each student should be treated as a human being with respect, dignity and understanding. In all discipline matters, students should be provided with notice of the wrongful conduct and an opportunity to present his/her version of the events. A compliment goes along way. Appendix E

A. The reprimand:

1. Inform the student on a one-to-one basis that what he/she is doing is unacceptable and state reasons. Steps should be taken to avoid confrontation in the presence of others and to de-escalate the situation.
2. Record the reprimand in the Aspen student information system.

B. The conference:

If the problem continues, hold a conference with the student and contact the parent or guardian.

C. Teacher detention:

1. If it is necessary to issue a teacher detention, use the procedure outlined in Appendix A.
2. Record of teacher detention slips are to be kept by the teacher.

CI. Consultation:

1. Discuss the problem with the Lead Teacher.
2. Bring the student into the discussion if necessary. In some cases different ideas from another person regarding ways to handle the situation may be all that is required.

CII. Parental contact:

When a lead teacher and instructor determine that a parent should be contacted, the student files in the Main Office through Aspen X2 must be checked to determine the proper name of the parent and extenuating circumstances. **Parental contact is expected.**

CIII. Official referral:

1. After the above discipline measures have been exhausted, the designated Administrator should be contacted if the problem remains.
2. The teacher should summarize in writing the misconduct of the pupil stating the corrective measures that have been taken. Appendix B.
3. Prior to sending a student to an Administrator, the instructor must call to inform the Administrator that a student will be arriving.

III. OFFICE DETENTION

Office detention is held from 2:25 P.M. until 3:10 P.M. Instructors assigned to office detention should pick up the detention roster from the office prior to the start of the detention session. At 2:25 P.M. students must be quietly seated in detention and prepared to do school work for the remainder of the session.

It is the responsibility of the detention proctor to take attendance and have students sign to indicate presence or absence on the roster and on the top right side of the detention slip in the following manner:

1. If the student is present, insert a check mark.

2. If the student was in school for the day but did not show for the detention mark AWOL.
3. If the student is absent or dismissed from school for the day as marked on the daily attendance sheet, mark absent.
4. If the proctor feels that credit should not be given for the session to the student, the reason should be noted on the attendance sheet in an objective manner. The student should be notified of the proctor's decision at the termination of the session.
5. A student who arrives late without a pass must remain in detention and will be rescheduled for another night as well. The student's time of arrival should be noted.

IV. SUSPENSION OFFENSES

A student facing the possibility of suspension has rights of due process that must be protected. Due process consists of, but is not limited to: notice of the charges against him/her, and an opportunity to present his/her version of the incident.

V. CORRIDOR INFRACTIONS

Teachers may recommend disciplinary action directly to the Dean of Students for those students who have committed infractions in the corridors.

VI. LATE TO CLASS

If a student arrives late to class, vocational program, or lab, without a pass, it is the responsibility of the teacher receiving the student to resolve the matter. The student should not be sent to the Student Affairs Office for a pass or back to the sending instructor. When a student indicates that he/she has been with another teacher, detain the student and call the teacher.

VII. SMOKING INFRACTION

Smoking is prohibited by law in the building and on the Blue Hills school campus.

VIII. CAFETERIA DUTY

Teachers being paid for cafeteria duty should report to the cafeteria prior to the beginning of the assignment. Proper supervision in the cafeteria requires 100% of the teacher's attention.

- A. Teachers are expected to monitor the lunch lines and to supervise the cafeteria.

- B. During the first ten minutes of each lunch period, all students must remain in the cafeteria. After the first ten minutes students may go outside to the supervised area. Students must obtain a pass to leave the cafeteria for any other reason.
- C. Duties of cafeteria teachers include watching for students cutting in line, throwing food, and leaving trays or rubbish on the tables, chairs or floors. Violations of this type should be handled in the cafeteria by requiring the student to remain after the lunch period to clean up the cafeteria.
- D. Serious violations such as hazing, fighting and extortion should be referred to the Main Office.
- E. All food and drink must be consumed in the cafeteria.
- F. Cafeteria duty includes walking around the cafeteria and remaining in the cafeteria at the end of lunch to supervise clean-up activities or walking students back to class.

IX. DRUG AND ALCOHOL ABUSE

The following policies and procedures relative to drug and alcohol problems must be followed by all staff Faculty.

- A. **STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.**
 - 1. A teacher suspecting a student of being under the influence of drugs or alcohol should contact an administrator.
 - 2. The school nurse and/or school administrator makes a judgment as to whether the student is in need of immediate medical attention. If so, the parents are informed and/or nurse makes arrangements to transfer the student to the hospital.
 - 3. It is the responsibility of the staff member in charge of a school sponsored activity to inform the parent or guardian of any suspected abuse.
- B. **PROCEDURE FOR STUDENTS WHO HAVE POSSESSION OF DRUGS OR ALCOHOL IN SCHOOL.**
 - 1. A teacher observing a student with drugs or alcohol should contact an Administrator.
 - 2. Student should be kept under observation pending the arrival of an Administrator.

C. INSTRUCTORS ARE NOT ALLOWED TO GIVE ANY TYPE OF MEDICATION TO A STUDENT, INCLUDING ASPIRIN.

1. If a student requests medication, advise the student to contact the school nurse.
2. If a student is observed taking medication, the procedure for drug and alcohol abuse should be followed, unless the student has received prior written permission from the school nurse to self-administer prescribed medication, such as inhalers for asthma, enzyme supplements for cystic fibrosis, glucose monitoring test or insulin delivery system for diabetes, or epinephrine for students with life-threatening allergies.

PART FOUR – FACULTY

I. TEACHER CONDUCT

Teachers' conduct must also be reflective of high standards of professionalism. Teachers are expected to conduct themselves in a professional manner in all aspects of their duties and interactions with students, parents and the community. Teachers without professional teacher status are considered employees at will. As provided by law, teachers with professional teacher status may be dismissed for inefficiency, incompetence, incapacity, conduct unbecoming a teacher, insubordination or failure on the part of the teacher to satisfy teacher performance standards or other just cause. (M.G.L. Chapter 71 Section 42). Also, please refer to the Employee Handbook.

II. REQUEST FOR LEAVE FORM

Blue Hills RTS uses the employee portal to request time for leave. The portal is used for *Personal days, Vacation, Bereavement, Professional Pays, Medical Days, and Leave without Pay*. In addition, the form is used for teachers to notify for substitute coverage for a *Field Trip* (under other).

The *Medical* designation denotes sick time to be used, but is filled out by teachers and staff wishing to secure coverage for their duties **ahead of time**, should they have advance notice of a doctor's appointment, for example, and choose not to call in sick. Access to the employee portal is managed by the Business Office.

III. SICK TIME

When a sick day is required, please notify the substitute line at 617-774-1274 the night before or *as early as possible in the morning but no later than 7:00 a.m.* Sick time may be used for Doctor's office visits and day surgeries. If you know in advance of the date, complete a request in the employee portal, designate medical, and forward the information to the appropriate Director or sub scheduler to coordinate substitutes. (Reference Teacher's Contract, Article XV, Sick Leave paragraph 15.1.3.)

APPENDIX A

PROCEDURE FOR ASSIGNING TEACHER DETENTION

The Teacher Detention system has been set up for minor disciplinary infractions. A student placed on Teacher Detention is given a "day of grace" to notify his/her employer that on a future day he/she will have an obligation to the school. Detention sessions are held on Monday through Thursday afternoons from 2:25 to 3:10 P.M.

STEP ONE:

Complete the *Teacher Detention Referral* citing the specific infraction and avoid broad, indefinite statements such as "uncooperative", "disruptive", etc. Enter instead, "refused to clean workbench", "throwing paper", etc.

Assign afternoon detention to the next late bus day (check with student to see if there is a prior detention assignment). If Teacher Detention is in conflict with Office Detention, Office Detention takes precedence.

Request the student to sign the form to acknowledge receipt. Give the original copy to the student.

The teacher retains the remaining copy and notes if the student appeared on the assigned day. The teacher may forward a copy to the Main Office at the end of the week if needed, along with other detentions served with that teacher, so they may be filed in the individual student's folder.

STEP TWO:

1. If a student fails to report for a Teacher Detention, a Saturday Suspension will be assigned.
 - a) The teacher completes the *top portion* of the *Discipline Referral*, stating the reason for the detention and of the student's failure to report, and any actions taken by the teacher.
 - b). The teacher then sends the Discipline Report to the Dean of Students. The student will be subject to Saturday suspension.
2. The administration will meet with the student to review the incident.
 - a). The student will sign the form to acknowledge the disciplinary action.
 - b). The parent will receive the original copy along with a letter regarding suspension.

- c). A copy of the discipline report with the administration action is entered into Aspen X2 so that a teacher may review the results of the offense in question.

APPENDIX B

PROCEDURE FOR THE DISCIPLINE REFERRAL

- 1) The *Discipline Referral* is to be used when referring a student to an Administrator for disciplinary action for disruptive behavior, AWOL from a class and not on the attendance sheet, or other similar infraction.
- 2) The teacher should complete the top portion of the *Discipline Referral*.
 - a) The routine data and any steps taken by the teacher to resolve the problem should be completely filled in and the report signed.
 - b) When reporting a disruptive incident refrain from using phrases such as "talked back, "disturbed class", etc., and write exactly what the infraction included: "Student disrupted class by opening the window and tossing papers out of it."
 - c) Describe any corrective measure that the teacher took to counteract the student: "Teacher told him/her three times to sit down and close the window and student refused." If profanity is used by the student; write out the exact words used.

APPENDIX C

GENERAL SAFETY RULES AND REGULATIONS

1. To be a safe worker, a student has a responsibility to his/her family, himself/herself, and his/her fellow workers to keep in mind constantly the phrase "SAFETY FIRST".
2. Most personal injuries are a direct result of carelessness either on the part of the injured person or on the part of a fellow worker.
3. One of the most important steps in practicing safety is to learn the proper use and care of tools and equipment, and to respect them.
4. Some types of carelessness that seem to be of minor importance, but frequently cause injuries, are the misuse of tools and equipment, the failure to keep them in good working condition, and the setting of them in improper places.
5. Students cannot use machines or equipment until they have received the necessary safety instructions and pass the specific examinations with 100 percent.
6. Students cannot use machines or equipment without the instructor's approval.
7. Only the student and the instructor are permitted within the defined safety zone around any machine.
8. Students must wear safety glasses where posted or when told by the instructor.
9. Students should report any unsafe equipment or unsafe conditions to the instructor immediately.
10. All accidents, no matter how slight, must be reported to the instructor in charge immediately.
11. Students must wear proper uniforms and be well groomed at all times.
12. Students must practice good housekeeping because this is an important part of accident prevention.
13. Do not throw any materials, tools, or objects. They must be passed by hand.
14. Only work approved by the instructor will be allowed in vocational program.
15. Do not distract the attention of anyone working on a machine or in any potentially hazardous area.

16. Keep all equipment and tools used in the vocational program sharp, clean and in safe working order.
17. Do not use any electrical equipment that you are not familiar with, or that has loose or broken connections, or frayed wires.
18. Tools with cutting edges or sharp points should be carried with the cutting edge or sharp points downward away from the body.
19. Use common sense when lifting; lift only objects that you can handle safely.
20. Excessive noise endangers all levels of hearing, sheds our nerves, and has in fact become a pollutant of our environment.
21. Scientists have determined that sustained exposure to sounds over 85 decibels can cause permanent hearing loss.
22. The best way to protect from the danger of excessive noise in the work area is by using hearing protection.
23. The best way to protect from the danger of excessive noise other than in the work area is common sense.
24. Unsafe activities such as horseplay, clowning, or running, will not be allowed.
25. During fire drills, all students must leave the building as quickly as possible, in a quiet and orderly manner
26. Students riding on school buses will refrain from any conduct that may cause damage to the bus, harm to others, or any activity that may distract the driver.
27. During corridor passing, students must move quietly and expeditiously to their next class.
28. While using the cafeteria, students must clean up their own debris and act in a responsible manner.
29. Besides the General Safety Rules, all specific vocational program and class rules are to be obeyed.
30. Knives of any size or kind are not to be brought to school under any condition. If you bring a knife of any kind or size (examples: jackknife, switchblade, razor, hunting knife, etc.) to school, you will be immediately given a suspension and possibly expelled from Blue Hills.
31. Physical threats of any kind made towards a teacher will result in immediately being given a suspension and possibly expelled from Blue Hills.

APPENDIX D**CONDUCT COMMENTS/EFFORT CODES**

| Code | Description |
|------|---------------------------------------|
| 01 | Danger of Failing |
| 010 | Poor Homework Habits |
| 011 | Has Missing Assignments |
| 012 | Low Test/Quiz Grades |
| 014 | Unprepared for Class |
| 015 | Poor Class Participation |
| 016 | Must Improve Behavior |
| 017 | Extra Help Recommended |
| 022 | Wanders from Work Area |
| 023 | Needs to Focus on Tasks |
| 024 | Must Complete Vocational Program Jobs |
| 028 | Capable of Better Work |
| 03 | Excellent Effort |
| 036 | Needs to Make Up Test/Quizzes |
| 04 | Fair Effort |
| 040 | Showing Improvement |
| 041 | Exemplary Student |
| 045 | Actively Participates |
| 046 | Avoids Writing |
| 047 | Attendance Hinders Progress |
| 048 | Fails to Make Up Work |
| 05 | Poor Effort |
| 06 | Pleasure to Have In Class |
| 07 | Motivated, Eager to Learn |
| 08 | Progress is Satisfactory |

| | |
|----|----------------------|
| 09 | Good Homework Habits |
|----|----------------------|

*Complete number must be used (i.e. 013)

EFFORT CODES:

- 1=Excellent
- 2=Good
- 3=Fair
- 4=Needs Improvement
- 5=Poor

APPENDIX E

PROGRESSIVE DISCIPLINE PLAN

LEVEL I

TEACHERS (ACADEMIC, TECHNICAL and SPECIAL EDUCATION)

DISCIPLINARY OFFENSES

-Violation of vocational Program/Classroom Rules
-Abusive Language
-Insubordination

DISCIPLINARY ACTIONS

1. Student Reprimand
2. Teacher Detention(s)
3. Parent Phone Call
4. Student Conference
5. Parent Conference
6. Referral to Lead Teacher/Coordinator/Dean of Students
7. Student Mediation

LEVEL II

LEAD TEACHERS

DISCIPLINARY OFFENSES

-Referrals from Teachers
-Hazing
-Safety Violations

DISCIPLINARY ACTIONS

1. Student Conference
2. Parent Phone Call
3. Parent Conference
4. Referral to Coordinator for Disciplinary Action
5. Student Mediation

LEVEL III

DEAN OF STUDENTS

DISCIPLINARY OFFENSES

-Referrals from teachers
-Lead Teachers or Teachers (Teacher or Safety related issues)
-Referrals from Directors
-Extortion
-Tardiness
-Fighting
-Theft
-Harassment
-Threats
-Smoking
-Truancy/AWOL's
-Malicious Mischief
-Vandalism
-Corridor Infractions
-Bus Incidents
-Parking Lot Incidents

DISCIPLINARY ACTIONS

1. Student Conference
2. Parent Conference
3. Teacher Conference/Teacher Evaluation
4. Referrals for disciplinary Actions to Dean of Students
5. Student Mediation
6. Office Detentions
7. In-house suspensions
8. Out of School suspensions
9. Referral to Principal for Disciplinary Action

-Internet/Computer/Technology misuse
-Bullying/Cyberbullying

LEVEL V

PRINCIPAL

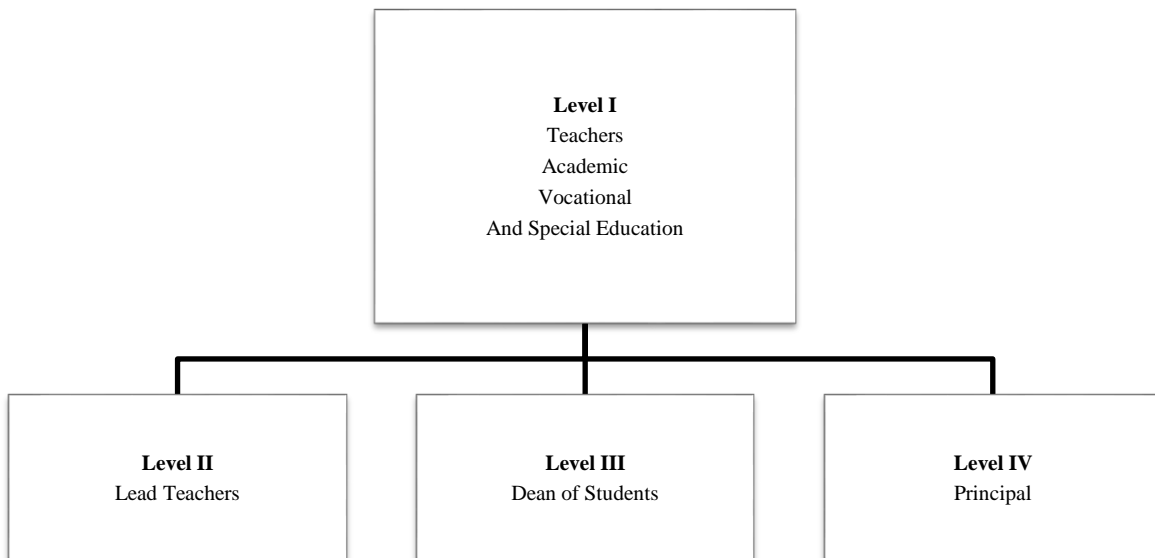
DISCIPLINARY OFFENSES

-Referrals from Dean of Students
-Firearms/Weapons/Explosives
-Drugs/Alcohol
-Assault (School Faculty)
-Violent/Physical Confrontations

DISCIPLINARY ACTIONS

1. Office Detentions
2. Student Mediation
3. Suspensions (extended)
4. Expulsion
5. Parent/Team Meetings for Transfer
6. File Civil/Criminal Charges

FLOW CHART



ADDENDUM F

SAFETY/CRISES EMERGENCY PROCEDURES

Every room has a spiral booklet behind the entrance door. It is required that you read it thoroughly and be prepared in case of any emergencies:

- **Fire Alarm Evacuation Procedures**
- **Automated Defibrillator Devices**
- **Trauma Kit Locations**
- **Crisis Management Procedures**
- **A.L.I.C.E (Policy for Active Shooter Situations)**
- **Miscellaneous Emergency Situations**
- **Medical Emergency Response Plan**

**APPENDIX G
ACKNOWLEDGEMENT FORM**

I hereby acknowledge that I have read and understand the contents of the Blue Hills Regional Technical School District Faculty Handbook. I understand that I am expected to be familiar with, and adhere to the policies contained herein, and all Blue Hills Regional Technical School District policies.

Print name of employee

Date: _____