

Ware Public Schools

Faculty Information Guide



2018-2019

It is the policy of the Ware Public Schools not to discriminate on the basis of age, sex, race, color, religion, national origin, ethnicity, disability, sexual orientation, gender identity, homelessness, military service, union activity or genetics in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments, Chapter 622 of the Massachusetts General Laws, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act of 1974, Title II of the Americans with Disabilities Act of 1990, M.G.L. c. 71A and c. 76, s. 5.

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Welcome Message from the Superintendent

Dear Faculty and Staff,

Welcome to the new school year! Hope the information found in this Faculty Guide will assist you with any questions you may have about Ware Public Schools. If you cannot locate the information you are searching for please stop by your principal's office for assistance with your inquiry.

The education of our students is forever evolving as we prepare them with the skills needed to be successful in this global society. In order for our students to obtain these skills, they must be in attendance on a daily basis to experience the many lessons they are exposed to throughout the day. Please make a commitment to building positive relationships with all of your students. Through these positive relationships students will find a place that they are comfortable within and want to attend daily. Remember one of the many qualities our district has to offer is that we are a small learning community where everyone knows your name.

Thanks for your assistance in ensuring that our students are given as many opportunities as possible to be academically successful.

Respectfully,
Dr. Marlene A. DiLeo
mdileo@ware.k12.ma.us

SMK Principal Mrs. Pamela Iwasinski

Mrs. Iwasinski began her teaching career in the field of physical education & health at Ludlow High School. Most recently, Mrs. Iwasinski was Stanley M. Koziol's very own physical education teacher for two years. She has also spent her time as an athletic trainer for both Ludlow High School and Ware Jr. Sr. High School assisting athletes in preventing and rehabilitating injuries on and off the field.

Mrs. Iwasinski lives in her hometown of Ludlow, Massachusetts with her husband and three young children. She has obtained her Bachelor's Degree in Sports Medicine from King's College in Wilkes-Barre, Pennsylvania, a Master's Degree in Education from Springfield College in Springfield, Massachusetts, and her CAGS from Leslie University where she received her Elementary Administrator's License participating in the MESPA (Massachusetts Elementary School Principals Association) certification program.

SMK Assistant-Principal: Kimberly Thompson

WMS Principal Ms. Lisa Candito

Ms. Candito has been dedicated to the field of Education for more than eighteen years with experience working as a classroom teacher and math specialist in Danbury, CT and Math Coach and Curriculum/Professional Development Coordinator in Ware. She is thrilled to bring her skills as an educator to Ware Middle School.

WJSHS Acting Principal Mr. Edwin Ramos

"The task of the modern educator is not to cut down jungles, but to irrigate deserts" - C. S. Lewis

I started my career in the Marine Corps and after twenty years of service, I began to pursue a career in education. I earned my degree in History and Secondary Education from Rhode Island College and a few years later, I earned my Master's degree in Educational Leadership from the same institution. I have been a teacher, a Student Support Monitor, and an Assistant Principal in other districts.

WJSHS Acting Assistant-Principal: Mr. Steve Alaownis

Mission Statement

The Ware Public School District strives to work with parents and the wider community to educate all students in an environment that supports high academic achievement, instills respect and fosters civic responsibility. We believe that the ultimate goal of education is to support students as successful lifelong learners.

504 Accommodations

Each school has an adjustment counselor that is responsible for administering and following through of the 504 accommodations. At SMK - see Mrs. Karen Hill; at WMS - see Ms. Jacquie Jock; and at WJSHS - see Ms. Antonia Cardaropoli.

Acceptable Use of Technology

See Appendix A.

Accountability Department

Jan Yardley, Director of Curriculum and Accountability - located at the Middle School
yardley@ware.k12.ma.us

Add/Drop Courses

For WJSHS: During the school year, courses may be add/dropped, **under exceptional circumstances only**, if the principal, teacher, guidance counselor, and parent agree that it would be in the best interest of the student. The classroom teacher will assign a grade of "withdrawn" for the permanent record card. The parent/guardian must verify his/her consent to drop by submitting a written permission to the guidance counselor. Students will have five days at the beginning of the semester to change classes. All other requests must be granted by the Administration after the five-day add/drop period. Second semester changes will be made to accommodate 1st semester course failure.

After School Busses

Due to certain budgetary circumstances, there will be no late busses for students. If a student stays after school for whatever reason (detention, extra help, make up, etc.), he/she must supply the office with a signed note by a parent/guardian giving that student permission to do so. It is the parent/guardian's responsibility to have a ride home arranged in advance by the student's school's designated pick-up time.

Assemblies

The auditorium is a community resource as well as a valuable school activity site and, as such, should be treated with respect. Teaching proper assembly behavior is critical to having a good activities/assembly program:

1. All students are to attend all-school assemblies.
2. Students are to report to the auditorium with their particular class and are to stay with that class.
3. Classes will be called to the auditorium in an orderly fashion. While waiting to be called, teachers should remind students to act in a mature fashion by:
 - a. Showing respect for performers and guests whether they like the performance or not
 - b. Be responsible for behaving appropriately
 - c. Remain seated throughout the program
 - d. Keep feet and legs off chairs
4. Teachers will accompany their class to the auditorium, sit with them and take attendance. Rows should be filled from front to back with as many seats as possible filled in before starting a new row. All teachers are expected to attend and to help supervise all school-wide assemblies.
5. At the conclusion of the program, students will be dismissed with the teacher and class they arrived with.

Athletic Department

Eugene Rich, Athletic Director; located at the Ware Junior Senior High School
erich@ware.k12.ma.us

Attendance

Absences can sometimes not be avoided. See your building principal about specific call-out procedures in the event you need to miss work.

Building Codes, Access/Building Keys

Each school has its own building code to gain access at all times, known only by custodial staff and administration. Each school does, however, have key cards available to teachers so that they may access the building during normal hours when school is open, but the door is locked. See your principal for information on this.

Busses, Drop Off/Pick-Up

Please refer to the Student Handbook to read all about the policies, rules, and regulations of the busses.

Campus Calendar

You may refer to the following link:

www.wareps.org and click on the calendar. Download the PDF of the calendar.

Central Office Staff

Dr. Marlene A. DiLeo, Superintendent of Schools

Janice Holl, Administrative Assistant to Superintendent

Katie Rasys, Receptionist/Administrative Services and Support

Andy Paquette, Management Solutions President/Business Manager

Judy LaValley, Bookkeeper

Class Attendance

Every day, teachers are expected to take an accurate attendance count during homeroom. Teachers are further encouraged to take attendance every class period, and notify the office of any discrepancies. This will ensure 100% accuracy in the daily attendance, every day for records.

Class Coverage

Any and all requests to leave early need to be directed to your school principal.

Classroom Procedures

All teachers are to:

1. Keep an accurate hard copy of their daily attendance record for classes.
2. Give students who have been suspended the opportunity to complete any class work, including examinations, which were missed during the suspension period.
3. Students who are tardy to a class without proper permission will be noted tardy to class by the teacher and will receive the following, in succession:
 - a. Warning
 - b. Teacher detention
 - c. Office referral

4. Each unexcused tardy will result in disciplinary action to include warnings and/or detentions issued by the teacher. Chronic tardiness issues will be referred to administration.
5. Be in the classroom as each class arrives and assume responsibility for corridor decorum at the door, or while traveling to the next assignment.
6. Ensure that students do not play or use radios, including “walk-mans,” cellular phones, or other electronic devices in the classrooms. No student should enter class with headgear, backpacks or inappropriate attire.
7. Start classes on time and be prepared.
8. Check desk tops and textbooks periodically regarding markings, damage, etc.
9. Food and open beverages, except water are not allowed in hallways or classrooms.
10. Train students to leave only at the teacher’s dismissal, but plan work so that they may be dismissed on time.
11. Insist on proper respect due a teacher.
12. Classroom rules should be posted clearly.
13. Dismiss classes on time and insist upon orderly entrance and exit. Do not dismiss students before the end of the period. A bell will indicate the end of the period except for split periods. Students should not stand around the doorway of a classroom prior to the bell (bells are only applicable to WJSHS).
14. Ensure that a class of students is never left unattended. If you must leave the room due to some emergency, get someone to cover for you. The liability situation is such that if anything should occur in an unattended class, the law will not protect you.
15. Ensure that classes are not held outdoors unless approval of the administration has been received and the main office can still reach you at all times, via a radio or your cell phone. You must give them your number before leaving the building.
16. At any time a class is moved from their assigned location, **THE OFFICE MUST BE NOTIFIED! No exceptions!**

Compensation from External Resources

It is impermissible to accept compensation from any person or entity other than the School District for services rendered in school buildings or at school functions unless approved by Central Office or your building Administration.

Communication with Parents

Good communication between teachers and parents doesn’t just happen. It requires special skills on your part—skills such as good listening techniques, tact, kindness, consideration, empathy, enthusiasm and an understanding of parent-child relationships. No matter how you interact with parents and the community at large, through conferences, telephone conversations, e-mail, written notes or reports, lobbying or fund-raising efforts, or working together in the classroom, good communication and interpersonal skills will enhance your efforts. Be positive! Parents enjoy positive communication. Most teachers only make contact when something goes wrong. Make sure if you give negatives you also give positives.

Contracts

All teachers will receive a copy of that contract upon return to school in August. If you do not receive a copy, please see your school’s building representative. Any paraprofessionals that have questions regarding their contract see Shaunda Webber.

CORI Paperwork

You may refer to the district website listed below:

www.wareps.org under Staff and District Documents or refer to Appendix B

Counseling and Behavioral Team Referrals

A team will meet weekly to discuss students with emotional and behavioral concerns and determine interventions needed. Criteria and procedures for temporary placement in the alternative classroom will be distributed.

Course Reimbursements

As per the teachers' contract, all teachers will receive up to \$200 per graduate credit in reimbursement.

Custodian Responsibilities

Custodians have specific responsibilities as it relates to the cleanliness of floors, lockers, offices, classrooms, bathrooms, walls, dispensers, trash receptacles, mirrors, drinking fountains, lighting fixtures, and light switches, door knobs, and push and kick plates. See Chris Dymon or Bill Alderman for more information.

Detentions

TEACHER DETENTION

1. Teachers will give a twenty-four (24) hour written notice when assigning a detention.
2. Teachers will specify the date and length of time the detention is assigned.
3. Failure to serve a teacher detention will result in an office detention.
4. Students will not be allowed to postpone detentions without the teacher's approval and correspondence from parent or guardian.
5. Any student who fails to serve their detention will be referred to the Asst.Principal

OFFICE DETENTION

1. Twenty-four (24) hour written notice will be given for an office detention.
1. Grades 7-12 office detentions will be held on Tuesday through Thursday from 2:30-3:30pm. Grades 7-8 will be separate from grades 9-12.
2. Grades 4-6 office detentions will be held Tuesday & Thursday from 7:45-8:45am.
3. Students are to be in the detention room by the appropriate time, above.
4. Seats will be assigned by the supervising teacher.
5. Students are to have sufficient school work to do for the duration of the detention.
6. Students are to work silently and alone.
7. Uncooperative or disruptive students should be brought to the attention of administration.

Duties for Faculty

Duty listings will be available at the beginning of each year and may be updated to reflect changes throughout the year. Please see your principal.

Early Release Days

Please refer to the District Calendar, located on Ware Public Schools website at www.wareps.org.

Email Address

first_initial_last_name_in_full@ware.k12.ma.us Example: mdileo@ware.k12.ma.us

Emergency Procedures

If a serious incident or emergency should occur within the classroom, the teacher should:

1. Immediately contact the Nurse's Office or Main Office by phone.
2. If, for any reason, the teacher is unable to make contact, the teacher should select a reliable student to send to the Nurse's Office with a clear message as to the nature of the emergency. Another student should also be sent to the Main Office.
3. Another student should be sent to the nearest occupied classroom for assistance should the teacher deem it necessary that support from another adult is needed immediately.
4. In case of an accident, a report must be filed in the office as soon as possible.

Evaluations Procedures

Teachers can refer to the contract for their evaluations procedures. All other faculty members are evaluated annually.

Events Announcements

Daily announcements are made during homeroom via the intercom system for all three schools. In addition, the middle school and high school can receive Channel 66 throughout the day for events and announcements.

Faculty Absences Procedures

Please see your respective building administrator about specific absence procedures in your building. If you will be out for more than one day, please indicate that. Faculty members are responsible for ensuring that lesson plans that are engaging and relevant are readily accessible to substitute teachers.

Faculty Copier

Faculty uses copiers located in the teachers' rooms. Use should be judicious and frugal. Teachers should never send students to the main office to ask for copies.

Faculty Emergency Card

Return your personal emergency card to the secretary in your school's office for your safety. Please make sure all personal contact information is up to date.

Faculty Lunch Room, Lunch Purchases

Please reference your school map for location of Faculty Lunch Room, and refer to pricing in the cafeteria. Each school has particular options and processes internal to them.

Faculty Meetings

During the school year, faculty meetings will be held on the 2nd and 4th Monday of each month, or as designated by your building principal, lasting up to one-hour after faculty dismissal. All faculty members are required to attend unless specifically excused by administration. It should be a rare exception that teachers need to be excused from these meetings.

Faculty Parking Lot

Faculty members for each school should park in designated areas, which are separate from areas where students (high school), central office administration, and visitors park. Please see your building principal for these designated areas.

Faculty Restrooms

Please reference your school map.

Field Trips, Chaperones

FIELD TRIPS

1. Complete the field trip request form at least two weeks in advance of the trip.
2. Obtain approval from the principal. Application is then sent to the Superintendent for final approval.
3. Make arrangements for transportation.
4. Obtain a signed parent consent form for each student two weeks prior to the trip, at the latest.
5. Prepare a roster of students and distribute it to each faculty member in their mailboxes one-week prior to the trip.
6. Inform the students that they are responsible for making up all work missed in their classes and that they are responsible for notifying their teachers of the impending trip.
7. Make arrangements with administration for a substitute teacher.
8. All chaperones must be approved in advance with a CORI check by Central Office prior to the trip.

Filing a Chapter 119, 51A, Massachusetts Mandatory Child Abuse and Neglect Reporting Statute

Under Massachusetts General Laws Chapter 119, § 51A, any public or private school teacher, educational administrator, guidance or family counselor, nurse, social worker, or member of certain other professions who in his/her professional capacity shall have reasonable cause to believe that a child under eighteen years of age is suffering physical or emotional injury resulting from abuse inflicted upon him/her which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, shall **immediately** report such conditions to the Department of Social Services (DSS). School employees meet their responsibilities for reporting by informing the school principal. A written report to DSS must then be filed within 48 hours. The Ware Public Schools affirms its responsibility to provide for the safety and well-being of students. This responsibility extends to fully complying with the Massachusetts Mandatory Child Abuse and Neglect Reporting Statute, Chapter 119, Section 51A. It is expected then, that when any staff member in his/her professional capacity, has reasonable cause to believe that a child under the age of eighteen years is suffering from the effects of any form of child abuse and neglect, that the staff member will report his/her concerns to the building principal for consideration of reporting to the Department of Social Services.

Fingerprinting

On January 10, 2013, Governor Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks." Under this law, all employees in public schools must complete a Federal Background Check by way of fingerprint in addition to a CORI check. **All employees must complete this step as a condition of new or continued employment in the district.**

Unlike state CORI requests that has no associated fee, **individuals** will pay a fee to comply with this requirement. The cost is \$35 for non-licensed employees, and \$55 for DESE license-holders (including those with pending applications/license.)

(See Appendix C)

Fire Drill Procedures

All teachers need mapped-out primary and secondary routes of exit in case of fire. These routes should be clearly visible to the students at all times; posted on the wall next to the room's main exit door. The procedure to follow is:

1. Line students up calmly, quickly, and quietly. It is recommended that a responsible student stands first in line; and/or a paraprofessional, and the teacher last.
2. When leaving the room, lights should be turned off and the door and windows should be closed. Teachers need to take a *class roster* along with a *red/green card* with them outside.
3. Instruct the class which route to exit, primary or secondary. Calmly, quickly, and quietly exit the building to your school's "safety-zone." (Different parts to each building gather at different places outside. See your principal for clarification.)
4. Once outside, line up the class and take attendance. Using the red/green card, hold up the green side if all students are accounted for and the red side if any students are missing. Notify administration or sectional counters immediately if a student is missing! Continue holding the red/green card until the sectional counter or administration acknowledges you.

Grades

Keep accurate records of grades, either in a grade book or on iPass. Be able to provide evidence of how grades are determined, if requested or necessary. You will be asked to submit your formula for determining grades to the principal. Grade books or hard copies of computer kept grades, and plan books will be collected on the last day of school and returned in September.

Homeroom, Daily Attendance

1. Students should be in their seats by no later than 5-minutes after the official start of homeroom.
2. Submit attendance in iPass by the end of homeroom.
3. Homeroom ends at a specific time! Do not release students any earlier.

IEP (Easy IEP) Training

Refer to Jessica Bolduc, Director of Special Education

iPass Training

Refer to Mike Brown, Technology Director

Lock Downs

The following is the procedure each teacher should follow during a lockdown:

1. If safe to do so, quickly look for students and staff in the hallways. Gather them into the classroom if they appear not to be a threat. If it is not safe, please immediately proceed to step 2.
2. Close/Lock all classroom doors. Once the doors are closed and locked, nobody is allowed in or out until police or school officials unlock your classroom door. Upon unlocking the classroom door, police or school officials will give directions that should be followed. No exceptions!
3. Turn off all classroom lights, monitors and projectors.
4. Shut and secure all windows; then drop and close all window shades, blinds or curtains.
5. Place students in an area of your classroom where they would not be visible from your main, hallway classroom door. Students must not be allowed to sit on the floor. They should kneel with one knee on the floor or be standing provided they cannot be seen.
6. If possible, teachers should safely try to position themselves close to the door, but out of sight. Teachers should listen for sounds during the lockdown and be prepared to take preemptive measures.
7. Everyone in the room is to remain absolutely quiet for the duration of the lockdown. **Absolutely no movement should be taking place!** Do not answer the door; do not answer your phone, or make phone calls: nobody is allowed to even call the main office!

Map of Schools

Each school's main office will have maps of that school.

MCAS testing

Reference the district website to find out what test is being given and when.

Money

Any money collected for school purposes should be deposited with the Treasurer of Student Activity Funds immediately. Money should be kept in the school safe and never in the classroom. High School see Karen Quinn; Middle School see Allison Kargol; and, SMK see Darcy Lohr.

Nurse Availability

There are three school nurses, who are building-based - Jennifer Knight is at SMK, Amelie Avgoustakis is at WMS and Jaime Miner is at the Junior/Senior High School. Schools are provided coverage based on the needs of the students.

Organization and Care of Classrooms

Teachers should leave their classrooms, each day, well organized and neat. All chairs should be put on top of the desks, so custodial staff has easier access to sweeping/cleaning the floors, and all large items (such as whole pieces of paper or pens/pencils, etc.) need to be thrown away or picked up and put somewhere in the room, as appropriate. When teachers leave their classroom, they must lock their door and close all windows. It is also recommended that when leaving each day, the window blinds are closed.

Other Types of Leave for Faculty

Religious, bereavement, professional, personal, etc.: descriptions and procedures can be found in your contract.

Parental Pick-Up

All students who are getting picked up early from school need to be signed out in the office. If parents/guardians are picking up students on time, they should wait in their cars in the parking lot (**not the bus lane**) for their child to be dismissed with everyone else. **Anyone who is picking their child up on time should not come into the office!**

Personal Phone Calls, Faculty Cell Phone Use

Faculty members are urged to refrain from making personal phone calls at school, including with your cell phone, while students are present. If a situation arises that becomes urgent to use the phone, please make sure your assignment is covered. Please see your principal for more information.

Personal Use of Technology at Home

There are no restrictions for teachers to use the e-mailing system or iPass from their home computer. However, all staff must sign the Acceptable Use Policy, located in the handbook, every year.

Professional Development Department, Workshops, Conferences off Campus

One contact hour equals one PDP. As an educator with a professional license you must earn PDPs in order to relicense. You are responsible for keeping track of your own PDPs. PDP certificates will be given out throughout the school year. Please visit the website to download the [Independent Professional Development Activity Proposal Form](#). Please contact Camille Richards @ crichards@ware.k12.ma.us if you have any questions regarding the format or using the form. Please fill out the form and have the activity approved by your building principal.

Report Cards

Students will receive report cards at the end of each quarter. Report cards should be signed by a parent/guardian and returned. Please refer to the Campus Calendar for those dates. In addition, students will receive a mid-quarter progress report, which resembles a report card, and will be sent home as well. The team may decide whether or not to require it signed and returned.

Responsibility of All Faculty Members

All faculty members must accept responsibilities incurred by the nature of their work. Teachers of youth must be examples to them. Qualities such as fairness, understanding, cooperation and leadership that teachers often exhibit, encourage youth to strive for maturity and seek responsibility. All teachers are to play an active role in the school. One crucial area is classroom management. Faculty should make clear to students those policies and procedures which are unique to every teacher's individual class. By specifying to students what is expected of them both academically and behaviorally, teachers reinforce their authority and encourage a positive commitment from their students.

Safety Committee

Please see the District Safety Coordinator or Principal in your building.

School Committee Names and Meetings

Please refer to the Ware Public Schools website for the 2018-2019 School Committee meetings. The school committee includes the following people:

1. Mr. Aaron Sawabi, Chair
2. Mr. Brian Winslow, Vice-Chair
3. Ms. Julie Slattery
4. Mr. Christopher Desjardins
5. Mr. Michael Foran

School Day Hours

All teachers are required to be at school 10 minutes before school and remain for 10 minutes after school (high school only). At WMS and SMK teachers are required to stay 15 minutes before and after. It is expected that faculty will be available to meet with their students, after the normal school day, for at least one hour per week.

- Junior/Senior High School: 8:00-2:25
- Middle School: 9:00-3:15
- SMK Elementary School: 9:00-3:15

School Schedule Format

Everyone will receive a school schedule in your building during Staff Orientation.

Starting Your Own Club or Activity

If you're interested in starting something new in your school, write up a proposal to be first viewed and approved by your principal. You will then need to submit it to the Superintendent to be approved. If final approval is given, anything sent home with students will still need to be viewed and approved by the principal.

Student Assistance Team (S.A.T.)

This team reviews academic progress concerns about students submitted by teachers (ask your assistant-principal where official SAT referral forms are) and look at interventions used by those teachers. The team will identify and track additional interventions and progress. Teachers with concerns about students having difficulty with speech, hearing, physical limitations, and academic progress/skill acquisition should refer those students to SAT. See your adjustment counselor for more information.

Student Discipline Procedure (behavior), Code of Conduct

The Discipline code at all schools exists to support an atmosphere conducive to teaching and learning, to provide students with the opportunity to make responsible decisions, and to help students understand the consequences of their actions. The policies, rules, and penalties for most infractions are listed in the student handbook. The student handbook is not meant to provide an exhaustive list of the above, but it is meant to be representative of the types of rules and regulations. Students who violate school rules will be dealt with firmly and fairly, in accordance with the student handbook. To ensure the effectiveness of the school-wide discipline code, teachers must be familiar with all school rules and must enforce these rules whenever and wherever a violation occurs. When a student's behavior is in violation of school rules and when a

teacher's intervention has proven ineffective, a referral to the office is appropriate. Referral forms are available from the office and should be submitted to the Assistant Principal as soon as possible. This will help ensure that prompt action can be taken on the matter. A disruptive student should be clearly warned once. For the next disruption during that period, immediately assign a consequence. If a student continues to disrupt during the same period call the main office in order to have the student removed by an administrator. Sending a student out of class to the office should be used as a last resort. If an administrator is not available, inform the office of the student's name and the nature of the problem. If a student is removed from your class, a phone call home should be made by the teacher within 24 hours. The next class period that the student attends should start with a clean slate (REFER TO DISCIPLINE MATRIX CHART). In incidents of cheating, including plagiarism, confiscate evidence and notify the Assistant Principal.

Student Illness/Injury

Any student who complains of feeling ill, who appears ill or who is injured, should be taken or sent to the nurse immediately. Students are not allowed to dismiss themselves from class or from school. The nurse or an administrator may dismiss a student for the day if deemed appropriate. In other cases the student may be allowed to rest for a time in the nurse's office and then return to class. No medication of any kind may be given to a student by a teacher (this includes aspirin). If a student brings medication from home, he/she must notify the nurse, who has the authority to dispense medication in school. If a serious incident or emergency should occur within the classroom, the teacher should:

1. Immediately contact the Nurse's Office or Main Office by phone.
2. If, for any reason, the teacher is unable to make contact, the teacher should select a reliable student to send to the Nurse's Office with a clear message as to the nature of the emergency. Another student should also be sent to the Main Office.
3. Another student should be sent to the nearest occupied classroom for assistance, should the teacher deem it necessary that support from another adult is needed immediately.
4. In case of an accident, a report must be filed in the office as soon as possible.

Student Passes

All students must have a clearly written pass present on them with purpose, time and signature of teacher at all times when not in class.

Supplies

If at any time you need your classroom supplies replenished, fill out a request form of what you need. You can find the forms in the main office of your school. If it is during class, and it is an emergency for the current lesson, call the office to make the request and send a reliable student to the office to retrieve the item(s). However, make sure you fill out a request form later.

Technology Department

Mr. Michael Brown, Technology Director and Mr. Daniel Auvine, Technology Support Specialist, are located at the High School.

For technical support, including repair requests, please visit:

<http://helpdesk.ware.k12.us>

Use of Facilities and Incident Report Forms

Both forms can be found in your school's main office. After filling out either one of these forms, they are to be given to an administrator. You may also find the Use of Facilities Form online at the school's website: www.wareps.org under District Documents.

Visitors and Volunteers in School

If any adult or non-student enters the school for any reason, they must sign in at the main office and wear a Visitor's badge. If a parent/guardian is volunteering for any reason, he/she first must be CORI checked by administration and have the paperwork on file. See Appendix B for the paperwork.

Website Address

www.wareps.org

Appendix A

Acceptable Use of Technology

NETWORK

1. To use the Ware Public School System's network to promote the exchange of information that furthers education and research, and to be consistent with the mission of the Ware Public School System.
2. To use the equipment and system in a manner that respects the rights and property of others and not to improperly access, misappropriate or misuse the files, data or information of others.
3. To use the Ware Public Schools network to communicate and exchange for professional development, for research and instruction, and any other activities which support and further the Ware Public Schools goals and objectives. All files and resources on the network are the property of the Town of Ware/Ware Public Schools.
4. To efficiently use the network resources to minimize interference with others.
5. Not to use any of the Ware Public Schools network for profit or commercial business use, personal (non-school based), political or religious purposes, illegal activity, or to send material that is offensive or objectionable to recipients.
6. Not to use programs that harasses other users or infiltrates a computing system and/or damages the software components.
7. It shall not be a violation of the Acceptable Use of Technology Policy for Network Administrators to access and review web sites or files or messages or other computerized information or data to verify use or access by students. Network Administrators are authorized to remove files, mail, materials or programs that violate this policy.
8. Computer logs showing internet activity and computer control sheets shall normally be maintained by the School District for a ninety (90) day period. After such time, those documents will normally be discarded. School Administrators and/or Network Administrators may elect to keep certain documents beyond the ninety (90) day period in the event they relate to an ongoing investigation or litigation (or potential litigation) or for other appropriate reasons.

SECURITY

1. To change passwords regularly, using combinations of letters and numbers, and avoiding Standard English words and names. Ware Public Schools 1 of 4 File: JICJ
2. Not to share the account with anyone or leave the account open or unattended. Users who provide their confidential password or account information to another or use another user's password or account shall be subject to disciplinary action on that basis and may also be held responsible for any improper activity conducted using his/her password.
3. Users will keep all accounts and passwords confidential and not accessible to others. All computer lab users must sign-in at each computer and print their name; time-in and timeout on the designated computer log sheets.

SOFTWARE

1. Not to install copyrighted software, shareware, games or files for use on school system computers or on personal equipment used for school access. Software installations can only be performed by authorized system administrators or designated school personnel.
2. Duplicating copyrighted software, files or information is prohibited.

HARDWARE

1. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration and may subject person(s) responsible to civil liability and/or criminal prosecution.
2. The use of portable school equipment and school laptops must be consistent with the conditions set forth in this policy. There shall be a record maintained by the main office at each school of all equipment which is authorized to be removed from the building and the person taking the equipment shall sign the log verifying the equipment taken, the purpose for removing the equipment from school grounds, the date and time of the removal and the date and time the equipment was returned. The Building Principal or designee shall sign the log confirming the authorization for the removal.

INTERNET SAFETY

1. The Ware Public Schools filters Internet content in compliance with the Children's Internet Protection Act. The Ware Public Schools Internet filter is intended to restrict minors' access to inappropriate or harmful material. No filter is 100% effective.
2. The Internet filter(s) may be temporarily disabled by an authorized system administrator for use by a person to enable access for bona fide research or other lawful purposes consistent with this policy. Reactivation of all filters will immediately follow said research. Prior to deactivation, written approval must be obtained from the building administrator.
3. Users are not to access any obscene, pornographic or otherwise inappropriate Internet and web material.

4. Users are not to subscribe or use listserv, bulletin boards, chat rooms, hot mail, web mail, instant messenger or any other form of electronic communications outside of those services approved by the school system. Ware Public Schools 2 of 4. File: JICJ
5. Any attempt to harm, alter, remove or destroy equipment, materials, data or programs is prohibited. "Hacking" and other unlawful online activities are prohibited.
6. Disclosure, use and dissemination of personal information are prohibited. Users are not to give out any personal information about themselves or others, e.g. name, address, phone numbers, passwords.
7. All internet access on school premises must connect through the school system's network and internet filter.

Recommended Practices for School and Home

1. Take precautions to prevent viruses on personal equipment and the Ware Public School System's equipment. Examples of good practice include:
 - maintain updated antivirus software
 - scan floppies and external media sources before access
 - open emails from trusted sources only
 - do not propagate chain letter emails
 - use discrimination when accessing list serves and websites
 - make back-up copies of documents which relate to school work or work for the district
2. If inappropriate information is mistakenly accessed, notify a teacher or school staff member immediately.
3. Monitor file directories and delete obsolete files. Misuse or damage to technology equipment, software, access, data and/or other technology equipment, property or resources, shall subject a user to disciplinary action up to and including expulsion from school. The user will also be liable for full restitution for any damage, including costs of materials and labor including the cost of restoration of any lost data. The student may also be subject to criminal prosecution. *Interpretation, application, and modification of this Acceptable Use of Technology Policy are within the sole discretion of the Ware Public School System. Any questions or issues regarding this policy should be directed to the Ware Public School System Administration. **Violation of any condition of use described here or in the Student/Parent Handbook shall be cause of disciplinary action up to and including expulsion for a student.***

Adoption Date: October 2, 1997

Revision Date/1st Reading: June 11, 2003

2nd Reading/Adoption Date: June 25, 2003

Revision Date/1st Reading and Adoption: August 31, 2005

Appendix B



WARE PUBLIC SCHOOLS
239 West Street P.O. Box 240
Ware, MA 01082-0240

Dr. Marlene A. DiLeo
Superintendent of Schools

Tel. 413-967-4271
Fax. 413-967-9580
E-Mail: mdileo@ware.k12.ma.us

CORI REQUEST FORM

Ware Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of _____, I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

APPLICANT/EMPLOYEE SIGNATURE

DATE

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT BELOW)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (if applicable)

PLACE OF BIRTH

DATE OF BIRTH

SOCIAL SECURITY NUMBER
(required)

ID Theft Index PIN
(if applicable)*

MOTHER'S MAIDEN NAME

CURRENT AND FORMER ADDRESSES: _____

SEX: _____ HEIGHT: ___ft. ___in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: (include state of issue) _____

A COPY OF YOUR CURRENT DRIVER'S LICENSE OR A FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION MUST BE ATTACHED TO THIS FORM.

REQUESTED BY: _____

SIGNATURE OF **CORI AUTHORIZED EMPLOYEE**

DATE

*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.

Appendix C



WARE PUBLIC SCHOOLS
239 West Street P.O. Box 240
Ware, MA 01082-0240

SUPERINTENDENT OF SCHOOLS

Tel. 413-967-4271

Fax. 413-967-9580

TO: All Employees of Ware Public Schools

From: Office of Superintendent of Schools

Re: Background Checks (Fingerprinting Law)

On January 10, 2013, Governor Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks." Under this law, all employees in public schools must complete a Federal Background Check by way of fingerprint in addition to a CORI check. **All employees must complete this step as a condition of new or continued employment in the district.**

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGO™ registration website is now available for employees to begin scheduling their own fingerprinting appointments. Please visit <http://www.identogo.com/FP/Massachusetts.aspx> to register

The SAFIS Registration Guide for Pre-K – 12th Grade Education (DESE) can be found on our website: www.wpschools.com. In addition, you can find a copy of SAFIS Form 004: How to change, Correct, or Update your National Criminal History Record Response; and a copy of the Acceptable Forms of ID document. Copies of these documents are available at the Superintendent's office upon request.

DURING REGISTRATION YOU WILL BE REQUIRED TO PROVIDE THE WARE PUBLIC SCHOOL DISTRICT'S DESE ORGANIZATION CODE (also called the Provider ID Number): 03090000. If you are working in one of our schools, please use the following codes which apply to the specific building that you work in:

Stanley M. Koziol Elementary School: 03090020

Ware Middle School: 03090305

Ware Jr. Sr. High School: 03090505

If you work in multiple buildings, please use the Main Organization Code: 03090000

(Substitutes, Student Teachers, and Subcontractors may provide up to 10 districts' organization codes to eliminate the need to pay the fee multiple times).

Unlike state CORI requests that has no associated fee, **individuals** will pay a fee to comply with this requirement. The cost is \$35 for non-licensed employees, and \$55 for DESE license-holders (including those with pending applications/license. Substitute teachers are school employees under the new law and therefore must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c. 71, § 38G, they will pay a fee of \$55; otherwise they will pay a fee of \$35.

At the completion of the fingerprint enrollment appointment, the MorphoTrust USA IndentoGO™ enrollment agent will give you a receipt. A copy of that receipt should be sent to the office of the Superintendent of Schools, at Central Office, as verification that you have completed the process. The receipt includes an OBTN number, so that your results may be tracked if they are completed but not received by the district. **Continued employment is contingent upon completion of the fingerprint identification background check.**

For more information please visit:

<http://www.mass.gov/edu/2013newsupdates/frequentlyaskedquestionsregardingbackgroundchecks.html>

<http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>