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Reviewed by: Michael J. Joyce, Attorney at Law, Nuttall, MacAvoy & Joyce, PC May 2017

Revised: May 2017
ROCKPORT PUBLIC SCHOOLS
STATEMENT OF VALUES

The Rockport school community includes parents, students, teachers, support staff, volunteers, and all who share a commitment to excellence in public education. It is the mission of the Rockport Public Schools to uphold the following values and to continually expand and refine our means of achieving them.

**We value the pursuit of knowledge.**
We meet learners at their own levels.
We challenge learners to reach their individual potentials.
We provide worthy role models and positive reinforcement.
We encourage development of self-awareness, good decision-making, and problem solving skills.
We support self-motivation, self-discipline, and risk-taking.
We develop responsible use of freedom.

**We value lifelong learning.**
We encourage learning and teaching as mutual processes.
We work cooperatively, competitively, and independently.
We are involved in the life of the school and broader communities.

**We value a safe and nurturing environment.**
The buildings and grounds are clean and in good repair.
People extend themselves to support each other.
Needs are addressed on a case-by-case basis.
Individual differences are respected and initiatives are welcomed.

**We value accomplishment.**
We are committed to completing tasks.
We display student work.
We recognize the achievements of school community members.
SECTION I. SCHOOL OPERATIONS

ROCKPORT PUBLIC SCHOOLS
SCHOOL COMMITTEE AND PERSONNEL LISTS

ROCKPORT SCHOOL COMMITTEE

The Rockport School Committee meets twice a month in the High School/Middle School Library, from 7:00-10:00 p.m. See posted schedules for exact dates.

Colleen Coogan, ............................................. 978-546-8988

Michael Kelley, ............................................. 978-546-7075

Cathy Reilly .................................................. 617-967-0034

Nicole Altieri ................................................. 978-546-3458

Richard Drost .................................................. 978-546-3699

SCHOOL ADMINISTRATIVE OFFICES

Robert Liebow, Superintendent of Schools 978-546-1200

Ingrid Keating, Superintendent's Executive Assistant 978-546-1200

June Sanfilippo, Financial Assistant 978-546-1202

Amanda Osier, Payroll Clerk 978-546-1204

Kirk Keating, Supervisor of Buildings & Grounds 978-546-1203

Martha Wright, Director of Student Services 978-546-1210

Cheryl Keating, SPED Administrative Asst. 978-546-1210

Monty Hitschler Director of IS & Technologies 978-546-1233

Amanda Osier, Community Schools Manager 978-546-1204
ROCKPORT ELEMENTARY SCHOOL  
SCHOOL HOURS:  9:00 AM TO 3:00 PM

Todd Simendinger  Principal  978-546-1220
Heather Castonguay  Asst. Prin/Curriculum Coordinator  978-546-1220 X30204
Nikole Gale  Administrative Asst.  978-546-1220 X30201
Connie Lucido  Teacher Clerk  978-546-1220 X30202

ELEMENTARY TEACHING FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Archer</td>
<td>Grade 3</td>
</tr>
<tr>
<td>Sonja Barenboym</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Tanya Brousseau</td>
<td>Special Education</td>
</tr>
<tr>
<td>Lauren Bukkhegyi</td>
<td>Grade 4</td>
</tr>
<tr>
<td>Erin Canniff</td>
<td>Physical Education/Health</td>
</tr>
<tr>
<td>Molly Clark</td>
<td>Special Education</td>
</tr>
<tr>
<td>Anne Clifton-Stoops</td>
<td>Grade 4</td>
</tr>
<tr>
<td>Susan Collins</td>
<td>Grade 4</td>
</tr>
<tr>
<td>Sara Corcoran</td>
<td>Grade 2</td>
</tr>
<tr>
<td>Jennifer Dahlgren</td>
<td>Grade 2</td>
</tr>
<tr>
<td>Larissa DeBenedette-Reily</td>
<td>Technology</td>
</tr>
<tr>
<td>Alyssa Englis</td>
<td>Speech/Language</td>
</tr>
<tr>
<td>Darcy Green</td>
<td>Special Education Teacher</td>
</tr>
<tr>
<td>Kihana Gubicza</td>
<td>Kindergarten Pre-K</td>
</tr>
<tr>
<td>Sally Ann Holtzman</td>
<td>Special Education Teacher</td>
</tr>
<tr>
<td>Danielle Jylkka</td>
<td>Grade 3</td>
</tr>
<tr>
<td>Linda Kluge</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Peggy Lyman</td>
<td>Special Education</td>
</tr>
<tr>
<td>Moriah Marsh</td>
<td>EL School Counselor</td>
</tr>
<tr>
<td>Tasha Marshall</td>
<td>PreK</td>
</tr>
<tr>
<td>Mary Sue Nienstedt-Santos</td>
<td>SPED Team Chairperson</td>
</tr>
<tr>
<td>Michele Notte</td>
<td>Grade 5</td>
</tr>
<tr>
<td>Bridgett O’Connell</td>
<td>k-5 Psychologist</td>
</tr>
<tr>
<td>Nicole Pizzimenti</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Sharyn Perrotti</td>
<td>Grade 3</td>
</tr>
<tr>
<td>Amy Proposki</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Julie Raftolis</td>
<td>Reading (Title I)</td>
</tr>
<tr>
<td><strong>Rebekah Reynolds</strong></td>
<td>Special Education Teacher</td>
</tr>
<tr>
<td>Jessica Rice</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Katherine Schwinden</td>
<td>Library</td>
</tr>
<tr>
<td>Kaitlin Shaw</td>
<td>Music</td>
</tr>
<tr>
<td>Bridget Sheehan</td>
<td>Gr 2</td>
</tr>
<tr>
<td>Marlena Simoes</td>
<td>Elementary Inclusion Specialist</td>
</tr>
<tr>
<td><strong>Spencer, Natalie</strong></td>
<td>Gr 5 (one year)</td>
</tr>
<tr>
<td>Gary Swanson</td>
<td>Grade 5</td>
</tr>
<tr>
<td>Sara TetraULT</td>
<td>Art</td>
</tr>
<tr>
<td>Robyn Tibert</td>
<td>Math Interventionist</td>
</tr>
<tr>
<td>Darlene Trumbour</td>
<td>Health</td>
</tr>
<tr>
<td>Stacey Twombly</td>
<td>Reading Specialist</td>
</tr>
<tr>
<td>Ruth Wagner</td>
<td>Elementary Nurse</td>
</tr>
<tr>
<td>Philip Whitley</td>
<td>Grade 4</td>
</tr>
<tr>
<td>Beth Zerilli</td>
<td>Grade 1</td>
</tr>
</tbody>
</table>

3
ROCKPORT MIDDLE SCHOOL
MIDDLE SCHOOL HOURS: 7:35 AM TO 2:10 PM

Amanda LaMantia  Principal  978-546-1250
Allison Vanderpool  Administrative Asst.  978-546-1250 X30124
Heather Aldelfio  Teacher Clerk  978-546-1250 X30125

MIDDLE SCHOOL TEACHING FACULTY:

Robert Allia  Science
Rachael Bartz  Middle School Interventionist
Christine Burke  Librarian
Nathan Cohen  Music
Anthony Covelli  Instrumental Music
Martha Cox-Stavros  .75 Spanish
Robin Crocker  Science
Christopher Fauci  Special Education
Kristen Fauci  Special Education
Alexandria Favazza  Math
Dickinson C. Gagnon  Social Studies
Dana George  Special Education
Brett Hall  Dean
Joanne Hildreth  Social Studies
Pamela Jones  Art
Amanda King  Health
Lisa Maddox  Special Education
Samantha McAuliffe  English
Keith McCarthy  English
Carolyn McWilliams  Science
Samantha Merrill  MS Counselor
Kascia Murray  English
Joy O'Connell  Special Education/Reading Teacher
Robert O'Hanley  Physical Education
Patricia Pike  Choral/Music/Drama
Jeffery Richards  Technology
Amy Rich  Drama, Reading
Tami Stein  Mathematics
Yvonne Story  Mathematics
Whitney Swanberg  Social Studies
Caroline Teague  Interventionist
David Young  Technology
Karen Wright  Technology
ROCKPORT HIGH SCHOOL  
HIGH SCHOOL HOURS:  7:35 AM TO 2:10 PM

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Rose</td>
<td>Principal</td>
<td>978-546-1234</td>
</tr>
<tr>
<td>Donna Cody</td>
<td>Administrative Asst.</td>
<td>978-546-1234 X30101</td>
</tr>
<tr>
<td>Julia Quirk</td>
<td>Teacher Clerk</td>
<td>978-546-1234 X30108</td>
</tr>
<tr>
<td>John Parisi</td>
<td>Athletic Director</td>
<td>978-546-1234 X30130</td>
</tr>
</tbody>
</table>

HIGH SCHOOL TEACHING FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject/Role</th>
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<tbody>
<tr>
<td>Ann Braden</td>
<td>Special Education Teacher</td>
</tr>
<tr>
<td>Christine Burke</td>
<td>Librarian</td>
</tr>
<tr>
<td>Nathan Cohen</td>
<td>Music</td>
</tr>
<tr>
<td>Anthony Covelli</td>
<td>RMHS Music</td>
</tr>
<tr>
<td>Lilliam Duffy</td>
<td>Spanish</td>
</tr>
<tr>
<td>Denise Ferazzi</td>
<td>English</td>
</tr>
<tr>
<td><strong>Daniel Gagnon</strong></td>
<td><strong>History</strong></td>
</tr>
<tr>
<td>Holly Green</td>
<td>Special Education</td>
</tr>
<tr>
<td>Emma Hensler</td>
<td>English</td>
</tr>
<tr>
<td>Kerry Herrmann</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Amy Huber</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Amanda King</td>
<td>Health</td>
</tr>
<tr>
<td>Scott Larsen</td>
<td>History/Marketing/DECA</td>
</tr>
<tr>
<td>Christopher Lawnsby</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Ann Marie Luster</td>
<td>Dean</td>
</tr>
<tr>
<td>Rebecca Mackay Smith</td>
<td>English</td>
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<tr>
<td><strong>Aedan McCarthy</strong></td>
<td><strong>.5 Physics</strong></td>
</tr>
<tr>
<td>Catherine McNiff</td>
<td>.4 Social Studies</td>
</tr>
<tr>
<td>Zachary O’Brien</td>
<td>Art</td>
</tr>
<tr>
<td>Patricia Pike</td>
<td>Music</td>
</tr>
<tr>
<td>Ruth Price</td>
<td>Guidance</td>
</tr>
<tr>
<td>Jeffery Richards</td>
<td>Technology</td>
</tr>
<tr>
<td>Mary Beth Ryan</td>
<td>Physical Education/AD</td>
</tr>
<tr>
<td>Eric Sabo</td>
<td>Biology</td>
</tr>
<tr>
<td>Paula Schram</td>
<td>Spanish</td>
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<tr>
<td>Barbara Swanson</td>
<td>Biology</td>
</tr>
<tr>
<td>Sara Tetraault</td>
<td>.2 HS Art</td>
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<tr>
<td>David Tower</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Gillian Twombly</td>
<td>.8 HS French</td>
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<tr>
<td>Greg Twombly</td>
<td>Special Education</td>
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<tr>
<td><strong>Tara Vavruska</strong></td>
<td><strong>Guidance</strong></td>
</tr>
<tr>
<td>Eric Vendt</td>
<td>Mathematics</td>
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<tr>
<td>Stephanie Walker</td>
<td>Social Studies</td>
</tr>
<tr>
<td>William Waller</td>
<td>Physics</td>
</tr>
<tr>
<td>David Young</td>
<td>RMHS Technology</td>
</tr>
<tr>
<td>Andrea Zuis</td>
<td>Special Education</td>
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</table>

SHARED STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Nicole Montana</td>
<td>RMHS Psychologist</td>
</tr>
<tr>
<td>Amy D'Antonio</td>
<td>RMHS Reading</td>
</tr>
<tr>
<td>Suzanne Geoffre</td>
<td>Speech/Language</td>
</tr>
<tr>
<td>Jodi Goodhue</td>
<td>K-12 Math specialist</td>
</tr>
<tr>
<td>Jennifer Johnson</td>
<td>RMHS Nurse</td>
</tr>
<tr>
<td>Murcy Dufill</td>
<td>RMHS SPED Chair</td>
</tr>
<tr>
<td>Jeffrey Perkins</td>
<td>K-12 ESL</td>
</tr>
<tr>
<td>Jeanne Pratt</td>
<td>RMHS Nurse</td>
</tr>
</tbody>
</table>
TRANSPORTATION
Judy Murray              Co-Transportation Coordinator & Driver,
Karen Kennedy           Driver
Margaret Hale           Driver
Allison Smith-Vanderpool Co-Transportation Coordinator

TEACHER ASSISTANTS
Lindsey Asaro       Joan Lee
Sarah Brown         James McGovern
Larry Burnham       Kristy Muldern
Allison Chalmers    Paula O’Brien
Karen Chambers      Pamela O’Neill
Christina Connelly  Amy Rich
Meghan Dann         JulieAnn Ryan
Marjorie DeLeo      Shannon Ryan
Michelle Elwell     Amanda Silva
Lisa English        Kathleen Tarullo
Hollis Frithsen     Kaitlyn Welch
Denise Greel        Dana Weaver
Karen Harvey        Lauren Wheeler
Elizabeth Lacroix    Mike Wilson
Tina Lamond

CAFETERIA
Debbie Nokes Food Services Director 546-1200 X 30132
Jonelle Beaton  Patty Sweet
Carolyn Mackey Lorette Cloutman
Linda Morris  Rebekah Morris
Linda Finlay  Terri Walima
Rebecca Piscitello

CROSSING GUARDS
Molly Whelsky  5 Corners Crossing Guard
Ann Lake Jerden’s Lane & South St.
Roseanne Asperi Jerden’s Lane & Summer St.
Ann Greene Ramsden Way

MONITORS
Anne Marie Fritz  EL Playground Monitor
Cynthia Theriault EL Playground Monitor
Leah Ketchopulos EL Playground Monitor
Dawn Strople

CUSTODIANS
Kirk Keating Supervisor of Buildings and Grounds
Thomas Burnham Custodian
Richard Allen Custodian
Terri DelTorchio Custodian
Andy Lake Custodian
Kenneth Rowe, Jr. Maintenance Custodian
Stephen Scatterday Maintenance
Peter Verga Custodian
TECHNOLOGY
Monty Hitschler  Director of IS and Technologies
Frank Taormina  Infrastructure & Network Manager
Michael Montgomery  User Services Specialist
Quincy Carvino  Technology Services Specialist

ABSENCES - SUBSTITUTES

A teacher who is absent unexpectedly will notify the appropriate Principal, or his/her designee, by the procedure outlined by your building principal. It is important to inform the Principal at least one hour before the start of school of an impending absence since substitute teachers are not always available.

Faculty members should remember that only exceptional substitutes are able to maintain interest and discipline without some carefully drawn up lesson plans. These plans are extremely helpful to the substitute. Every teacher should have emergency lesson plans available for substitutes.

EMERGENCY RESPONSE

Every staff member should be familiar with the "Emergency Protocol Handbook" should a dangerous or serious emergency situation occur. Building-wide meetings will take place at the start of the school year to discuss these procedures. It is the responsibility of the Principal to provide each staff member with guidelines to follow regarding emergency situations. (See School Committee Policy JLIF.)

FIRE DRILLS

Fire drills will be conducted several times during the school year. Each building must conduct fire drills on a regular basis, working with the Rockport Fire Department. Students should be shown two or more ways of leaving the building in case a fire should block usual exit routes. Exit routes should be posted in a conspicuous location in every room. Teachers must take student attendance once relocated outside the school building.

STUDENT ACCIDENTS, MEDICATIONS, ILLNESS AND DISMISSAL

It is important that any student accident be reported to the Principal, the Central Office, and the school nurse. No medication will be given without a physician's directive. When a student becomes ill during the school day the nurse should be notified. If it proves necessary for the student to go home, the nurse or Principal will inform the parent before the student is released from the school. Such dismissal will be reported to the school nurse.

LESSON PLANS

All plan books will be made out for at least one week in advance to enable teachers to make long range plans to assist substitute teachers in carrying out the teacher's planned program. Lesson plans could be checked periodically by the Principal or Assistant Principal and shall remain available for substitutes and Administration.

PARKING

Parking for staff is available in the lots at the front and side of the school complex. Limited administrative parking will be permitted in the bus "loop" lot in front of the school buildings. Some of these spaces are reserved for handicapped and visitor use as well. Police will be notified of violators, who will be towed at their own expense. Middle and High School staff spaces are assigned and located in the Auditorium lot; Elementary school staff spaces are located in the Elementary upper level and gravel parking lots. Vehicle parking stickers may be assigned by building Principals.
REPORTS TO PARENTS

There are several marking periods each year at the Elementary, Middle, and High School levels. High School report cards carry numeric grades and Middle School report cards carry alphabetical grades. The format of Elementary reports (K-5) is appropriate to each grade level. Parent-teacher conferences are scheduled with Kindergarten parents. Special conferences may be scheduled by any teacher or parent at their mutual convenience at any time during the year.

SCHOOL NEWS RELEASE

The Principal is responsible for the preparation and distribution of news releases concerning the activities within his/her building, and when necessary, seek authorization from the Superintendent. The schools frequently receive requests to send informational materials home with students. Such "flyers" must be approved by the Superintendent before distribution and must, in most cases, relate to school or student activities.

SCHOOL SCHEDULE

Teachers are expected to be in their classrooms before the beginning of classes.

Students walking to school should not arrive on school grounds any earlier than fifteen minutes before school begins. Students should not remain on school grounds after they are dismissed unless engaged in schoolwork or scheduled extra-curricular activities.

Teachers should not dismiss students before the regular time, nor permit them to leave the building during school hours, without written permission from parents, except in cases of sickness or accident.

SCHOOL SUPPLIES

School supplies should be requested from the Teacher Clerk in the building. There are supply closets in each building. The Teacher Clerk is responsible for keeping the supply closet stocked, and for distributing small quantities of supplies to the teachers. Please exercise reasonable supervision over materials, furniture, equipment, and apparatus in your school, and have students cover texts owned by the school. Unwarranted damage to school property should be reported to the Principal who should assess costs to students sufficient to repair or replace the item damaged. Try to stimulate in students a regard for school and public property.

All school-owned books should be stamped, numbered, and accounted for at the beginning and end of the school year. Students should sign for books given to them and the condition of the books should be noted. Students shall be encouraged to arrange books and supplies neatly in their desks or lockers. No student should write on bindings or edges of books. Teachers should inspect books periodically to encourage proper care and to be sure that books are covered at all times. A regular check of books by teachers is all that is necessary to enforce this rule.

In most cases, each teacher is provided with a serviceable desk and chair and adequate space in which to store instructional materials and supplies. It is not appropriate to use a desk to permanently store or house personal materials or school property.

SNOW/WEATHER EMERGENCY SCHOOL CLOSING

During inclement weather, announcements about emergency school closings or delayed school openings will be made on major television stations between 6:15 a.m. and 8:00 a.m. Staff will be notified through the Blackboard Connect phone system and the Rockport Public Schools website of school closing or delayed openings.

When the schools remain open on slippery or stormy days, expect the school buses to run later than usual. When in doubt about transportation, contact the school office. Parents are advised to use their own judgment as to whether or not to send their children to school in inclement weather.
In the event of emergency cancellation of school, all events connected with the schools will be cancelled. This includes practices and events of any type. This will avoid confusion as to whether or not an event will be held and the communication of that information to others. Only the Superintendent of Schools can authorize events on days when school is cancelled.

VISITORS TO THE SCHOOLS

ELEMENTARY HOURS: 9:00 AM TO 3:00 PM
MIDDLE SCHOOL HOURS: 7:35 AM TO 2:10 PM
HIGH SCHOOL HOURS: 7:35 AM TO 2:10 PM

Visitors should be made welcome and are to be extended the courtesies expected when a visitor comes to your home. All visitors are asked to conform to the following regulations when visiting schools:

1. Visitors must enter at the school building entrance and “buzz” the office for permission to enter the building. Visitors may be asked to identify themselves and explain the purpose of their visit before being allowed in the building.
2. Report to the building office so that someone in the office will be aware of your presence in the building and be issued a “Visitor ID”.
3. Each visitor is required to stop by and check out at the office before leaving.
4. Principals are asked to place sufficient information near school entrances to inform visitors of these regulations.

SECTION II. EMPLOYEE INFORMATION

NOTICE OF NON-DISCRIMINATION

The Rockport School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, homelessness, immigration status, disability, pregnancy or pregnancy related condition. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability. The Rockport Public Schools does not discriminate in the provision of any term or condition of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, an applicant or employee with a disability may request reasonable accommodations by contacting the Director of Student Services.

CORI AND NATIONAL FINGERPRINT BACKGROUND CHECKS

The Rockport Public Schools conducts criminal history checks in accordance with M.G.L. c. 71, § 38R, 803 CMR 2.00 and 603 CMR 51.00. This includes Criminal Offender Record Information (CORI) checks and National Fingerprint Background Checks.

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

The Rockport Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability, homelessness, pregnancy or pregnancy related condition. Harassment by administrators, teachers, certified and support
personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Rockport Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definitions
For the purposes of this procedure:

A. “Discrimination” means discrimination or harassment on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, immigration status, homelessness, age, disability, pregnancy or pregnancy related condition by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.

B. “Harassment” means unwelcome conduct on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, immigration status, homelessness, age, disability, pregnancy or pregnancy related condition that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off-color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.

C. “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Rockport Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

How to make a complaint

A. Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal listed below. If the school principal receives the report, he or
she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.

B. District staff is expected to report incidents of alleged discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any complaint of discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

C. Students and employees will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

D. Students and employees are encouraged to utilize the District’s Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to:

The United States Department of Education
Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, Massachusetts 02110-1491
Telephone: (617) 289-0111
Fax: 617-289-0150
TDD: 877-521-2172
or
Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Telephone: 781-338-3700
FAX: 781-338-3710

Complaint Handling and Investigation

A. The school principal shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.

B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.

C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.

1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator’s consideration.

3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.

4. The investigator will keep a written record of the investigation process.

5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

6. The investigation and the notification of the outcome to the complainant and the subject of the complaint shall be completed within fifteen (15) school days of the date of the receipt of the Complaint.

7. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.

8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.

9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.

D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, which may include but is not limited to:

1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within twenty (20) calendar days of receipt of the Complaint, unless the investigation is extended under the provision described above.

E. If the Complainant or the student’s parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within five (5) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee’s determination, or reverse the principal or designee's
determination. The Civil Rights Coordinator shall provide written notification of that
determination to both the Complainant and the accused. The Civil Rights Coordinator’s decision
shall be final, subject to further appeal to the Superintendent.

F. If the employee or the student’s parents or legal guardians are dissatisfied with the decision of the
Civil Rights Coordinator, an appeal may be submitted to the Superintendent within seven (7)
calendar days after receiving notice of the Civil Rights Coordinator’s decision. The Superintendent
will consider the appeal. The Superintendent’s decision shall be final.

The Civil Rights Coordinator for the Rockport Public Schools is: Director of Student Services, Martha
Wright 978-546-1210.

DRUG-FREE WORKPLACE POLICY STATEMENT FOR SCHOOL EMPLOYEES

The Rockport School Committee recognizes that alcoholism and drug abuse are treatable illnesses, and will
accordingly establish employee rehabilitation as the primary focus of the following drug-free workplace policy.

1. All employees are prohibited from possessing, distributing, or using alcohol, cannabis, or illicit drugs on
school premises and at school-sponsored activities. Illicit drugs are drugs that fall within the definition
controlled substances under M.G.L. c. 94C, § 1, and include, but are not limited to: narcotics, stimulants,
 depressants, and hallucinogens. Alcohol is defined as alcoholic beverages including beer, wine, and distilled
spirits.

2. Any employee who by clear and convincing evidence violates this policy may be subject to
disciplinary action up to and including discharge. However, any employee who agrees to complete
an appropriate and recognized rehabilitation program will not be subject to discharge for up to 2
offenses for use of drugs or alcohol within a 5-year period.

3. Employees on a first or second cycle of rehabilitation will be allowed to use their sick leave during any
period of full-time residence in an approved and recognized program.

4. The determination of an appropriate program is to be made by a professional in the field of alcohol or
drug rehabilitation, i.e., a licensed social worker, psychologist, or physician, chosen by the employee.
The term “recognized rehabilitation program” is defined as any program of counseling, treatment, or
reentry generally accepted by the medical community and/or eligible for payment or reimbursement
by health insurance plans.

5. An employee who violates this policy by the use of drugs or alcohol after the second time:
a) may be permitted to complete a third cycle of rehabilitation and/or;
b) may be suspended for up to 90 workdays at the discretion of the Superintendent of Schools; or,
c) may be dismissed.

Any employee who fails to return to employment after either the third cycle of rehabilitation, or
suspension, or both, is subject to discharge at the discretion of the Superintendent.

6. Any employee who violates this policy and who fails or refuses to participate in rehabilitation as
described above shall be subject to disciplinary action up to and including discharge according to
a progressive discipline model in conjunction with employee rights including the "just cause" provision
of any collective bargaining agreements between the School Committee and the various employee
bargaining units. Notwithstanding the forgoing, any employee found guilty beyond a reasonable doubt
distribution of illicit drugs on school property by a court or an arbitrator of competent jurisdiction
may be terminated for a first offense.

7. Nothing in this policy statement shall be construed as a waiver of any statutory or constitutional rights
of employees under either Massachusetts or Federal Law.
8. Following is a list of suggested local groups or agencies available to Rockport staff members who may be concerned about drug or alcohol abuse. In listing such resources, the School Committee does not intend to limit or define the scope of what may be considered appropriate and recognized rehabilitation programs as previously used in this policy statement.

RESOURCE LIST:
1) Beverly Center Counseling Services ............... Parkhurst Bldg, 83 Herrick St. Rm 2005, Beverly, MA 01915, 978-922-6613
2) Leahy Health & Behavioral Services ............... 298 Washington Street, Gloucester, MA 01930, 978-283-0296
3) Leahy Health & Behavioral Services Beverly Clinic . 800 Cummings Center, Suite 266T, Beverly, MA 01915, 978-921-1190
4) Children's Friend and Family Service ............... 3 Blackburn Ctr., Gloucester, MA 01930, 978-283-7198
5) North Shore Counseling Center .................... 900 Cummings Ctr. Suite 324-S, Beverly, MA 01915, 978-922-2280

EMERGENCY PROTOCOL HANDBOOK

The Rockport Public Schools has made available a Crisis Protocol Handbook to each teaching staff member, which has guidelines and information to empower and assist the faculty and staff in dealing with students in the event of a crisis. A list of the system-wide Emergency Response Committee can be found on the inside of the handbook.

EMPLOYEE ASSISTANCE PROGRAM

The Town of Rockport provides a free, confidential counseling and referral service for its employees and their family members. EAP services include initial assessment, short-term counseling, referral services, and follow-up. Personal problems. If needed, more information is available in the Central Office.

EXTRA-CURRICULAR EVENTS / FITNESS

Employees are entitled to free admission to all extra-curricular school events that take place in Rockport. Employees are also permitted and encouraged to use the school's athletic facilities when the buildings are open, including the Cam Star room and weight room, observing proper safety and security precautions during such use, in accordance with the rules of use.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 ("FMLA") requires employers to provide eligible employees up to 12 work weeks of unpaid, job-protected leave during a "leave year, for the following reasons:

1. The birth of a child and to bond with the newborn child within one year of birth.
2. The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
3. A serious health condition that makes the employee unable to perform the functions of his or her job.
4. To care for the employee’s spouse, son, daughter, or parent who has a serious health condition.
5. Because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status).

The FMLA also allows for an eligible employee, who is a covered service-member’s spouse, child, parent, or next of kin with a serious injury or illness to take up to 26 weeks of leave in a defined 12 month period to care for the service-member with a serious injury or illness.

Employees must provide 30 days advance notice of the need to use FMLA leave, when such need is foreseeable. If 30 days notice is not possible, the employee must provide notice as soon as practicable. Employees are required to provide Rockport Public Schools sufficient information for Rockport Public Schools to reasonably determine whether the employee’s leave may qualify as FMLA leave. Employees must also provide Rockport Public Schools with the anticipated duration of the leave. Upon request, employees may be required to provide Rockport Public Schools with medical certification and periodic recertification of the need for the leave.
Rockport Public Schools will inform an employee in writing whether a leave will be designated as FMLA leave, and if so, the amount of leave that will be counted against the employee’s leave entitlement. During FMLA leave, an employee’s group health benefits are maintained as if the employee had continued to work.

The Rockport Public Schools is prohibited from interfering with an employee’s FMLA rights or retaliating against an employee for exercising rights under the FMLA. Employees have a right to file an FMLA-related complaint with the U.S. Department of Labor, Wage and Hour Division, or to file a private lawsuit against an employer for an FMLA violation.

Refer to Association contract for additional information on leave benefits and requesting a leave.

An employee may request a leave, or provide the school department with sufficient information to make the department aware of an absence that may be eligible for FMLA protection. If the school department is aware that an absence from work qualifies under FMLA, the absence may be designated as FMLA, even if the employee does not request the designation.

In accordance with FMLA, eligible employees may receive up to a total of 12 weeks of leave in a 12-month period. Employees will be entitled to return to the same or an equivalent position at the conclusion of the leave, if they are able to perform the essential functions of the position.

FMLA request forms can be obtained from the School Payroll Clerk. Additional information about FMLA is available at: https://www.dol.gov/whd/fmla/

MASSACHUSETTS PARENTAL LEAVE ACT

M.G.L. c. 149, § 105D provides eligible employees 8 weeks of unpaid parental leave for the purpose of giving birth, for the adoption of a child under 18, or for the adoption of a child under 23 if the child has a mental or physical disability. The Parental Leave Act is gender-neutral.

MASSACHUSETTS PREGNANT WORKERS FAIRNESS ACT

Employers are required to provide written notification of the Massachusetts Pregnant Workers Fairness Act (“Act”) to ALL employees no later than April 1, 2018. Effective April 1, the Act will amend and expand G.L. c. 151B, § 4, Massachusetts’ anti-discrimination law, by prohibiting pregnancy-related discrimination in the workplace and in hiring. Applicable to employers having six (6) or more employees, the Act sets forth protections for employees who are pregnant and/or experiencing a pregnancy-related condition, “including, but not limited to, lactation or the need to express breast milk for a nursing child.”

**SUMMARY**

The Act prohibits an employer from

(a) taking an adverse action against an employee requesting or using a reasonable accommodation, including but not limited to failing to reinstate to an equivalent position with equivalent compensation, benefits and seniority when accommodation for pregnancy or a pregnancy-related condition is no longer needed;

(b) denying an employee an employment opportunity due to the need for reasonable accommodation of pregnancy or a pregnancy-related condition;

(c) requiring a pregnant employee or an employee with a pregnancy-related condition to accept an accommodation that the employee chooses not to accept, if such accommodation is not necessary for the employee to perform essential job functions;
(d) requiring a pregnant employee or an employee with a pregnancy-related condition to take a leave if another reasonable accommodation may be provided, without undue hardship on the employer’s program, enterprise or business; and

(e) refusing to hire a candidate for employment because of the candidate’s pregnancy or pregnancy-related condition, provided that the candidate is capable of performing essential job functions with or without reasonable accommodation not imposing an undue hardship on the employer’s program, enterprise or business.

MGL Chapter 151B, Section 4 can be found at: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter151b/Section4

INSURANCE PROTECTION FOR EMPLOYEES

The Town of Rockport carries insurance policies which provide protection for school employees in the areas summarized below:

1. LIFE INSURANCE
   Eligible employees are defined as employees who work for the Town at least 20 regularly scheduled hours per week and who receive compensation thereof. Any eligible employee who does not subscribe for the insurance within 31 days after becoming eligible may subscribe thereafter, but in such event shall be required to produce evidence of insurability as open enrollment is over. The effective date of the coverage will be upon approval of the Underwriting Department.

   Eligible Employee (prior to retirement):
   - Amount of Life Insurance = $10,000
   - Principle Sum of Total & Permanent Disability & Accidental Death Insurance = $10,000

   Eligible Employee (retired on or after July 1, 1987):
   - Amount of Life Insurance = $5000
   - Principle Sum of Total & Permanent Disability & Accidental Death Insurance = $0

2. MEDICAL -- 1) HMO BLUE 1 or 2) BLUE CARE ELECT PREFERRED - Town of Rockport (see insurance folders for details of benefits and conditions)

3. LIABILITY -- Board of Education Liability (Errors and Omissions) Policy, Argonaut Insurance Company.
   The insurance covers School Committee members, all staff members, and volunteers for their liability because of wrongful acts arising within the scope of their school duties.

   -Wrongful Act shall mean any actual or alleged errors or misstatement, misleading statement, omission, or breach of duty by the assured in the discharge of their duties.
   -Wrongful Act does not include, among other things, false arrest, libel, slander, and defamation of character, invasion of privacy, wrongful eviction, assault, or battery.

   It shall be the duty of any Committee Member or staff member to report any alleged or suspected wrongful act, error, or omission to the Office of the Superintendent before seeking legal advice.

4. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY POLICY -- Massachusetts Education and Government Association pays, when due, all compensation and other benefits required by the Worker's Compensation Law.

5. AUTOMOBILE LIABILITY AND PHYSICAL DAMAGE POLICY -- Argonaut Insurance Company
   (Gove & Feldman Insurance Agency, Inc. is the agency.)
Persons insured include an employee while using a Town-owned automobile or a temporary substitute automobile with the permission of the named insured (Town of Rockport), except that he/she is not an insured with respect to bodily injury to any fellow employee injured in the course of his/her employment. Definition: "Temporary substitute automobile" means an automobile not owned by the named insured (the Town), while temporarily used with the permission of the owner as a substitute for a Town automobile when withdrawn from normal use for servicing or repair.

INTERNET

STAFF MEMBER COMPUTER & INTERNET ACCESS

ACCEPTABLE USE POLICY

Computers with Internet Access are available for faculty and staff in the Rockport Public Schools (RPS). RPS strongly believes in the educational value of the Internet, and sees the potential of computers and the Internet as a productivity tool to support curriculum and student learning. Use of the Internet has been established at RPS for educational purposes only, not as a public access service, a public forum, for commercial use or for political lobbying. Internet access for faculty and staff is provided to promote educational excellence by facilitating research, communication, resource sharing, and innovation.

RPS realizes that while the Internet can provide many opportunities of sound educational value, the Internet also allows access to a broad range of inappropriate content and gives persons with illegal or unethical purposes another way to reach students and staff. RPS has taken, and will continue to take, all reasonable precautions to restrict access to inappropriate materials that may not be considered to be of educational value in the context of a school setting. However, RPS also realizes that access to a global network makes it nearly impossible to control all materials, and users may discover inappropriate information when accessing such a network. RPS believes that the advantage of computers and Internet access outweighs the possibility that these resources may be used for purposes that are not consistent with the educational goals of RPS.

Faculty and staff at RPS will have access to computers with Internet access, email, newsgroups, and a variety of other web-based resources for school-related use only. All new faculty and staff members must read this "Acceptable Use Policy" and sign the agreement page to indicate an understanding and acceptance of its content. All faculty and staff are responsible for appropriate behavior on the RPS computer networks. The use of RPS networks is a privilege, not a right, and may be revoked if abused. Computer activity on the RPS network is recorded and can be monitored in certain circumstances. Faculty and staff are advised never to access, keep, or send anything that they would not want their coworkers and/or supervisors to see.

By signing the "Acceptable Use Policy" form, the staff member agrees that the following actions (which are not inclusive) constitute unacceptable use of the RPS technology facilities, whether that use is initiated from school or any other site where it interferes with our network/system and/or students and staff:

EMPLOYEE ACCEPTABLE USE OF INFORMATION RESOURCES File: GBEE

Introduction
The Rockport Public Schools District supports student and staff access to a variety of rich information resources. In a free and democratic society, access to information is a fundamental right of citizenship. Electronic information literacy skills are now fundamental to the preparation of citizens and future employees. The use of new tools and systems brings new responsibilities as well as opportunities. Integration of information technology into the curriculum will occur in all subject areas K-12, as is reasonably feasible.

The District Acceptable Use Policy (AUP) shall be published in the schools' Student handbooks that have been approved by the School Committee and filed with the Department of Education in compliance with MGL Chapter 71, Section 37H and issued to students. Parents shall submit to the school the appropriate acknowledgement form, verifying that they have reviewed the contents of the handbook with their child. Additionally, the AUP shall be published in staff and student handbooks and posted in the Policy Manual on the Rockport Public Schools website.

Appropriate Uses: The Rockport Public Schools (RPS) information technology (IT) resources shall be used in a manner consistent with the educational mission as well as providing citizens with better and more efficient services. The user shall show respect of the shared resource, software, intellectual property rights, ownership of information and system security. Professional behavior and means of communication are expected. Use contrary to this policy or rules is unacceptable and prohibited.
Prohibited Uses: Each RPS employee is responsible for his/her actions involving information technology and his/her computer files, passwords and accounts. Examples of prohibited use of school IT include, but are not limited to, the following:

1. Any use that violates any federal, state, or local law or regulation, including copyright laws, or violates a School Committee policy;
2. Any use to harass, discriminate, threaten, defame, demean or intimidate;
3. Any use that involves material or language that is profane, obscene, fraudulent, offensive, sexually explicit or sexually suggestive, or vulgar, except for educational purposes;
4. Any use for private financial gain, advertising, or solicitation purposes;
5. Conducting private business;
6. Fundraising for any non-school sponsored purpose, whether non-profit or for-profit;
7. Downloading, using, or copying software in violation of a license agreement or copyright;
8. Infringing on intellectual property rights;
9. Connecting any device not owned and managed by the RPS to the network (other than the “RPS-Student” wireless network);
10. Obtaining confidential information about student and/or their families for non-school related activities or sharing confidential information about students or RPS employees for non-school related activities;
11. Wasteful use of the schools’ IT resources by, among other things, sending mass mailings or chain letters, excessive printing, spending excessive amounts of time on the Internet, or otherwise creating unnecessary network traffic. For the purposes of this section, "excessive amounts of time" is time that interferes with the employee’s official duties and responsibilities;
12. Revealing one's password to anyone else, using another's password, or pretending to be someone else when sending information over the school network;
13. Forgery or attempted forgery;
14. Gaining, or attempting to gain, unauthorized access to any computer or network;
15. Any misuse or disruption of school IT, including intentional physical misuse or damage, or any breach, or attempt to breach, the security features of school IT;
16. Any communication that represents personal views as those of the schools or that could be misinterpreted as such;
17. Any communication that violates generally accepted rules of electronic mail or computer etiquette and/or professional conduct;
18. Posting pictures, audio, or video of school personnel, students, or school related activities to the Internet without the permission of administration, faculty, and the parents of all students involved; and
19. Failure to report a breach of school IT security to the Director of Technology.

RPS employees who need further clarification or have a question should seek guidance from their building Principal and/or the Director of Technology.

Privacy: The use of school IT resources varies greatly from personal home use. All actions including, but not limited to, information stored, accessed, viewed, or written are logged and accessible by the Administration. The RPS Administrative staff (principal/assistant principal) has the right to monitor, quarantine, backup, move, archive and/or delete, and accesses all electronic files, local or remote, on systems managed by the district with IT support, as necessary. RPS employees should have no expectation or guarantee of privacy when using the school's IT resources whether their use takes place during or outside school hours.

All actions performed by RPS employees in regards to the schools’ IT resources are legally discoverable and could be subpoenaed by a court of law.

Data Confidentiality: Some RPS employees, as part of their jobs, have access to confidential information such as personal data about identifiable individuals. RPS employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure personally identifiable information remains confidential. RPS employees are strictly prohibited from acquiring access to and/or disseminating such confidential information
unless access to and/or dissemination is authorized and required by their jobs.

Resources, such as websites, blogs, wikis, assessments, etc., used or created as part of an employee’s responsibilities with the RPS should be known by and assessable by the appropriate administrator (Director, Principal, or other District Administrator) and pre-approved by the Director of Technology for continuity, safety, and liability. Resources provided by the RPS are always preferred to external options unless none are available.

**Email and the Public Records Law:** Email messages concerning official school business are generally considered public record information that is subject to disclosure under the Massachusetts public records law. [G.L. c. 66 section 10; G.L. c. 4, s. 7 (26)]

Documents prepared in anticipation of litigation or to reply to a Freedom of Information Act (FOIA) should not be disclosed without prior approval from the Superintendent.

**Etiquette:** Use of all communications (electronic or written) reflect upon the Town of Rockport and the Rockport Public Schools. RPS employees should communicate in a professional manner with proper spelling and grammar. Modeling for students is expected of all staff in and outside of the classroom. Be mindful of your use of social media (Facebook, My Space, etc.) as parents, students, and community members, rightfully or not, may conduct their own search of you. Such searches may result in discovery of personal postings and/or your comments made about work, fellow faculty/staff, and/or students. Therefore, RPS employees are held to a higher standard of conduct that reflects on your reputation and that of RPS. Supervisors may, in their discretion, require that work-related e-mail messages be approved as to form and content prior to dissemination.

**Responsibility for Laptops Issued to Faculty and Staff:** An employee who has been issued a laptop is responsible for the laptop at all times in school and outside of school. There should be no expectation that stolen or damaged laptops will be replaced with similar equipment. Negligent or excessive damage to RPS equipment may result in repair/replacement charges. Only software with appropriate licenses owned by RPS can be installed on the laptop.

**Responsibility for Unauthorized Charges, Costs, or Illegal Uses:** RPS assumes no responsibility for any unauthorized charges made by RPS employees, including, but not limited to, credit card purchases, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

**Disclaimer on Liability:** RPS assumes no responsibility for any loss or corruption of data resulting from the use of the schools’ IT resources.

**Violation of the Policy:** Violation of any portion of this policy may result in disciplinary and/or legal action, and/or including possible suspension or dismissal.

Adopted:  June 20, 2012

INTERNET PUBLICATION  File: IJNDC

I. **PURPOSE**

The Rockport School District has established a web page for educational purposes in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

II. **SUPERVISION OF WEB PAGES**

The Superintendent (or appointed designee) may select a person or persons to be responsible for overseeing the school district’s web pages and maintaining the web pages in a manner consistent with this policy and
the school district's Access to Digital Resources Policy.

Staff members may publish web pages related to their class projects or courses on the school's web site. Staff will be expected to follow the District’s Acceptable Use Policy when publishing material on the school’s website. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All copyrighted work that is published will be accompanied by a copyright notice that prohibits copying the work without the written consent of the copyright holder.

III. CONTENT STANDARDS

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

IV. SAFETY PRECAUTIONS

A. In general
   Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

B. Student photographs
   • Student photographs may be published only with the written consent of the student's parent or guardian.
   • Student photographs will not be accompanied by identifying information about the student(s).

C. Student work
   Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

D. Staff photographs, identifying information and work
   • Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
   • Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

SOURCE: MASC
Adopted: October 7, 2015

INTER-SCHOOL/INTER-DEPARTMENT MAIL

Inter-office mail is delivered between all school offices and between the school complex and Town Hall each day, including summer and vacation periods.

MASSACHUSETTS CONSCIENTIOUS EMPLOYEES ACT

The Massachusetts Legislature passed an "Act to Protect Conscientious Employees." The statute protects from retaliation a public employee who objects to, discloses, or provides information about his or her employer's activities, policies, or practices that the employee reasonably believes to be in violation of law or regulation or to pose a risk to public health, safety, or the environment (G.L. c. 149, § 185). The statute also extends protection to
complaints of alleged illegal practices conducted by another employer with whom the employee's employer has a business relationship.

An employee who believes the statute has been violated may bring a civil action. Remedies include reinstatement with back pay in the amount of three times lost wages and benefits as well as costs and attorney's fees. The employee retains any other legal and contractual right the employee may otherwise have. However, if a court finds an action was brought without basis in law and fact, the employee may be assessed attorney's fees and costs.

The statute shall not apply unless the employee complains in writing to a supervisor and affords the employer a reasonable opportunity to correct the alleged violation. While this requirement may be waived in certain situations, the Rockport Public Schools wants employees to immediately report any employer activity, policy, or practice that an employee believes to violate the law or to constitute a risk to health, safety, or the environment. Please direct all complaints to:

Mr. Robert Liebow, Superintendent of Schools  
Rockport Public Schools  
24 Jerden's Lane  
Rockport, MA 01966

All complaints will be promptly investigated and appropriate action taken. In addition, no employee will be retaliated against for filing a complaint pursuant to the conscientious employee statute.

MENTOR PROGRAM

The Rockport Public Schools Mentor Program is a program designed to train veteran teachers to work with new induction year staff. The program is designed to work for two years with the mentor/mentees meeting on a bi-weekly basis throughout the first year and on a monthly or as needed basis in year two. Each year of the program, both the mentor and mentee will have the opportunity to work closely together, share experiences, and observe each other within the classroom.

A mentor will be recommended by a building principal. Upon agreement, he or she will participate in Mentor Training provided by the district. Mentor training is to be attained through an accredited college or university, or may be offered in-house through Rockport's Mentor Program Summer Institute.

"The Rockport Mentoring program is designed to promote new teachers to constructively reflect on their own teaching for improvement, as well as stimulate continued reflective growth for professional teachers."

ON THE JOB INJURIES - REPORTING PROCEDURE

When a staff member is injured on the job, he/she shall inform his/her immediate supervisor and the Town Accountant (978-546-3691), of the injury at the Town Office Building within 48 hours.

Fill out a MEGA "Medical Only Report of Injury" form from school office. Form requires employee and supervisor signature. Return to Accountant's office at Town Hall. If employee is a member of the Essex Regional Retirement System they must file a "Notice of Injury" form, also from school office, with the Retirement Board within 90 days of injury.

The claim form for filing for workmen's compensation must be signed by the staff member's immediate supervisor. He/she shall pick up, or have a designee pick up from the Town Accountant, the appropriate paperwork to be filled out and returned according to instructions provided by the Accountant.

This procedure is important for the timely filing of paperwork for insurance purposes and for the benefit of the employee in the case of workmen's compensation claims.

NOTE: In an emergency, when immediate medical attention is required, inform the medical facility staff that the injury is job related.
PAY DAYS

On the last page of this handbook is a copy of the school calendar, with pay dates indicated. Any person on the teachers' salary schedule will be paid in twenty-six (26) equal installments during the contract year, with the balance of his/her year's salary paid out in a lump sum check at the conclusion of the school year.

PETTY CASH

Petty cash money comes out of each school's supply budget. Petty cash is available for postage or supplies under $10 which cannot otherwise be obtained through a purchase order. A receipt must accompany each request for reimbursement. Petty cash is available at the Elementary, Middle, High School, and Administrative Offices.

SMALL NECESSITIES LEAVE ACT

M.G.L. c. 149, § 52D enables eligible employees to be permitted to take short-term leave, in hourly increments, for the following reasons:

- to participate in activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- to accompany the son or daughter of the employee to routine medical or dental appointments such as check-ups or vaccinations;
- to accompany an elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing nursing homes.

To utilize leave under the Small Necessities Leave Act, an employee is expected to request and certify the reason for such leave on a form available in the Superintendent's Office. If the need for leave is foreseeable, the employee must submit the request/certification at least 7 days prior to the leave. If the need is not foreseeable, the employee must notify RPS as soon as practicable.

STAFF CODE OF CONDUCT

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

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

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

The School Committee expects staff members to be familiar with, and abide by, all its policies including, but not limited to, the following: Staff Ethics/Conflict of Interest (GBEA), Staff Participation in Political Activities (GBI), Gifts To and Solicitation By Staff (GBEBC), Drug-Free Workplace (GBEC), Tobacco Use on School Property (GBED), Employee Acceptable Use of Information Resources (GBEE), Non-School Employment (GCR), (INDB) Access to Digital Resources, and Technology Acceptable Use (INDB) policies.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which are required of all personnel:

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

All staff are expected to maintain a standard of dress, personal appearance, general decorum, moral standards, and behavior that reflects their professional status in the community.

Source: School Committee policies GBEB, GBEA, GBI, GCR, GBECBC, GBEC, GBED, IJNDB

STAFF CONDUCT WITH STUDENTS File: GBEBA

The Rockport Public School Committee expects all staff members, including teachers, coaches, counselors, administrators, support staff and volunteers, to maintain the highest professional, moral and ethical standards in their conduct with students. At all times staff members are expected to be mindful of our school district’s core values and educational philosophy, which promises to provide a safe environment that fosters integrity, respect, and success and which stipulates that “our schools should provide a learning environment characterized by mutual respect and should strive to develop in our students’ feelings of self-worth and accomplishment.”

The interactions and relationships between staff members and students should therefore be based upon mutual respect, trust and the dignity of the individual, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the school.

Consistent with this policy, staff members are therefore expected to model civil and respectful behavior and to create a positive educational environment. To accomplish this goal, staff members are expected to approach every interaction with a student with an attitude of concern and caring for the individual student and his or her needs. In interactions with students and each other, staff is expected to exhibit self-control, to use respectful language and manners, and to guide by example. Because certain negative behaviors are known to undermine trust and impede learning, staff members are expected to avoid such behavior.

In sum, the School Committee encourages staff to build positive, caring relationships with students, but to be mindful to maintain clear and appropriate boundaries that respect the physical and emotional health of all students.

Staff members are encouraged to consult with their administrators or supervisors whenever they are unsure whether particular conduct may constitute a violation of this policy.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are in no way limited to the following:

- Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment under the Committee’s policy on harassment and sexual harassment of students.

- Using sexual banter, allusions, jokes or innuendos, sexually suggestive, flirtatious or unduly coarse language with students.

- Singling out a particular student or group of students for personal attention and/or friendship within the school environment for other than appropriate educational purposes.

Conduct Requiring Administrative Approval
Before engaging in activities like the following, staff members shall review the activity with the principal or appropriate other supervisor.

- Inviting or allowing students to visit the staff member’s home, or visiting a student’s home, unless on official school business, or done in another context, such as when visiting a parent or other relative of a student, or when such contact is tangential to the purpose of the visit.

- Maintaining personal contact with a student by telephone, e-mail, Instant Message, Internet chat rooms or other communications media beyond contact regarding homework or other legitimate school business, unless such contact is linked to a legitimate relationship with the student outside the school.

- Exchanging personal gifts beyond customary student/teacher gifts unless the exchange occurs as part of a legitimate relationship with the student outside the school.

- Socializing with students outside of school-sponsored or community organized events unless the socializing is explicitly pre-approved of by a parent or guardian of the child, arises out of a legitimate relationship with the student outside of the school, or is incidental to socializing with other adults.

**Reporting Suspected Violations**

Staff members, students and/or parents or guardians should promptly notify the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

**Disciplinary Action**

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving possible sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Committee’s policy on Reporting Child Abuse and Neglect.

**Policy to be Included in Handbooks**

This policy shall be included in all employee, faculty, student and volunteer handbooks.

Adopted: March 27, 2013

LEGAL REFS.: M.G.L. 71:37H; 151B:3A; 119:51A

**TAX SHELTERED ANNUITY INFORMATION**

Staff members who wish to purchase new or additional tax sheltered annuities, or to make changes to existing ones, must complete the proper forms within the first 90 days of school. Therefore, the applications, completed by the annuity company, must be received in the office of the Town Treasurer well in advance of any requested changes.

**TOBACCO/SMOKE-FREE ENVIRONMENT**

Tobacco use, including e-cigarettes/vaping products shall be prohibited on school grounds, buildings, facilities, buses, and at all off-site Rockport Public Schools’ programs and events. This policy applies to students, staff, and other adults. Tobacco products are not to be brought onto school grounds, even by those students 18 years or older. Students who bring tobacco products onto school grounds, and students smoking or using tobacco products on school grounds will be subject to the Rockport Public Schools’ Tobacco Offense Rules. Non-students who bring tobacco products onto school grounds, or smoke or use tobacco products on school grounds, will be subject to the Town of Rockport By-Law, Chapter 10; Section 7, Use of Tobacco Products Civil Penalties.
The District's policies pertaining to the conduct of teachers and students including those which prohibit the use of any tobacco products within the school buildings, school facilities, on school grounds, or on school buses, by any individual, including school personnel, are posted on the school website.

TOWN OF ROCKPORT BY-LAW, Chapter 10: Section 7.
"USE OF TOBACCO PRODUCTS"

a. **Definitions.** As used in this section, the following words shall, unless the context clearly requires otherwise, have the following meanings: (I) "Smoking," the lighting of any cigar, cigarette, pipe, or other tobacco product or having the possession of any lighted cigar, cigarette, pipe, or other tobacco product. (II) "Public Building," any enclosed, indoor area that is located in a building owned or occupied by any department or agency of the Commonwealth, or any political subdivision thereof.

b. **School Property.** The use of tobacco products within school buildings, school facilities, or on school grounds, by any individual, including school personnel, is prohibited.

c. **Public Buildings.** No person shall smoke in any public building except in an area that has been designated as a smoking area.

d. **Penalties.** Any person who violates any provision in b. and c. above shall be punished by a fine as follows: First offense - warning, Second offense - $25.00, Third and subsequent offense - $50.00 (added 03/21/98).

The success of this policy will require the cooperation of the total school community. All individuals share in the responsibility of establishing a smoke/tobacco free environment.

**WELLNESS PROGRAM**

**WELLNESS POLICY**

The Rockport School Committee recognizes the relationship between student health and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the school district will provide developmentally appropriate nutritional, social-emotional and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

**Wellness Committee**

The school district will establish a Wellness Committee which meets at least four times a year and consists of at least one (1): parent, teacher, student, nurse, school food service representative, School Committee member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee. The Superintendent will invite individuals to serve on the Committee for a term of two years. Once established, the Committee will choose a Wellness Coordinator(s).

**Healthy Eating and Nutrition**

It is the policy of the school district that all foods and beverages made available on campus during the school day are consistent with School Lunch Program nutrition guidelines. The Rockport Public School District will increase the availability and sale of nutritious, well-balanced, and varied selections from our School Nutrition Program and discourages the sale and consumption of beverages and foods low in nutritional value during regular school hours. The offerings by the School Nutrition Program will consider the needs of all students with specific food allergies, medical issues, and food intolerances.

**Physical Fitness**

The Rockport Public School District will maintain a planned, sequential K-12 curriculum that addresses the
physical, social, emotional, and cognitive development of all students and that is aligned with the Massachusetts Physical Education Frameworks, the standards established by the Dept. of Elementary and Secondary Education, and existing district policies. The District will provide and encourage opportunities for physical fitness, both structured (K-12 physical education curriculum) and activity-based (recess, movement, extracurricular activities, and sports teams/clubs), and encourages the integration of physical activity into the academic curriculum wherever possible appropriate.

Lunch and Recess

The Rockport Public School District will allow students to have sufficient time to eat lunch within the lunch period. Principals are encouraged to provide recess before lunch for PK-5 students when possible. Recess is an important activity in the school day for elementary school students. Studies have shown recess provides academic, social and physical benefits. Students shall be given sufficient recess time to provide opportunities for social development in a safe environment and a chance to expend physical energy, thereby resulting in improved alertness in the classroom through a break in routine. Recess shall not be used to motivate or punish students unless there is a safety reason to do so.

Health Education and Consumer Science

The Rockport Public School District will maintain a planned, evidenced based, sequential K-12 curriculum that encourages students to make healthy life-style choices and addresses the importance of physical, social-emotional, nutritional, preventative, personal and community health. The curriculum will be aligned with the Massachusetts Health Education Frameworks, the standards established by the USDA’s National School Lunch and School Breakfast Program, and existing district policies. Standards for nutrition education will be included within the K-12 health education curriculum.

School Health Services

The Rockport School district through its qualified professional School Nurses shall promote the well-being of students while providing a wide range of services to meet the biopsychosocial needs of our school population. Health assessments, education, disease prevention and health promotion shall be at the core of all skilled nursing interventions, consistent with government regulations and based on best practices in research.

The District’s qualified health providers will administer emergency care, student and staff health education, surveillance and notification of contagious diseases, mandated screenings, referrals to prevent and control disease, and referrals for counseling and access to information. The school health services will promote choices that lead to lifelong wellness practices.

Counseling and Psychological Services

The Rockport Public School District promotes students' mental, emotional, and social health by providing all students access to counseling and psychological services. These services are to be provided by a sufficient number of highly trained and qualified professionals who support and value the social and emotional well being of students, families, and staff and who help to create programs which foster a healthy school environment.

Healthy School Environment

The Rockport Public School District will provide safe, healthy, and well-maintained grounds and facilities that are tobacco, alcohol, and drug free. Professional practices and policies will foster a culture of caring, respect, and responsibility.

Community

The Rockport Public School District will educate the school community on trends and information related to health and wellness and encourage community partnerships that assist in this effort. The Rockport School Committee believes that the successful development of lifelong wellness practices requires the combined efforts
of families, schools and community.

**Evaluation**

The wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. Wellness program coordinators shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and are charged with operational responsibility for ensuring that schools meet the goals of the district wellness policy. Wellness program coordinators will report to the School Committee annually. The Wellness Policy will be reviewed annually.

**Adopted:** May 10, 2006

**Revised:** April 16, 2014

**Revised:** April 5, 2017

**Sources:** Current policy, MASC policy, Lynnfield Public Schools policy

**LEGAL REF:** The Child Nutrition and WIC Reauthorization Act of 2004, Sec. 204, P.L. 108-265
The Richard Russell National School Lunch Act, 42 U.S.C. §§ 1751-1769h

**SECTION IV. STUDENT INFORMATION**

**CHILD ABUSE OR NEGLECT - MANDATED REPORTING**

In order to insure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Social Services, and to cooperate in any investigation of such possible neglect or abuse. (Massachusetts General Laws Chapter 119, Section 51A.) We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well.

**CHILDREN WITH SPECIAL NEEDS**

Chapter 766, the Massachusetts Special Education Law, requires that any child with a special need shall have that need provided for by the public schools.

The Rockport staff includes teachers trained and certified in the diagnosis and teaching of children with special needs. These teachers support identified special needs students in regular classrooms and provide individualized programs in Resource Rooms in both buildings. Rockport also provides services through the Northshore Educational Consortium, which runs several programs for children whose special needs cannot be met in Rockport.

Anyone may request a pre-referral meeting for a child suspected of having a special educational need. Rockport's Special Education philosophy is a philosophy of INCLUSION in which schools and classrooms sanction all learners as integral members of the learning community, ensure their full participation, and celebrate their uniqueness. This is supported by both State (Chapter 766) and Federal legislation (Individuals with Disabilities Education Act. IDEA, Section 504 of the Rehabilitation Act of 1973), and the Americans with Disabilities Act (ADA), and reflects the education of students with special educational needs in the Least Restrictive Environment (LRE).
DISCIPLINE

Without good discipline, the school cannot discharge its primary responsibility, the development of an educated citizen. Without good discipline, students cannot realize their greatest opportunity for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the Principal, the Superintendent, and the School Committee. The following principles are recommended:

1. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and doing something constructive rather than punishing them for doing something anti-social.
2. Good discipline is always fair, dignified, and in good temper.
3. Conferences with the teacher, the Principal, and the parent should usually bring about acceptable classroom behavior.

Building Principals are responsible for the maintenance of acceptable student conduct in their buildings. Building Principals may make any reasonable rules or regulations necessary to prevent students from acting in such a way as to injure their own opportunity to learn or infringe on the right of other students to learn. Employment of these rules shall be in keeping with good educational practice and School Committee Policy.

SUSPENSION OF STUDENTS

Suspension may be imposed when other means of correction have failed, or when keeping a student in school would be detrimental to the general welfare of the school and its students. All suspensions shall be reported to the Superintendent in writing. On the basis of law and Rockport School System Policy. Refer to applicable school student handbook for more information.

EXPULSION OF STUDENTS

All expulsions shall be reported to the Superintendent in writing. Refer to applicable school student handbook for more information.

Mass General Law Chapter 71 Section 37H:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter
76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

HOMELESS YOUTH AND CHILDREN EDUCATION RIGHTS
THE MCKINNEY-VENTO ACT

Federal law, called the McKinney-Vento Act, protects all children and youth in homeless situations. A homeless student is defined broadly as any child or youth without a fixed, regular, and adequate residence. This includes students who are "doubled-up" with friends and relatives, pre-school age children, and runaway youth (even those whose families want them to come home).

Homeless students in schools and pre-schools have the right to:

Stay in their original school even if they move to another district. The McKinney-Vento Act gives homeless students the right to stay in the school they attended prior to loss of housing, or to remain at the school in which they were last enrolled, unless the parent or unaccompanied youth chooses otherwise. This is called the "school of origin."

Receive transportation to their original school. The McKinney-Vento Act requires school districts to provide or arrange transportation for students in homeless situations so that students can stay at their school of origin, even if student moves to a different city, county, or school district.

Immediately enroll in a new school. The McKinney-Vento Act allows homeless students who move and wish to enroll in a new school where they are situated while homeless to attend classes immediately, without proof of residency, immunizations, school records or other papers, and without a uniform.

Automatically receive free breakfast and lunch at school. The McKinney-Vento Act allows a shelter worker or parent to contact the school to verify the child's homelessness. The school must immediately begin providing meals based on this verification.

Receive all the educational and supplemental services they need, including pre-school. The McKinney-Vento Act-appointed district liaison must provide referrals to the parent or youth for other necessary and relevant services.

HUMAN SEXUALITY CURRICULUM POLICY

School Committee Policy File: IHAM-1 - PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Rockport School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The
Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curriculum change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

2. inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parent/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy, may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

Adopted: October 18, 2000
Revised: May 28, 2003
SOURCE: Adapted from MASC Policy
REF.: Department of Education

STUDENT RECORDS REGULATIONS

The regulations regarding student records issued by the State Department of Education govern the data to be maintained, classification of records, eligibility for access, security of records, and their ultimate disposal. These regulations are set forth to insure student rights of confidentiality, inspection, amendment, and destruction of student records. In general, the following rules apply:

1. Records are classified as temporary and permanent (transcripts). The permanent records include identification data, grades, etc. The temporary records include all other records - tests, school activities, professional evaluations, etc.

2. Temporary records will be maintained for two (2) years, and then may be disposed of. However, the Eligible student or parent/guardian must be informed and given the opportunity to claim the records if he/she wishes.

A notice of this maintenance schedule will be included in whatever information packets go out to graduation students. Students who leave the system at other times will receive the notice at the time of withdrawal.

Permanent records will be maintained for 60 years.

3. People having access to student records shall include any school personnel dealing with the student. In addition, students and parents have access to the records within their own personal
jurisdiction. Those rights of access include:

a. Students, upon reaching 14 years of age, or upon entering grade 9, whichever comes first.
b. Parents, at any time, except that if a student is 18 years of age or over, the student may limit a
parent's access by written request.

4. No records shall be disseminated to any other party except by written consent of the responsible
parent/guardian and as outlined in Item 3 above.

a. The school may release for publication a student's name, class, participation in officially
recognized activities and sports, honors and awards, and post high school plans provided a
reasonable time is allowed eligible students and parents to inform the school that such
information shall not be released without prior consent.
b. The school shall publish during every school year a list of standardized testing programs,
research studies, and other routine information to be collected during the year.

Copies of the regulations further detailing these and other items pertaining to student records are available in the
office of the Superintendent of Schools.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
AND
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This
Act gives the parents or guardian the right to: (1) inspect and review his/her child's educational records; (2) make
copies of these records; (3) receive a list of the individuals having access to those records; (4) ask for an explanation
of any item in the records; (5) ask for an amendment to any report on the grounds it is inaccurate, misleading, or
violates the child's rights; and (6) request a hearing on the issue if the school refuses to make the amendment.

All health records generated on behalf of a student in school are part of the student's educational record, regardless
of whether the school nurse generating them is an employee of the school system or a local agency. The U.S.
Department of Education has an excellent fact sheet at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
that clearly defines FERPA.

Additional information regarding either HIPAA or FERPA may be obtained from the Administrative School
Nurse's Office by calling 978-546-1200 X30206.

TEACHER'S JURISDICTION

A teacher's jurisdiction is not confined to his or her classroom. School behavior and attitude depend upon an active
staff that assumes responsibility and leadership throughout the school and grounds.

RECYCLING POLICY FILE: ADDA

The Rockport School Committee recognizes the importance of recycling materials whenever possible to conserve
the world's limited resources and conserve energy while exercising sound financial practices. To this end, all
Rockport Public Schools will recycle materials that would otherwise become waste, including but not limited to
paper, cardboard, bottles and cans, from throughout the school buildings and grounds, in compliance with the
Massachusetts Department of Environmental Protection's waste ban, which prohibits disposal of recyclable paper,
cardboard, and paperboard; glass and metal containers; and single-resin, narrow-necked plastics.
The implementation of this policy is the responsibility of the School Committee, the Administration, all staff, and
students. Success in reducing waste through recycling is based on the cooperation of all the individuals in the
school community.

To ensure success in the district's recycling efforts, the following practices will be adopted:

1. All district personnel and students are expected to support and participate in recycling efforts in all school
spaces and grounds and at all school-sponsored activities and events. This includes but is not limited to hallways, restrooms, cafeterias, lobbies, and playing fields.

2. Every effort shall be made to promote the reuse of material, including institutional support for reusable water bottles and the implementation of paper reduction techniques and the reuse of single-sided paper in copiers and printers.

3. In compliance with the Town of Rockport’s procurement policy, all paper purchases for in-house use or custom printed materials shall contain no less than 30% post-consumer recycled material to meet current state and federal minimum standards. The school shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper, along with the recycling symbol, whenever practicable.

4. The Rockport Public Schools will work in cooperation with other town and state departments in the pursuit of these goals.

5. Teachers are encouraged to include educational lessons on recycling as well as general environmental stewardship in the curriculum wherever appropriate.

The Rockport School Committee directs the Superintendent to implement a materials recycling program in the Rockport Public Schools. This policy shall be included in all employee, faculty, student and volunteer handbooks.

Adopted: June 26, 2013
SOURCE: Adapted from MA Dept of Environmental Protection Sample Policy
## APPENDIX A. SECTION 504 and TITLE IX COORDINATORS

**Rockport Public Schools**  
**Section 504/ADA Coordinators**  
**Homeless Coordinator**  
**Title IX Coordinator**  
2019-2020

### Homeless Coordinator:

Robert Liebow  
24 Jerden’s Lane  
Rockport, MA 01966  
978-546-1200

### Title IX District Coordinator:  
**Civil Rights Coordinator:**  
**Section 504/ADA District Coordinator**

Martha Wright  
32 Jerden’s Lane  
Rockport, MA 01966  
978-546-1210

### Section 504 Building Coordinators

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<tr>
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<tbody>
<tr>
<td>Rockport Elementary</td>
<td>Heather Castonguay</td>
<td>34 Jerden’s Lane</td>
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<tr>
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<td>Bridget O’Connell</td>
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<td>Scott Larsen</td>
<td>Ann-Marie Luster</td>
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APPENDIX B: STATEMENT OF NON-DISCRIMINATION

Per Massachusetts General Laws Chapter 76 Section 5:

“Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.”

In light of the above statement, parents and students must understand that any incidents of discrimination will be thoroughly investigated. Penalties will be imposed on any individual harasser in accordance with the school discipline policies for students or staff. However, for a severe incident, more serious and immediate steps may be required which may involve the notification of local, state, or federal law enforcement groups or agencies.

In any instance of discrimination, students should bring the matter to the attention of the Principal, the Title IX coordinator of the system, or one of the Title IX representatives in the school.

Civil Rights

Matters that relate to the safe and productive participation of students who receive Special Education or those who are on 504 plans, those who may be victims of sexual harassment, and/or matters that negatively affect the healthy participation of any student protected under the discrimination language in the previous section may constitute a violation of Civil Rights.

Harassment

The Rockport Public Schools is committed to the prevention of harassment based upon sex, race, color, ethnic/national origin, religion, age, handicap/disability, sexual orientation, physical appearance, and physical/mental capacity.

Harassment is any form of behavior (including discrimination) that interferes with another person's sense of safety, dignity, comfort, or productivity in the employment or education environment.

Prohibited conduct includes, but is not limited to, the following conduct when related to a person's sex (gender), race, color, ethnicity/national origin, religion, age handicap/disability, sexual orientation, physical appearance, and physical/mental capacity, and when such conduct is unwelcome by the recipient.

1. Name calling (verbal/written), teasing, jokes, rumors, or other derogatory or dehumanizing remarks;
2. Pulling at clothing or other possessions;
3. Graffiti or symbols;
4. Gossip, harassing phone calls, and pranks;
5. Unwelcome touching of a person or person's clothing;
6. Offensive or graphic posters, pictures, cartoons/caricatures, notes, book covers, or designs on clothing;
7. Any words or actions which provoke feelings of discomfort, embarrassment, hurt, or intimidation.

Harassment, in general, is prohibited whether or not such harassment involves relationships of adult-to-adult, adult-to-student, student-to-student, or student-to-adult. See a more elaborate discussion of harassment in the section on harassment and discrimination procedures.
Sexual Harassment

Sexual harassment is defined as unwanted sexual attention from peers, subordinates, supervisors, customers or anyone with whom the victim may interact in order to fulfill his/her job or school-related activities/duties. The harassment may be verbal or physical in nature and may be directed at either females or males. Title IX protects students from sexual harassment that is considered a form of sexual discrimination.

Harassment and Discrimination Procedures

Unlawful and Prohibited Conduct Defined: Unlawful and prohibited conduct includes, but is not limited to, actions which are related to a person’s sex/gender, race, color, national origin, religion, age, disability, or sexual orientation when such actions are unwelcome and unsolicited by the recipient.

Harassment, based on a person’s race, color, national origin, religion, age, disability, or sexual orientation, consists of conduct that:
1. has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive work or education environment;
2. has the purpose of substantially or unreasonably interfering with a person’s work or academic performance; or
3. otherwise adversely affects a person’s academic standing or employment opportunities.

Sexual/Gender Harassment: Unlawful and prohibited conduct, consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct, or communication of a sexual nature when:
1. submission to, or rejection of, such conduct or communication is made explicitly or implicitly a term or condition of employment, or education, or academic achievement; or
2. submission to, or rejection of, such behavior is used as a basis for employment or academic decisions; or
3. such behavior unreasonably interferes with an individual’s work or academic performance, or creates an intimidating, hostile, humiliating, or offensive work or educational environment.

Examples of prohibited behaviors regarding sex, gender, race, color, national origin, religion, age, disability, or sexual orientation shall include, but not be limited to, the following examples:
1. Verbal conduct: name calling, teasing, jokes or other derogatory or dehumanizing remarks, by an individual or group as in verbal bullying;
2. Physical contact: unwelcome touching of a person or person’s clothing or any other act of physical intimidation or bullying;
3. Written conduct: notes, cartoons, calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages or electronic mail (email) of an offensive nature, or designs on clothing meant to offend another on the basis of gender, race, color, national origin, age, disability, sex or sexual orientation, or other identifying characteristics;
4. Visual conduct: suggestive looks, leering, or gesturing of a suggestive nature; or
5. Blackmail: as in behavior with the intention to control another individual’s scholastic achievement or employment status.

The foregoing list provides some concrete examples, but is not meant to be all-inclusive.

Responsibilities: All students, teachers, administrators, and other personnel are responsible for creating and maintaining an environment that is free of harassment and other offensive behaviors, for conducting themselves in a manner consistent with the spirit and intent of this policy, and in cooperating with any investigation of alleged harassment.

The subject of harassment should report alleged violations of this policy to the appropriate personnel in accordance with the guidelines and procedures that accompany this policy. What one person might consider as acceptable behavior may be viewed by another as harassment. Therefore, it is suggested that a person make clear to the harasser that the behavior is offensive and must cease.

Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, or administrator, or to one of the Title IX representatives from the faculty.
The school authorities will investigate all complaints of harassment. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of sexual harassment and related information will be kept confidential to the extent consistent with the school's obligations under law.

The principal, or designee, will submit a copy of the complaint to the Rockport Public Schools Civil Rights Officer for review and for mutual determination of whether the issues may constitute a possible civil rights violation. As a component of that process, the Principal will conduct a full investigation of the complaint and will prepare a written report of the investigation that will include:

- A clear statement of the allegations of the grievant and remedy sought.
- A statement of the facts as contended by each party.
- A statement of the facts as found by the Principal and evidence to support each fact.
- A list of witnesses interviewed and documents reviewed during the investigation.
- A narrative describing attempts to resolve the complaint, if valid.

If school authorities determine that harassment has occurred, it will take appropriate action to end the harassment. Steps that may be taken include, among others, an apology, direction to stop the offensive behavior, counseling or training, warnings, suspensions, exclusion from school-related activities, transfer, remediation, or expulsion from school.

Any student who is dissatisfied with the results or progress of the school's investigation may discuss his/her dissatisfaction directly with the building principal or the Superintendent of Schools. The Superintendent will make necessary findings based upon the investigation and report of the Principal and the Civil Rights Officer. If the complaint is valid, the Superintendent may accept the Principal and Civil Rights Officer's recommendations at his/her discretion. If there is a determination that a Civil Rights violation has occurred, the Superintendent will include the district Civil Rights Officer and the School Committee Chair in final deliberations regarding actions to be taken and regarding the ensuing communications to state law enforcement officials. Any and all recommendations approved by the Superintendent shall be implemented immediately by the Rockport Schools. A copy of the Superintendent's findings and/or recommendations will be provided to the complainant.

REPORTING PROCEDURES
Any person with knowledge or belief that a student has or may have been the victim of sexual harassment or harassment based on race, color, national origin, or disability as set forth above, is encouraged to immediately report the alleged acts to an appropriate school official designated in this policy.

The Rockport Public Schools encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to the Rockport Public Schools Civil Rights Officer or to the Superintendent.

In each school building, the building principal is the person responsible for receiving oral or written reports of sexual harassment, or harassment based on race, color, national origin, or disability at the building level. Any adult school district personnel who receive a report of sexual harassment, or harassment based on race, color, national origin, or disability shall inform the building principal immediately.

Upon receipt of a report, the principal will notify the Rockport Public Schools Civil Rights Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Civil Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Civil Rights Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the Rockport Public Schools Civil Rights Officer by the reporting party or the complainant.
The School Committee has designated Ms. Martha Wright, Director of Student Services, at 978-546-1210, as the School District Civil Rights Officer with responsibility to identify, prevent, and remedy harassment. The District Civil Rights Officer shall:

- receive reports or complaints of sexual harassment, and harassment based on race, color, national origin, or disability;
- oversee the investigative process;
- be responsible for assessing the training needs of the District’s staff and students in connection with the dissemination, comprehension, and compliance with this policy;
- arrange for necessary training required for compliance with this policy; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves the Civil Rights Officer, the complaint shall be filed directly with the Superintendent.

The Rockport Schools shall conspicuously post this policy against harassment and violence in each school that the district maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Civil Rights Officer, and the name, mailing address, and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

INVESTIGATION

Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, national origin, or disability, the Civil Rights Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by school district officials or by a third party designated by the Rockport Schools. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider:

- the nature of the behavior;
- how often the conduct occurred;
- whether there were past incidents or past continuing patterns of behavior;
- the relationship between the parties involved;
- the race, national origin, sex, and age of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harasser;
- where the harassment occurred,
- whether there where other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student’s education or educational environment; and
- the context in which the alleged incident(s) occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The investigation shall be completed no later than fourteen days from receipt of the report. The Civil Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Committee. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Civil Rights Officer’s obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.
SCHOOL DISTRICT ACTION
A. Upon receipt of a report that a violation has occurred, the Rockport Schools will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Rockport Schools action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and the districts policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the Rockport Schools shall consider:
• what response is most likely to end any ongoing harassment;
• whether a particular response is likely to deter similar future conduct by the harasser or others;
• the amount and kind of harm suffered by the victim of the harassment;
• the identity of the party who engaged in the harassing conduct; and
• whether the harassment was engaged in by school personnel, and if so, the district will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Massachusetts criminal statute, the School Committee shall also direct the School District Civil Rights Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

B. The results of the School District’s investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the School District in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

C. If the results of the district’s evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established School Committee procedures for appealing other adverse personnel and/or education related actions. If the results of the district’s evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established School Committee procedures for appealing other adverse personnel and/or education related actions.

D. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained for a period of two years at the main administrative offices of the School Superintendent.

REPRISAL
Submission of a good faith complaint or report of sexual harassment, or harassment based upon race, color, disability, or national origin will not affect the complainant or reporter’s future employment, grades, learning or working environment, or work assignments. The Rockport Schools will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic, or disability-related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.
ROCKPORT PUBLIC SCHOOLS
REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT, AND
HARASSMENT BECAUSE OF RACE, NATIONAL ORIGIN, AND DISABILITY

Complainant

Home Address

Work Address

Home Phone ___________________________ Work Phone ___________________________

Date(s) of alleged incident(s) ___________________________

The incident(s) involved (circle all that apply): sexual harassment - racial harassment - harassment because of
national origin - harassment because of disability.

Name of person you believe harassed you or another person ___________________________

If the alleged harassment was toward another person, identify that other person ___________________________

Describe the incident, as clearly as possible, including such things as what force, if any, was used, any verbal
statements (i.e. threats, requests, demands, etc.), what, if any, physical contact was involved. Attach additional
pages as necessary.

_________________________________________________________________________________

_________________________________________________________________________________

When and where did the incident occur? ________________________________________________

List any witnesses who were present: ___________________________________________________

This complaint is based upon my honest belief that ___________________________
has harassed me or another person. I hereby certify that the information I have provided in this complaint is true,
correct, and complete to the best of my knowledge.

_________________________ (complainant’s signature) ____________________________ (date)

_________________________ (received by) ____________________________ (date)

Appeal

At any stage in this procedure, the complainant has the right to file a formal complaint with the:

U.S. Department of Education
Office of Civil Rights, Boston Office
5 Post Office Sq., 8th floor
Phone: (617) 289-0111
Fax: (617) 289-0150

Students with disabilities and/or their families also have the option of filing a complaint with the:

Commonwealth of Massachusetts
Department of Education
Bureau of Special Education Appeals
14 Summer St., 4th Floor, Malden, MA 02148
Phone: (781)397-4750

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**Code:** H = Holiday (buildings closed), P = Professional Day or ½ Day, X = Vacation breaks

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**Notes:**
- Student dismissal on half days: 11 AM M/W/HS 12 noon EL
- 1/2 Pd Days and EL Conference Days