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I. WELCOME

WELCOME TO MILLBURY PUBLIC SCHOOLS. THIS HANDBOOK ADDRESSES THE BUSINESS AND PERSONNEL FEATURES OF THE MILLBURY PUBLIC SCHOOL DISTRICT. IT IS INTENDED TO GUIDE YOU THROUGH THE PROCESS OF BECOMING AN EMPLOYEE; UNDERSTANDING ALL APPLICABLE POLICIES AND PROCEDURES HIGHLIGHTING THE DISTRICT'S EXPECTATIONS FOR ATTENDANCE, PERFORMANCE AND PROFESSIONAL BEHAVIOR AND TO ARTICULATE THE BENEFITS THAT ARE AVAILABLE TO EMPLOYEES.

THE SCHOOL DISTRICT SERVES APPROXIMATELY 1,700 STUDENTS IN THREE SCHOOLS, PRESCHOOL THROUGH GRADE TWELVE. THE ELMWOOD STREET SCHOOL SERVES STUDENTS IN GRADES PRESCHOOL THROUGH GRADE THREE; THE RAYMOND E. SHAW ELEMENTARY SCHOOL, GRADES FOUR THROUGH SIX AND THE MILLBURY MEMORIAL JUNIOR/SENIOR HIGH SCHOOL, GRADES SEVEN AND EIGHT IN THE ANNEX AND GRADES NINE THROUGH TWELVE IN THE MAIN BUILDING.

THE DISTRICT'S CENTRAL OFFICE IS LOCATED AT THE REAR OF THE MILLBURY MEMORIAL JUNIOR/SENIOR HIGH SCHOOL'S BACK PARKING LOT AND HOUSES THE OFFICES OF THE SUPERINTENDENT; BUSINESS MANAGER AND DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT. THE OFFICE OF THE DISTRICT'S PUPIL SERVICES DIRECTOR IS LOCATED IN THE MILLBURY MEMORIAL JUNIOR/SENIOR HIGH SCHOOL. THE FOOD SERVICE DIRECTOR IS LOCATED AT ELMWOOD STREET SCHOOL AND THE FACILITIES DIRECTOR IS LOCATED AT MILLBURY MEMORIAL JUNIOR/SENIOR HIGH SCHOOL.

II. GENERAL EMPLOYMENT INFORMATION

IT IS THE EXPECTATION OF THE MILLBURY PUBLIC SCHOOLS THAT ALL EMPLOYEES DEMONSTRATE A PROFESSIONAL, COOPERATIVE, KNOWLEDGEABLE AND COURTEOUS DEMEANOR IN ALL INTERACTIONS WITH STUDENTS, FAMILIES, COMMUNITY MEMBERS, AND WITH COLLEAGUES. THE USE OF PROFANE LANGUAGE IS PROHIBITED AND MAY BE CAUSE FOR DISCIPLINARY ACTION.

ALL EMPLOYEES WILL FOLLOW GENERAL AND SPECIFIC WORK AND EMPLOYMENT GUIDELINES; FOLLOW INSTRUCTIONS AND DIRECTIONS APPROPRIATELY, ISSUED BY SUPERVISORS AND/OR ADMINISTRATORS; AND PERFORM JOB RESPONSIBILITIES IN A SATISFACTORY MANNER CONSISTENT WITH JOB DESCRIPTIONS. ALL EMPLOYEES ARE EXPECTED TO MAINTAIN REGULAR ATTENDANCE, ARRIVE TO WORK ON TIME, AND ADHERE TO DESIGNATED STARTING AND ENDING TIMES FOR WORK, BREAK, LUNCH ETC. WHEN AN EMPLOYEE WILL NOT BE AT WORK DUE TO ILLNESS OR FOR ANY OTHER REASON, THE EMPLOYEE WILL POST THEIR ABSENCE TO THE ONLINE AUTOMATED SUBSTITUTE TEACHER CALLING SYSTEM--READYSUB. IN THE EVENT OF AN EMERGENCY OR A LAST MINUTE, UNEXPECTED ABSENCE, THE STAFF MEMBER WILL NOTIFY THEIR SUPERVISOR OR DESIGNEE AS SOON AS POSSIBLE SO THAT ALTERNATE COVERAGE ARRANGEMENTS MAY BE MADE. NOTIFYING A COLLEAGUE DOES NOT MEET THIS STANDARD. DISTRICT STAFF RESPONSIBLE FOR PROVIDING SERVICE THROUGHOUT THE DISTRICT ARE REQUIRED TO NOTIFY THEIR SUPERVISOR IN THEIR HOME-BASED BUILDING AND THE MAIN OFFICES IN EACH OF THE LOCATIONS WHERE THEY WILL BE PROVIDING SERVICE ON THE DAY OF THEIR ABSENCE. FAILURE TO NOTIFY THE SUPERVISOR MAY BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL. HOURLY EMPLOYEES WHO ARE REQUIRED TO SUBMIT A WEEKLY TIME SHEET TO THEIR PRINCIPAL OR THE BUSINESS OFFICE ARE REQUIRED TO INDICATE THEIR ABSENCE ON THE TIMESHEET.

EMPLOYEES SHALL BE AWARE THAT DISTRICT TELEPHONES, SUPPLIES, EQUIPMENT, AND SERVICES (INCLUDING INTERNET ACCESS AND FAX MACHINES) ARE FOR PROFESSIONAL USE ONLY, AS IT APPLIES TO THE DUTIES AND RESPONSIBILITIES OF THE EMPLOYEE IN THE SCHOOL DISTRICT. PROFESSIONAL CORRESPONDENCE AND COMMUNICATIONS MAY BE SUBJECT TO THE PUBLIC RECORDS LAW. NOR WILL ANY EMPLOYEE ENGAGE IN ANY TYPE OF PRIVATE BUSINESS DURING SCHOOL TIME, ON SCHOOL PROPERTY, OR BY

USING SCHOOL EQUIPMENT. VIOLATIONS OF THIS STANDARD MAY BE CAUSE FOR DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

EMPLOYEES WILL NOT ENGAGE IN WORK OF ANY TYPE WHERE INFORMATION CONCERNING CUSTOMER, CLIENT, STUDENT, 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 AN ADMINISTRATOR RESPONSIBLE FOR THE HIRING/SUPERVISION/EVALUATION OF AN EMPLOYEE DIRECTLY RELATED TO HIM/HER, INCLUDING INDIVIDUALS WHO RESIDE IN THE SAME HOUSEHOLD.

EMPLOYEES ARE NOT AUTHORIZED TO PROVIDE RECOMMENDATIONS TO PARENTS REGARDING THE NEED FOR A CHILD TO BE TUTORED OUT OF SCHOOL. NOR ARE THEY PERMITTED TO SOLICIT MILLBURY PUBLIC SCHOOL EMPLOYEES TO TUTOR A CHILD AT PARENT REQUEST. THEY ARE ALSO PROHIBITED FROM PROVIDING A LIST OF STUDENT NAMES TO COLLEAGUES WHOSE PARENTS MAY WANT THEM TO BE TUTORED.

III. PREPARING FOR EMPLOYMENT WITH MILLBURY PUBLIC SCHOOLS

A. EMPLOYMENT PAPERWORK

UPON ACCEPTANCE OF A JOB OFFER AND PRIOR TO BEGINNING WORK, ALL NEW EMPLOYEES MUST ARRANGE A VISIT TO CENTRAL OFFICE AND MEET WITH THE SUPERINTENDENT'S EXECUTIVE ASSISTANT TO ENSURE THAT ALL NECESSARY DOCUMENTATION FOR EMPLOYMENT HAS BEEN SUBMITTED. EMPLOYEES SHOULD ALSO REQUEST TO MEET THE PAYROLL CLERK TO REVIEW THEIR ELIGIBILITY TO RECEIVE BENEFITS. EMPLOYEES MUST PROVIDE PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES BY COMPLETING THE FEDERAL EMPLOYMENT

ELIGIBILITY AND VERIFICATION FORM. ALL EMPLOYEES MUST PRESENT THEIR DRIVER'S LICENSE IN ORDER FOR A CORI BACKGROUND CHECK TO BE CONDUCTED BEFORE THEY BEGIN EMPLOYMENT. ALL EMPLOYEES MUST SCHEDULE AN APPOINTMENT TO HAVE THEIR FINGERPRINTS TAKEN OR REQUEST A SUITABILITY DETERMINATION LETTER FROM THE DISTRICT THAT HOLDS THEIR FINGERPRINTING RESULTS. THE SUITABILITY DETERMINATION LETTER SHOULD BE SENT TO THE SUPERINTENDENT'S EXECUTIVE ASSISTANT.

PROFESSIONAL STAFF MEMBERS ARE REQUIRED TO SUBMIT TRANSCRIPTS AND A COPY OF THEIR DESE LICENSE AND ANY LICENSE GRANTED BY A PROFESSIONAL BOARD, BEFORE THEY WILL BE APPROVED FOR EMPLOYMENT BY THE SUPERINTENDENT.

B. CONFIDENTIALITY

AN EMPLOYEE OF THE DISTRICT MAY HAVE ACCESS TO CONFIDENTIAL, PROTECTED, OR PRIVILEGED INFORMATION. IT IS EXPECTED THAT EMPLOYEES WILL PROTECT STUDENT AND STAFF RIGHTS TO PRIVACY BY NOT RELEASING CONFIDENTIAL INFORMATION TO UNAUTHORIZED INDIVIDUALS OR GROUPS. FAILURE TO PROTECT CONFIDENTIALITY WILL RESULT IN DISCIPLINARY ACTION. EMPLOYEES SHOULD CONSULT THEIR SUPERVISORS WITH ANY QUESTIONS REGARDING CONFIDENTIALITY. THE DISTRICT IS SUBJECT TO ALL FERPA AND HIPAA REQUIREMENTS.

C. SMOKING

SMOKING OR THE USE OF ANY TOBACCO PRODUCTS WITHIN SCHOOL FACILITIES, ON ANY SCHOOL GROUNDS, OR SCHOOL OWNED PROPERTY; OR ON SCHOOL BUSES BY AN INDIVIDUAL, INCLUDING SCHOOL EMPLOYEES, IS PROHIBITED BY STATE LAW AND IS STRICTLY ENFORCED. FAILURE TO COMPLY MAY RESULT IN DISCIPLINARY ACTION.

D. DRUG FREE WORKPLACE

THE MILLBURY PUBLIC SCHOOL DISTRICT ACKNOWLEDGES THE STRONG COMMITMENT OF THE DISTRICT TO ITS EMPLOYEES TO PROVIDE A SAFE WORKPLACE AND TO ESTABLISH PROGRAMS PROMOTING HIGH STANDARDS OF EMPLOYEE HEALTH. THE GOAL OF THIS STANDARD IS TO ESTABLISH AND MAINTAIN A WORK ENVIRONMENT THAT IS FREE FROM THE EFFECTS OF ALCOHOL AND DRUG USE. THE DISTRICT FURTHER ACKNOWLEDGES THAT EMPLOYEES IMPAIRED BY DRUGS AND/OR ALCOHOL POSE A DANGER TO THEIR FELLOW EMPLOYEES AND TO THE STUDENTS AND IMPAIR THEIR OWN HEALTH AND SAFETY. THE DISTRICT ALSO RECOGNIZES THAT ALL EMPLOYEES ARE ROLE MODELS FOR STUDENTS AND MUST BEHAVE ACCORDINGLY. EMPLOYEES ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE AND/OR THE POSSESSION, USE, PURCHASE, SALE OR OTHER TRANSFER OF ALCOHOL BY ANY EMPLOYEE, WHILE ON SCHOOL PREMISES OR WHILE PERFORMING ANY JOB-RELATED FUNCTION, WHETHER ON OR OFF SCHOOL PREMISES. EMPLOYEES ARE ALSO PROHIBITED FROM REPORTING TO WORK OR PERFORMING ANY JOB-RELATED ACTIVITIES WHILE UNDER THE INFLUENCE OF ALCOHOL AND/OR AN ILLEGAL CONTROLLED SUBSTANCE. AN EMPLOYEE WHO VIOLATES THIS POLICY IS SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

E. EMPLOYEE ASSISTANCE PROGRAM

EMPLOYEES OF THE MILLBURY SCHOOL DISTRICT AND THEIR FAMILIES ARE COVERED BY AN EMPLOYEE ASSISTANCE PROGRAM. IF ASSISTANCE IS NEEDED WITH A DRUG, ALCOHOL OR OTHER PROBLEMS, EMPLOYEES MAY CALL ALLONE EAP AT 1-800-451-1834. THE ALLONE EAP OFFERS ASSISTANCE WITH A WIDE VARIETY OF HEALTH AND STRESS RELATED CONCERNS. REFERRAL TO THE PROGRAM CAN BE MADE DIRECTLY BY THE EMPLOYEE OR FAMILY MEMBER.

F. STAFF ETHICS/CONFLICT OF INTEREST

THE DISTRICT EXPECTS MEMBERS OF ITS PROFESSIONAL STAFF TO BE FAMILIAR WITH THE REGULATIONS PROMULGATED IN MASSACHUSETTS PERTAINING TO THE CODE OF ETHICS. ALL STAFF MEMBERS MUST COMPLETE THE MASSACHUSETTS CODE OF ETHICS ONLINE TRAINING.

G. BACKGROUND AND REFERENCE CHECKS

EVERY PERSON APPLYING FOR A POSITION AS AN EMPLOYEE MUST SUPPLY REFERENCES WHO WILL ATTEST TO THE CHARACTER AND /OR QUALIFICATIONS OF THE APPLICANT. IN ADDITION, APPLICANTS FOR A POSITION WITHIN THE SCHOOL SYSTEM MUST FURNISH A COMPLETE EMPLOYMENT ACCOUNTING FOR EACH YEAR OF EMPLOYMENT BY COMPLETING A MILLBURY PUBLIC SCHOOLS

EMPLOYMENT FORM. ALL PROFESSIONAL STAFF APPLYING FOR A POSITION MUST PROVIDE A RESUME, THREE LETTERS OF RECOMMENDATION, TRANSCRIPTS AND COPIES OF APPLICABLE LICENSES.

THE PRINCIPAL/DIRECTOR WILL REVIEW THE EMPLOYMENT DOCUMENTATION FOR EACH APPLICANT AND SUBMIT A RECOMMENDATION TO THE SUPERINTENDENT PRIOR TO THE HIRING OF A POTENTIAL EMPLOYEE. PRINCIPALS/DIRECTORS ARE REQUIRED TO SPEAK WITH A CANDIDATE'S FORMER EMPLOYER (S) FOR THE LAST TWO POSITIONS HELD BY THE CANDIDATE.

THE PRINCIPAL/DIRECTOR WILL COMPLETE THE SALMON-COLORED EMPLOYMENT RECOMMENDATION FORM AND FORWARD IT TO THE SUPERINTENDENT, ACCOMPANIED BY THE REQUIRED DOCUMENTATION. THE SUPERINTENDENT WILL DETERMINE THE COMPENSATION LEVEL, ONCE ALL INFORMATION HAS BEEN SUBMITTED.

H. CRIMINAL RECORDS CHECK

THE POLICIES OF THE MILLBURY PUBLIC SCHOOLS REQUIRE THAT CRIMINAL RECORDS CHECKS (CORI) ARE CONDUCTED ON ALL EMPLOYEES, VOLUNTEERS AND BUS DRIVERS. THE EXECUTIVE ASSISTANT TO THE SUPERINTENDENT WILL BE RESPONSIBLE FOR CONDUCTING THESE AT THE TIME THAT A POSITION IS OFFERED. ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SATISFACTORY RESULTS AS DETERMINED BY THE EMPLOYER. FAILURE OF THE RECOMMENDED CANDIDATE TO PROVIDE WRITTEN APPROVAL FOR A CRIMINAL RECORDS CHECK WILL DISQUALIFY AN APPLICANT FROM FURTHER CONSIDERATION FOR EMPLOYMENT. DOCUMENTATION FOR THE REQUIREMENTS OF THIS POLICY WILL BE THE RESPONSIBILITY OF THE SUPERINTENDENT AND WILL BE STORED IN A SECURE LOCATION AND KEPT CONFIDENTIAL.

THE POLICIES OF THE MILLBURY PUBLIC SCHOOLS REQUIRE THAT FINGERPRINTING IS CONDUCTED ON ALL EMPLOYEES AND BUS DRIVERS. THE EXECUTIVE ASSISTANT TO THE SUPERINTENDENT WILL BE RESPONSIBLE FOR CONDUCTING THESE AT THE TIME THAT A POSITION IS OFFERED. ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SATISFACTORY RESULTS AS DETERMINED BY THE EMPLOYER. FAILURE OF THE RECOMMENDED CANDIDATE TO PROVIDE WRITTEN APPROVAL FOR FINGERPRINTING WILL DISQUALIFY AN APPLICANT FROM FURTHER CONSIDERATION FOR EMPLOYMENT. DOCUMENTATION FOR THE REQUIREMENTS OF THIS POLICY WILL BE THE RESPONSIBILITY OF THE SUPERINTENDENT AND WILL BE STORED IN A SECURE LOCATION AND KEPT CONFIDENTIAL.

I. LINE AND STAFF RELATIONS

ALL REQUESTS AND COMMUNICATIONS FROM SCHOOL PERSONNEL TO THE SCHOOL COMMITTEE AND FROM THE SCHOOL COMMITTEE TO THE DISTRICT'S EMPLOYEES SHALL BE COMMUNICATED TO AND HANDLED BY THE OFFICE OF THE SUPERINTENDENT. THE SUPERINTENDENT IS THE CHIEF EXECUTIVE OFFICER OF MILLBURY PUBLIC SCHOOLS.

STAFF SHALL RECOGNIZE THE PRINCIPAL OF THE BUILDING IN WHICH THEY WORK, AS THEIR SUPERVISOR. ANY CONCERNS MUST BE DIRECTED TO THE PRINCIPAL FIRST. CUSTODIANS, SECRETARIES/CLERKS, PARAPROFESSIONALS, STAFF, COACHES AND CAFETERIA WORKERS LOCATED IN ONE BUILDING, ULTIMATELY, REPORT TO THE PRINCIPAL IN THAT BUILDING. ALTHOUGH BUILDING-BASED CUSTODIANS AND CAFETERIA WORKERS REPORT TO THE PRINCIPAL, THEY ALSO HAVE REPORTING RESPONSIBILITIES TO THE DIRECTOR OF FACILITIES AND THE DIRECTOR OF FOOD SERVICES, RESPECTIVELY. IN ADDITION, BUILDING-BASED SPECIAL EDUCATORS, SCHOOL PSYCHOLOGISTS, RELATED SERVICE PROVIDERS, ENGLISH AS A SECOND LANGUAGE STAFF, NURSES, AND GUIDANCE COUNSELORS ALSO HAVE REPORTING RESPONSIBILITIES TO THE DIRECTOR OF PUPIL SERVICES.

HOWEVER, IT IS THE EXPECTATION OF THE MILLBURY PUBLIC SCHOOLS THAT LINES OF RESPONSIBILITY AND AUTHORITY WILL NOT RESTRICT THE COOPERATIVE AND SENSIBLE WORKING TOGETHER OF ALL STAFF, ON ALL LEVELS, IN ORDER TO DEVELOP THE BEST POSSIBLE SCHOOL PROGRAMS FOR STUDENTS AND SEAMLESS OPERATIONS REGARDING THE MILLBURY PUBLIC SCHOOLS.

IT IS THE EXPECTATION OF THE DISTRICT THAT ALL THREE SCHOOL BUILDINGS, THE ELMWOOD STREET ELEMENTARY SCHOOL; THE RAYMOND E. SHAW ELEMENTARY SCHOOL; AND THE MILLBURY MEMORIAL JUNIOR/SENIOR HIGH SCHOOL, WILL EACH

FUNCTION AS A COHESIVE PART OF A SUCCESSFUL SCHOOL DISTRICT OFFERING A FULL CONTINUUM OF SERVICE. THEREFORE, PROCEDURES WILL BE CONSISTENT, WHENEVER ADVISABLE OR MODIFIED TO MEET THE NEEDS OF THE STUDENT POPULATION BEING SERVED.

J. ORIENTATION

AN APPROPRIATE ORIENTATION PROGRAM CAN AID IN THE ASSIMILATION OF NEW PROFESSIONAL TEACHING STAFF, BOTH THOSE WHO ARE NEW TO THE PROFESSION AND THOSE WHO ARE NEW TO THE MILLBURY SCHOOLS. NEW PROFESSIONAL TEACHING STAFF WILL BE REQUIRED TO ATTEND TWO (2) NON-PAID DAYS OF ORIENTATION, PRIOR TO THE FIRST SCHEDULED WORK DAY AND SHOULD CHECK WITH THEIR PRINCIPAL FOR THE DATES.

K. PROFESSIONAL ATTIRE

ALL FACULTY AND EMPLOYEES OF THE MILLBURY PUBLIC SCHOOLS SERVE AS ROLE MODELS FOR THE STUDENTS WITH WHOM THEY WORK AND AS LEADERS WITHIN THE COMMUNITY. CONSISTENT WITH THESE ROLES, ALL FACULTY AND EMPLOYEES SHALL DRESS IN A MANNER THAT IS APPROPRIATE AND PROFESSIONAL; GIVEN THE ENVIRONMENT IN WHICH THEY WORK, THE DUTIES OF THEIR JOBS AND THE IMPRESSIONABLE YOUTH THEY SERVE.

L. PERSONNEL FILE

NO DOCUMENTATION WHICH REPRIMANDS AN EMPLOYEE FOR PERFORMANCE, CONDUCT OR CHARACTER WILL BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE UNLESS THE EMPLOYEE HAS RECEIVED A COPY OF THE DOCUMENTATION AND SIGNED THAT HE/SHE HAS READ AND UNDERSTOOD THE MATERIAL WITH UNION REPRESENTATION PRESENT AND BEEN INFORMED THAT THEY HAVE THE RIGHT TO RESPOND IN WRITING, AND HAVE THAT RESPONSE ADDED TO THEIR PERSONNEL FILE.

M. SAFETY IN THE WORKPLACE

SHOULD AN UNFORTUNATE ACCIDENT OCCUR IN THE WORKPLACE, ALL EMPLOYEES ARE REQUIRED TO REPORT THE ACCIDENT TO THE PRINCIPAL/DIRECTOR TO WHOM THEY ARE RESPONSIBLE, IMMEDIATELY OR WITHIN THE FIRST 24 HOURS AFTER AN ACCIDENT. THE PRINCIPAL MUST SUBMIT A WRITTEN REPORT WITHIN 24 HOURS TO THE SECRETARY IN THE CENTRAL OFFICE RESPONSIBLE FOR WORKERS' COMPENSATION. ALL EMPLOYEES MUST REPORT ANY ACCIDENT, REGARDLESS OF WHETHER OR NOT A WORKERS' COMPENSATION CLAIM WILL BE FILED.

I.

IV. PAYROLL DEDUCTIONS

A. PAYROLL SCHEDULE/DIRECT DEPOSIT/DEDUCTIONS

FULL YEAR ADMINISTRATORS ARE PAID 26 TIMES PER YEAR. TEACHERS' ASSOCIATION MEMBERS HAVE THE OPTION OF BEING PAID 21 OR 26 TIMES PER YEAR. THE PREFERRED OPTION IS CHOSEN WHEN THE ANNUAL LETTER OF INTENT IS SIGNED BY THE SUPERINTENDENT AND THE EMPLOYEE, BEFORE THE START OF THE NEXT SCHOOL YEAR. THE PROFESSIONAL STAFF, WHO CHOOSE 26 PAYS AT THE BEGINNING OF THE YEAR, WILL HAVE THE OPTION IN EARLY SPRING TO HAVE THEIR SUMMER PAY (5 CHECKS) DISTRIBUTED IN A JUNE LUMP SUM PAYMENT OR AS A SUMMER DISTRIBUTION IN JUNE, JULY AND AUGUST. SECRETARIES,

CLERKS, CUSTODIANS, GROUNDS, PARAPROFESSIONALS AND CAFETERIA EMPLOYEES ARE PAID BI-WEEKLY. EMPLOYEES MAY ELECT TO HAVE THEIR SALARY DIRECTLY DEPOSITED INTO THEIR BANK ACCOUNT BY OBTAINING A DIRECT DEPOSIT AUTHORIZATION FORM FROM THE PAYROLL CLERK IN THE CENTRAL OFFICE. DIRECT DEPOSIT IS STRONGLY ENCOURAGED.

B. PENSION CONTRIBUTIONS

EMPLOYEES WHO QUALIFY FOR MEMBERSHIP IN EITHER THE MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM, THE WORCESTER COUNTY RETIREMENT SYSTEM OR OBRA ARE REQUIRED TO CONTRIBUTE A PERCENTAGE OF THEIR SALARY TO THE PLAN. THE REQUIRED AMOUNT IS DEDUCTED EACH PAY PERIOD. IN ADDITION, ALL EMPLOYEES ARE ELIGIBLE FOR VOLUNTARY CONTRIBUTIONS TO AN APPROVED 403 B PROVIDER OF THEIR CHOICE.

V. EMPLOYEE BENEFITS

A. ELIGIBILITY

PERMANENT FULL-TIME AND PART-TIME EMPLOYEES WHO WORK A SCHEDULE OF 20 HOURS PER WEEK ARE ELIGIBLE TO PARTICIPATE IN MEDICAL AND LIFE INSURANCE PLANS. IN ADDITION, THERE ARE OTHER EMPLOYEE BENEFITS AVAILABLE TO FULL AND PART-TIME EMPLOYEES, AS SPECIFIED IN UNION CONTRACTS AND LETTERS OF INTENT.

B. HEALTH PLAN ENROLLMENT

NEW EMPLOYEES WHO WORK 20 OR MORE HOURS PER WEEK ARE ELIGIBLE FOR HEALTH INSURANCE BENEFITS AND MUST ENROLL WHEN THEY COMPLETE THE NEW EMPLOYEE PAPERWORK. THE ONLY OPPORTUNITY TO CHANGE THE HEALTH INSURANCE COVERAGE DURING THE YEARS IS DURING THE OPEN ENROLLMENT PERIOD WHICH IS ONE MONTH LONG DURING MAY AND JUNE. THE OPEN HOUSE FALLS WITHIN THE OPEN ENROLLMENT PERIOD AND IS THE EMPLOYEE'S OPPORTUNITY TO MEET WITH THE HEALTH CARE PROVIDER TO MAKE CHANGES. THERE ARE SOME INSTANCES WHEN AN EMPLOYEE MAY CHANGE THEIR HEALTH INSURANCE COVERAGE DURING THE YEAR, SUCH AS WHEN A MARRIAGE OR THE BIRTH OF A CHILD OCCURS. THE HEALTH INSURANCE EMPLOYEE CONTRIBUTION IS PAID THROUGH PAYROLL DEDUCTIONS. PLEASE REFER TO UNION AND EMPLOYEE CONTRACTS FOR MORE SPECIFIC LANGUAGE PERTAINING TO EMPLOYER/EMPLOYEE CONTRIBUTIONS. TO OBTAIN DETAILED INFORMATION ABOUT THE AVAILABLE HEALTH INSURANCE OPTIONS, PLEASE CONTACT THE BUSINESS MANAGER AT 508-865-9501 EXT. 7003 OR VISIT THE EMPLOYEE SECTION OF THE SCHOOL'S WEBSITE.

C. OTHER BENEFITS

CATEGORIES OF EMPLOYEES MAY BE ELIGIBLE FOR OTHER EMPLOYEE BENEFITS. ALL EMPLOYEE BENEFIT INFORMATION MAY BE OBTAINED AT THE MILLBURY PUBLIC SCHOOLS' BUSINESS OFFICE LOCATED BEHIND THE MILLBURY MEMORIAL JUNIOR SENIOR HIGH SCHOOL AT 12 MARTIN STREET, MILLBURY. ALL PAYCHECKS AND W-2'S ARE ISSUED BY THE TOWN OF MILLBURY.

ALL

PAYROLL DEDUCTIONS ARE ADMINISTERED BY THE TOWN OF MILLBURY.

D. TUITION APPROVAL AND REIMBURSEMENT

ALL PROFESSIONAL TEACHING STAFF ARE ELIGIBLE TO ENROLL IN GRADUATE LEVEL COURSEWORK AND BE REIMBURSED FOR TUITION, PER THE TERMS OF THE TEACHERS' CONTRACT. THE MILLBURY SCHOOL DISTRICT DOES NOT REIMBURSE EMPLOYEES FOR FEE CHARGES. PROFESSIONAL STAFF MUST REQUEST WRITTEN APPROVAL FROM THE SUPERINTENDENT ON THE COURSE APPROVAL FORM, PRIOR TO ENROLLING IN GRADUATE LEVEL COURSES, EVEN IF THE EMPLOYEE IS NOT REQUESTING REIMBURSEMENT. REIMBURSEMENT REQUESTS MUST ALSO BE SUBMITTED TO THE SUPERINTENDENT AND A PURCHASE ORDER

WILL BE GENERATED. EMPLOYEES WHO HAVE COMPLETED COURSEWORK MUST SUBMIT AN OFFICIAL COLLEGE/UNIVERSITY GRADE AND PROOF OF PAYMENT, SUCH AS A CANCELLED CHECK OR CREDIT CARD STATEMENT, BEFORE REIMBURSEMENT WILL BE MADE BY THE DISTRICT. AFTER OBTAINING ADEQUATE COLLEGE CREDIT, PROFESSIONAL TEACHING STAFF MUST REQUEST EDUCATION LANE CHANGE IN ORDER TO MOVE Laterally ON THE TEACHER SALARY SCHEDULE. ALL PROFESSIONAL STAFF SHOULD REFER TO THE TEACHERS' ASSOCIATION CONTRACT FOR SPECIFIC LANGUAGE.

VI. EMPLOYEE BENEFITS

A. HOLIDAYS

PAID HOLIDAYS FOR EMPLOYEES ARE SPECIFIED IN VARIOUS UNION CONTRACTS. TEACHERS AND OTHER SALARIED STAFF WHO WORK ON A SCHOOL CALENDAR BASIS DO NOT RECEIVE PAID HOLIDAYS. OTHER EMPLOYEES MAY BE ELIGIBLE FOR PAID HOLIDAYS,

AS SPECIFIED IN UNION CONTRACTS. THE MILLBURY SCHOOL DISTRICT RECOGNIZES THE FOLLOWING HOLIDAYS:

NEW YEAR'S DAY	INDEPENDENCE DAY	DAY AFTER THANKSGIVING
MARTIN LUTHER KING, JR. DAY	LABOR DAY	CHRISTMAS DAY
PRESIDENTS' DAY	COLUMBUS DAY	
PATRIOTS' DAY	VETERANS' DAY	
MEMORIAL DAY	THANKSGIVING DAY	

PLEASE REFER TO UNION CONTRACTS FOR SPECIFIC DETAILS.

B. PERSONAL DAYS

PERSONAL DAYS MAY BE USED FOR RELIGIOUS, LEGAL, BUSINESS, HOUSEHOLD, FAMILY OR EMERGENCY MATTERS WHICH REQUIRE ABSENCE DURING SCHOOL HOURS. PERSONAL DAYS ARE PAID DAYS AND MAY BE TAKEN IN FULL OR HALF DAYS. THE NUMBER OF PERSONAL DAYS FOR WHICH AN EMPLOYEE IS ELIGIBLE IS SPECIFIED IN UNION CONTRACTS, INDIVIDUAL CONTRACTS, OR LETTERS OF INTENT. UNUSED PERSONAL DAYS FOR PROFESSIONAL STAFF WILL BE CONVERTED INTO SICK DAYS AT THE END OF THE SCHOOL YEAR BUT MAY NOT BE USED FOR VACATION OR TO EXTEND A VACATION OR HOLIDAY WEEKEND. UNUSED SICK TIME FOR

ALL OTHER STAFF WILL NOT BE CARRIED YEAR TO YEAR AND MAY NOT BE USED FOR VACATION OR TO EXTEND A VACATION OR HOLIDAY WEEKEND. SPECIFIC CONDITIONS REGARDING THE NUMBER AND USE OF PERSONAL DAYS MAY BE FOUND IN UNION AND EMPLOYEE CONTRACTS. PERSONAL DAYS MAY NOT BE REQUESTED DURING THE FIRST FIVE (5) DAYS OF SCHOOL AND THE LAST FIVE (5) DAYS OF SCHOOL. PLEASE REFER TO UNION AND EMPLOYEE CONTRACTS FOR MORE SPECIFIC INFORMATION.

C. VACATION

INFORMATION PERTAINING TO EARNED VACATION TIME AND USAGE FOR CERTAIN CATEGORIES OF EMPLOYEES MAY BE FOUND IN UNION OR INDIVIDUAL CONTRACTS.

D. SICK LEAVE

PERMANENT FULL AND PART-TIME EMPLOYEES ARE ELIGIBLE TO ACCRUE SICK LEAVE. SICK LEAVE IS TO BE USED IN THE EVENT OF PERSONAL ILLNESS, ELIGIBLE FAMILY LEAVE OR NON-JOB RELATED INJURY OR DISABILITY. UNUSED SICK DAYS MAY ACCUMULATE

FROM YEAR TO YEAR AND THE NUMBER OF MAXIMUM DAYS IS SPECIFIED IN UNION CONTRACTS. EMPLOYEES ARE ENCOURAGED TO USE SICK LEAVE DAYS ONLY WHEN MEDICALLY NECESSARY, IN ORDER TO UTILIZE THE ACCUMULATION OF SICK LEAVE, IN THE EVENT OF A LENGTHY ILLNESS. IN ACCORDANCE WITH UNION CONTRACTS, EMPLOYEES MAY “BUY BACK” THEIR UNUSED ACCUMULATED SICK LEAVE DAYS UPON RETIREMENT, WITH CERTAIN CONDITIONS AND AT THE RATE SPECIFIED IN UNION CONTRACTS.

E. FAMILY AND MEDICAL LEAVE ACT

ELIGIBLE EMPLOYEES ARE ABLE TO TAKE UP TO 12 UNPAID WEEKS OF LEAVE FOR FAMILY OR MEDICAL LEAVE UNDER FEDERAL LAW. THE FEDERAL AND FAMILY MEDICAL LEAVE ACT (FMLA) APPLIES TO EMPLOYEES WHO HAVE BEEN EMPLOYED FOR AT LEAST 12 MONTHS, WORKED 1,250 HOURS OVER THE LAST 12 MONTHS AND WHO ARE SEEKING LEAVE FOR THE PURPOSE OF A) CARING FOR A CHILD WITHIN THE FIRST 12 MONTHS AFTER BIRTH, ADOPTION, OR PLACEMENT FOR ADOPTION OF FOSTER CARE, B) CARING FOR A SPOUSE, CHILD OR PARENT WHO HAS A SERIOUS HEALTH CONDITION OR C) AN EMPLOYEES’ OWN SERIOUS HEALTH CONDITION WHICH MAKES THE EMPLOYEE UNABLE TO PERFORM HIS/HER JOB. IF AN EMPLOYEE’S NEED FOR LEAVE EXTENDS BEYOND 12 WEEKS DUE TO HIS/HER OWN MEDICALLY DOCUMENTED ILLNESS OR DISABILITY, THE EMPLOYEE MAY REQUEST TO CONTINUE TO BE PAID USING ACCUMULATED SICK TIME. AN EMPLOYEE SHALL USE HIS/HER ACCRUED SICK TIME CONCURRENTLY WITH THE FMLA. EMPLOYEES USING THE FMLA ARE STILL ELIGIBLE FOR HEALTH INSURANCE BENEFITS.

F. JURY DUTY

EMPLOYEES ARE GRANTED TIME OFF WITH PAY TO SERVE JURY DUTY. APPROPRIATE DOCUMENTATION, SUCH AS A COURT NOTICE INDICATING THE DATE OF JURY DUTY, MUST BE SUBMITTED TO THE PRINCIPAL/DIRECTOR AND THEN FORWARDED TO THE SUPERINTENDENT’S OFFICE, WITH A BRIEF NOTE FROM THE EMPLOYEE REQUESTING THE PAID DAY. AN EMPLOYEE’S REGULAR PAY MAY BE OFFSET BY HIS/HER JURY DUTY PAY.

G. MILITARY SERVICE

WHEN AN EMPLOYEE IS CALLED TO MILITARY SERVICE, THE EMPLOYEE MUST GIVE ADVANCE WRITTEN NOTICE TO THE PRINCIPAL AND SUPERINTENDENT OF THE IMPENDING MILITARY LEAVE. MILITARY LEAVE INCLUDES ACTIVE DUTY, DUTY TRAINING, INACTIVE DUTY TRAINING, FULL-TIME NATIONAL GUARD DUTY. WRITTEN NOTICE OF SERVICE MAY INCLUDE COPIES OF ORDERS OR OTHER WRITTEN DOCUMENTATION, INDICATING THAT THE EMPLOYEE IS BEING CALLED TO SERVICE. AN EMPLOYEE MAY BE ELIGIBLE FOR SOME PAID MILITARY LEAVE TIME.

VII. OTHER RESPONSIBILITIES AS AN EMPLOYEE

A. MANDATORY REPORTING CHILD ABUSE/NEGLECT

ALL PROFESSIONAL STAFF (ADMINISTRATORS, TEACHERS, GUIDANCE COUNSELORS AND NURSES) ARE CONSIDERED MANDATED REPORTERS. ANY MILLBURY PROFESSIONAL EMPLOYEE WHO KNOWS OR HAS REASONABLE CAUSE TO SUSPECT THAT A CHILD HAS BEEN SUBJECTED TO ABUSE OR NEGLECT OR OBSERVES THE CHILD BEING SUBJECTED TO CONDITIONS/CIRCUMSTANCES WHICH WOULD REASONABLY RESULT IN ABUSE OR NEGLECT, MUST IMMEDIATELY REPORT THE INCIDENT/SUSPICION TO THE PRINCIPAL OR HIS/HER DESIGNEE. THE PRINCIPAL WILL DESIGNATE AN INDIVIDUAL IN HIS/HER BUILDING TO FILE A VERBAL REPORT, IN CONJUNCTION WITH THE EMPLOYEE WHO OBSERVES/SUSPECTS CHILD ABUSE AND/OR NEGLECT. A WRITTEN REPORT MUST BE FILED

WITHIN 48 HOURS, DETAILING THE SUSPECTED ABUSE OR NEGLECT, WITH THE MASSACHUSETTS DEPARTMENT OF CHILDREN AND FAMILIES, IN ACCORDANCE WITH MASSACHUSETTS GENERAL LAW CHAPTER 119, SECTION 51A.

A MANDATED REPORTER WHO VIOLATES MGL CHAPTER 119, SECTION 51A BY NOT REPORTING A SUSPECTED CASE OF CHILD ABUSE OR NEGLECT, MAY BE SUBJECT TO A FINE OR IMPRISONMENT, AS OUTLINED IN GL, CHAPTER 119, SECTION 51A.

B. PURCHASING SUPPLIES AND MATERIALS

ALL MATERIALS AND SUPPLIES NEEDED TO FULFILL THE RESPONSIBILITIES OF AN EMPLOYEE'S POSITION MUST BE PURCHASED AS PART OF THE SCHOOL DISTRICT'S APPROVED BUDGET PROCESS AND REQUIRES THE WRITTEN APPROVAL OF A PRINCIPAL OR DIRECTOR, THROUGH THE PURCHASE ORDER SYSTEM. AN ELECTRONIC SUBMISSION OF THE REQUISITION ORDER MUST BE MADE TO THE DISTRICT'S BUSINESS OFFICE FOR CENTRAL OFFICE APPROVAL. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO ENSURE THAT WHEN THE MATERIALS ARRIVE, THAT THE ENTIRE ORDER HAS BEEN RECEIVED. THE EMPLOYEE MUST SIGN THE BILL, SUBMIT TO THE PRINCIPAL OR DIRECTOR FOR HIS/ HER SIGNATURE AND FORWARD TO THE BUSINESS OFFICE. THE COMPLETION OF THIS PROCESS ALLOWS THE BUSINESS OFFICE TO PAY FOR THE MATERIALS / SUPPLIES IN A TIMELY MANNER.

C. BULLYING PREVENTION PLAN

THE MILLBURY SCHOOL DISTRICT HAS IMPLEMENTED A PLAN THAT CONTINUES TO PROMOTE TOLERANCE AND RESPECT FOR DIVERSITY AND ONE THAT ENCOURAGES POSITIVE DIALOGUE TO MANAGE DIFFERENCES. THE SCHOOL DISTRICT EXPECTS THAT ALL MEMBERS OF THE SCHOOL COMMUNITY WILL TREAT EACH OTHER IN A CIVIL MANNER AND WITH RESPECT FOR DIFFERENCES. THE SCHOOL DISTRICT IS ALSO COMMITTED TO PROVIDING ALL STUDENTS WITH A SAFE LEARNING ENVIRONMENT THAT IS FREE FROM BULLYING AND CYBER-BULLYING. THIS COMMITMENT HAS BEEN AND WILL CONTINUE TO BE AN INTEGRAL PART OF THE DISTRICT'S COMPREHENSIVE EFFORT TO PROMOTE LEARNING. THE SCHOOL DISTRICT HAS NOT NOR WILL IT TOLERATE ANY UNLAWFUL, DISRESPECTFUL, OR DISRUPTIVE BEHAVIOR, INCLUDING ANY FORM OF BULLYING CYBER-BULLYING OR RETALIATION IN SCHOOL BUILDINGS, ON SCHOOL GROUNDS, OR DURING A SCHOOL RELATED ACTIVITIES.

PLEASE REFER TO THE DISTRICT'S BULLYING PREVENTION AND INTERVENTION PLAN (JICFB) FOR SPECIFIC DETAILS REGARDING REPORTING AND INVESTIGATING INCIDENTS AND NOTIFICATION TO SUPERVISORS AND PARENTS.

D. FACILITY/FIELD USE

THERE ARE OCCASIONS WHEN AN EMPLOYEE, SUCH AS A COACH, MUSIC, ART, OR PHYSICAL EDUCATION TEACHER MAY NEED TO USE THE DISTRICT FACILITIES TO PROMOTE THE ACTIVITIES RELATED TO THEIR SCHOOL POSITION. ART SHOWS, MUSIC CONCERTS, PLAYS AND CULTURAL EVENINGS ARE EXAMPLES OF THOSE TYPES OF ACTIVITIES. ANY EMPLOYEE REQUIRING THE USE OF A FACILITY OR FIELD MUST REQUEST THIS FORMALLY BY SUBMITTING A BUILDING USE FORM TO THE BUILDING PRINCIPAL FOR APPROVAL. ONCE THE PRINCIPAL HAS APPROVED THE FORM, IT IS SUBMITTED TO THE CENTRAL OFFICE FOR APPROVAL BY THE SUPERINTENDENT.

E. FUNDRAISING

ALL FUNDRAISING EVENTS REQUIRE THE APPROVAL OF THE SUPERINTENDENT. EXAMPLES OF APPROPRIATE REQUESTS TO BE CONSIDERED ARE THE HIGH SCHOOL GRADE LEVEL CLASSES, ATHLETIC TEAMS, THE MUSIC PARENTS GROUP, THE MILLBURY PARENTS ADVISORY CLUB, CAMP BOURNEDEALE, AND PBIS SCHOOL TEAMS. HOWEVER IN NO WAY ARE THE EXAMPLES LISTED ALL INCLUSIVE. CONSIDERATION WILL BE GIVEN BY THE SUPERINTENDENT TO OTHER REQUESTS THAT WILL SUPPORT THE SCHOOL

AND EXTRACURRICULAR ACTIVITIES FOR MILLBURY STUDENTS AT ALL LEVELS. ALL REQUESTS MUST BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE ON THE DISTRICT'S FUNDRAISING REQUEST FORM.

VII. SCHOOL CRISIS - IMMEDIATE RESPONSE

DO NOT DISCUSS ANY OF THE SITUATIONS IN THIS SECTION WITH THE PUBLIC OR RELEASE ANY INFORMATION TO THE MEDIA. THE SUPERINTENDENT OR HIS/HER DESIGNEE IS RESPONSIBLE FOR ALL COMMUNICATION WITH THE PUBLIC AND MEDIA.

EMERGENCY TELEPHONE PROCEDURES

1. DIAL 9-911 (USE A BUILDING TELEPHONE TO REACH LOCAL EMS — AVOID CELL PHONES)
2. STATE WHO YOU ARE
3. STATE THE NATURE OF THE EMERGENCY
4. STATE YOUR LOCATION
5. STATE YOUR TELEPHONE NUMBER
6. GIVE SPECIFIC DIRECTIONS TO YOUR LOCATION
7. DO NOT HANG UP UNTIL THE DISPATCHER TELLS YOU TO DO SO

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

- CENTRAL OFFICE: MAIN ENTRANCE
- HIGH SCHOOL: MAIN FOYER NEAR THE TEACHERS' LOUNGE
- HIGH SCHOOL: OUTSIDE THE HIGH SCHOOL MEDIA CENTER
- HIGH SCHOOL: ATHLETIC DEPT. HAS MULTIPLE AEDs FOR TEAM USE
- JUNIOR HIGH: MAIN LOBBY
- JUNIOR HIGH: CATWALK
- SHAW SCHOOL: OUTSIDE NURSE'S CLINIC
- ELMWOOD ST. SCHOOL: GYM FOYER ENTRANCE
- ELMWOOD ST. SCHOOL: OUTSIDE THE NURSE'S OFFICE
- ELMWOOD ST. SCHOOL: SECOND FLOOR NEAR THE ELEVATOR

THE NURSE WILL SUPPLY A FIRST AID KIT TO TEACHERS AT THE BEGINNING OF THE SCHOOL YEAR, AND WILL INSTRUCT TEACHERS TO DISCARD OLD SUPPLIES, KEEP IN THE SAME LOCATION IN ALL ROOMS.

THE NURSE WILL REPORT TO ALL EMERGENCIES WITH MEDICAL EMERGENCY BAG AND CELL PHONE AND REMAIN AT THE SCENE WHENEVER POSSIBLE.

IN THIS DOCUMENT WHEN INSTRUCTED TO REPORT TO THE PRINCIPAL OR SUPERINTENDENT; YOU MAY ALSO REPORT TO THEIR DESIGNEE.

A. MISSING CHILD

IMMEDIATELY NOTIFY THE PRINCIPAL, THE PRINCIPAL WILL OBTAIN THE CHILD'S NAME (CHECK TO DETERMINE LEGAL CUSTODY), DESCRIPTION OF CLOTHING WORN THAT DAY, GRADE, ROOM NUMBER, TEACHER, AND HOME ADDRESS. THE PRINCIPAL WILL ASSIGN STAFF TO BEGIN A SEARCH OF THE BUILDING AND GROUNDS.

IF A PARENT NOTIFIES THE SCHOOL THAT THEIR CHILD IS MISSING: THE PRINCIPAL WILL OBTAIN THE CHILD'S NAME (CHECK TO DETERMINE LEGAL CUSTODY), DESCRIPTION OF CLOTHING WORN THAT DAY, GRADE, ROOM NUMBER, TEACHER, ADDRESS, BUS STOP, BUSDRIVER AND LIST OF OTHER STUDENTS AT THAT STOP, NAMES OF FRIENDS. THE PRINCIPAL WILL NOTIFY THE SUPERINTENDENT, POLICE, AND THE BUS COMPANY.

B. OUT-OF-CONTROL STUDENT

NOTIFY THE PRINCIPAL, ASK OTHER STAFF FOR HELP UNTIL ADMINISTRATION ARRIVES. ASSURE THE SAFETY OF OTHER STUDENTS, TRY TO ISOLATE THE OUT-OF-CONTROL STUDENT. REMAIN CALM AND SPEAK IN A SLOW VOICE. DO NOT THREATEN IF THREATENED OR LAUGH OR JOKE WITH THE OUT-OF CONTROL PERSON. GENERALLY, PHYSICAL RESTRAINT SHOULD NOT BE USED, HOWEVER, PHYSICAL RESTRAINT MAY BE USED ONLY TO THE EXTENT NECESSARY TO ENSURE THE SAFETY OF THE STUDENT AND/OR OTHERS, REFER TO MILLBURY PUBLIC SCHOOLS' RESTRAINT POLICY LINK BELOW.

[HTTPS://DOCS.GOOGLE.COM/DOCUMENT/D/1_NLFLb2ATiJhBEwEkUNLHAipHWxDzPeoPxXSjIaB4VM/EDIT?USP=SHARING](https://docs.google.com/document/d/1_NLFLb2ATiJhBEwEkUNLHAipHWxDzPeoPxXSjIaB4VM/edit?usp=sharing)

THE PRINCIPAL WILL NOTIFY THE RESTRAINT TEAM OR OTHER SUPPORT STAFF, POLICE IF NECESSARY, THE PARENT, AND THE SUPERINTENDENT. THE STUDENT SHOULD BE REFERRED TO THE NURSE FOR EVALUATION.

C. FIGHTS

THE PERSON DISCOVERING THE FIGHT WILL WALK BRISKLY TO THE FIGHT – (DO NOT RUN) IDENTIFY YOURSELF. ASK FOR ASSISTANCE FROM NEARBY STAFF MEMBERS AND TO NOTIFY NURSE IF MEDICAL TREATMENT IS NECESSARY. ADVISE SPECTATORS TO DISPERSE IMMEDIATELY. IF YOU DECIDE TO PHYSICALLY INTERVENE, APPROACH STUDENTS FROM THE SIDE. DO NOT STEP BETWEEN COMBATANTS. SEPARATE ALL COMBATANTS AND REFER THEM TO AN ADMINISTRATOR. OBTAIN NAMES OF THE COMBATANTS AND ANY WITNESSES. ALL STAFF ARE OBLIGATED TO ASSIST AND TAKE AN ACTIVE ROLE IN CEASING ANY AND ALL HOSTILE ACTIVITIES.

THE NURSE WILL REPORT TO THE SCENE WITH THE EMERGENCY BAG AND FOLLOW EMERGENCY MEDICAL PROCEDURES. NOTIFY THE POLICE DEPARTMENT (911) FOR AN AMBULANCE, IF NECESSARY.

THE PRINCIPAL OR DESIGNEE WILL TAKE APPROPRIATE DISCIPLINARY ACTION SUBJECT TO PRIOR INVESTIGATION AND NOTIFY THE SUPERINTENDENT.

D. MEDICAL EMERGENCY

THE STAFF MEMBER ON SCENE WILL CALL THE NURSE'S E-PHONE (7777) IMMEDIATELY, MAINTAIN SAFETY, REMOVE ALL STUDENTS FROM THE AREA, DO NOT MOVE OR TOUCH THE CRITICALLY ILL OR INJURED PERSON AND NOTIFY THE PRINCIPAL. THE PRINCIPAL WILL REPORT TO THE SCENE AND WILL NOTIFY THE SUPERINTENDENT.

THE OFFICE STAFF WILL NOTIFY THE PRINCIPAL, ACTIVATE A STAY IN PLACE. HOLD ALL BELLS AND MOVEMENT UNTIL EMERGENCY IS OVER, CALL 911 IF DEEMED NECESSARY BY THE NURSE, PRINT COPY OF EMERGENCY CONTACTS, ASSIGN A STAFF MEMBER TO NURSE'S OFFICE TO MAINTAIN SAFETY AND ORDER, CONTACT PARENT/GUARDIAN OR EMERGENCY CONTACT.

E. EXPOSURE TO BLOOD BORNE PATHOGENS (“BBP”) BODY FLUIDS

THE TEACHER OR STAFF MEMBER WILL KEEP OTHER STUDENTS AWAY FROM THE EXPOSURE AREA. AVOID PHYSICAL CONTACT WITH BLOOD/BODY FLUIDS (USE LATEX GLOVES). USE UNIVERSAL PRECAUTIONS WHEN GIVING FIRST AID. DISPOSE OF CONTAMINATED MATERIALS FOLLOWING BBP EXPOSURE CONTROL PLAN/UNIVERSAL PRECAUTIONS. IF CONTAMINATED WITH BLOOD/BODY FLUIDS, WASH THE AFFECTED AREA WITH SOAP AND WATER AND GO TO THE CLINIC ASAP (FOLLOW BBP EXPOSURE CONTROL PLAN). FOLLOW POST EXPOSURE PROTOCOL AS DETAILED IN BBP EXPOSURE CONTROL PLAN.

THE NURSE WILL NOTIFY PRINCIPAL, PROVIDE FIRST AID AS NEEDED AND ASSISTANCE WITH POST EXPOSURE PROTOCOL. NOTIFY PARENT OR GUARDIAN IF NECESSARY.

THE CUSTODIAN/MAINTENANCE PERSON WILL CLEAN THE AREA WITH AN APPROPRIATE EPA APPROVED PRODUCT (LIST OF PRODUCTS IN MAIN OFFICE AND CUSTODIAN BULLETIN BOARD). DISPOSE OF CONTAMINATED MATERIALS FOLLOWING BBP EXPOSURE CONTROL PLAN/UNIVERSAL PRECAUTIONS. ONLY ITEMS SATURATED AND DRIPPING WITH BLOOD NEED TO BE DOUBLE BAGGED.

F. SCHOOL BUS ACCIDENT

THE PRINCIPAL WILL NOTIFY THE SUPERINTENDENT, CONTACT THE BUS COMPANY FOR A LIST OF STUDENTS ON THE BUS. NOTIFY THE PARENTS. REPORT TO THE SITE OF THE ACCIDENT. THE NURSE WILL GO TO THE ACCIDENT SITE AND IMMEDIATELY ASSESS ALL STUDENTS FOR POSSIBLE INJURIES OR COMPLAINTS, ACT AS A RESOURCE PERSON FOR EMERGENCY PERSONNEL.

G. FIELD TRIP INCIDENT

THE TEACHER OR NURSE ON TRIP WILL KEEP ALL FIELD TRIP PERMISSION SLIPS WITH EMERGENCY CONTACT NUMBERS AND ATTEND TO ANY MEDICAL NEEDS IF THERE ARE ANY INJURIES OR COMPLAINTS OF PAIN. NOTIFY THE POLICE/FIRE DEPARTMENT, IF APPROPRIATE AND CONTACT PRINCIPAL.

THE PRINCIPAL WILL CONTACT SUPERINTENDENT AND PROVIDE UPDATES AND ACTIONS BEING TAKEN AND WILL CONTACT PARENTS WITH UPDATE AND ACTIONS BEING TAKEN.

H. SEXUAL ASSAULT

THE PERSON THAT WITNESSES AN ASSAULT OR TO WHOM THE ALLEGED ASSAULT WAS DISCLOSED WILL IMMEDIATELY NOTIFY THE PRINCIPAL AND ACCOMPANY THE VICTIM(S) TO THE NURSE. THE NURSE WILL ASSESS THE PERSON FOR EMERGENCY MEDICAL TREATMENT.

THE PRINCIPAL WILL NOTIFY THE PARENT/GUARDIAN, DESIGNATE SOMEONE TO STAY WITH THE VICTIM, INVESTIGATE THE ALLEGED ASSAULT, NOTIFY THE POLICE IF NECESSARY, FOLLOW APPROPRIATE DISCIPLINARY PROCEDURES, AND NOTIFY THE SUPERINTENDENT. THE PRINCIPAL WILL REAFFIRM CONFIDENTIALITY REQUIREMENTS WITH STAFF INVOLVED.

ADDITIONAL INFORMATION:

- A SEXUAL ASSAULT INCLUDES SUCH CRIMES AS INDECENT ASSAULT AND BATTERY, RAPE, RAPE WITH FORCE, RAPE AND ABUSE, ASSAULT WITH INTENT TO RAPE AND UNNATURAL AND LASCIVIOUS ACTS.
- ONCE AN INCIDENT IS DETERMINED TO BE A SEXUAL ASSAULT, THE POLICE DEPARTMENT, DISTRICT ATTORNEY'S SEXUAL ASSAULT UNIT AND THE DEPARTMENT OF SOCIAL SERVICES WILL INVESTIGATE.

I. SUSPECTED DRUGS/ALCOHOL

THE PERSON SUSPECTING INSTANCES WILL REPORT ALL SUSPICIONS OF DRUG OR ALCOHOL POSSESSION, USE, OR DISTRIBUTION TO THE PRINCIPAL, AND CONTINUE TO OBSERVE PERSON UNTIL HELP ARRIVES. GENERALLY, PHYSICAL RESTRAINT SHOULD NOT BE USED, HOWEVER, PHYSICAL RESTRAINT MAY BE USED ONLY TO THE EXTENT NECESSARY TO ENSURE THE SAFETY OF THE STUDENT AND OTHERS. (REFER TO MILLBURY RESTRAINT POLICY LINK BELOW).

THE PRINCIPAL WILL ISOLATE WITNESSES WITH STAFF SUPERVISION, TAKE THE APPROPRIATE DISCIPLINARY ACTION CONSISTENT WITH SCHOOL POLICY, EDUCATION REFORM AND ANY OTHER PERTINENT LAWS. NOTIFY POLICE IF THE INDIVIDUAL IS IN POSSESSION, NOTIFY THE SUPERINTENDENT, NOTIFY PARENTS/GUARDIANS IF INVOLVING A STUDENT.

J. SUICIDE INTENT OR ATTEMPT

THE PERSON THAT BECOMES AWARE OF THE SUICIDE ATTEMPT WILL ENSURE THAT THE STUDENT IS NOT LEFT ALONE, SPEAK CALMLY WITH STUDENT, AND NOTIFY THE PRINCIPAL. THE PRINCIPAL WILL ASSIGN APPROPRIATE STAFF TO COMMUNICATE WITH THE STUDENT, REAFFIRM CONFIDENTIALITY REQUIREMENTS TO ALL STAFF INVOLVED. NOTIFY THE SUPERINTENDENT, NOTIFY THE PARENT/GUARDIAN, NOTIFY THE GUIDANCE OR ADJUSTMENT COUNSELOR AND NOTIFY THE SCHOOL PSYCHOLOGIST.

THE PSYCHOLOGIST WILL REFER THE STUDENT TO THE APPROPRIATE RESOURCE FOR FOLLOW-UP SERVICES. WRITTEN AUTHORIZATION FROM A MENTAL HEALTH PROFESSIONAL INDICATING THAT IT IS SAFE FOR THE STUDENT TO RETURN TO SCHOOL WILL BE REQUIRED.

K. DEATH ON CAMPUS

THE PERSON MAKING THE DISCOVERY WILL CONTACT THE PRINCIPAL. THE PRINCIPAL WILL NOTIFY THE POLICE/FIRE DEPARTMENT AND SECURE THE AREA (DISTURB AS LITTLE AS POSSIBLE, LIMIT ACCESS UNTIL POLICE ARRIVE.) THE PRINCIPAL WILL SECURE THE BUILDING AND DIRECT STAFF AND STUDENTS TO REMAIN IN ASSIGNED AREAS UNTIL FURTHER NOTICE. THE PRINCIPAL WILL IDENTIFY ALL WITNESSES AND MOVE THEM TO ANOTHER AREA, IF POSSIBLE (WITNESSES SHOULD NOT TALK WITH EACH OTHER OR ANYONE ELSE). DOCUMENT ALL STATEMENTS MADE BY WITNESS(ES); HOWEVER, DO NOT CONDUCT INTERVIEWS WITH WITNESS(ES). THE PRINCIPAL WILL NOTIFY THE SUPERINTENDENT AND SEND INFORMATION HOME WITH SUPERINTENDENT'S APPROVAL.

L. FIRE/EXPLOSION

PULL THE NEAREST FIRE ALARM; CONTACT THE PRINCIPAL IMMEDIATELY; EVACUATE IMMEDIATELY. THE PRINCIPAL WILL

NOTIFY THE SUPERINTENDENT AND ATTEND TO ALL STUDENT AND STAFF SAFETY ISSUES.

ADDITIONAL INFORMATION

- TEACHERS WILL UPDATE AND POST EVACUATION ROUTINES IN EACH ROOM ANNUALLY.
- SECRETARY WILL TAKE SCHOOL ROSTER AND CURRENT ATTENDANCE SHEETS.
- FIRE OFFICIALS WILL BE FULLY IN CHARGE AND WILL DETERMINE WHEN RE-ENTRY IS POSSIBLE.

M. NATURAL DISASTER

THE TEACHER WILL DIRECT STUDENTS TO REMAIN CALM. STAY INDOORS, TAKE COVER UNDER DESKS AND TABLES, AGAINST INSIDE WALLS, UNDER DOORWAYS OR INTERIOR HALLWAYS. STAY AWAY FROM WINDOWS.

IF GAS IS SMELLED, EVACUATE IMMEDIATELY AND NOTIFY THE PRINCIPAL OR DESIGNEE. THE PRINCIPAL OR DESIGNEE WILL NOTIFY POLICE/FIRE DEPARTMENTS AND SUPERINTENDENT. THE PRINCIPAL WILL ASSESS THE SITUATION AND INSTRUCT STUDENTS/STAFF TO DO ONE OF THE FOLLOWING: EVACUATE THE BUILDING, REMAIN IN PLACE, GO TO ANOTHER AREA OF REFUGE.

N. HANDLING SUSPICIOUS PACKAGES AND/OR ENVELOPES

THE PERSON DISCOVERING THE PACKAGE/ENVELOPE WILL REPORT IT TO THE PRINCIPAL. AVOID CONTACT WITH THE PACKAGE. THE PRINCIPAL WILL NOTIFY THE FIRE DEPARTMENT AND THE SUPERINTENDENT. THE PRINCIPAL WILL ASSESS THE SITUATION AND INSTRUCT STAFF AND STUDENTS TO DO ONE OF THE FOLLOWING: EVACUATE THE BUILDING OR REMAIN IN PLACE.

O. UTILITIES MALFUNCTION (GAS, WATER, STEAM, ELECTRICITY)

THE PERSON DISCOVERING THE MALFUNCTION WILL NOTIFY PRINCIPAL OR DESIGNEE. REMOVE STUDENTS FROM DANGEROUS AREA. THE PRINCIPAL OR DESIGNEE WILL NOTIFY CUSTODIAN/MAINTENANCE, FACILITIES DIRECTOR, POLICE DEPARTMENT, AND SUPERINTENDENT. CONDUCT AN INITIAL INVESTIGATION TO ENSURE THAT THERE IS NO DANGER TO BUILDING OCCUPANTS AND SECURE AREA IF NECESSARY. IF DANGER EXISTS: INITIATE EVACUATION PROCEDURES.

P. HAZARDOUS MATERIALS

THE PERSON DISCOVERING THE INCIDENT WILL REPORT LEAK OR ODORS TO THE PRINCIPAL OR DESIGNEE, AVOID CONTACT WITH MATERIALS, AND REMOVE STUDENTS FROM THE AREA. THE PRINCIPAL OR DESIGNEE WILL NOTIFY THE POLICE DEPARTMENT (911) AND THE SUPERINTENDENT. ASSESS THE SITUATION AND INSTRUCT STAFF/STUDENTS TO EITHER EVACUATE THE BUILDING OR REMAIN IN PLACE.

Q. VISITORS/STRANGERS/INTRUDERS IN BUILDING

THE PERSON THAT SEES SOMEONE IN THE BUILDING WITHOUT A VISITOR'S PASS WILL GREET THE VISITOR AND OFFER HELP. ASK THE VISITOR TO REPORT TO THE MAIN OFFICE TO SIGN IN AND OBTAIN A VISITOR'S PASS, ESCORT THE

VISITOR TO THE MAIN OFFICE. IF THE VISITOR REFUSES TO COOPERATE, ATTEMPT TO GET ANOTHER STAFF MEMBER TO NOTIFY THE MAIN OFFICE. IF UNABLE TO GET HELP FROM ANOTHER STAFF MEMBER, LEAVE THE VISITOR AND NOTIFY THE OFFICE, MONITOR THE INTRUDER'S DIRECTION.

AN INTRUDER IS ANYONE IN THE SCHOOL BUILDING OR ON SCHOOL GROUNDS WHO REFUSES TO COOPERATE WITH THE VISITOR'S POLICY OR APPEARS TO POSE A POTENTIAL SAFETY THREAT.

THE PRINCIPAL WILL NOTIFY THE POLICE, NURSE, AND SUPERINTENDENT, IMPLEMENT A LOCKDOWN PROCEDURE, AND EVACUATE THE BUILDING, IF APPROPRIATE.

THE SUPERINTENDENT WILL SEND INFORMATION HOME TO PARENTS/GUARDIANS AS SOON AS POSSIBLE.

R. GROUP VIOLENCE

ALL RUMORS OR ACTS OF VIOLENCE SHOULD BE REPORTED TO THE PRINCIPAL. TEACHERS WILL KEEP STUDENTS IN CLASSES AND AWAY FROM CRISIS AREA. CLOSE AND LOCK CLASSROOM DOORS AND WINDOWS, TAKE ATTENDANCE AND WAIT FOR FURTHER INSTRUCTIONS. THE PRINCIPAL WILL NOTIFY THE SUPERINTENDENT, IMPLEMENT LOCK DOWN IF NECESSARY, TAKE APPROPRIATE DISCIPLINARY ACTION IF THE PERPETRATORS ARE STUDENTS IN THE MILLBURY PUBLIC SCHOOL.

S. VIOLENCE – WEAPONS/HOSTAGE SITUATION

THE PERSON THAT WITNESSED THE SITUATION WILL REPORT ALL WEAPON POSSESSION TO THE PRINCIPAL IMMEDIATELY, MOVE STUDENTS TO A SAFE AREA, LOCK DOORS AND WINDOWS, ACCOUNT FOR STUDENTS, WAIT FOR FURTHER INSTRUCTIONS, IGNORE ALL FIRE ALARMS UNLESS INSTRUCTED OTHERWISE.

IF TAKEN HOSTAGE:

- DO NOT TRY TO DISARM INTRUDER
- KEEP CALM AND FOLLOW INTRUDERS INSTRUCTIONS
- FOLLOW POLICE INSTRUCTION

THE PRINCIPAL WILL NOTIFY POLICE, SUPERINTENDENT, AND NURSE, TAKE APPROPRIATE DISCIPLINARY ACTION CONSISTENT WITH SCHOOL POLICY, EDUCATION REFORM, AND ANY OTHER PERTINENT LAWS, NOTIFY PARENTS/GUARDIANS OF STUDENT(S) INVOLVED.

T. BOMB THREAT

ALL BOMB THREATS WILL BE TAKEN SERIOUSLY. THE PERSON WHO RECEIVES THE BOMB THREAT WILL:

- KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE.
- DO NOT TRANSFER THE CALL OR INTERRUPT THE CALLER.
- FOLLOW THE BOMB THREAT CHECKLIST.
- NOTIFY THE PRINCIPAL OR DESIGNEE AND PROVIDE BOMB THREAT CHECKLIST.

THE PRINCIPAL OR DESIGNEE WILL NOTIFY POLICE AND DIRECT STAFF AND STUDENTS NOT TO TOUCH OR MOVE ANY SUSPICIOUS DEVICE OR OBJECT FOUND ON THE PREMISES. THE PRINCIPAL WILL RESTRICT THE USE OF THE TELEPHONE AND WILL INSTRUCT STAFF TO TURN OFF TWO-WAY RADIOS. THE PRINCIPAL WILL NOTIFY THE SUPERINTENDENT.

U. BOMB THREAT CHECKLIST

QUESTIONS TO ASK.....	CALLER'S VOICE			
WHEN IS THE BOMB GOING TO EXPLODE?	CLEARING THROAT	CALM		CRYING
WHERE IS IT RIGHT NOW?	NASAL	ANGRY		NORMAL
WHAT DOES IT LOOK LIKE?	STUTTER	DEEP BREATHING		DISTINCT
WHAT KIND OF BOMB IS IT?	EXCITED	LISP		WHISPERED
WHAT WILL CAUSE IT TO EXPLODE?	CRACKING VOICE	SLOW		FAMILIAR
DID YOU PLACE THE BOMB?	RASPY	THREATENING LANGUAGE		SLURRED
WHY?	DEEP	SOFT		
WHAT IS YOUR ADDRESS?	RAPID	LOUD		
WHAT IS YOUR NAME?	ACCENT	LAUGHTER		
BACKGROUND NOISES				
VOICES	CLEAR	STREET	FACTORY	WELL SPOKEN

MUSIC	STATIC	MOTOR	LOCAL	INCOHERENT
CROCKERY	PA SYSTEM	HOUSE NOISES	OFFICE MACHINERY	FOUL
ANIMAL NOISES	BOOTH	LONG DISTANCE	CELL PHONE	TAPLED
WHAT IS THE EXACT WORDING OF THE THREAT:				

SEX OF THE CALLER: _____
APPROXIMATE AGE: _____ Y
LENGTH OF CALL _____
TIME: _____ DATE: _____
NUMBER AT WHICH CALL WAS RECEIVED: _____

**REPORT CALL IMMEDIATELY TO THE
MILLBURY POLICE DEPARTMENT
508-865-3521 OR CALL 911**

NAME: _____
POSITION: _____
REMARKS: _____

V. UNIVERSAL PRECAUTIONS FOR SCHOOL SETTINGS (COMPLETE PROCEDURES ON FILE WITH SUPERINTENDENT)

THESE ARE A SET OF PRECAUTIONS TO PREVENT TRANSMISSION OF HIV, HEPATITIS B (HBV), AND OTHER BLOODBORNE ORGANISMS. BLOOD AND CERTAIN BODY FLUIDS” OF ALL PERSONS ARE CONSIDERED POTENTIALLY INFECTIOUS FOR HIV, HBV, AND OTHER BLOODBORNE ORGANISMS.

*WHEN NOT CERTAIN IF BLOOD IS PRESENT, TREAT AS IF IT IS AND FOLLOW PROCEDURES.

ALL HEALTH CARE WORKERS SHOULD ROUTINELY USE APPROPRIATE BARRIER PRECAUTIONS TO PREVENT SKIN AND MUCOUS MEMBRANE DURING CONTACT WITH ANY PATIENT’S BLOOD OR BODY FLUIDS THAT REQUIRE UNIVERSAL PRECAUTIONS.

THE STAFF MEMBER WILL TREAT ALL HUMAN BLOOD SPILLS/WOUNDS WITH CAUTION, HAVE BLOOD SPILL CLEANED WITH APPROPRIATE EQUIPMENT, SOLUTION, AND SELF-PROTECTION, WEAR LATEX GLOVES, ALWAYS WASH HANDS AFTER ANY CONTACT WITH BODY FLUIDS, ALWAYS WASH HANDS AFTER REMOVING GLOVES

THE NURSE WILL FOLLOW EMERGENCY MEDICAL PROCEDURES, REMAIN ON THE SCENE, AND DOCUMENT APPROXIMATE TIME AND OTHER PERTINENT INFORMATION.

THE CUSTODIANS WILL TREAT ALL HUMAN BLOOD SPILLS/WOUNDS WITH CAUTION, WEAR PROTECTIVE GLOVES WHEN CLEANING BLOOD SPILLS, CLEAN A BLOOD SPILL WITH 1.10 BLEACH/WATER SOLUTION OR EPA APPROVED VIRUCIDAL SOLUTION. ALWAYS WASH HANDS.

W. PHYSICAL RESTRAINT POLICY AND PROCEDURE (CLICK ON LINK BELOW)

[HTTPS://DOCS.GOOGLE.COM/DOCUMENT/D/1_NLFLb2ATiJhBEwEkUNLHAipHWxDzPeoPxXSjIaB4VM/EDIT?USP=SHARING](https://docs.google.com/document/d/1_NLFLb2ATiJhBEwEkUNLHAipHWxDzPeoPxXSjIaB4VM/edit?usp=sharing)

PHYSICAL RESTRAINT IS DEFINED AS THE USE OF BODILY FORCE TO LIMIT A STUDENT'S FREEDOM OF MOVEMENT. PHYSICAL RESTRAINT SHALL ONLY BE USED AS A BEHAVIOR MANAGEMENT TOOL WHEN OTHER LESS INTRUSIVE ALTERNATIVES HAVE FAILED OR BEEN DEEMED INAPPROPRIATE.

PHYSICAL ESCORT IS DEFINED AS TOUCHING OR HOLDING A STUDENT WITHOUT THE USE OF FORCE FOR THE PURPOSE OF DIRECTING THE STUDENT. PHYSICAL ESCORT IS NOT PHYSICAL RESTRAINT AND IS NOT COVERED BY THIS POLICY PROCEDURE.

ADMINISTRATION OF PHYSICAL RESTRAINT

PHYSICAL RESTRAINT MAY ONLY BE USED IN THE FOLLOWING CIRCUMSTANCES:

- WHEN NON-PHYSICAL INTERVENTIONS WOULD BE INEFFECTIVE; AND THE STUDENT'S BEHAVIOR POSES A THREAT OF IMMINENT, SERIOUS, HARM TO SELF AND/OR OTHERS.

PHYSICAL RESTRAINT IS PROHIBITED IN THE FOLLOWING CIRCUMSTANCES:

- AS A MEANS OF PUNISHMENT
- AS A RESPONSE TO PROPERTY DESTRUCTION, DISRUPTION OF SCHOOL ORDER, A STUDENT'S REFUSAL TO COMPLY WITH A SCHOOL RULE OR STAFF DIRECTIVE, OR VERBAL THREATS THAT DO NOT CONSTITUTE A THREAT OF IMMINENT, SERIOUS, PHYSICAL HARM. HOWEVER, IF THE PROPERTY DESTRUCTION OR THE REFUSAL TO COMPLY WITH A SCHOOL RULE OR STAFF DIRECTIVE COULD ESCALATE INTO, OR COULD ITSELF LEAD TO SERIOUS, IMMINENT HARM TO THE STUDENT OR TO OTHERS, PHYSICAL RESTRAINT IS APPROPRIATE.
- ONLY THE SCHOOL PERSONNEL WHO HAVE RECEIVED REQUIRED TRAINING OR IN-DEPTH TRAINING PURSUANT TO THIS POLICY SHALL ADMINISTER PHYSICAL RESTRAINT ON STUDENTS WITH, WHENEVER POSSIBLE, ONE ADULT WITNESS WHO DOES NOT PARTICIPATE IN THE RESTRAINT. THE TRAINING REQUIREMENT, HOWEVER, SHALL NOT PRECLUDE A TEACHER, EMPLOYEE OR AGENT OF THE SCHOOL FROM USING REASONABLE FORCE TO PROTECT STUDENTS, OTHER PERSONS OR THEMSELVES FROM ASSAULT OR IMMINENT, SERIOUS HARM.
-

PHYSICAL RESTRAINT SHALL BE DISCONTINUED WHEN IT IS DETERMINED THAT THE STUDENT IS NO LONGER AT RISK OR CAUSING IMMINENT PHYSICAL HARM TO SELF OR OTHERS. A RESTRAINED STUDENT SHALL NOT BE PREVENTED FROM BREATHING OR SPEAKING. A STAFF MEMBER WILL CONTINUOUSLY MONITOR THE PHYSICAL STATUS OF THE STUDENT, INCLUDING SKIN COLOR AND RESPIRATION, DURING THE RESTRAINT. IF AT ANY TIME DURING A PHYSICAL RESTRAINT, THE STUDENT DEMONSTRATES SIGNIFICANT PHYSICAL DISTRESS, AS DETERMINED BY THE STAFF MEMBERS, THE STUDENT SHALL BE RELEASED FROM THE RESTRAINT IMMEDIATELY, AND SCHOOL STAFF SHALL TAKE STEPS TO SEEK MEDICAL ASSISTANCE. PROGRAM STAFF SHALL REVIEW AND CONSIDER ANY KNOWN MEDICAL OR PSYCHOLOGICAL LIMITATIONS AND/OR BEHAVIORAL INTERVENTION PLANS REGARDING THE USE OF PHYSICAL RESTRAINT ON AN INDIVIDUAL STUDENT. METHODS OF PHYSICAL RESTRAINT INCLUDE BASKET HOLD – STANDING, BASKET HOLD – FLOOR, AND TWO PERSON TAKE DOWN. CHEMICAL/MECHANICAL AND SECLUSION RESTRAINTS ARE PROHIBITED.

REPORTING REQUIREMENTS

THE STAFF MEMBER WHO ADMINISTERED SUCH A RESTRAINT SHALL INFORM THE PRINCIPAL OF THE RESTRAINT AS SOON AS POSSIBLE, AND BY WRITTEN REPORT NO LATER THAN THE NEXT SCHOOL DAY. (SEE COMPLETE POLICY FOR DETAILS OF THE

REPORT). THE PRINCIPAL OR DESIGNEE SHALL VERBALLY INFORM THE STUDENT'S PARENT(S)/GUARDIAN(S) OF SUCH RESTRAINT AS SOON AS POSSIBLE AND BY WRITTEN REPORT POSTMARKED NO LATER THAN THREE (3) SCHOOL WORKING DAYS FOLLOWING THE USE OF SUCH RESTRAINT.

THE SCHOOL WILL WITHIN FIVE SCHOOL WORKING DAYS OF THE REPORTED RESTRAINT PROVIDE TO THE DEPARTMENT OF EDUCATION A COPY OF THE WRITTEN REPORT AS DESCRIBED ABOVE AND A COPY OF THE RECORD OF PHYSICAL RESTRAINTS MAINTAINED BY THE PROGRAM ADMINISTRATOR FOR THE THIRTY DAY PERIOD PRIOR TO THE DATE OF THE REPORTED RESTRAINT WHEN:

- A RESTRAINT HAS RESULTED IN A SERIOUS INJURY TO A STUDENT OR PROGRAM STAFF MEMBER OR WHEN AN EXTENDED RESTRAINT HAS BEEN ADMINISTERED.

PARENT(S)/GUARDIAN(S) MAY VOLUNTARILY WAIVE THE REPORTING REQUIREMENTS AS STATED ABOVE FOR RESTRAINTS THAT DO NOT RESULT IN SERIOUS INJURY TO THE STUDENT OR A PROGRAM STAFF MEMBER AND DO NOT CONSTITUTE EXTENDED RESTRAINT. EXTENDED RESTRAINTS AND RESTRAINTS THAT RESULT IN A SERIOUS INJURY TO A STUDENT OR PROGRAM STAFF MEMBER MUST BE REPORTED AS DESCRIBED ABOVE REGARDLESS OF ANY INDIVIDUAL WAIVER.

STUDENTS WITH DISABILITIES

RESTRAINTS MAY BE ADMINISTERED TO A STUDENT WITH A DISABILITY PURSUANT TO THE STUDENT'S INDIVIDUALIZED EDUCATION PLAN OR OTHER WRITTEN AND AGREED UPON DEVELOPED IN ACCORDANCE WITH STATE AND FEDERAL LAW, SUBJECT TO THE FOLLOWING EXCEPTIONS:

- THE LIMITATIONS OF CHEMICAL, MECHANICAL AND SECLUSION RESTRAINT AS STATED ABOVE SHALL APPLY AND THE TRAINING AND REPORTING REQUIREMENTS DESCRIBED IN THIS POLICY SHALL APPLY.
- THE TRAINING AND REPORTING REQUIREMENTS DESCRIBED IN THIS POLICY SHALL APPLY.

IX. STAFF TECHNOLOGY ACCEPTABLE USE POLICY

PLEASE REFER TO THE DISTRICT'S APPROVED POLICY.

X. SEXUAL HARASSMENT POLICY

PLEASE CLICK BELOW:

[HTTPS://DOCS.GOOGLE.COM/DOCUMENT/D/1GSUs2kNEVBAd5j7nCJwaO2RRSP4AMQ3LoWY4XUn82Y/EDIT?USP=S
HARING](https://docs.google.com/document/d/1GSUs2kNEVBAd5j7nCJwaO2RRSP4AMQ3LoWY4XUn82Y/edit?usp=sharing)