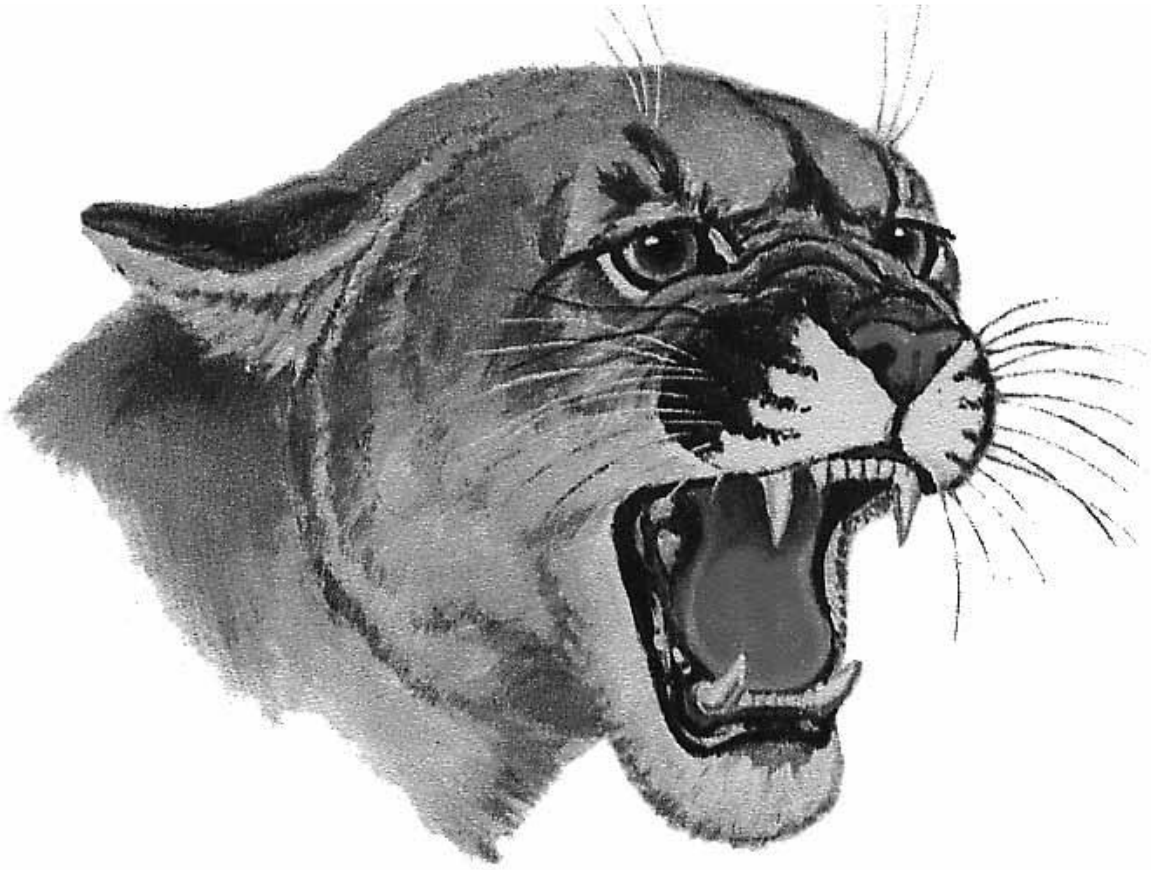


Substitute Teacher Handbook

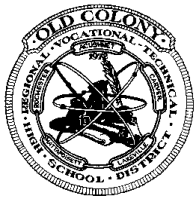


Old Colony Regional Vocational
Technical High School

476 North Avenue, Rochester, Massachusetts 02770-1899

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OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

476 North Avenue, Rochester, Massachusetts 02770-1899

Telephone: (508) 763-8011

Fax: (508) 763-9821

www.oldcolony.us

Aaron L. Polansky
Superintendent-Director

Karen J. Guenette
Principal

Jackie Machamer
Assistant Principal/CVTE Coordinator

Krystla Fay
Special Services Coordinator

Linda Deady
Academic Coordinator/Data Analyst

Sarah Griffith
Business Manager

MEMO TO: Substitute Teachers, School Year 2017-18

FROM: Karen J. Guenette, Principal

DATE: September 2017

RE: Information Packet

Welcome to Old Colony! As the Principal, I am pleased to have you as a member of our school community. Old Colony considers the substitute employee to be an integral part of our staff. Our substitutes deserve every possible assistance and support.

This handbook and the accompanying materials have been prepared primarily to answer the questions most often asked by our substitutes, to provide direction to the substitutes, and to enable them to approach their duties and responsibilities with confidence.

If you have a subject that you would prefer, please let our Dean of Students, Mr. Harrison, know as we would like to utilize your talents to their full extent. Also, if there is something you definitely do not want to teach, please mention that as well.

Substitute employees are expected to become familiar with the contents of this handbook, to utilize the information contained in it, and attend one of our orientation sessions, so that the program can make significant contributions to the commitment and tradition of excellence at Old Colony.

On behalf of the Old Colony community, I would like to extend our appreciation to you for offering your time and professional services to our community. We hope our school community provides you with many positive experiences. Please feel free to contact me if you have any questions or concerns.

My best wishes to you for a great school year!

At-A-Glance

This information is provided as a quick reference to this handbook. Please be familiar with all sections of this handbook as you will be responsible for all information contained within this document.

Contact Information

CONTACT	TELEPHONE	EXTENSION
Old Colony RVTHS	508.763.8011	
Main Office		111
Michelle Humphrey, Nurse		130
Karen Guenette, Principal		118
David Harrison, Dean of Students		125
Dawn Robert, Adm. Asst. to AP/CVTE Coord. & Dean of Students		166
Guidance Office		126
Krystla Fay, Special Services Coordinator		142
Jackie, Machamer, Assistant Principal/CVTE Coordinator		119
Linda Deady, Academic Coordinator/Data Analyst		195
Kyle O'Neill, Technology/IT Coordinator		199
Tom Reznickervitz, Maintenance		115

- Substitute teachers are to report to the Dean of Student's office by 7:30 AM to pick up their badge, tote bag and assignments for the day.
- Substitute teachers should be in their assigned rooms by 7:35 AM.
- An attendance list should be found on the teacher's desk. If one is not present, please call x: 125/166. Attendance should be taken and sent to the Attendance Office no later than 7:50 AM.
- Substitute teachers should NEVER leave classes unattended for any reason. In cases of emergency, call the Main Office x -111 for coverage.
- Students should be allowed to leave the class only with a pass and one at a time.
- SAFETY PASS: In special circumstances, a guidance/school adjustment counselor will issue a "Safety Pass" to a student. This is a small laminated orange card that the student will keep in their possession and show to the instructor. When available, please have an adult escort the student to the nurse's office. If an adult is not available, please immediately call the nurse's office x - 130 to let them know that the student is coming. The student has been instructed to use the card only when they are in crisis.
- Please see the Appendix for all Emergency Procedures and Information

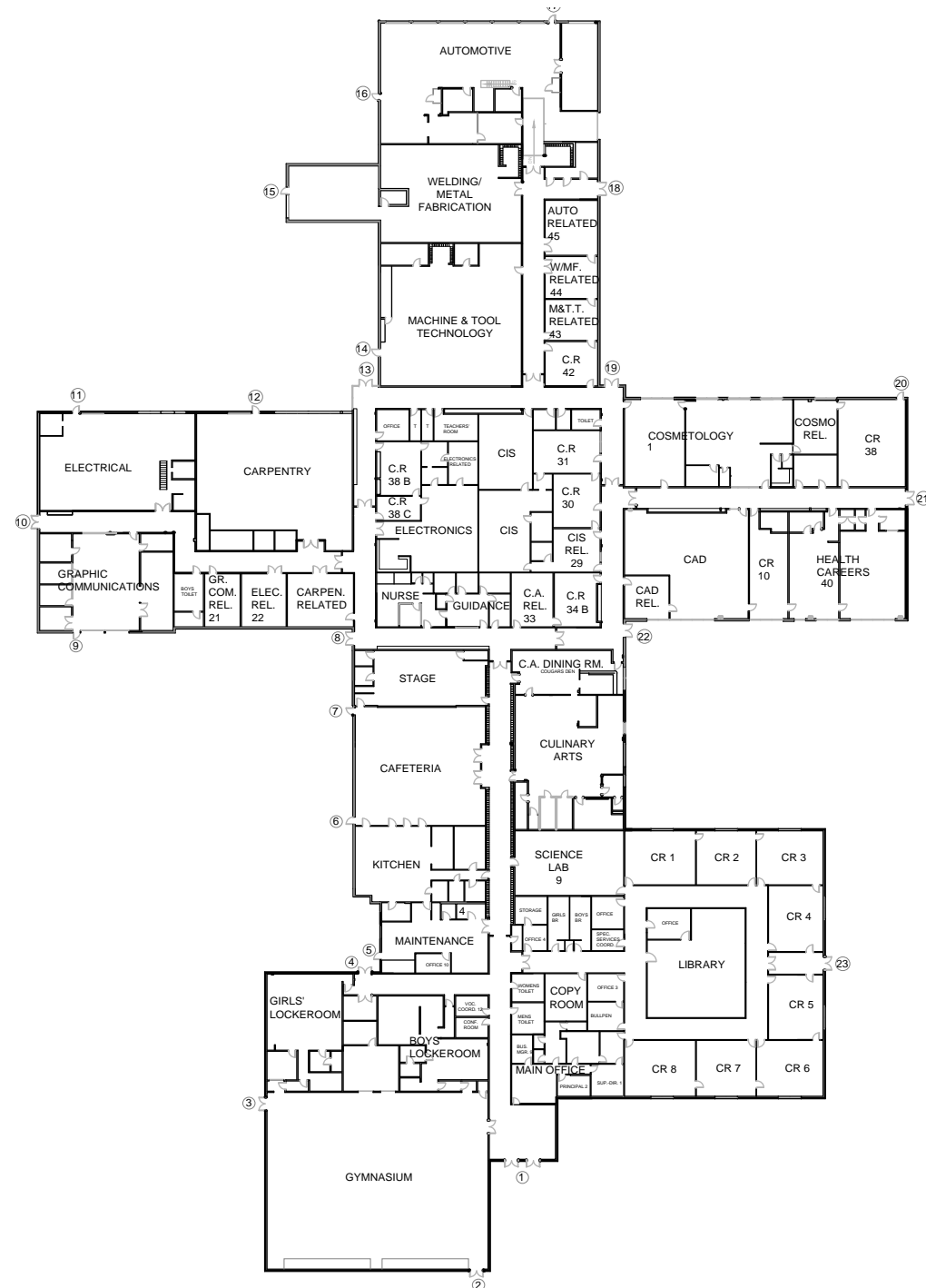
- Students are not allowed to use the classroom phone or their cell phone during class time. They are only allowed to use the phone during lunch time, before, and after school. Students should be sent to the Dean of Students' Office to make a phone call.
- Students are not allowed to run personal errands for teachers within the school and during school hours.
- Follow the teacher's lesson plan at all times. Please make sure assignments are completed.
- If you have any questions or discipline problems, please refer them to the Dean of Students and call (x: 125/166) so that this office knows to expect them.
- Please be sure that your class attends the correct lunch period. If you are unsure, please contact the Dean of Students (x: 125/166). See Appendix for lunch shift schedule.
- Please familiarize yourself with this handbook and our student handbook. If you have any questions on either of these, please do not hesitate to contact the Dean of Students (x: 125/166)

We welcome you to the substitute teaching staff. We value our substitutes, as you make it possible to maintain an orderly and meaningful educational program for our students. Much of your success as a substitute depends on your positive relationships with students, teachers, and staff. You are expected to maintain the regular program as closely as possible and to fulfill all of the regular teacher's responsibilities.

This handbook is designed to assist you in being the best substitute possible while in our school district. Please read this handbook carefully and keep it where it is readily available for your reference.

If you have any questions or concerns, please contact David Harrison, Dean of Students at x-125.

School Map



FLOOR PLAN

OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

476 NORTH AVENUE ROCHESTER, MA 02770

REV 9/1/15

Introduction

The purpose of this handbook is to provide information that will assist you, and to pave the way for a successful year as a substitute teacher for Old Colony Regional Vocational Technical High School.

Serving as a substitute is one of the most difficult assignments within the school system. It requires the ability to spontaneously walk into any classroom setting and carry out the daily activities as the regularly assigned teacher would do. In addition to being ready at any moment, substitute teachers are also required to incorporate the essential elements in their teaching at a mastery level. A substitute teacher is a trouble-shooter, marksman, CEO (chief-executive-officer), a creative genius, and a driving force.

MISSION STATEMENT

Our mission is to prepare and support students for the global demands of society and the workforce through rigorous, vocational-technical and academic courses. This foundation is established within a safe environment that values students' interest, needs, and diversity fostering responsible, productive citizens in our community.

CORE VALUES

Community

Integrity

Perseverance

Professionalism

Respect

BELIEFS ABOUT LEARNING

- All students are provided with the most current vocational, technical, and academic courses of instruction that allow for differences in student interests, aptitudes and abilities.
- Students' compassion towards others is paramount in fostering interpersonal connections collaboratively to ensure a safe, productive and respectful learning environment.
- Each student establishes relationships with community organizations to maximize student learning and promote postsecondary and career opportunities.
- Students will develop effective communication and leadership skills that build upon traits creating reliable work ethic of a civic-minded, life-long learner.
- Students are encouraged to persevere with professional, academic, and personal integrity.

LEARNING EXPECTATIONS

ACADEMIC & CAREER

OC Students are expected to:

- Develop critical thinking and reasoning skills
- Work independently and collaboratively
- Utilize technical skills and knowledge to solve problems
- Create individual education and career plan
- Communicate with clarity, focus, and consideration of audience and purpose

SOCIAL

OC Students are expected to:

- Exhibit professional skills and behavior
- Accept personal responsibility
- Demonstrate self-respect and empathy for others
- Collaborate with peers and school community

CIVIC

OC Students are expected to:

- Participate in community events
- Model the conduct required of an engaged and responsible citizen
- Demonstrate an understanding of civic duties within their local communities, while exploring global challenges

Disclaimer

The laws, school committee policies and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Old Colony Regional Vocational Technical High School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon staff and students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance, or School Committee policy not written in this handbook. If a new law, ordinance, or policy is passed, it will supersede current rules.

Job Description

A substitute teacher at Old Colony is not just a fill-in, but also an integral part of the educational process. When a teacher must be absent, it is a qualified and capable substitute who must step in and carry on the instructional program.

Substitute teachers are subject to all duties of a teacher. They are expected to monitor/supervise students in the absence of the teacher. Substitute teachers are expected to enforce school policies and procedures.

Qualifications & Application Process

In order to be a substitute teacher, we prefer that you have at least two years of college or career & technical experience.

Individuals interested in substitute teaching must complete an application which includes the following:

1. Application form
2. Copy of driver's license/photo ID and second form of identification
3. Criminal History Search Consent Form (CORI Form)
4. Resume' (optional)
5. Fingerprinting

Applications are reviewed and selected candidates are scheduled for an interview with the Dean of Students.

Calling Procedures

Substitute teachers are called to replace a staff member who is to be absent from his/her duties for at least one-half day. Substitutes are engaged as deemed necessary by the appropriate administrator(s).

Our Dean of Students contacts substitutes during the school day, and when necessary, early in the morning. Every attempt is made to give as much advance notice as possible.

Substitutes are called based upon their area(s) of specialization and their familiarity with the given assignment. In the event that a teacher has noted a specific preference for a substitute, every effort is made to honor that request. If a substitute teacher is covering Physical Education or a shop area, notification will be given so that proper attire can be worn.

Placement on the "Substitute Teacher List" does not entitle or guarantee an individual employment as a substitute teacher. The Dean of Students will contact substitute teachers at the earliest possible time, given substitutes as much time as possible to prepare.

The majority of the calls will be made between 6:00 AM and 6:20 AM on the day their services are needed. Please keep in mind some substitutes may be pre-assigned prior to the day needed. If the substitute is to return to the same classroom, the Dean of Students will make every reasonable effort to notify the substitute prior to the end of the school day.

Pay Schedule

The district issues paychecks each Thursday and they may be picked up at the Main Office until 3:00 PM. Checks that are not picked up will be mailed the following morning.

The pay structure effective for the 2017-18 school year for substitute employees is as follows:

TIMEFRAME	RATE
Days 1 – 30	\$70.00
Days 31 – 60	\$75.00
Days 61 – 90	\$80.00
Days 91 – 180	\$85.00

Cancellation of Assignment or Removing Your Name from the Substitute Teacher List

If for any reason you are unable to fulfill your assignment, please notify the Dean of Students as soon as possible by calling 508.763.8011 x:125/166.

At the end of the school year, substitutes normally receive a reasonable assurance letter to re-register as a substitute for the following school year. It is the responsibility of the substitute employee to re-register annually. If during the school year you wish to have your name removed from the “on-call” substitute list, please notify the Dean of Students in writing or call x-125 or email dharrison@oldcolony.us.

Assignment Procedure

- All assignments are made through the Dean of Students. Calls to substitute teachers are made Monday – Friday (see *Calling Procedures*) and assignment may be pre-arranged.
- Substitute Teachers must report to the Dean of Students Office by 7:20 AM
- Substitutes for full-time teachers shall be on duty and available for work on the school site as directed by the Dean of Students (or immediate supervisor) from 7:30 AM until 2:20 PM. A duty-free lunch period of at least 20 minutes shall be included in the workday.
- Substitute teachers are not entitled to a preparation period and may be asked to fill in for other teachers during the schedule preparation time. Also, please be aware that substitute teaching assignments may change if other needs arise in the building.
- Substitutes are responsible for checking in with the Dean of Students before leaving the building regarding the continuation of the assignment.

- Should a substitute accept an assignment and need to cancel for any reason, call the Dean of Students (508.763.8011 x-125) at least six hours prior to the start of the job and cancel the assignment.
- If school is cancelled because of inclement weather, substitutes do not report to work. Even if your assignment is pre-arranged, you will not be paid for snow days. In the event that school start time is delayed, substitutes should report at the regularly assigned time. Local radio and TV stations will announce school closures (see *School Cancellation/Delay Opening* under *General Information*).

Evaluation Process

Substitutes are rated by the Dean of Students with input from teachers during each day of service. The rating (1-excellent, 2-satisfactory, and 3-unsatisfactory) is reported on a monthly basis to the Administration. The rating is based on the following criteria:

- Professional appearance and demeanor
- Observance of school schedules/punctuality
- Performance of assigned duties
- Following lesson plans and instructions
- Summary of work covered
- Classroom/Shop area left in an orderly condition
- Adherence to school policies

In the event a rating of 3 is reported, the attached evaluation form will be completed by the Dean of Students and submitted to the Administration within three days of the date of service. A copy of the evaluation form will be sent to the substitute who has received a rating of 3.

Substitutes who receive a rating of 3 on three different occasions will be removed from the approved substitute list. In unusual circumstances involving a serious performance deficiency, substitutes may be immediately removed from the classroom or the approved substitute list, at the discretion of the Administration.

General Information

School Day

Substitute teachers are to report to the Dean of Students office no later than 7:20 AM to pick up their daily assignment(s). You are to report to your first period assignment no later than 7:35 AM. Please take attendance and send it to the Attendance Office (front office) no later than 7:50 AM.

Teacher Identification Badges

All teachers and staff members employed by Old Colony Regional Vocational Technical High School are required to wear identification badges at all times during the school day. You will be issued your badge by the Dean of Students during your day of substitution. Please leave it with us at the end of the day so that it is available when you return again. These badges are for the benefit of students, parents, community members, and other employees of the district to quickly identify adults in the school. These identification badges should not be defaced at any time. If lost, stolen, or damaged,

the staff member needs to report it to the Dean of Students so that a replacement badge can be issued.

Daily Attendance Shop

Attendance will be taken in first period. Substitute teachers scheduled for a period 1 class should send one student to the office with a list of students in attendance. Report missing attendance sheets to the Dean of Student's Office (x - 125/166).

Period Attendance Related & Academics

Attendance must be taken in each of the classes that you are assigned. Any absences occurring in each period should be reported to the Dean of Student's Office (x - 125/166).

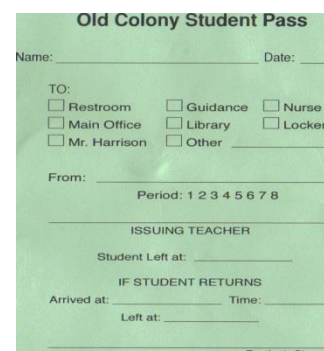
Teacher's Plans

Lesson Plans should be on the teacher's desk. Lesson plans should be followed per teacher's instructions. Report missing plans to the Dean of Students at x -125/166

Student Pass

A student pass is used when students leave the room.

- Students should ask permission before leaving.
- Only allow 1 student out of the classroom at a time (drink, bathroom, etc.).
- If a student is late to class, he/she should have a pass.
- Student must sign out prior to leaving the classroom/shop and sign in upon return.



The form is titled "Old Colony Student Pass". It includes fields for "Name:" and "Date:". Below these are checkboxes for "TO:" with options: Restroom, Main Office, Mr. Harrison, Guidance, Library, Other, Nurse, Locker. There is a "From:" field and a "Period:" field with a grid of numbers 1 through 8. The bottom section is for the "ISSUING TEACHER" and includes "Student Left at:", "Arrived at:", "Time:", and "Left at:" fields, along with a line for the "Teacher's Signature".

Safety Pass

In special circumstances, a guidance/school adjustment counselor will issue a "Safety Pass" to a student. This is a small laminated orange card that the student will keep in their possession and show to the instructor. When available, please have an adult escort the student to the nurse's office. If an adult is not available please immediately call the nurse's office at x -130, and let them know that the student is coming. The student has been instructed to use the card only when they are in crisis.



Restricted Pass

In special circumstances, the Dean of Students (x166/x125) will issue a "Restricted Pass" to a student. This pass is issued on a daily basis. The purpose of the pass is to maximize learning by minimizing the amount of time a student is out of the classroom or vocational shop. The Restricted Pass is an 8.5"x11" document that the student will keep in their possession.

Based on the information on the restricted pass, staff members can refuse to allow the student to leave the class/shop/lunch.* The student can only use the nurse's bathroom. If the student does not have the restricted pass, he/she cannot leave the class/shop/lunch. Students on a restricted pass are not allowed to do errands. The restricted pass must be completely filled out, especially the times the student leaves, arrives, and returns. The student is to return the restricted pass to the Dean of Students at the end of the day. The instructor shall notify the Dean of Students if the student takes an excessive amount of time going and/or returning from his/her destination.

**Staff must use their professional judgment in this matter. If the student seems ill or distressed, a regular pass can be used allowing the student to go to the nurse's office or guidance counselor. Please note the time on the pass.*

The substitute teacher shall inform the nurse (x: 130) in cases of:

Should the nurse not be available, please call the Main Office x: 111

- Personal injury to students or staff.
- Serious illness of any student.

The substitute teacher shall inform the Dean of Students (x: 125) in cases of:

Should the Dean of Students not be available, please call the Main Office x: 111

- Damage to school property.
- Serious discipline problems or infractions of school rules.

School Cancellation/Delayed Opening

In case of severe weather warranting the discontinuance of school, local radio and TV stations will broadcast the "no school" notice.

DO NOT call the Old Colony office, your local police dept., or radio stations. In the event schools are closed in any one of the five member towns, DO NOT ASSUME THIS MEANS OUR SCHOOL WILL BE CLOSED AS WELL. Listen for an announcement specifically for OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL.

OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL Daily Restricted Pass

Student Name: _____			Date: _____		
Counselor: Sherman / Abaray / Spilet (circle one)			Cycle: Shop / Academic (circle one)		
1	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
2	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
3	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
4	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
5	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		
	From: _____ To: _____	Time Left: _____ Time Arrived: _____	Staff Signature: _____ Staff Signature: _____		

Revised 9/24/2011

Academic Schedule of Class Periods

2017-18 Academic Rotation

	Mon - 1	Tues - 1	Wed - 1	Thurs - 1	Fri - 1	Mon - 2	Tues - 2	Wed - 2	Thurs - 2	Fri - 2
7:45-8:33	A/I	C/K	A/I	C/K	A/I	C/K	A/I	C/K	A/I	C/K
8:35-9:18	B/J	D/L	B/J	D/L	B/J	D/L	B/J	D/L	B/J	D/L
9:20-10:03	C/K	A/I	C/K	A/I	C/K	A/I	C/K	A/I	C/K	A/I
10:05-10:48	D/L	B/J	D/L	B/J	D/L	B/J	D/L	B/J	D/L	B/J
10:50-12:01	E/M	G/O	E/M	G/O	E/M	G/O	E/M	G/O	E/M	G/O
12:03-12:46	F/N	H/P	F/N	H/P	F/N	H/P	F/N	H/P	F/N	H/P
12:48-1:31	G/O	E/M	G/O	E/M	G/O	E/M	G/O	E/M	G/O	E/M
1:33-2:16	H/P	F/N	H/P	F/N	H/P	F/N	H/P	F/N	H/P	F/N

Parking

Parking for substitute teachers is in the main parking lot A (located to the right as you enter the campus). Please do not park in spaces designated for visitors.

Bathroom Facilities

Substitute teachers are asked to use only adult-designated bathrooms. These are located near the main office and near the teachers' lounge.

Lunch Schedule

Check the teacher's schedule for your assigned lunch break or lunch duty. This information can be found on the teacher's daily plan sheet.

Your lunch break should take place in either the teachers' lounge or cafeteria. A refrigerator and a microwave are available for your use in the two teachers' lounges/workrooms. One lounge is located in the vocational wing of the school in the main corridor, and the other is located in the academic wing of the school across from the students' bathrooms. You are also welcomed to purchase lunch at the school cafeteria or from the Culinary Arts Cougar's Den.

You may also contact the Dean of Students (x - 125/166) for your assigned lunch time and duty.

Lunch Schedule 2017-18

Lunch	Who
First 10:50 – 11:10 Academic Lunch	Students and staff who have period 5 class in room 1, 9, 10, 30, 31, 34, 38, 38B, & 42 Lunch 1 st – then period 5
Second 11:13 – 11:33 Shop Lunch	Automotive Technology Electrical Electronics Engineering Technology House & Mill Carpentry

	Machine & Tool Technology Metal Fabrication & Joining
Third 11:35 – 12 Academic Lunch	Students and staff who have period 5 class in rooms 2, 3, 4, 5, 6, 7, 8, & Gym Period 5 – Lunch – Period 6
Fourth 12:15 – 12:35 Shop Lunch	CADD CIS Cosmetology Culinary Arts Graphic Communications & Design Health Careers

Internet Use

You may use the teacher's classroom computer only for educational purposes relative to the lessons you are teaching. You will be assigned a username and password by the Technology/IT Coordinator. District computers cannot be used for personal matters including, but not limited to, personal emailing, e-commerce, and social networking.

It is possible that your substitute plans may call for students to use the computer to complete a specific assignment. Therefore, you need to know that every student in the building has signed or should have signed a Handbook Signature Sheet that included the District Acceptable Use Policy. Teachers will indicate in their plans the names of students who cannot use the computer or Internet. If a student is using the computer or Internet inappropriately, you should immediately have the student shut down the computer, then write down the student's name and inform the Dean of Students.

Emergency Procedures

See Appendix

Smoke/Tobacco Free Schools

Section 37H, Chapter 71 of the Education Reform Act of 1993, the use of tobacco products within the school buildings, the school facilities, on the school grounds, or on the school busses by any individual, including school personnel, is prohibited.

Possession of Firearms, Drugs and Dangerous Weapons in School

Possession of a firearm, drugs or dangerous weapons on school premises may subject a student to expulsion. Report any suspicions to the Dean of Student's office at x - 125/166.

Harassment

Old Colony Regional Vocational Technical High School is committed to creating an environment in its school in which all people will be treated with respect, tolerance, and sensitivity. It is essential that everyone recognize certain guidelines for appropriate behavior that will allow each person the freedom to work and learn without fear of intimidation, humiliation or degradation. Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others, is unacceptable. Harassment on the basis of race, ethnicity, religion, ideology, political persuasion, sexual orientation, physical disability or any other physical attribute will not be tolerated.

Sexual harassment violates laws against discrimination and may include the following:

1. Explicit or suggestive remarks of a sexual nature.
2. Pressure for sexual activity or for a sexual relationship.
3. Unwelcome touching.
4. Inappropriate personal questions.

ALL STAFF ARE RESPONSIBLE FOR UNDERSTANDING AND MAINTAINING A HARRASSMENT-FREE ENVIRONMENT. Incidents of harassment need to be reported to a counselor or school administrator immediately.

Bullying

The Old Colony Regional Vocational Technical High School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

Bullying can be a one-time occurrence or be a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; Internet threats; teasing; put downs; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

ALL STAFF SHALL NOT TOLERATE ANY BULLYING ON DISTRICT GROUNDS OR AT ANY SCHOOL ACTIVITY ON OR OFF CAMPUS.

Any staff member who observes or becomes aware of an act of bullying is expected to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members’ safety. Staff members shall not directly intervene in a fight or physical altercation.

Incidents and/or discussions of harassment, bullying, hazing, and child abuse &/or neglect...etc. are to be reported immediately to the Dean of Students x - 125/166.

Call x - 111 if students engage in a physical altercation and administrators will be responsive immediately to the situation.

Standards of Conduct

- Substitutes have an obligation to conduct themselves in an ethical manner in all things pertaining to school operations. The role of the substitute is professional.
- Substitutes are expected to accept the assignments for which they have indicated they will serve in the Old Colony Regional Vocational Technical High School.
- The substitute should not compare one school with another, one group of employees with another or one group of students with another.
- Criticism of students, school personnel, and school policies is made only to the principal in a professional conference.

- Treat all information about students, parents, and school employees as confidential. **The right to privacy of students and parents is protected by law and regulation and is to be respected and protected by all school personnel.**
- Substitute teachers are expected to be on duty the entire day and perform all duties of the regular teacher, unless otherwise requested by the school's administrative staff. No personal work of any kind may be done during this time. The substitute is expected to carry out the program as outlined by the teacher or paraprofessional and is not employed to simply maintain order. Do not bring books, newspapers, or other personal work to the classroom.
- The substitute should not have anyone visit him/her while on duty.
- Smoking and use of tobacco products are prohibited on district property.

Dress Code

Teachers and staff members shall dress in a clean, neat, modest, and professional manner. Teacher/staff dress should serve as a model for students. Our desire is to appear professionally dressed while allowing the comfort and mobility needed to serve our students to the best of our ability. Therefore, adhere to the following guidelines:

Employees should use good judgment in the selection of their clothing and hairstyles. Any apparel or grooming that has or may have an adverse impact on the educational process will not be permitted.

Examples:

Men	Women
Casual dress slacks	Dress or suit
Khakis	Casual dress slacks or skirts
Collared shirts with or without a tie	Capri pants or slack-type apparel should be mid-calf or longer
Knit polo type shirt with collar	Shirt, blouse or sweater

You may want to check in advance, if possible, for any specific dress code requirements for your assignment.

Certain articles of clothing are considered inappropriate at any time. They include the following:

- Clothing with rips, holes, or tears
- Tank tops, muscle shirts, oversized t-shirts
- Clothing which bares the back, midriffs, shoulders
- Spaghetti straps on dresses or tops
- Mini-dresses or skirts (shorter than 4 inches above the knee)
- Jogging suits (except for physical education assignments)
- Clothing which resembles lingerie or pajamas
- Pants worn below the waist
- Leggings without a mid-thigh top
- Clothing representing illegal activities (drugs, alcohol, gangs, violence...etc.)
- Clothing with profane language, obscenities, or ethnic language

- Long belts or chains

Successful Substitute Teaching Strategies

To help ensure a pleasant and productive day for both the substitute teacher and their students, we offer the following suggestions:

- Be on time at 7:20 AM (before the arrival of the students).
- Report to the office upon arrival, obtain ID badge, and report to the Dean of Students' office for daily assignment(s) and necessary information.
- Comply with all school rules, regulations, and policies outlined in this handbook and the student handbook.
- Familiarize yourself with the school layout, classroom procedures, nearest bathroom, and the emergency exit route from the assigned classroom(s), which are mounted on the wall of each classroom.

In the classroom, the substitute teacher shall:

- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow.
- Check the seating plan chart on the teacher's desk and make sure you have all necessary provisions.
- Write your name and all assignments on the board.
- Be at the door of your classroom when the students arrive.
- Introduce yourself.
- Take attendance; if no seating chart is provided, write names of students in seating diagram.
- Give a quick overview of the classroom rules provided by the teacher.
- Discuss the plan for the day (read directly from plans if necessary)
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans. If not, contact the Dean of Students (x: 125/166)
- Go over/collect homework (if applicable).
- Spend the entire assignment working with and for the students. No personal work of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.
- Maintain normal classroom routines; keep to the plan provided by the teacher.
- Stay engaged with the lesson or activity.
- Check in frequently with students as they are working.
- It is advisable to walk around the classroom while the students work. This allows you to provide instant feedback to good work habits and to assist any students with questions.
- Periodically share as a class/summarize (you and/or students).
- Involve students as much as possible; maintain their interest.
- Allow students to work on other homework or read when finished with what you have given them or use one of the short activities provided in the appendix of this handbook.
- Try not to allow any "down time".
- Make a point to acknowledge positive behavior.
- Never leave a child in the room unattended. If you find it necessary to leave the room, just

ask another teacher to oversee the room, or call the office for assistance.

- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in
- class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.
 - Some discipline problems, hopefully minor ones, may come up in a classroom. Minor problems are likely to stay minor if a teacher deals with them before they get out of control. Try not to yell or scream at a student when confronting them. Calmly talk to the student by addressing the behavior you observed. A few suggested discipline strategies are listed below:
 - Ask the student to move to another seat so that he/she is in close proximity to you;
 - Have a 1-on-1 conversation with the student (outside of the room);
 - Give a look or a signal;
 - Provide verbal warning and/or reminder (will get back to the teacher), however never ridicule, shame, or show favoritism (show the same respect as you want shown to you);
 - If the student becomes defiant or insubordinate to your request, let the student know that you will be asking them to leave and report to the Dean of Students. If a student refuses to leave the room, **do not** touch the student. Simply, notify the office at x - 125/166 or x - 111 and ask for an administrator to respond.
- If a student becomes ill or has an accident, or if an emergency situation arises, contact the nurse's office immediately (x - 130/111) and seek assistance from the neighboring teacher. Students should not be left alone in the classroom at any time.
- Connect with special education staff in the class, if applicable; rely on information and help from them;
- Watch the time;
- Announce homework for the next day (if applicable);
- Have fun! (and follow the plan);
- Remain in the classroom if a student teacher or intern is teaching;
- The room that you are assigned to may be occupied, by another instructor, during the period when you do not have a class. Please allow them ample access to the classroom during this time.
- If you have any questions during the day, please contact the Dean of Student's Office (x - 125/166) or speak to the teacher in the next room.
- Do not leave the building without returning your badge and substitute tote and checking-in with the Dean of Students.

It is not the substitute teacher's responsibility to:

- Grant permission for a student to leave school before the regular dismissal time.
- Detain a student after dismissal time.
- Communicate information about a student or staff member with anyone but the Dean of Students.

Under no circumstances shall the substitute teacher:

- Release a student from his/her jurisdiction during school hours without permission from the school office.

- Use corporal punishment. It is recommended that substitute teachers not touch students at all.
- Leave money or valuables in the classroom.
- Criticize the teacher about her/his materials or methods.
- Leave students unsupervised at any time during the day.
- Make comments about any student, teacher, administrator or parent that will reflect negatively upon that person or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school Principal or Dean of Students.
- Review school records without the permission of the Principal. Records are legally designated as confidential and should be treated as such at all times.

What the substitute teacher can do for the teacher:

- Follow the lesson plans; do not allow the students to have a “free” day.
- Leave detailed notes about which students were helpful, disciplined, etc.
- Correct work completed by students during the day (when appropriate).
- Keep the students from opening the teacher’s desk or files.
- Be consistent with existing classroom procedures.
- Keep accurate attendance reports.
- Leave student work in organized piles/files/folders for the teacher.
- Monitor classroom supplies.
- Leave the room neat and orderly.
- Leave a note for the teacher stating something positive about his/her class.

At the close of the school day, the substitute teacher shall:

- Leave the classroom/shop as neat as possible with things approximately in the same place where they were found.
- Be sure all windows and doors are locked. If the school has issued a key, badge, or substitute tote, be sure to return it to the school office prior to leaving the building.
- Leave the teacher a summary about how the day went; work that was completed, and work that was not. Summaries are to be obtained at the Dean of Student’s Office. All summaries are to be turned in with ID at the Dean of Students’ Office/Main Office at the end of the day.
- Check-out at the Dean of Students’ Office.

Always ask for help if you are in doubt when handling any situation. The school will support you in solving problems.

APPENDIX

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Activity Suggestions

Sometimes additional activities are needed to “soak up” extra time. Students can complete the following activities independently, in groups, or as a whole class. These activities can also be developed to introduce, enhance, or compliment the lesson for the day.

1. Have one student call out a noun, a second student call out an adjective, and a third student call out a verb. Ask a volunteer to use all three words in a sentence.
2. Scramble five spelling/vocabulary words from today's lesson, trade with someone and unscramble them
3. Play the Change in My Pocket, another variation on 20 Questions. Students try to guess the number and kinds of coins in someone's pocket.
4. List as many breakfast cereals as you can.
5. Explain which explorer you would like to be. Why?
6. List as many types of flowers as you can.
7. Name as many restaurants as you can.
8. Write down all of the different places you find sand.
9. List as many U.S. Presidents as you can.
10. List as many states and their capitals as you can.
11. Name as many holidays as you can think of.
12. Write down all of the different flavors of ice cream you can.
13. Name as many countries of the world that you can think of.
14. List all of the types of transportation you can think of.
15. Ask for a volunteer to go to the board and in two minutes or less re-teach what they've learned that day. Call them "Mr." or "Ms." and ask them questions as they demonstrate their lesson re-cap.
16. Write down as many cartoon characters as you can.
17. Name all of the states that have the letter "E" in them.
18. Name all of the different types of musical instruments as you can.
19. List everything that is in your locker right now.
20. If someone gave you \$1,000.00 what 5 things would you buy?
21. Write down a manufactured product for each letter of the alphabet.
22. Challenge students to find three things in the room they can straighten or clean in one minute — and do it.
23. Name the different sections of the newspaper.
24. Ask a student to name a noun that begins with A. Have the next student name a noun beginning with B, and so on.
25. "Get as close as you can." I pick a random number (at least in the thousands or greater depending on what grade you teach) and I write it on the board. This is the target number. Then I write about five other random numbers. The students then can use any math operation and any of the five numbers once to try to get as close as they can to the target number. The student who gets the closest wins.
For example: Target number: 1,050

Random numbers: 5, 87, 24, 13, 9

Sample answer: $[(87 \times 13) - (24 \times 5)] + 9 = 1,020$

Students usually want to keep on going and challenge the winner. They love this and it can take as little or as much time as you have.

For more ideas, Google “Sponge Activities” (activities that “soak up” time)

SUBSTITUTE TEACHER'S DAILY SUMMARY

The classroom teacher appreciates knowing about the progress the students have made during their absence. Please take some time to complete this daily summary so that the classroom teacher knows the work that was covered, assignments made, and general comments about your day. This information should **not** be an evaluation of the teacher. Only **factual** information (an unbiased report) is to be included.

Substitute Name: _____ Date: _____

Period	Subject	Summary (work covered, assignments, general comments)
A		
B		
C		
D		
E		
F		
G		
H		

The following students: were especially helpful _____
 exhibited disruptive behavior _____
 did not feel well _____

My experience as a substitute was: _____satisfactory _____ unsatisfactory

Additional Comments: _____

SUBSTITUTE TEACHER INFORMATION SHEET

Please be advised that this sheet will be reviewed by the substitute and the Dean of Students.

Name of Substitute (Please Print)

Date of coverage

Name of Teacher (Please Print)

Name of Administrator (Please Print)

Substitute Assignment

Please provide your assessment of the substitute's performance in the following areas:

	Excellent	Satisfactory	Improvement Needed
Professional Appearance & Demeanor			
Observed school schedules/Punctuality			
Performed assigned duties			
Followed lesson plans			
Classroom management			
Adhered to school policies			
Left a note and/or summary of work covered			
Left the room in an orderly condition			

Comments:

Teacher's Signature

Date

Administrator's Signature

Date (Administrator spoke with
Substitute Teacher)

Emergency Procedures

Emergency Evacuation

Evacuation procedures are posted in each classroom. Please make note of them upon your arrival.

FIRE ALARM/DRILL

The purpose of fire drills is to safeguard students and staff in the event of an actual fire. Every classroom, shop and laboratory, as well as other building locations, prominently displays instructions regarding the procedure to be followed during fire alarms.

Our goal is to achieve a very rapid and safe evacuation of the building which if all instructions are carried out, can be accomplished in less than one minute. Fire drills are for your protection. Each of us must realize that when the fire horn sounds, we become jointly responsible for one another's safety and, therefore, must quietly and immediately follow these posted instructions to exit the building.

Fire Drill/Alarm Procedures

1. Upon hearing the signal, all teachers and all responsible personnel will take with them a roster of the students in attendance in their class at the time of the alarm and will take the necessary precautions to prevent the spread of fire (close doors and windows, shut off gas, lights, etc.)
2. All personnel-teachers, students, staff, workers, etc., **MUST LEAVE** the building. Walk, do not run. In case of actual **FIRE IN ANY AREA** that would block any passage way, the teacher in that area will immediately direct the students into a safe **EXIT**.
3. Teachers will accompany students in their class to designated assembly points outside of the building.
4. Teachers will take roll call after the students have assembled outside of the building. Students who are out of classes for any reason will leave by the nearest exit and immediately upon reaching outside, report to the teacher from whose class that they are absent.
5. Students are to remain at assembly points until instructed otherwise by their teacher.
6. Outside the building, be observant. Remember that areas must be kept open for the approach of fire fighters and equipment.
7. Absolute silence is to be maintained throughout the entire drill so that instruction from the teachers and/or fire officials can be heard.
8. The recall signal will be sounded on the regular outdoor signal. On the return signal, return to the building in an orderly fashion, to the room which you left on the fire drill signal.

These rules are important. They are made for the protection and safety of all. Any infraction of these rules will result in disciplinary action.

ALICE (Alert, Lockdown, Inform, Counter/Choices, & Evacuate) SYSTEM

Old Colony Regional Vocational Technical High School utilizes a **ALICE SYSTEM** in order to react efficiently to a dangerous intruder in the building. The procedure outlined below will allow trained personnel to deal with the problem.

PRACTICE DRILL:

To avoid undue chaos, practice drills will be identified as a **“ALICE LOCKDOWN/BARRICADE DRILL”** instead of the words emergency or code.

There will be an announcement over the P.A. System and Walkie-Talkie in the words to the effect:

“ATTENTION PLEASE... WE HAVE AN ALICE LOCKDOWN/BARRICADE DRILL IN THE BUILDING, PLEASE LOCKDOWN AND BARRICADE IN PLACE.”

You may also hear about a specific area, e.g. academic wing. This would signal to staff and students that anyone in that area would be safer to stay where they are. However, if no specific area is designated, then everyone needs to lockdown and barricade in place.

EMERGENCY:

If an emergency or problem does arise, there will be an announcement over the P.A. and Walkie-Talkie System, or if the emergency is anywhere in your classroom/shop area, please access the PA System by selecting #95, #10, try to be as specific as possible, and inform the entire school of the emergency and use words to the effect:

“ATTENTION PLEASE... WE HAVE TO INITIATE ALL ALICE PROCEDURES.”

This would be announced twice, and repeated if necessary.

Additionally, you may hear, “Intruder with weapon in academic wing or near a specific shop. Shots fired, shots fired in Intruder approx. 6’ tall, white male, former student, wearing..... moving towards.....” If intruder known, may call by name trying to distract him/her and let them know that we can see what they are doing and where they are going.

THE PROCEDURE WILL BE AS FOLLOWS FOR LOCKDOWN/BARRICADE:

- ☐ Act quickly, lock doors, select large items to barricade doors to main hallway, close blinds, turn-off lights, keep quiet and away from the line of sight.
- ☐ All students/staff in the corridors should move into the first available area and remain there until the lockdown is cleared.
- ☐ (Possible options are the student academic bathrooms and staff bathrooms that are usually open and can be locked from the inside).
- ☐ Students/staff in the cafeteria should move into the service and maintenance areas and as far away from doors and windows as possible.

- ☐ Indoor PE classes should move into the locker rooms.
- ☐ Outdoor PE classes should move into the field house.
- ☐ Try to access the school's email system to report any circumstances relevant to the incident to either kguenette@oldcolony.us; jmachamer@oldcolony.us; ldeady@oldcolony.us; or kfay@oldcolony.us.
- ☐ If cell phones are working, either call or text to any of us to report any circumstances relevant to the incident: Karen Guenette, Principal (508) 789-8231; Jackie Machamer, AP/CVTE Coordinator (508) 951-3632; Krystla Fay, Special Services Coordinator (508) 873-2024; or Linda Deady, Academic Coordinator/Data Analyst (508) 212-8066.
- ☐ A command post will be set up either inside or outside of school. If possible, inside of school will be the library and outside of school will be the field house.
- ☐ Slide the green, yellow, and red laminated cards, **only after the emergency and police personnel have cleared the building**, into the main hallway to indicate everyone is OK (green), there is a problem (could be missing student or someone with a minor injury - yellow), or there is a tragedy and immediate help is needed in this area (red).
- ☐ Use safety buckets, provided in each classroom, if necessary.
- ☐ If an intruder comes in and breaks the barricade: make noise, move, create distractions and distance, throw anything, swarm and concentrate on the intruder's head and upper body to try to take him/her down.
- ☐ Should the distractions work and the weapon is removed from the intruder, DO NOT touch the weapon, try to kick it away or cover it with something.
- ☐ Do not allow anyone to leave the area until the lockdown is cleared. This may include the police securing and clearing your area. They will release each classroom to safety and then a dismissal process will take place, using a paper system, if Internet is down, or a Google spreadsheet with students' names listed are listed alphabetically, and the parents can type their names in.

THE PROCEDURE WILL BE AS FOLLOWS FOR FULL ALICE PROCEDURES:

- ☐ Act quickly, find any way possible to flee the building, keep quiet, exit with hands held up and fingers spread, walk or run to gathering spots, DO NOT go to cars and try to leave the premises (staff or students).
- ☐ If buses are on the premises, and weather is a factor, we can use them as shelter, but the goal is to get to gathering spots located on the evacuation crisis map, and get away from the line of sight.
- ☐ Do not allow anyone to leave the area until the police have secured and cleared the area.

- Try to access the school's email system to report any circumstances relevant to the incident to either kguenette@oldcolony.us; jmachamer@oldcolony.us; ldeady@oldcolony.us; or kfay@oldcolony.us.
- If cell phones are working, either call or text to any of us to report any circumstances relevant to the incident: Karen Guenette, Principal (508) 789-8231; Jackie Machamer, AP/CVTE Coordinator (508) 951-3632; Krystla Fay, Special Services Coordinator (508) 873-2024; or Linda Deady, Academic Coordinator/Data Analyst (508) 212-8066.
- As emergency personnel arrive, hold up the green, yellow, and red laminated cards, **only after the emergency and police personnel have cleared the building**, to indicate everyone is OK (green), there is a problem (could be missing student or someone with a minor injury - yellow), or there is a tragedy and immediate help is needed in this area (red).
- A command post will be set up either inside or outside of school. If possible, inside of school will be the library and outside of school will be the field house.
- All students/staff will be transported to buses from either Snipatuit Estates (Benson or Gerish Rd.) or Neck Rd. to Rochester Memorial School to be reunited with their families.
- At Rochester Memorial School, we will have a sign-out system in place: either a paper sign-off sheets (if no Internet access), or a created Google spreadsheet with students' names listed are listed alphabetically, and the parents can type their names in.

EMERGENCY CODE SYSTEM

“CODE E”

Old Colony Regional Vocational Technical High School utilizes an **Emergency Code System** in order to react efficiently to emergencies within the building. The procedure outlined below will allow trained personnel to deal with the problem.

So as not to cause undue chaos, the word **CODE** will be used instead of the words emergency or code.

If an emergency or problem does arise there will be an announcement over the P.A. System in the words to the effect:

“ATTENTION PLEASE... WE HAVE A CODE “E” IN WELDING.”

This would be announced twice. At this time designated persons would respond.

THE PROCEDURE WILL BE AS FOLLOWS:

When a serious accident, injury or problem arises and medical help is needed, the teacher will notify the nurse. The nurse will decide whether or not the code system is needed. The announcement will be made over the P.A. System. Designated responders will go immediately to the scene. Persons covering the responder's classes will report to their assignments.

A Hall Monitor will secure the scene.

The Guidance Secretary will report to the nurse's office.

****No student should be sent to the Health Room until the emergency has been cleared.**

****All students should lockdown in their shops or classrooms until the emergency has been cleared, and continue working.**

Listen for the following announcement: “ATTENTION PLEASE... THE CODE “E” IN WELDING HAS BEEN CLEARED.”

CANINE SEARCH

Old Colony Regional Vocational Technical High School utilizes **CANINE SEARCH LOCKDOWN** system in order to react efficiently to police dogs in the building. The procedure outlined below will allow trained personnel to conduct the search.

To avoid undue chaos, the words **CANINE SEARCH** will be used instead of the words emergency or code.

Before the **CANINE SEARCH** begins, there will be an announcement over the P.A. System in the words to the effect:

“ATTENTION PLEASE... WE HAVE A CANINE SEARCH IN THE BUILDING.”

This would be announced twice, and repeated if necessary.

THE PROCEDURE WILL BE AS FOLLOWS:

When the dogs are in the building, the announcement will be made over the P.A. System. All classrooms and shops should go into lockdown and continue working. This means students should be kept in their classrooms or shops, and not allowed to leave until requested by the police or administration or until the **CANINE SEARCH** has been cleared.

OUT-OF-CONTROL STUDENT

- Notify the Dean of Students (x - 125) and/or the front office (x - 111) immediately.
- Assure safety of students and other staff.
- Move uninvolved students out of the area if needed.
- Remain calm. Speak in a slow and calm voice.
- Maintain visual contact with the out-of-control student until assistance arrives.
- Secure other staff for help until an Administrator and/or Counselor arrive.
- Be prepared to document the incident if requested by the Administration.
- **USE PHYSICAL RESTRAINT ONLY TO THE EXTENT NEEDED TO PROTECT PERSONS. THE TEACHER MUST MAKE THIS JUDGMENT. (see restraint policy)**

DO NOT:

- Threaten if threatened.
- Threaten with police or legal action.
- Laugh or joke with the out-of-control student.

OCRVTHS has a CPI (Response Intervention) Team, comprised of staff members who are located throughout the building.

- Once reported, an announcement over the PA system will be used. For example:

“ATTENTION PLEASE... WE NEED A CPI TEAM TO AUTOMOTIVE.”

- This would be announced and repeated 2x's or more if necessary.

THE PROCEDURE WILL BE AS FOLLOWS:

The CPI team for that area of the school will respond to the situation to restrain, physically if necessary, an out-of-control student. All other classrooms or shops go into lockdown and continue working until the CPI Intervention has been lifted.

All other students within the classroom or environment will be moved to another location if and when it is safe to do so.

OLD COLONY

Regional Vocational Technical High School

Acknowledgement of Receipt of the Substitute Teacher Handbook

I have been given a copy of the Substitute Teacher Handbook. I understand that it is my responsibility to read the Substitute Teacher Handbook and become familiar with its contents. Further, I understand that via the Old Colony Regional Vocational Technical School District website (<http://www.oldcolony.us>) I have access to the Student Handbook. I understand that it is my responsibility to read the Student Handbook and become familiar with its contents.

I understand that nothing contained in the Substitute Teacher Handbook will constitute any employment contract with the Old Colony Regional Vocational Technical School District. Nothing contained in the Substitute Teacher Handbook is intended to interfere with any rights or benefits protected by law.

I understand that I am responsible for complying with the policies, rules, and procedures set forth in the Substitute Teacher Handbook, as amended and supplemented by the Old Colony Regional Vocational Technical School District.

Electronic Communication Substitute Access Agreement

The Old Colony Regional Vocational Technical High School District provides technology resources to promote educational excellence. School computers, networks, and Internet access are provided to support the educational mission of the school. I understand that these systems are to be used only for educational purposes relative to the lessons I am teaching. I also understand that I may not use district computers for personal matters including, but not limited to, personal emailing, ecommerce, and social networking.

I understand that as a user of this network, I am expected to use the computers and computer networks in a responsible, ethical, and polite manner. Users of the school computer system are cautioned that any work on school computers generates an electronic record that may be subject to public disclosure. I agree not to use a code, access a file, or retrieve any stored communication on these systems unless authorized by the Old Colony Regional Vocational Technical School District. Furthermore, I realize that the school's network may not be used for fundraising activities and/or private for-profit commercial activities or political campaigns. I understand that the school policies against sexual harassment and any other forms of discrimination apply equally to communication on school computer systems. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the district network.

The Old Colony Regional Vocational Technical High School District reserves the right to monitor and review all transmitted electronic communications and data stored on school technology. I acknowledge that I have no expectation of privacy in connection with the use of these systems or with the transmission, receipt, or storage of information on these systems. I further understand that all Old Colony Regional Vocational Technical School District electronic and telephonic communication systems (such as: email, voice mail, telephones, computers, fax machines, etc.) and all information transmitted by, received from, or stored in those systems are the property of Old Colony Regional Vocational Technical High School. I acknowledge and consent to the Old Colony Regional Vocational Technical School District monitoring my use of these systems at any time at its discretion.

Substitute Signature

Print Name

Date

Dean of Students

Print Name

Date Received