Appendix A
EQUAL OPPORTUNITY EMPLOYMENT

The School Committee subscribes to the fullest extent to the principle of dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Source: MASC

Legal Ref.: BESE Regulations 603, CMR 26:00

Cross Ref.: AC, Nondiscrimination

Adopted: November 26, 1973

Revised: December 17, 2012
NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.

3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.

4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.

5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.

6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee’s policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer (Director of Human Resources, 1029 North Road, Westfield, MA, 413-572-6550).

SOURCE: MASC

LEGAL REFERENCES:
Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
M.G.L. 76:5; Amended 2011
M.G.L. 76:16
BESE regulations 603 CMR 26.00 Amended 2012
BESE regulations 603CMR 28.00

CROSS REFS.: ACA-ACE, Subcategories for Nondiscrimination
GBA, Equal Employment Opportunity
JB, Equal Educational Opportunities
JICFB Bullying and Cyberbullying

Adopted: Date of Manual Adoption

Revised: November 19, 2012
Revised: April 4, 2013
Nondiscrimination on the Basis of Sex

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school system’s Title IX compliance officer (Director of Human Resources, 1029 North Road, Westfield, MA, 413-572-6550). All students and employees will be notified of the name and office address and telephone number of the compliance officer.

SOURCE: MASC

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
BESE 603 CMR 26:00

CROSS REFS.: AC, Nondiscrimination

Adopted: Date of Manual Adoption

Revised: November 19, 2012
GRIEVANCE PROCEDURE
Section 504 of the Rehabilitation Act of 1973

Under Section 504, a person with a disability is anyone who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing hearing, speaking, breathing, working and performing manual tasks.

A complaint alleging discrimination on the basis of disability/impairment in admission, access to services, or treatment in programs and activities shall be filed in the following manner:

I. Procedures
   A. It is the express policy of the district to provide for the prompt and equitable resolution of complaints alleging any violation of Section 504. In order to facilitate the timely resolution of such complaints, any eligible person, including any student, parent/guardian, staff member or other employee who feels that discrimination has occurred on the basis of disability should contact the district’s designated Section 504 Coordinator within thirty (30) calendar days of the alleged occurrence. The complainant should provide the Section 504 Coordinator the following information:

   1. The name of the complainant;
   2. The date of the complaint;
   3. The date(s) of the alleged discrimination;
   4. The names of any witness(es) or individuals relevant to the complaint; and
   5. A detailed statement describing the circumstances in which the alleged discrimination occurred.

   B. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent, who shall investigate or appoint a designee to do so.

   C. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

   D. Upon receipt of the complaint, the Section 504 Coordinator (or Superintendent, as outlined above), shall:

      1. Provide a copy of the written complaint to the Superintendent of Schools;
      2. Meet with the complainant within 14 calendar days of receiving the complaint, to discuss the nature of the complaint;
      3. Provide the complainant with a copy of the district’s Section 504 Policy and applicable administrative regulations within 14 calendar days of receiving the complaint;
      4. Investigate the factual basis for the complaint, including interviews with individuals with information relevant to the complaint;
5. Attempt to resolve the complainant’s concerns, whenever possible;
6. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
7. Regularly update the complainant on the investigation;
8. Communicate the findings of the investigation to the complainant, along with the intended remedial actions, whenever appropriate, while keeping in mind confidentiality obligations; and
9. Ensure that appropriate remedial and/or disciplinary action is taken whenever allegations are verified.

E. If, following the investigation by the Section 504 Coordinator, the complainant is not satisfied with the results of the investigation or the proposed resolution, the complainant may request, in writing, that the Superintendent reviews the findings of the Section 504 Coordinator. Upon receipt of a written request from the complainant, the Superintendent shall review the investigative results of the Section 504 Coordinator and determine if further action and/or investigation is warranted.

II. Complaints to the District
Title: Superintendent of Schools, Westfield Public Schools
Address: 1029 North Road, Westfield, MA 01085
Tel #: (413) 572-6403

Title: Director of Curriculum and Instruction, 504 Coordinator
Address: 1029 North Road, Westfield, MA 01085
Tel #: (413) 562-2298

III. Complaints to State and Federal Agencies
The complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-149 (Phone Number 617-289-0111). Any such complaints must be filed within one hundred and eighty (180) days of the date of the alleged violation of Section 504, or within sixty (60) days of the completion of the district’s internal grievance procedures or including the district’s impartial hearing process.

Any employee who believes that he or she has been discriminated against on the basis of disability may also file a complaint with the Massachusetts Department of Elementary and Secondary Education (Phone Number: 781-338-3000), the Massachusetts Commission Against Discrimination (Phone Number: 617-994-6000) and/or the Equal Employment Opportunity Commission (EEOC), Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02114 (Phone Number: 617-565-3200). Massachusetts law requires that a formal written complaint be filed with the EEOC within one hundred and eighty (180) days of the date when the alleged discrimination occurred. Remedies for discrimination include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

First Reading: March 16, 2009
Second Reading: March 16, 2009
Adopted: March 16, 2009
Revised: May 19, 2014
The City will reimburse for only one night preceding the conference. Any additional accommodations made due to air travel reservations must be substantiated to show the cost benefit to the City.

Generally, the City will pay a one night deposit to the hotel. At the end of the stay, the hotel may either bill the City or the employee may pay the charges and be reimbursed by the City. In cases of financial hardship, a cash advance may be considered.

This practice protects the City from cancellation charges or early departures.

Original receipts must be presented.

MEALS

Per the Internal Revenue Service Publication 463, the City of Westfield uses an accountable plan for reimbursement. Therefore the meal policy will be as follows:

If the employee does not present receipts, he/she will be reimbursed at the rate of $26.00 per day (the IRS Standard Meal Allowance) based on the following schedule:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$4.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$7.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

This reimbursement will be paid on PAYROLL as these expenses may be deducted on the employee’s income tax. Employees receiving a contractual meal allowance are already receiving this on payroll.

Meals will be reimbursed at higher rates (reasonable) upon presentation of detailed receipts. Tips up to a maximum of 15% may be reimbursed; however, at no time may anyone receive more than a $50.00 meal reimbursement for one day.

State Law Chapter 44 Section 58 will NOT allow reimbursement for alcoholic beverages.

When meals are reimbursed for more than one person, the other persons must be listed. If the reimbursement is for other City employees, each department must use their own expense account.
CITY OF WESTFIELD

TRAVEL POLICY

IT IS THE POLICY OF THE CITY TO REIMBURSE PERSONS WHO HAVE BEEN AUTHORIZED TO TRAVEL ON BEHALF OF THE CITY FOR REASONABLE EXPENSES INCURRED DURING SUCH TRAVEL. TRAVEL WILL BE PERFORMED IN THE MOST ECONOMICAL MANNER FOR THE CITY.

THIS REGULATION IS ISSUED FOR GUIDANCE OF ALL PERSONNEL (CITY, SCHOOL AND GAS & ELECTRIC) CONCERNED IN ORDER TO ENSURE UNIFORMITY IN PROCESSING REIMBURSEMENT REQUESTS.

All expenses related to professional development will only be reimbursed for the predetermined authorized dollar amount, regardless of receipts.

TRANSPORTATION

AUTOMOBILE: Per city ordinance $0.02 less than the IRS approved rate per mile or the rate established per contractual agreement.

In City Travel – Mileage in/out must be submitted with odometer readings.
Interschool Travel – Mileage according to mileage chart, not odometer.
In State Travel – Mileage according to mileage chart-round trip allowable within the school day.
Out of State Travel – Mileage in/out must be submitted as stated in Mapquest & mapquest form included.

Tolls and Parking will be reimbursed upon submission of original receipts or statement.

TAXI: Actual costs plus tips with original receipt.

AIRFARE: Tourist or Economy Class only. If an employee wishes to Travel First Class, he/she will be requested to pay the difference between the two fares. Extenuating circumstances may necessitate First Class travel but must be documented accordingly. Receipts & boarding pass are required.

LODGING AND ACCOMMODATIONS

Hotel accommodations shall be reimbursed at a rate not to exceed the rate for single occupancy. The City does not pay for spouse's accommodations or meals, nor will it reimburse for suites or deluxe accommodations.
Registration fees are reimbursable with receipts and a copy of the conference notification!

Other miscellaneous expenses will be reimbursed with submission of original receipts.

All travel is undertaken with the approval of the appropriate department head or departmental authority.

Current contractual obligations that supersede any of the above policies will prevail.

The City will NOT reimburse for:

- Alcohol
- Tobacco
- Entertainment
- Costs for spouse or children
- Parking tickets or Fines
- Personal telephone calls
- Meals that are included in conference cost.

CITY & SCHOOL EMPLOYEES TRAVELING AT PUBLIC EXPENSE ARE EXPECTED TO USE GOOD JUDGMENT. THE CITY AUDITOR RESERVES THE RIGHT TO REJECT ANY REIMBURSEMENT WHICH DOES NOT FOLLOW THE ABOVE GUIDELINES OR IS NOT DOCUMENTED.
<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL/DEPT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ODOMETER READING</th>
<th>PLEASE INCLUDE CITY AND STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>START</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL MILES 0

\[ \times 0.54 = 0.00 \]
# TRAVEL WITHIN MASSACHUSETTS PER MILEAGE CHART

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESTINATION</th>
<th>REASON FOR TRIP</th>
<th>MILEAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL MONTHLY MILEAGE**

0

\[ \times 0.54 \text{ PER MILE} \]

0.00

**TOTAL REIMBURSEMENT**

0.00

revised 1/7/14
<table>
<thead>
<tr>
<th>Town</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABINGTON</td>
<td>114</td>
</tr>
<tr>
<td>ACTON</td>
<td>91</td>
</tr>
<tr>
<td>ACUSHNET</td>
<td>119</td>
</tr>
<tr>
<td>ADAMS</td>
<td>52</td>
</tr>
<tr>
<td>AMHERST</td>
<td>24</td>
</tr>
<tr>
<td>ANDOVER</td>
<td>111</td>
</tr>
<tr>
<td>ARLINGTON</td>
<td>98</td>
</tr>
<tr>
<td>ASHBURNHAM</td>
<td>74</td>
</tr>
<tr>
<td>ASHY</td>
<td>81</td>
</tr>
<tr>
<td>ASHFIELD</td>
<td>40</td>
</tr>
<tr>
<td>ASHLAND</td>
<td>78</td>
</tr>
<tr>
<td>ATHOL</td>
<td>53</td>
</tr>
<tr>
<td>ATTLEBORO</td>
<td>99</td>
</tr>
<tr>
<td>AUBURN</td>
<td>56</td>
</tr>
<tr>
<td>AVON</td>
<td>107</td>
</tr>
<tr>
<td>AYER</td>
<td>87</td>
</tr>
<tr>
<td>BARNSTABLE</td>
<td>154</td>
</tr>
<tr>
<td>BARRE</td>
<td>50</td>
</tr>
<tr>
<td>BECKET</td>
<td>30</td>
</tr>
<tr>
<td>BEDFORD</td>
<td>95</td>
</tr>
<tr>
<td>BELCHERTOWN</td>
<td>25</td>
</tr>
<tr>
<td>BELLINGHAM</td>
<td>80</td>
</tr>
<tr>
<td>BELMONT</td>
<td>96</td>
</tr>
<tr>
<td>BERKLEY</td>
<td>109</td>
</tr>
<tr>
<td>BERLIN</td>
<td>73</td>
</tr>
<tr>
<td>BERNARDSON</td>
<td>43</td>
</tr>
<tr>
<td>BERLY</td>
<td>118</td>
</tr>
<tr>
<td>BOLTON</td>
<td>77</td>
</tr>
<tr>
<td>BOSTON</td>
<td>98</td>
</tr>
<tr>
<td>BRIGHTON</td>
<td>94</td>
</tr>
<tr>
<td>CHARLESTOWN</td>
<td>99</td>
</tr>
<tr>
<td>DORCHESTER</td>
<td>99</td>
</tr>
<tr>
<td>EAST BOSTON</td>
<td>99</td>
</tr>
<tr>
<td>HYDE PARK</td>
<td>97</td>
</tr>
<tr>
<td>ROXBURY</td>
<td>96</td>
</tr>
<tr>
<td>SOUTH BOSTON</td>
<td>99</td>
</tr>
<tr>
<td>W. ROXBURY</td>
<td>95</td>
</tr>
<tr>
<td>BOURNE</td>
<td>136</td>
</tr>
<tr>
<td>BOXBORO</td>
<td>85</td>
</tr>
<tr>
<td>BOXFORD</td>
<td>118</td>
</tr>
<tr>
<td>BOYDSTON</td>
<td>67</td>
</tr>
<tr>
<td>BRAINTREE</td>
<td>107</td>
</tr>
<tr>
<td>BREWSTER</td>
<td>165</td>
</tr>
<tr>
<td>BRIDGEWATER</td>
<td>112</td>
</tr>
<tr>
<td>BRIMFIELD</td>
<td>33</td>
</tr>
<tr>
<td>BROOKTON</td>
<td>110</td>
</tr>
<tr>
<td>BROOKFIELD</td>
<td>42</td>
</tr>
<tr>
<td>BROOKLINE</td>
<td>95</td>
</tr>
<tr>
<td>C'LAND</td>
<td>46</td>
</tr>
<tr>
<td>J'LANDING</td>
<td>101</td>
</tr>
<tr>
<td>CAMBRIDGE</td>
<td>96</td>
</tr>
<tr>
<td>CANTON</td>
<td>101</td>
</tr>
<tr>
<td>CARLISLE</td>
<td>96</td>
</tr>
<tr>
<td>CARVER</td>
<td>125</td>
</tr>
<tr>
<td>CHARLESTOWN</td>
<td>55</td>
</tr>
<tr>
<td>CHARLTON</td>
<td>45</td>
</tr>
<tr>
<td>CHATHAM</td>
<td>174</td>
</tr>
<tr>
<td>CHELMSFORD</td>
<td>96</td>
</tr>
<tr>
<td>CHELSEA</td>
<td>101</td>
</tr>
<tr>
<td>CHESHIRE</td>
<td>52</td>
</tr>
<tr>
<td>CHESTER</td>
<td>19</td>
</tr>
<tr>
<td>CHESTERFIELD</td>
<td>31</td>
</tr>
<tr>
<td>CHICOPEE</td>
<td>14</td>
</tr>
<tr>
<td>CLARKSBURG</td>
<td>60</td>
</tr>
<tr>
<td>CLINTON</td>
<td>73</td>
</tr>
<tr>
<td>COHASSET</td>
<td>115</td>
</tr>
<tr>
<td>COLRAIN</td>
<td>53</td>
</tr>
<tr>
<td>CONCORD</td>
<td>91</td>
</tr>
<tr>
<td>CONWAY</td>
<td>35</td>
</tr>
<tr>
<td>CUMMINGTON</td>
<td>32</td>
</tr>
<tr>
<td>DALTON</td>
<td>42</td>
</tr>
<tr>
<td>DANA</td>
<td>45</td>
</tr>
<tr>
<td>DANVERS</td>
<td>117</td>
</tr>
<tr>
<td>DARTMOUTH</td>
<td>116</td>
</tr>
<tr>
<td>DEDHAM</td>
<td>94</td>
</tr>
<tr>
<td>DEERFIELD</td>
<td>33</td>
</tr>
<tr>
<td>DENNIS</td>
<td>162</td>
</tr>
<tr>
<td>DIGHTON</td>
<td>107</td>
</tr>
<tr>
<td>DOUGLAS</td>
<td>69</td>
</tr>
<tr>
<td>DOVER</td>
<td>93</td>
</tr>
<tr>
<td>DRACUT</td>
<td>103</td>
</tr>
<tr>
<td>DUDLEY</td>
<td>52</td>
</tr>
<tr>
<td>DUNSTABLE</td>
<td>97</td>
</tr>
<tr>
<td>DUXBURY</td>
<td>128</td>
</tr>
<tr>
<td>E. BRIDGEWATER</td>
<td>114</td>
</tr>
<tr>
<td>E. BROOKFIELD</td>
<td>48</td>
</tr>
<tr>
<td>E. LONGMEADOW</td>
<td>15</td>
</tr>
<tr>
<td>EASTHAM</td>
<td>177</td>
</tr>
<tr>
<td>EASTHAMpton</td>
<td>12</td>
</tr>
<tr>
<td>EASTON</td>
<td>104</td>
</tr>
<tr>
<td>EREMONT</td>
<td>41</td>
</tr>
<tr>
<td>ENFIELD</td>
<td>30</td>
</tr>
<tr>
<td>ERVING</td>
<td>50</td>
</tr>
<tr>
<td>ESSEX</td>
<td>128</td>
</tr>
<tr>
<td>EVERETT</td>
<td>100</td>
</tr>
<tr>
<td>FAIRHAVEN</td>
<td>117</td>
</tr>
<tr>
<td>FALL RIVER</td>
<td>104</td>
</tr>
<tr>
<td>FALMOUTH</td>
<td>151</td>
</tr>
<tr>
<td>FITCHBURG</td>
<td>78</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>64</td>
</tr>
<tr>
<td>FOXBORO</td>
<td>95</td>
</tr>
<tr>
<td>FRAMINGHAM</td>
<td>81</td>
</tr>
<tr>
<td>FRANKLIN</td>
<td>85</td>
</tr>
<tr>
<td>FREE TOWN</td>
<td>112</td>
</tr>
<tr>
<td>GARDNER</td>
<td>68</td>
</tr>
<tr>
<td>GEORGETOWN</td>
<td>118</td>
</tr>
<tr>
<td>GILL</td>
<td>42</td>
</tr>
<tr>
<td>GLOUCESTER</td>
<td>132</td>
</tr>
<tr>
<td>GOSHEN</td>
<td>30</td>
</tr>
<tr>
<td>GRAFTON</td>
<td>65</td>
</tr>
<tr>
<td>GRANBY</td>
<td>19</td>
</tr>
<tr>
<td>GRANVILLE</td>
<td>11</td>
</tr>
<tr>
<td>GT. BARRINGTON</td>
<td>37</td>
</tr>
<tr>
<td>GREENFIELD</td>
<td>36</td>
</tr>
<tr>
<td>GREENWICH</td>
<td>34</td>
</tr>
<tr>
<td>GROTON</td>
<td>90</td>
</tr>
<tr>
<td>GROVELAND</td>
<td>119</td>
</tr>
<tr>
<td>HADLEY</td>
<td>20</td>
</tr>
<tr>
<td>HALIFAX</td>
<td>110</td>
</tr>
<tr>
<td>HAMILTON</td>
<td>19</td>
</tr>
<tr>
<td>HAMPDEN</td>
<td>31</td>
</tr>
<tr>
<td>HANCOCK</td>
<td>60</td>
</tr>
<tr>
<td>HANOVER</td>
<td>60</td>
</tr>
<tr>
<td>HANSON</td>
<td>120</td>
</tr>
<tr>
<td>HARDWICK</td>
<td>41</td>
</tr>
<tr>
<td>HARVARD</td>
<td>82</td>
</tr>
<tr>
<td>HARWICH</td>
<td>167</td>
</tr>
<tr>
<td>HAVENHILL</td>
<td>32</td>
</tr>
<tr>
<td>HAWLEY</td>
<td>42</td>
</tr>
<tr>
<td>HEATH</td>
<td>81</td>
</tr>
<tr>
<td>HINGHAM</td>
<td>110</td>
</tr>
<tr>
<td>HINDSAILE</td>
<td>38</td>
</tr>
<tr>
<td>HOLBROOK</td>
<td>107</td>
</tr>
<tr>
<td>HOLDEN</td>
<td>54</td>
</tr>
<tr>
<td>HOLLAND</td>
<td>162</td>
</tr>
<tr>
<td>HOLLISTON</td>
<td>83</td>
</tr>
<tr>
<td>HOLYOKE</td>
<td>13</td>
</tr>
<tr>
<td>HOPEDALE</td>
<td>76</td>
</tr>
<tr>
<td>HOPKINTON</td>
<td>75</td>
</tr>
<tr>
<td>HUBBARDSTON</td>
<td>72</td>
</tr>
<tr>
<td>HUDSON</td>
<td>79</td>
</tr>
<tr>
<td>HULL</td>
<td>113</td>
</tr>
<tr>
<td>HUNTINGTON</td>
<td>12</td>
</tr>
<tr>
<td>IPSWICH</td>
<td>128</td>
</tr>
<tr>
<td>KINGSTON</td>
<td>126</td>
</tr>
<tr>
<td>LAKEVILLE</td>
<td>117</td>
</tr>
<tr>
<td>LANCASTER</td>
<td>76</td>
</tr>
<tr>
<td>LANESBORO</td>
<td>51</td>
</tr>
<tr>
<td>LAWRENCE</td>
<td>110</td>
</tr>
<tr>
<td>LEE</td>
<td>30</td>
</tr>
<tr>
<td>LEICESTER</td>
<td>54</td>
</tr>
<tr>
<td>LENOX</td>
<td>39</td>
</tr>
<tr>
<td>LEO MINSTER</td>
<td>79</td>
</tr>
<tr>
<td>LEVERETT</td>
<td>30</td>
</tr>
<tr>
<td>LEXINGTON</td>
<td>98</td>
</tr>
<tr>
<td>LINCOLN</td>
<td>91</td>
</tr>
<tr>
<td>LITTLETON</td>
<td>89</td>
</tr>
<tr>
<td>LONSDALE</td>
<td>13</td>
</tr>
<tr>
<td>LOWELL</td>
<td>101</td>
</tr>
<tr>
<td>LUDLOW</td>
<td>16</td>
</tr>
<tr>
<td>LUNEBURG</td>
<td>82</td>
</tr>
<tr>
<td>LYNN</td>
<td>109</td>
</tr>
<tr>
<td>LYNNFIELD</td>
<td>110</td>
</tr>
<tr>
<td>MALDEN</td>
<td>102</td>
</tr>
<tr>
<td>MANCHESTER</td>
<td>125</td>
</tr>
<tr>
<td>MANSFIELD</td>
<td>97</td>
</tr>
<tr>
<td>MARBLEHEAD</td>
<td>117</td>
</tr>
<tr>
<td>MARION</td>
<td>127</td>
</tr>
<tr>
<td>MARLBOROUGH</td>
<td>75</td>
</tr>
<tr>
<td>MARSHFIELD</td>
<td>124</td>
</tr>
<tr>
<td>MASHPEE</td>
<td>151</td>
</tr>
<tr>
<td>MATTAPoisett</td>
<td>122</td>
</tr>
<tr>
<td>MAYNARD</td>
<td>86</td>
</tr>
<tr>
<td>MEDFIELD</td>
<td>88</td>
</tr>
<tr>
<td>MELDORSE</td>
<td>104</td>
</tr>
<tr>
<td>MENDON</td>
<td>20</td>
</tr>
<tr>
<td>MERRIMAC</td>
<td>128</td>
</tr>
<tr>
<td>METHUEN</td>
<td>111</td>
</tr>
<tr>
<td>MIDDLEBORO</td>
<td>119</td>
</tr>
<tr>
<td>MIDDLEFIELD</td>
<td>24</td>
</tr>
<tr>
<td>MILDEN</td>
<td>115</td>
</tr>
<tr>
<td>MILFORD</td>
<td>77</td>
</tr>
<tr>
<td>MILLBURY</td>
<td>60</td>
</tr>
<tr>
<td>MILLIS</td>
<td>85</td>
</tr>
<tr>
<td>MILLVILLE</td>
<td>78</td>
</tr>
<tr>
<td>MILTON</td>
<td>100</td>
</tr>
<tr>
<td>MONROE</td>
<td>68</td>
</tr>
<tr>
<td>MONSON</td>
<td>30</td>
</tr>
<tr>
<td>MONTAGUE</td>
<td>35</td>
</tr>
<tr>
<td>MONTEREY</td>
<td>28</td>
</tr>
<tr>
<td>MONTGOMERY</td>
<td>7</td>
</tr>
<tr>
<td>MT. WASHINGTON</td>
<td>47</td>
</tr>
<tr>
<td>NAHANT</td>
<td>114</td>
</tr>
<tr>
<td>NATICK</td>
<td>83</td>
</tr>
<tr>
<td>NEEDHAM</td>
<td>90</td>
</tr>
<tr>
<td>NEW ASHFORD</td>
<td>58</td>
</tr>
<tr>
<td>NEW BEDFORD</td>
<td>116</td>
</tr>
<tr>
<td>NEW BRAIN TREE</td>
<td>45</td>
</tr>
<tr>
<td>NEW MARLBORO</td>
<td>38</td>
</tr>
<tr>
<td>NEW SALEM</td>
<td>47</td>
</tr>
<tr>
<td>NEWBURY</td>
<td>127</td>
</tr>
<tr>
<td>NEWBURYPORT</td>
<td>127</td>
</tr>
<tr>
<td>NEWTON</td>
<td>91</td>
</tr>
<tr>
<td>NORTH ADAMS</td>
<td>58</td>
</tr>
<tr>
<td>NORTH ANDOVER</td>
<td>112</td>
</tr>
<tr>
<td>NORTH ATTLEBORO</td>
<td>95</td>
</tr>
<tr>
<td>NORTH BOURNE</td>
<td>43</td>
</tr>
<tr>
<td>NORTHFIELD</td>
<td>49</td>
</tr>
<tr>
<td>NORTH Portland</td>
<td>110</td>
</tr>
<tr>
<td>NORTH READING</td>
<td>110</td>
</tr>
<tr>
<td>NORTH BROOKFIELD</td>
<td>43</td>
</tr>
<tr>
<td>NORTON</td>
<td>103</td>
</tr>
<tr>
<td>NORWELL</td>
<td>118</td>
</tr>
<tr>
<td>NORWOOD</td>
<td>96</td>
</tr>
<tr>
<td>OAKWAY</td>
<td>55</td>
</tr>
<tr>
<td>ORANGE</td>
<td>53</td>
</tr>
<tr>
<td>ORLEANS</td>
<td>173</td>
</tr>
<tr>
<td>OTIS</td>
<td>21</td>
</tr>
<tr>
<td>OXFORD</td>
<td>56</td>
</tr>
<tr>
<td>PALMER</td>
<td>25</td>
</tr>
<tr>
<td>PAXTON</td>
<td>55</td>
</tr>
<tr>
<td>PEABODY</td>
<td>115</td>
</tr>
<tr>
<td>PELHAM</td>
<td>31</td>
</tr>
<tr>
<td>PEMBROKE</td>
<td>122</td>
</tr>
<tr>
<td>Location</td>
<td>Mileage</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Peabody</td>
<td>92</td>
</tr>
<tr>
<td>Peru</td>
<td>35</td>
</tr>
<tr>
<td>Petersham</td>
<td>50</td>
</tr>
<tr>
<td>Philippiest</td>
<td>56</td>
</tr>
<tr>
<td>Pittsfield</td>
<td>46</td>
</tr>
<tr>
<td>Plainfield</td>
<td>30</td>
</tr>
<tr>
<td>Plainville</td>
<td>94</td>
</tr>
<tr>
<td>Plymouth</td>
<td>131</td>
</tr>
<tr>
<td>Plympton</td>
<td>122</td>
</tr>
<tr>
<td>Prescott</td>
<td>34</td>
</tr>
<tr>
<td>Princeton</td>
<td>72</td>
</tr>
<tr>
<td>Provincetown</td>
<td>199</td>
</tr>
<tr>
<td>Quincy</td>
<td>104</td>
</tr>
<tr>
<td>Randolph</td>
<td>106</td>
</tr>
<tr>
<td>Raynham</td>
<td>108</td>
</tr>
<tr>
<td>Reading</td>
<td>106</td>
</tr>
<tr>
<td>Rehoboth</td>
<td>98</td>
</tr>
<tr>
<td>Revere</td>
<td>103</td>
</tr>
<tr>
<td>Richmond</td>
<td>47</td>
</tr>
<tr>
<td>Rochester</td>
<td>126</td>
</tr>
<tr>
<td>Rockland</td>
<td>115</td>
</tr>
<tr>
<td>Rockport</td>
<td>136</td>
</tr>
<tr>
<td>Rome</td>
<td>93</td>
</tr>
<tr>
<td>Rowley</td>
<td>125</td>
</tr>
<tr>
<td>Royston</td>
<td>59</td>
</tr>
<tr>
<td>Russell</td>
<td>8</td>
</tr>
<tr>
<td>Rutland</td>
<td>59</td>
</tr>
<tr>
<td>Salem</td>
<td>118</td>
</tr>
<tr>
<td>Salisbury</td>
<td>130</td>
</tr>
<tr>
<td>Sandwich</td>
<td>35</td>
</tr>
<tr>
<td>Sandwic</td>
<td>142</td>
</tr>
<tr>
<td>Saugus</td>
<td>107</td>
</tr>
<tr>
<td>Savoy</td>
<td>44</td>
</tr>
<tr>
<td>Scituate</td>
<td>118</td>
</tr>
<tr>
<td>Seekonk</td>
<td>91</td>
</tr>
<tr>
<td>Sharon</td>
<td>98</td>
</tr>
<tr>
<td>Sheffield</td>
<td>43</td>
</tr>
<tr>
<td>Sheilburne</td>
<td>43</td>
</tr>
<tr>
<td>Sherborne</td>
<td>84</td>
</tr>
<tr>
<td>Shirley</td>
<td>88</td>
</tr>
<tr>
<td>Shrewsbury</td>
<td>67</td>
</tr>
<tr>
<td>Shutesbury</td>
<td>35</td>
</tr>
<tr>
<td>Somerset</td>
<td>103</td>
</tr>
<tr>
<td>Somerville</td>
<td>98</td>
</tr>
<tr>
<td>South Hadley</td>
<td>17</td>
</tr>
<tr>
<td>Southampton</td>
<td>8</td>
</tr>
<tr>
<td>Southboro</td>
<td>75</td>
</tr>
<tr>
<td>Southbridge</td>
<td>44</td>
</tr>
<tr>
<td>Southwick</td>
<td>6</td>
</tr>
<tr>
<td>Spencer</td>
<td>49</td>
</tr>
<tr>
<td>Springfield</td>
<td>9</td>
</tr>
<tr>
<td>Sterling</td>
<td>72</td>
</tr>
<tr>
<td>Stockbridge</td>
<td>39</td>
</tr>
<tr>
<td>Stoneham</td>
<td>106</td>
</tr>
<tr>
<td>Stoughton</td>
<td>104</td>
</tr>
<tr>
<td>STor</td>
<td>83</td>
</tr>
<tr>
<td>Sturbridge</td>
<td>40</td>
</tr>
<tr>
<td>Sudbury</td>
<td>83</td>
</tr>
<tr>
<td>Sunderland</td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swampscott</td>
<td>113</td>
</tr>
<tr>
<td>Swansea</td>
<td>99</td>
</tr>
<tr>
<td>Taunton</td>
<td>105</td>
</tr>
<tr>
<td>Templeton</td>
<td>62</td>
</tr>
<tr>
<td>Tewksbury</td>
<td>106</td>
</tr>
<tr>
<td>Tolland</td>
<td>20</td>
</tr>
<tr>
<td>Topsfield</td>
<td>119</td>
</tr>
<tr>
<td>Townsend</td>
<td>86</td>
</tr>
<tr>
<td>Truro</td>
<td>191</td>
</tr>
<tr>
<td>Tyngsboro</td>
<td>101</td>
</tr>
<tr>
<td>Tyringham</td>
<td>38</td>
</tr>
<tr>
<td>Upton</td>
<td>71</td>
</tr>
<tr>
<td>Uxbridge</td>
<td>73</td>
</tr>
<tr>
<td>Wakefield</td>
<td>107</td>
</tr>
<tr>
<td>Wales</td>
<td>37</td>
</tr>
<tr>
<td>Walpole</td>
<td>92</td>
</tr>
<tr>
<td>Waltham</td>
<td>62</td>
</tr>
<tr>
<td>Ware</td>
<td>34</td>
</tr>
<tr>
<td>Wareham</td>
<td>129</td>
</tr>
<tr>
<td>Warren</td>
<td>36</td>
</tr>
<tr>
<td>Warwick</td>
<td>60</td>
</tr>
<tr>
<td>Washington</td>
<td>34</td>
</tr>
<tr>
<td>Watertown</td>
<td>93</td>
</tr>
<tr>
<td>Wayland</td>
<td>85</td>
</tr>
<tr>
<td>Webster</td>
<td>53</td>
</tr>
<tr>
<td>Wellesley</td>
<td>88</td>
</tr>
<tr>
<td>Wellfleet</td>
<td>188</td>
</tr>
<tr>
<td>Wendell</td>
<td>57</td>
</tr>
<tr>
<td>Wenham</td>
<td>122</td>
</tr>
<tr>
<td>W. Boylston</td>
<td>98</td>
</tr>
<tr>
<td>W. Bridgewater</td>
<td>110</td>
</tr>
<tr>
<td>W. Brookfield</td>
<td>39</td>
</tr>
<tr>
<td>W. Newbury</td>
<td>122</td>
</tr>
<tr>
<td>W. Springfield</td>
<td>7</td>
</tr>
<tr>
<td>W. Stockbridge</td>
<td>43</td>
</tr>
<tr>
<td>Westboro</td>
<td>69</td>
</tr>
<tr>
<td>Westfield</td>
<td>0</td>
</tr>
<tr>
<td>Westford</td>
<td>95</td>
</tr>
<tr>
<td>Westhampton</td>
<td>23</td>
</tr>
<tr>
<td>Westminster</td>
<td>70</td>
</tr>
<tr>
<td>Weston</td>
<td>88</td>
</tr>
<tr>
<td>Westport</td>
<td>111</td>
</tr>
<tr>
<td>Westwood</td>
<td>94</td>
</tr>
<tr>
<td>Weymouth</td>
<td>109</td>
</tr>
<tr>
<td>Whately</td>
<td>26</td>
</tr>
<tr>
<td>Whitman</td>
<td>115</td>
</tr>
<tr>
<td>Wilmah</td>
<td>18</td>
</tr>
<tr>
<td>Williamsmouth</td>
<td>25</td>
</tr>
<tr>
<td>Williamstown</td>
<td>63</td>
</tr>
<tr>
<td>Wilmington</td>
<td>105</td>
</tr>
<tr>
<td>Winchendon</td>
<td>69</td>
</tr>
<tr>
<td>Winchester</td>
<td>101</td>
</tr>
<tr>
<td>Windsor</td>
<td>44</td>
</tr>
<tr>
<td>Winthrop</td>
<td>103</td>
</tr>
<tr>
<td>Woburn</td>
<td>163</td>
</tr>
<tr>
<td>Worcester</td>
<td>60</td>
</tr>
<tr>
<td>Worthingham</td>
<td>26</td>
</tr>
<tr>
<td>Wrentham</td>
<td>89</td>
</tr>
<tr>
<td>CITY HALL</td>
<td>ABNER</td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>CITY HALL</td>
<td>0.38</td>
</tr>
<tr>
<td>ABNER</td>
<td>0.38</td>
</tr>
<tr>
<td>Fort Meadow</td>
<td>0.67</td>
</tr>
<tr>
<td>FRANKLIN</td>
<td>1.16</td>
</tr>
<tr>
<td>Highland</td>
<td>0.57</td>
</tr>
<tr>
<td>JUNIPER</td>
<td>2.27</td>
</tr>
<tr>
<td>MUNGER</td>
<td>3.54</td>
</tr>
<tr>
<td>PAPER MILL</td>
<td>2.95</td>
</tr>
<tr>
<td>S'HAMPS</td>
<td>2.74</td>
</tr>
<tr>
<td>NMS</td>
<td>2.67</td>
</tr>
<tr>
<td>SMS</td>
<td>0.49</td>
</tr>
<tr>
<td>WHS</td>
<td>2.84</td>
</tr>
<tr>
<td>Voke</td>
<td>0.72</td>
</tr>
<tr>
<td>Angle Holme</td>
<td>0.73</td>
</tr>
<tr>
<td>ST. MARY'S</td>
<td>0.78</td>
</tr>
<tr>
<td>Westwood</td>
<td>1.49</td>
</tr>
<tr>
<td>HAMP FONDS</td>
<td>6.81</td>
</tr>
<tr>
<td>IAES / Russell Rd</td>
<td>2.69</td>
</tr>
<tr>
<td>WHS / St Mt Rd</td>
<td>3.25</td>
</tr>
</tbody>
</table>

REV: 8/8/14 GE
Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at One Ashburton Place, Room 619, Boston, MA 02108, Phone 617-371-9500. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to $10,000 ($25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts.

II. On-the-job restrictions.

(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at $50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets,
golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth $50 or more. A number of smaller gifts together worth $50 or more may also violate these sections.

**Example of violation:** A town administrator accepts reduced rental payments from developers.

**Example of violation:** A developer offers a ski trip to a school district employee who oversees the developer’s work for the school district.

**Regulatory exemptions.** There are situations in which a municipal employee’s receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions, and is considering creating additional exemptions, permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Other exemptions are listed on the Commission’s website.

**Example where there is no violation:** A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

(c) **Misuse of position.** Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth $50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth $50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

**Example of violation:** A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

**Example of violation:** A city councilor directs subordinates to drive the councilor’s wife to and from the grocery store.

**Example of violation:** A mayor avoids a speeding ticket by asking the police officer who stops him, “Do you know who I am?” and showing his municipal I.D.

(d) **Self-dealing and nepotism.** Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse’s parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.
A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

**Example of violation:** A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

**Example of violation:** A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

**Example:** A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

**Example where there is no violation:** An appointed member of the town zoning advisory committee, which will review and recommend changes to the town’s by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

(e) **False claims.** Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth $50 or more, or cause another person to do so.
Example of violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation: A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example: A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.
A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

**Example of violation:** A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

**Example of violation:** A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 300 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

**Example:** A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

**Example:** A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

**c) Inside track.** Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.
**Example of violation:** Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

**Example of violation:** A selectman buys a surplus truck from the town DPW.

**Example of violation:** A full-time secretary for the board of health wants to have a second job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

**Example of violation:** A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission’s Legal Division for advice about a specific situation.

**IV. After you leave municipal employment. (See Section 18)**

(a) **Forever ban.** After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

**Example of violation:** A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) **One year cooling-off period.** For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

**Example:** An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company’s work on the contract for one year after leaving the town.
Summary of the Conflict of Interest Law for Municipal Employees

ACKNOWLEDGMENT OF RECEIPT

I, ______________________, hereby acknowledge that I received a copy of
(first and last name)
the summary of the conflict of interest law for municipal employees on _________.
(date)

_________________________  __________________________
Signature                  Date

Complete the acknowledgment of receipt and return it to the Human Resources Office.
(c) **Partners.** Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

*Example:* While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

*Example:* A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

* * * * *

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, [www.mass.gov/ethics](http://www.mass.gov/ethics), contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 3: Revised October 7, 2009
STAFF ETHICS/CONFLICT OF INTEREST

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

No employee of the School Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school district. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him.

In order to avoid the appearance of any possible conflict of interest, it is the policy of the Westfield School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a Westfield School Committee member or district administrator is to be hired into or promoted within the Westfield School District, the Superintendent shall file public notice with the School Committee and the town at least two weeks prior to executing the hiring in accordance with the law.

A copy of the statute along with a summary of the conflict of interest as posted on the Massachusetts Ethics Commission website is to be posted on the staff bulletin boards in each school and a copy of the summary will be provided to each incoming employee or promoted employee. The Superintendent will also take the necessary steps to ensure compliance with the mandatory education and training requirements under the state’s conflict of interest law.

Adopted: September 8, 1997
Revised: September 16, 2013

LEGAL REF.: M.G.L. c. 71:§52, M.G.L. c. 268A, §1 et seq.  
Chapter 28 of the Acts of 2009
WESTFIELD PUBLIC SCHOOLS
SEXUAL HARASSMENT POLICY

I. Introduction

It is the goal and policy of Westfield Public Schools to promote a workplace and learning environment that is free of sexual harassment. Sexual harassment of present or prospective employees, students, or visitors occurring in the workplace, in school, on school grounds, at school-related activities, or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated, such action being regarded as a separate and distinct matter under this procedure. To achieve our goal of providing a workplace and learning environment free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Westfield Public Schools takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and learning environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or learning environment conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this; sexual harassment "means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;

or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor or a teacher for sexual favors in exchange for actual or promised job or educational benefits such as favorable
review, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcomed and has the effect of creating a work place or learning environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness;

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references, to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displays sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

ADDITIONAL CONSIDERATIONS

By definition, sexual harassment is not limited to prohibit conduct by a male toward a female, by a supervisory employee toward a non-supervisory employee or by a teacher toward a student. The Westfield Public Schools’ view of sexual harassment includes, but is not limited to, the following considerations;

a. A man, as well as a woman, may be the victim of sexual harassment, and a woman, as well as a man, may be the harasser.

b. The harasser does not have to be the victim's supervisor. (S)he may also be an agent of the employer, or supervisory employee who does not supervise the victim, a non-supervisory employee (co-worker), or, in some circumstances, even a non-employee (student, parent).

c. The victim may be the same or opposite sex as the harasser.

d. Sexual harassment includes any verbal or physical conduct of a sexual nature, which is reasonable, considered offensive and directed toward another person. For example, inappropriate attempts at humor or the sexual harassment of one female (or male) employee may create an intimidating, hostile, or offensive working or education environment for another female (or male) or may unreasonably interfere with an individual's work or educational performance.
Principal
Ron Rix
12 West Silver Street
Westfield, MA 01085
(413) 572-6441

These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. At his/her discretion, the administrator may designate some other individual to conduct the investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. Such investigation may also consist of, but may not be limited to, interview(s) with other employees or individuals at the discretion of the administrator and review of pertinent records. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If the individual is not satisfied with the result of the complaint, he/she may appeal for a hearing before the full School Committee.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. If the administrator determines that the allegations are not credible, the matter shall be closed. The administrator shall keep the documents, notes and other material from the investigation as a record for an appropriate period of time. The purpose for retaining this record is to enable to school system to prove that an appropriate investigation was conducted.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action, as we deem appropriate under the circumstances. Remedial actions will depend on the severity of the incident(s). Because of the private nature of certain incidents, particularly those involving sexual harassment, and the emotional and moral complexities surrounding such issues, every effort will be made to resolve problems on an informal basis, if possible. When a complaint is resolved informally only a short summary of the incident will be maintained on file. An admission of guilt, an acknowledgment of a verbal warning, a promise not to commit such abuse again, and action taken to provide appropriate relief for the individual may be sufficient resolution. At this informal stage, it is hoped to sensitizie the person at fault to the effects
e. Sexual harassment does not depend on the victim’s having suffered concrete economic injury as a result of the harasser’s conduct. For example, improper sexual advances, which do not result in the loss of promotion by the victim or the discharge of the victim, may, nonetheless, constitute sexual harassment where they unreasonably interfere with the victim’s work or education, or create a harmful or offensive work environment.

All personnel will be responsible for implementing, monitoring and enforcing the above policy. All personnel are to adhere strictly to this policy and report any violations to their appropriate supervisor, or, if that person is the alleged harasser, then to another appropriate management person or the persons identified hereinafter.

III. Complaints of Sexual Harassment

A complaint shall be an accusation by an individual that there has been a violation of the Sexual Harassment Policy. If any of our employees, applicants, or students believes that he or she has been subjected to sexual harassment, the employee, applicant, or student has the right to file a complaint with our organization. This may be done in writing or orally. If you would like to file a complaint you may do so by contact any of the following persons:

Chief Officer of Operations and Human Resources/General Counsel
Helen Bowler
22 Ashley Street
Westfield, MA 01085
(413) 564-3177

Administrator of Special Education & Student Services
Dr. Joseph Dupelle
22 Ashley Street
Westfield, MA 01085
(413) 572-6556

Principal
Leslie Clark
22 Franklin Avenue
Westfield, MA 01085
(413) 572-6424

Human Resources Specialist
Joan Nadeau
22 Ashley Street
Westfield, MA 01085
(413) 572-6550
of such behavior, to be constructive and not unduly punitive in the disciplinary action. If
informal resolutions are not adhered to or if the allegations involve conduct for which
informal resolutions are not appropriate, the administrator may deem it necessary to take
appropriate action that can include formal letters of reprimand, suspension, discharge, or
other disciplinary action.

VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment,
you may file a formal complaint with either or both of the government agencies set forth
below. Using our complaint process does not prohibit you from filing a complaint with
these agencies. Each of the agencies has a short time period for filing a claim - (EEOC –
180 days; MCAD – 6 months).

1. The United States Equal Opportunity Commission ("EEOC")
   John F. Kennedy Federal Building
   475 Government Center
   Boston, MA 02203
   (617) 565-3200 or 1-800-669-4000

2. The Massachusetts Commission Against Discrimination ("MCAD")
   Boston Office
   One Ashburton Place
   Room 601
   Boston, MA 02108
   (617) 994-6000

   Springfield Office
   436 Dwight Street
   Room 220
   Springfield, MA 01103
   413-739-2145

LEGAL REF: M.G.L. Chapter 151B
   M.G.L. Chapter 12 Section 11H, 11I
   804 C.M.R. 3.01(4)(a)(4)
   42 U.S.C. §2000e et seq. Title VII of the Civil Rights Act
   29 CFR §1604.11 Sexual Harassment

Adopted: August 4, 2008
WESTFIELD PUBLIC SCHOOLS
RECEIPT OF POLICY BY EMPLOYEE

I hereby certify that I have received a copy of the Westfield Public Schools policy on Sexual Harassment. I understand that it is my responsibility to thoroughly read said policy. If I should have any questions, or need clarifications on any items, it is my responsibility to speak with my supervisor immediately. I understand that it is also my responsibility to abide by all of the rules and regulations contained in this policy.

Any disciplinary action in connection with employee violations of this policy will be conducted in accordance with the provisions of any applicable collective bargaining agreements and statutes in effect at the time of such disciplinary action.

(Date) (Signature)

Print Name Here

*RETURN THE SIGNED RECEIPT OF THIS POLICY TO YOUR PRINCIPAL WITHIN TEN (10) DAYS.

Adopted: August 4, 2008
PROCEDURES FOR ATTENDANCE, ABSENCES AND EXCUSES

General
1. When a student returns from an absence, the parent/guardian must provide the school with a signed, written excuse citing the date(s) and reason(s) for absence. This written excuse must be submitted even if prior notification of intended absence was provided. Parents are requested to notify the school in advance of planned absence and to make phone contact on the morning of an illness or other reason for absence.

2. Following an absence of three consecutive days without notification from home, or anytime a questionable situation or pattern of absenteeism occurs, the principal or designee will contact the parent/guardian informing him/her of the student’s absence. Parents/guardians are required by law to provide the school with a phone number at which they can be contacted or accessed during school hours.

3. Beginning with the end of the first marking period, written professional and/or verifiable documentation will be required whenever a student’s absenteeism exceeds 10% of the membership days. For example, in case of illness, a physician’s statement will be mandated, noting that absence was medically necessary for the dates the student was out; diagnostic information need not be provided at the discretion of the parent/student. For all other absences, written verification such as a court summons, letter from DSS or official documentation of catastrophic event will be required. When a student reaches 10% absenteeism, no reasons for absence beyond those previously listed as legitimate will be considered acceptable.

4. Parents and/or guardians of students whose absenteeism exceeds 10% will be notified in writing of the need to supply appropriate documentation. Such documentation will continue to be mandated for all absences until the rate of absenteeism falls below 10%.

5. Should the parent/guardian fail to provide the necessary verifications or should the student subsequently be absent for a reason not listed as legitimate, the principal or designee will contact the parent/guardian to address the situation. When deemed necessary by school personnel, a parent/guardian will be notified of the need for a conference to discuss, and mutually plan for, the resolution of an attendance problem. Upon notification, it is expected that a parent/guardian will appear for the appointed conference or contact the school to reschedule. It must be understood that participation in such conferences is viewed as a parent/guardian’s responsibility. While the district will make every reasonable effort to accommodate the needs of parents who are working or facing other difficulties, we will expect parents to play an active role in problem solving both to benefit the student and to comply with the law regarding parental responsibility for regular school attendance.
6. If the problem remains unresolved, a referral will be made to the building administrator or
designee who serves as attendance officer, who will assess the situation and decide on the
need for formal intervention and on-going attendance related services.
   a. In situations in which non-compliance continues, the building administrator will
      make a determination regarding agency or court action.
   b. Court action may include truancy proceedings against a willfully absent student or
      the filing of charges against a parent/guardian for failure to provide for the
      educational needs of his/her child.

7. Referrals to the building administrator will also be made when any acute or chronic
absenteeism involving students of mandatory school age cannot be resolved at the building
level. The building administrator will assess each referral and implement appropriate
intervention efforts which could include court or DSS action in situations involving lack of
cooperation or compliance.

Credit/Promotion Implications
When a student’s absenteeism exceeds 10% of the membership days (9 absences in a semester
or 18 in a full year) the school may act to deny credit or promotion:
   a. When a decision to deny credit or promotion is made, the school will notify the parents of
      the intended action.
   b. The parent/guardian and/or student have the right to appeal loss of credit/promotion
decisions. The appeal must be in writing and submitted to the school within the timeframe
      noted on the loss of credit notification.
   c. A hearing by the school’s review committee will be scheduled, at which point the parent
      and/or student will have the opportunity to provide documentation for the absences under
discussion or to explain extraordinary circumstances.
   d. A letter stating the decision of the review committee will be sent to the parent/guardian
      within 5 school days of the review committee meeting.
   e. The parent/guardian and/or student may appeal the decision to the superintendent. The
      appeal must be in writing and sent within 5 school days of receipt of the review committee
      letter. A hearing will be conducted by the superintendent or his/her designee and a written
decision provided. The decision of the superintendent will be the final decision of the
district.

Adopted: June 3, 1996
(Replaces JE, JE-E, JE_E_1, JED, JEDA)
OTHER REFS: Student Handbook

First Reading: waived
Second Reading: May 19, 2008
Revised & Adopted: May 19, 2008
SMOKING POLICY
TOBACCO USE ON SCHOOL PROPERTY

Smoking or the use of tobacco within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited.

Staff members who violate this policy will be referred to their immediate supervisor.

Adopted: August 14, 1990
Revised: September 16, 2013

SOURCE: MASC
LEGAL REF.: M.G.L. 71:37H
REF: City of Westfield Board of Health, Tobacco Control Regulations
     JICH Drug & Alcohol use by Students
DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.

2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free workplace; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.

3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.

4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

5. Notify the federal agency within ten (10) days after receiving notice from an employee or otherwise receiving notice of such conviction.

6. Take one of the following actions within thirty (30) days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

Adopted: September 8, 1997
Revised: September 16, 2013

LEGAL REF: DRUG FREE WORKPLACE ACT OF 1988

SOURCE: MASC
CROSS REFS.: JICH, Drug and Alcohol Use by Students
STUDENT ATTENDANCE, ABSENCES AND EXCUSES

The Westfield Public School System recognizes that excessive absenteeism from school is potentially detrimental to students' ability to perform successfully in school. It is expected that students should be absent from school only when conditions or circumstances render them otherwise unable to attend. In the event a student is absent in excess of 10% of the membership days official written verification, documenting the need for absence, must be submitted. Students who have undocumented absences in excess of 10% may be subject to denial of course credit or promotion. The following are legitimate reasons for absence:

1. Illness.
2. Bereavement.
3. Family or catastrophic emergency.
4. Observation of major religious holidays or participation in required religious instruction.
5. Necessary court appearance.
6. DYS confinement.
7. DSS commitment.
8. Suspension.
9. Weather related conditions so serious as to pose a threat to health or safety.
10. Approval of the Superintendent of Schools.

Students in attendance at school sponsored activities (i.e. field trips) or in attendance in approved alternative educational programs (i.e., tutoring) are considered present at their school of enrollment.

The Westfield schools encourage open channels of communication between the home and school as the key to understanding and resolving problems that may occur regarding attendance.

Adopted: June 3, 1996
(Replaces JE, JE-E, JE-E-1, JED, JEDA)

LEGAL REFS; M.G.L. 76:1, 76:1A, 76:2, 76:19, 76:20
RELATED POLICIES; JE - Student Attendance
   JH-R - Procedures for Attendance, Absences and Excuses
   JHA - Tardiness
   JHBA - Attendance Supervisor
OTHERS REFS: Student Handbooks
ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

This policy is designed to provide minimum standards for the safe and proper administration of medications to students in the Westfield Public Schools. Except as provided in this policy and its accompanying regulations, the Westfield School Committee prohibits the administration of any medication by school personnel, or the self-administration of any medication by any student.

GENERAL POLICIES
The school nurse shall supervise and provide for the safe administration and documentation of all medications dispensed in schools. All medications will be administered by a school nurse whenever possible. The School Committee may approve a proposal by the school nurse to delegate the administration of medication to designated, unlicensed school personnel in accordance with the procedures outlined in the regulations.

No medication may be administered by any school personnel without proper procedures as set forth in the regulations accompanying this policy.

A. The Westfield Public Schools encourages collaboration between parents/guardians and the school so that students requiring medication administration during the school day may be able to attend school and medications may be safely handled and administered. Parents/guardians of students requiring medication while at school must assume responsibility for informing appropriate school personnel of any change in their child’s health or medication requirements.

B. A copy of this policy and its accompanying regulations will be provided to parents/guardians upon their request for administration of medication to their child.

C. In accordance with standard nursing practice, the school nurse may refuse to administer, or to allow to be administered, any medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In such cases, the school nurse will immediately notify the parents/guardians and licensed prescriber of this decision.

D. In the event that a parent/guardian disagrees with any decision by the school with regard to the administration of medication to his/her child, the parent/guardian may appeal the decision in writing to the school principal. A meeting will be held with the Appeals Team and the parent/guardian to review the decision.

E. Regulations shall be developed outlining the procedures to be followed regarding the administration of medication, the documentation of medication administration, the storage and safe handling of medication, the response to medication emergencies and the reporting of medication errors.

(File: JHCD)

Legal References:
MGL ch. 112
MGL ch 71:53; 53A, 53B
MGL ch. 71:54B
MGL ch. 94C:79
105 CMR §210.000 et seq.

Adopted: June 28, 2004
Revised: August 21, 2006
ADMINISTRATIVE REGULATIONS
ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

I. ADMINISTRATION OF MEDICATION TO STUDENTS
a. No medication may be administered by any school personnel without:
   1. the written order of a licensed prescriber (for prescription medication);
   2. written parental consent;
   3. an individual medication plan completed by the school nurse; and
   4. documentation on an individual student log which becomes part of the student’s
      health record.

b. In addition to the procedures outlined in these regulations and accompanying policy,
   the school nurse shall develop any additional procedures necessary for the safe
   administration of medications, including a procedure to ensure the positive
   identification of the student receiving the medication.

II. DEFINITIONS
Administration of Medication means the direct application of a prescription or non-
prescription medication by inhalation, ingestion, or by any other means to the body of a
person.

Prescription Medication means any medication, which by federal law may be obtained
only by prescription.

Cumulative Health Record means the cumulative health record of a pupil as specified
under MGL c. 71.

Department means the Massachusetts Department of Public Health.

Health Aide shall mean an unlicensed employee of the school district who is generally
supervised by the school nurse and performs those health related duties defined by the
school nurse, the School Committee or Board of Health.

Investigational New Drug means any medication with an approved investigational new
drug (IND) application on file with the Food and Drug Administration (FDA) which is
being scientifically tested and clinically evaluated to determine its efficacy, safety, and
side effects and which has not yet received FDA approval.

Licensed Practical Nurse means an individual who is a graduate of an approved practical
nursing program, and who is currently licensed as a practical nurse pursuant to M.G.L.
c. 112.

Licensed Prescriber means a health care provider who is legally authorized to prescribe
medication pursuant to MGL 94C and applicable federal laws and regulations.

Parenteral Medication means any medication administered in a manner other than by the
digestive tract or topical applications, as by intravenous, intramuscular, subcutaneous, or
intra-dermal injection.
Physician means a doctor of medicine or osteopathy licensed to practice medicine in Massachusetts or in another state.

School Nurse means a nurse practicing in a school setting, who is:

a. a graduate of an approved school for professional nursing;
b. currently licensed as a Registered Nurse pursuant to M.G.L. c. 112; and
c. appointed by a School Committee or a Board of Health in accordance with M.G.L. c. 71, §§ 53, 53A, and 53B.

School Physician means a physician appointed by a School Committee or Board of Health in accordance with M.G.L. c. 71, §§ 53, 53A, and 53B.

Self administration shall mean that the student is able to consume or apply prescription medication in the manner directed by the licensed prescriber, without additional assistance or direction.

Supervision means guidance by a qualified school nurse to accomplish a task, with initial direction and instruction concerning the task and periodic inspection and oversight of activities related to the task.

Teacher means a professional school employee who:

a. instructs students or serves in the role of administrator below the rank of superintendent; and
b. is employed by the Westfield Public Schools

III. MEDICATION ADMINISTRATION PLAN

The school nurse, in collaboration with the parent or guardian whenever possible shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. If appropriate, the medication administration plan shall be referenced in any other health or educational plan, such as an IEP or Section 504 Plan.

Prior to the initial administration of any medication, the school nurse shall assess the child’s health status and develop a medication administration plan which includes:

a. the name of the student
b. a medication order from a licensed prescriber (for prescription medication)
c. the signed authorization of the parent or guardian
d. any known allergies to food or medications
e. the diagnosis, unless a violation of confidentiality or the parent, guardian or student requests that it not be documented.
f. any possible side effects, adverse reactions or contraindications
g. the quantity of medication to be received by the school from the parent or guardian
h. the required storage conditions
i. the duration of the prescription
j. the designation of unlicensed school personnel, if any, who will administer the medication to the student in the absence of the nurse, and plans for back-up if the designated personnel are unavailable
k. plans, if any, for teaching self administration of the prescription medication
l. with parental permission, other persons, including teachers, to be notified of
medication administration and possible adverse effects of the medication
m. when appropriate, the location where the administration of the medication will take place
n. a plan for monitoring the effects of the medication
o. provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult to administer the prescription medication shall be obtained. The school nurse shall instruct the responsible school staff member on how to administer the medication to the child.

IV. MEDICATION ORDERS
a. The school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary including the beginning of each academic year.

b. A telephone order or an order for any change in prescription medication shall be received only by the school nurse. Any verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained, and the medication administration shall be developed before the student enters or re-enters school.

c. A medication order from a licensed prescriber shall contain:
   1. the student’s name;
   2. the name and signature of the licensed prescriber and business and emergency phone numbers;
   3. the name, route, and dosage of medication;
   4. the frequency and time of medication administration;
   5. the date of the order;
   6. a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential;
   7. specific directions for administration.

d. Every effort shall be made to obtain from the licensed prescriber the following additional information, as appropriate:
   1. any special side effects, contraindications and adverse reactions to be observed;
   2. any other medications being taken by the student;
   3. the date of return visit, if applicable.

V. WRITTEN AUTHORIZATION BY PARENT/GUARDIAN
The written authorization by the parent or guardian shall contain:
a. the parent or guardian’s printed name and signature and a home and emergency phone number;
b. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented;
c. approval to have the school nurse or school personnel designated by the school nurse
administer the medication; and

d. persons to be notified in case of a medication emergency in addition to the parent or
guardian and licensed prescriber.

VI. SPECIAL MEDICATION SITUATIONS

a. Short-term Prescription Medications:
For prescription medications requiring administration for ten school days or fewer, the
pharmacy-labeled container may be used in lieu of a licensed prescriber’s order. If the
nurse has a question, he/she may request a licensed prescriber’s order.

b. Non-prescription Medications:
The school nurse shall follow the Board of Registration in Nursing’s protocols regarding
administration of “over-the-counter” medications in schools.

c. Investigational Drugs:
Investigational new drugs may be administered in the schools with (1) a written order by
a licensed prescriber, (2) written consent of the parent or guardian, and (3) a pharmacy
labeled container for dispensing. If there is a question, the school nurse may seek
consultation and/or approval from the school physician to administer the medication in a
school setting.

VII. DELEGATION OF PRESCRIPTION MEDICATION ADMINISTRATION

The Westfield Public Schools, consulting with the Board of Health where appropriate,
may approve a proposal developed by the school nurse and school physician, to permit
the school nurse to delegate the administration of medication to categories of unlicensed
school personnel. Such delegation may occur only if the school district registers with the
Department of Public Health pursuant to the applicable provisions of .05 CMR §700.000
and complies with the requirements of 105 CMR 210.000, including the following
provisions:

a. Said categories of personnel may include administrative and teaching staff, licensed
health personnel, health aides and secretaries who meet the following criteria:
   1. is a high school graduate or equivalent;
   2. demonstrates sound judgment;
   3. is able to read and write English;
   4. is able to communicate with the student receiving the prescription medication or
      has ready access to an interpreter when needed;
   5. is able to meet the requirements state law and school policy and follow nursing
      supervision;
   6. is able to respect and protect the student’s confidentiality; and
   7. has completed an approved training program.

b. The school nurse may identify individual school personnel or additional categories of
unlicensed school personnel for purposes of administering emergency prescription
medication to an individual child. Said school personnel shall be listed on the
medication administration plan developed for the child and shall receive training in
the administration of medication to that child.

c. The administration of parenteral medications may not be delegated, with the
exception of epinephrine or other medications to be administered in a life-threatening situation where the child has a known allergy or pre-existing medical condition and there is a valid medical order for the administration of such medication and written consent from the parent/guardian.

d. Prescription medications to be administered pursuant to p.r.n. (“as needed”) orders may be administered by authorized school personnel after an assessment by or consultation with the school nurse for each dose.

e. Any school personnel authorized to administer medication to students shall be under the supervision of the school nurse. These supervisory responsibilities of the school nurse shall include the following:

1. Select, train and supervise the specific individuals in those categories of school personnel approved by the Westfield Public Schools to administer prescription medications. When necessary to protect student health and safety, the school nurse may rescind such selection.

2. The number of unlicensed school personnel to whom responsibility for prescription medication administration may be delegated is to be determined by:
   a. the number of unlicensed school personnel the school nurse determines that he/she can adequately supervise on a weekly basis
   b. the number of unlicensed school personnel necessary, in the nurse’s judgment, to ensure that the prescription medications are properly administered to each student.

3. Support and assist persons who have completed the training to prepare for and implement their responsibilities.

4. Provide supervision at the work site the first time an unlicensed school personnel administers medication.

5. The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student’s health, including but not limited to the following:
   a. health condition and ability of the student;
   b. the extent of training and capability of the unlicensed school personnel to who the prescription medication administration is delegated;
   c. the type of prescription medication; and
   d. the proximity and availability of the school nurse to the unlicensed person who is performing the prescription medication administration.

6. For the individual child, the school nurse shall:
   a. determine whether or not it is medically safe and appropriate to delegate prescription medication administration;
   b. administer the first dose of the prescription medication, if there is reason to believe there is a risk to the child as indicated by the health assessment, or the student has not previously received this prescription medication in any setting;
   c. review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom prescription medication administration has been delegated;
   d. provide supervision and consultation as needed to ensure that the student is
receiving the prescription medication appropriately. Supervision and consultation may include record review, on-site observation and/or assessment;
e. review all the documentation pertaining to prescription medication administration on a biweekly basis or more often if necessary.

7. The school nurse shall have a current pharmaceutical reference available for her/his use, such as the Physician’s Desk Reference (P.D.R.) or U.S.P.DI (Dispensing Information), Facts and Comparisons.

VIII. TRAINING OF SCHOOL PERSONNEL RESPONSIBLE FOR ADMINISTERING PRESCRIPTION MEDICATIONS
a. All prescription medications shall be administered by properly trained and supervised school personnel under the direction of the school nurse.

b. Training shall be provided under the direction of the school nurse.

c. At a minimum, the training program shall include content standards and a test of competency developed and approved by the Department of Public Health in consultation with the Board of Registration in Nursing and practicing school nurses.

d. Personnel designated to administer prescription medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation.

e. The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for prescription medication administration.

f. The school nurse shall provide a training review and informational update at least annually for those school staff authorized to administer prescription medications.

IX. SELF ADMINISTRATION OF MEDICATION
The school nurse may permit self medication of medication by a student provided that the following requirements are met:

a. The student, school nurse and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which medication may be self administered;

b. The school nurse, as appropriate, develops a medication administration plan which contains only those elements necessary to ensure safe self administration of medication;

c. The school nurse evaluates the student’s health status and abilities and deems self administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;

d. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered, and follows the school self administration protocols;

e. There is written authorization from the student’s parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c. 112, §12F or other authority permitting the student to consent to medical treatment without
parental permission;
f. If requested by the school nurse, the licensed prescriber provides a written order for self administration;
g. The student follows a procedure for documentation of self-administration of medication;
h. The school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student’s health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible a backup supply of the medication shall be kept in the health room or a second readily available location;
i. The school nurse develops and implements a plan to monitor the student’s self administration, based on the student’s abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variations from the plan, or the student’s refusal or failure to take the medication;
j. With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

X. DOCUMENTATION AND RECORD KEEPING

a. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medications during school hours. The record shall include the following information:
   1. daily log;
   2. medication administration plan;
   3. medication order;
   4. parent/guardian authorization;
   5. the dose or amount of medication administered;
   6. the date and time of administration or omission of administration, including the reason for omission;
   7. the full signature of the nurse of designated unlicensed school personnel administering the medication. If the prescription medication is given more than once by the same person, he/she may initial the record, subsequent to signing a full signature
   8. documentation by school nurse of significant observations of the medication’s effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken

b. All documentation shall be recorded in ink and shall not be altered.

c. The completed medication administration record and other records pertinent to self
administration shall be field in the student’s cumulative health record. When the parent, guardian or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential, except as provided in state law.

d. The school district shall comply with the Department of Public Health’s reporting requirements for medication administration in the schools.

e. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of prescription medications without prior notice to ensure compliance with 105 CMR 210.000.

f. The school nurse shall develop a system for documentation and record-keeping consistent with these regulations and accompanying policy. Such documentation system shall include procedures for documenting observations by the nurse or other school personnel and communicating significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child’s parent/guardian and/or licensed prescriber.

XI. HANDLING, STORAGE, AND DISPOSAL OF PRESCRIPTION MEDICATIONS

a. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel to the school nurse or other responsible person designated by the school nurse. In the case of self-medicating students, students may transport and self-administer medications in accordance with the self-administration medication plan.

b. Any medication must be in a pharmacy or manufacturer labeled container.

c. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.

d. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

e. All medications shall lie stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective.

f. All medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 380F to 420F.

g. Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students, to the extent permitted by school policy and regulations. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students’ medications.
h. Parents or guardians may retrieve their child’s medications from the school at any time.

i. No more than a 30 school day supply of medication for a student shall be stored at the school.

j. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs.

XII. ERRORS IN MEDICATION ADMINISTRATION

a. A medication emergency is any reaction or condition related to the administration of medication which poses an immediate threat to the health or well-being of the student.

b. Whenever a student has an untoward reaction to the administration of a medication, the student’s health and safety shall be the foremost priority. The parents/guardian, school nurse, licensed prescriber and other persons designated in the medication administration plan should be contacted, as appropriate, as soon as possible in light of any emergency medical care that must be given to the student.

c. Emergency medical care includes, but is not limited to the following:
   1. Consultation with the school’s medical advisor;
   2. Use of the 911 Emergency Response System;
   3. Application of appropriate emergency medical care techniques, such as cardiopulmonary resuscitation, by properly trained and/or certified personnel;
   4. Contact with a poison control center; and
   5. Transporting the student to the nearest available emergency medical care facility.

d. The school nurse shall develop additional procedures necessary for responding to medication emergencies.

For those devices that incorporate two epinephrine doses in one device, the auto-injector mechanism (first dose) is the only administration technique which unlicensed personnel may be trained to use.

In some circumstances, administration of a second dose of epinephrine may be indicated. School nurses are the only school personnel authorized to assess clinical circumstances warranting administration of a subsequent (second) epinephrine dose.

XIV. ADMINISTRATION OF EPINEPHRINE

The Westfield Public Schools will permit unlicensed, properly trained school personnel to administer epinephrine (by auto-injector) to students with a diagnosed life threatening allergic condition, when a school nurse (RN) is not immediately available, provided the following conditions are met:

a. The School Committee approves policies developed by the school nurse governing administration of epinephrine by auto-injector, and renews approval every two years;

b. The Westfield Public Schools provides an assurance to the Department of Public Health that sufficient school nurses are available to provide proper oversight of the
program, and provides such back-up documentation as required by the Department;

c. In consultation with the school physician, the school nurse manages and has final decision making authority about the program and selects the persons authorized to administer epinephrine by auto-injector;

d. School personnel authorized to administer epinephrine by auto-injector are trained by a physician or school nurse, and tested for competency, in accordance with standards and a curriculum established by the Department,

1. the school nurse shall document the training and testing of competency;
2. the school nurse shall provide a training review and informational update at least twice a year;
3. the training, at a minimum, shall include:
   (a) proper use of the device;
   (b) the importance of consulting and following the medication administration plan;
   (c) recognition of the symptoms of a severe allergic reaction and
   (d) requirements for proper storage and security, notification of appropriate persons following administration, and record keeping;

4. the school shall maintain and make available upon request by parents or staff a list of those school personnel authorized and trained to administer epinephrine by auto-injector in an emergency, when the school nurse is not immediately available;

e. Epinephrine shall be administered only in accordance with a medication administration plan developed in accordance with this policy, updated every year, which includes the following:

1. a diagnosis by a physician that the child is at high risk of a life threatening allergic reaction, and a medication order containing indications for administration of epinephrine;
2. written authorization by a parent or guardian;
3. a home and emergency number for the parents, as well as the name(s) and phone number(s) of any other person(s) to be notified if the parents are unavailable;
4. identification of places where the epinephrine is to be stored, following consideration for the need for storage at places where the student may be most at risk. The epinephrine may be stored at more than one location or carried by the student when appropriate;
5. consideration of the ways and places epinephrine can be stored so as to limit access to appropriate persons, which shall not require the epinephrine to be kept under lock and key;
6. a list of the school personnel who would administer the epinephrine to the student in a life threatening situation;
7. a plan for risk reduction for the student, including a plan for teaching self-management, where appropriate;

f. When epinephrine is administered, there shall be immediate notification of the local emergency medical services system (generally 911), followed by notification of the school nurse, student’s parents or, if the parents are not available, any other designated person(s), and the student’s physician;

g. There shall be procedures, in accordance with any standards established by the
Department, for:
1. developing the medication administration plan;
2. properly storing medication, including limiting access to persons authorized to
   administer the medication and returning unused or outdated medication to a parent
   or guardian whenever possible;
3. recording receipt and return of medication by the school nurse;
4. documenting the date and time of administration;
5. notifying appropriate parties of administration;
6. reporting medication errors;
7. reviewing any incident involving administration of epinephrine to determine the
   adequacy of the response and to consider ways of reducing risks for the particular
   student and the student body in general;
8. planning and working with the emergency medical system to ensure the fastest
   possible response;

h. It shall be the responsibility of the parents/guardians to supply the Westfield Public
   Schools with an Epipen to be used at school. The school department shall safely keep
   and administer said Epipen in accordance with district policy.

i. Any parent/guardian requesting that a school nurse or other school personnel be
   authorized to administer an Epipen to his/her child must provide written authorization
   for its use, and releasing the school district from all responsibility involved in its
   administration.

XV. Review and Revision of Policy
In accordance with the provisions of 105 C.M.R. §210.003, the School Committee shall
review these regulations and accompanying policy periodically, and at least biennially,
with the advice and assistance of the school medical advisor and the school nurse
supervisor. Upon request, these regulations and policy shall be submitted to the
Department of Public Health.

Legal References:
MGL Ch. 112
MGL Ch. 71:53, 53A, 53B
MGL Ch. 71:54B
MBL Ch. 94C:79
105 CMR §210.000 et.seq.

Adopted: June 28, 2004
First reading: December 10, 2007
Second reading: January 7, 2008
Revised and adopted: January 7, 2008
ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

This policy is designed to provide minimum standards for the safe and proper administration of medications to students in the Westfield Public Schools. Except as provided in this policy and its accompanying regulations, the Westfield School Committee prohibits the administration of any medication by school personnel, or the self-administration of any medication by any student.

GENERAL POLICIES
The school nurse shall supervise and provide for the safe administration and documentation of all medications dispensed in schools. All medications will be administered by a school nurse whenever possible. The School Committee may approve a proposal by the school nurse to delegate the administration of medication to designated, unlicensed school personnel in accordance with the procedures outlined in the regulations.

No medication may be administered by any school personnel without proper procedures as set forth in the regulations accompanying this policy.

A. The Westfield Public Schools encourages collaboration between parents/guardians and the school so that students requiring medication administration during the school day may be able to attend school and medications may be safely handled and administered. Parents/guardians of students requiring medication while at school must assume responsibility for informing appropriate school personnel of any change in their child's health or medication requirements.

B. A copy of this policy and its accompanying regulations will be provided to parents/guardians upon their request for administration of medication to their child.

C. In accordance with standard nursing practice, the school nurse may refuse to administer, or to allow to be administered, any medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In such cases, the school nurse will immediately notify the parents/guardians and licensed prescriber of this decision.

D. In the event that a parent/guardian disagrees with any decision by the school with regard to the administration of medication to his/her child, the parent/guardian may appeal the decision in writing to the school principal. A meeting will be held with the Appeals Team and the parent/guardian to review the decision.

E. Regulations shall be developed outlining the procedures to be followed regarding the administration of medication, the documentation of medication administration, the storage and safe handling of medication, the response to medication emergencies and the reporting of medication errors.

(File: JHCD)

Legal References:
MGL ch. 112
MGL ch 71:53; 53A, 53B
MGL ch. 71:54B
MGL ch. 94C:79
105 CMR §210.000 et seq.

Adopted: June 28, 2004
Revised: August 21, 2006
STANDING ORDERS FOR WESTFIELD PUBLIC SCHOOL NURSES
ANAPHYLACTIC REACTION WITH NO HISTORY OF REACTION OR
SENSITIVITY FOR STAFF OR STUDENTS

1. Anaphylactic reaction may be caused by ingestion, inhalation, or an insect sting.

2. If an insect sting is received, observe effected person closely for at least 20 minutes. Apply cold compress to site.

3. Watch effected person for signs of a systemic reaction:
   a. generalized hives
   b. intense itching
   c. swelling – may also first occur in the feet no matter where person was stung
   d. tingling and numbness
   e. difficulty breathing
   f. difficulty swallowing
   g. nausea
   h. metallic taste in mouth
   i. dizzy and shaky
   j. wheezing
   k. weakness
   l. confusion
   m. faint or unconscious

4. If any of the above symptoms appear, give EpiPen injection immediately and activate the EMS system. Call parent or family member.

   **Dosage Guide**
   
   Under 60 lbs. - Use EpiPen Jr. - .15mg. Epinephrine sc
   Over 60 lbs. - Use EpiPen - 0.3mg. Epinephrine sc

   If person is short of breath, wheezing, or remains unconscious after 10 minutes, repeat EpiPen.

5. Monitor blood pressure and pulse. If symptoms of shock occur, lie flat and elevate feet.

6. No pulse or breathing, administer CPR.

7. Staff member should accompany person in the ambulance to the hospital.

Signed: /s/signature
Brian Sutton, M.D.

Adopted: December 19, 1994
Revised: June 18, 2012
RIGHT TO KNOW
WORKPLACE NOTICE

The Commonwealth of Massachusetts
Executive Office of Labor and Workforce Development
Department of Labor
Division of Occupational Safety

DEVAL L. PATRICK
GOVERNOR
TIMOTHY F. MURRAY
LIEUTENANT GOVERNOR

JOANNE F. GOLSTEIN
SECRETARY
GEORGE E. NOEL
DIRECTOR

The RIGHT TO KNOW LAW, Chapter 111F of the Massachusetts General Laws, provides rights to Public Sector employees regarding the communication of information on toxic and hazardous substances. These rights include:

WORKPLACE NOTICE—A notice must be posted in a central location in the workplace informing employees of their rights under the law. The notice must be in English. In workplaces where employees’ first language is other than English, the notice must be posted in that language.

TRAINING—Employers must provide an annual training program to employees who work with toxic or hazardous substances. New employees must receive training within thirty days from date of hire. The training program must be conducted by a competent person and must be in the form of oral and/or written instruction. At a minimum, training must include an explanation of employee rights, information on how to read an MSDS, the specific hazards of the chemicals used, handled or stored in the workplace, the type of personal protective equipment to be worn, and information on labeling of hazardous substances. This training must be done with pay during the employee’s normal work shift or work hours. The employer must maintain a record of this training.

MATERIAL SAFETY DATA SHEET (MSDS)—The Material Safety Data Sheet is the document that provides information on each toxic or hazardous substance used or stored in the workplace. An employee or his or her designated representative has the right to obtain and examine the MSDS for any toxic or hazardous substance to which the employee “is, has been, or may be” exposed, if the employee’s request is made to the employer in writing. After four working days from the date the request is made, an employee can refuse to work with the substance under two circumstances:

1. The employer fails to: (a) furnish the employee with the MSDS and (b) furnish the employee with proof that the employer has exercised diligent effort to obtain the MSDS, either through the manufacturer or through the Commissioner of the Division of Occupational Safety, or,

2. The MSDS provided by the employer is incomplete or outdated.

LABELING—All containers in the workplace of more than five pounds or more than one gallon, containing toxic or hazardous substances, must be labeled with the chemical name of the substance. Containers of mixtures must be labeled with the chemical name of each toxic or hazardous constituent when the constituents comprise one percent or more of the mixture. Containers must also be labeled with the appropriate National Fire Prevention Association (NFPA) symbol if available. Labels must be clear, prominent, in English and weather resistant. There are some exceptions to the labeling requirements for containers which are labeled in accordance with certain Federal laws.

NON-DISCRIMINATION—An employee who believes he or she has been discharged, disciplined, or in any other manner discriminated against by an employer for exercising rights granted under the Law, has one hundred eighty days following the violation of the Law or following the date on which he or she obtained knowledge that a violation occurred, to file a complaint with the Commissioner of the Division of Occupational Safety. A copy of the complaint must be sent to the employer at the same time by certified mail.

NOTE—The employee rights listed above are further defined in Chapter 111F of the Massachusetts General Laws and the Code of Massachusetts Regulations 454 CMR 21.00. Copies of the law and regulation can be obtained at the Statehouse Bookstore (617-727-2834).

All Right-to-Know Inquiries should be addressed to:
Robert Kanzek, Program Manager
Division of Occupational Safety
1001 Watertown Street
WestNewton, MA 02465
Tel.: 617-963-7177; Fax 617-244-2705

*Private sector employees in Massachusetts are covered by a similar regulation, the Hazard Communication Standard (29 CFR 1910.1200), enforced by the Federal Occupational Safety and Health Administration (OSHA 517-565-9860).

This form may be reproduced
The following three agencies work together to implement the Worker and Community Right to Know (RTK) Act:

New Jersey Department of Health and Senior Services
Right to Know Program
PO Box 488
Trenton, NJ 08625-0488
(800) 992-3262
www.doh.state.nj.us/hse/hseweb

Enforces all provisions of the RTK Act in public work-places and RTK labeling in private workplaces. The Program prepares Hazardous Substance Fact Sheets, the RTK brochure, and other materials to increase awareness of hazardous chemicals and help employers comply with the RTK Act. Printed materials are available upon request. Many are translated into Spanish.

New Jersey Department of Environmental Protection
Office of Pollution Prevention and Right to Know
PO Box 488
Trenton, NJ 08625-0488
(800) 992-3262
www.doe.state.nj.us/hse/hseweb

Enforces the community provisions of the RTK Act in the private sector (except for labeling). The Department is also responsible for implementing Title III (Emergency Planning and Community Right to Know) of the Federal Superfund Amendments and Reauthorization Act (SARA), which establishes requirements for Industry regarding emergency planning and reporting of hazardous chemicals.

New Jersey Department of Labor and Workforce Development
Office of Public Employment Occupational Safety and Health
PO Box 888
Trenton, NJ 08625-0888
(800) 992-7296
http://www.state.nj.us/labor/enio/RTK/RTK_Employees.htm

Outlines RTK laws from private employers and investigates complaints by public employees who suspect they are being discriminated against for exercising their rights under the RTK Act.

HOW TO OBTAIN INFORMATION LOCALLY

You can obtain copies of the Right to Know Survey, Community Right to Know Survey, and Hazardous Substance Fact Sheets from your designated Right to Know county agency listed below:

Atlantic: (609) 445-5971 Ext. 4974
Bergen: (201) 943-2880
Burlington: (609) 283-5521 Ext. 5521
Camden: (609) 274-0474
Cape May: (609) 463-6213
Cumberland: (609) 629-7500 Ext. 1129
Essex: (973) 597-8601
Gloucester: (609) 919-4103
Hudson: (201) 225-1128
Hunterdon: (908) 746-1110
Mercer: (609) 279-7130
Middlesex: (732) 545-4450
Monmouth: (732) 431-7489
Morris: (973) 691-0652
Ocean: (732) 925-1227 Ext. 7477
Passaic: (973) 225-8861
Salem: (609) 567-7510
Somerset: (908) 291-7580
Sussex: (973) 570-6770
Union: (908) 964-5720
Warren: (908) 777-2500

YOU HAVE THE RIGHT TO KNOW ABOUT HAZARDOUS SUBSTANCES IN YOUR WORKPLACE AND COMMUNITY. USE IT.

YOU HAVE A RIGHT TO KNOW ABOUT HAZARDOUS SUBSTANCES IN YOUR WORKPLACE AND COMMUNITY. USE IT.
THE RIGHT TO KNOW ACT

The New Jersey Worker and Community Right to Know Act requires public and private employers to provide information about hazardous substances at their workplaces. The Act:

- informs public employers about chemical hazards at their workplace so they can work safely with these hazardous substances;
- helps firefighters, police, and other emergency responders adequately plan for and respond to incidents such as fire, explosions, or spills;
- provides data for monitoring and tracking hazardous substances in the workplace and the environment.

HOW THE ACT CAN PROTECT YOU AND YOUR FAMILY

Harmful substances may be present at your workplace and at other workplaces in your community, or may be released into the environment. They may also be carried home to your family on your work clothes.

Hazardous substances can cause irritation to the eyes, skin, and respiratory tract. Exposure to hazardous substances has been linked to health problems such as cancer, birth defects, and heart, lung and kidney diseases. These diseases may develop many years after exposure. As a public employer, you can obtain information about hazardous substances that may harm you or your family from documents your workplace has to know about.

Knowing about hazardous substances and how they harm you can help you obtain the proper diagnosis and treatment if you should become sick. More importantly, awareness about hazardous substances and your potential exposure to them can help you make important decisions about your employment.

HOW THE ACT WORKS

Employees covered by the Act must complete surveys listing the names and amounts of hazardous chemicals stored and used at their workplaces.

Right to Know Surveys are completed by public agencies and sent to the New Jersey Department of Health and Senior Services (NJDHSS).

Community Right to Know Surveys are completed by private employers and sent to the New Jersey Department of Environmental Protection (NJDEP).

Copies of these surveys are required to be sent to local fire and police departments, designated Right to Know county agencies (county health departments), and local emergency planning committees.

Public employers are required to label containers according to the New Jersey Right to Know Act and PEOSHA, and maintain a Right Central File that contains information about hazardous substances at their facilities. Public employers are required to label containers according to OSHA and the New Jersey Right to Know Act.

HOW PUBLIC EMPLOYERS COMPLY WITH THE RIGHT TO KNOW ACT

Public employers have the responsibility to assist workers in learning about the hazards of the products they work with. The employer must:

- Complete the Right to Know Survey
- Label Containers
- Create and Maintain a Right to Know Central File
- Post the Right to Know Poster.

Public employers can obtain a copy of the survey by contacting their employer, the NJDHSS, or the designated county agency at the number listed in this brochure.

HOW TO USE YOUR WORKPLACE RIGHTS TO PROTECT YOUR HEALTH

The Right to Know Act gives employees certain rights and access to information about hazardous chemicals in their workplace. This information, kept in the RTK central file, informs workers about the health hazards of chemicals and ways to reduce or prevent their exposure to the chemical hazards. Learn to work safely with chemical hazards to protect your health and the health of your family members. To do so:

1. Work only with labeled containers.
2. Check your workplace RTK Surveys to find out which products contain hazardous chemicals.
3. Read Material Safety Data Sheets and Hazardous Substance Fact Sheets about the health hazards of the hazardous chemicals in the products. These documents are kept in the RTK central file.

You do not have to work with a product if your employer has not given you the ingredient information you requested in writing within five working days. Call the NUMBER for more information before you refuse to work with a product.

You can file a complaint against your employer for not complying with the RTK Act. Your name will be kept confidential.

This brochure is being distributed to your employer to assist you in learning about hazardous chemicals in the workplace. The Federal Hazard Communication Standard. For more information about workers, contact the Public Employee Occupational Safety and Health Program, New Jersey Department of Health and Senior Services, P O Box 286, Trenton, NJ 08625-0286, (609) 984-1854, www.state.nj.us/health/oshweb.
TOXIC SUBSTANCES:

How Toxic Is Toxic?

The extent to which a substance will cause harmful effects is called the toxicity of that substance. Accidental human exposures (which generally occur from leaks, spills, contact at the workplace or accidental poisonings) provide information regarding chemical toxicity for a few substances, but usually it is difficult to determine the exact dose to which individuals involved in the accidents were exposed.

Scientific studies are the main source of information on toxicity. Since humans cannot be used as test subjects, toxicity tests are done on animals. These tests are often good indicators of chemical toxicity in humans. However, substances do not always affect people the same way they affect animals. Differences in size, lifespan and the way in which chemicals are broken down within the body are all factors which must be taken into account when information from animal experiments is applied to people. Nevertheless, animal studies do provide valid and useful information on chemical toxicity.

High dose levels are often used to cause visible effects in animals. The results from these tests are commonly employed to estimate effects on humans in the workplace (generally an area of lower-level exposure). Such estimates are difficult to make in cases where very little is known about the action of a substance within the human body. However, these estimations are valuable indicators of chemical toxicity.

Whether or not exposure to a substance will have health effects depends on many factors.

FACTOR: Chemical Makeup

Certain substances are more harmful than others due to their chemical makeup. Cyanide, for example, is a very potent poison — even in small amounts.

Exposure to a substance is usually by inhaling, swallowing, or eye or skin contact. The way contact is made can determine whether or not the substance has an effect. Certain nickel compounds can cause serious health effects if inhaled, but are relatively harmless if swallowed. Ammonia, however, can irritate the eyes and skin and can also have harmful effects if swallowed.

FACTOR: Amount

The effect of a substance can be influenced by the size of the dose. When swallowed, two grams of a substance might be harmless while 10 grams might be fatal. But even one gram of another substance might be fatal. Oxygen, a vital gas in the air one breathes, usually causes no ill effects in normal amounts, but can be dangerous to human health in very large amounts.

FACTOR: Sensitivity

Certain substances may cause one person to feel few or no effects while causing another to feel strong effects. The same is true for specific amounts of a substance. This is known as sensitivity. Differences in sensitivity must be kept in mind when considering effects of a chemical substance.

Developing babies could be particularly sensitive to certain substances. Therefore, women who are planning to have a baby, are already pregnant or nursing should talk to their doctors about any toxic chemicals to which they may be exposed on the job. Special precautions may be advisable.

FACTOR: Chemical Combinations

Workers may be exposed to more than one chemical at the work place, or they may be exposed to chemicals both while on the job and when elsewhere. Even if exposure to a certain chemical is known to lead to particular effects, ex-
LABELING
National Fire Protection Association
Code 704

The National Fire Protection Association an international organization to promote/improve fire protection and prevention and establish safeguards against loss of life and property by fire. Best known on the industrial scene for the National Fire Codes a sixteem volume set of codes, standards and recommended practices developed by NFPA technical committees.

Among these is NFPA CODE 704, the code for showing hazards of materials AS THEY MIGHT BE ENCOUNTERED UNDER FIRE OR RELATED EMERGENCY CONDITIONS, using the familiar diamond-shaped label or placard with appropriate numbers or symbols.

The brief explanation below illustrates the NFPA principle of using scales from 0 – 4 (low to high) to classify material hazards:

The product shown would (reading clockwise from 12 o'clock):
burns readily at ambient conditions;
shock or heat may detonate it;
is corrosive;
and is slightly hazardous to one's health.

Fire Hazard (RED)

0 - Will not burn
1 - Will ignite if preheated
2 - Will ignite if moderately heated
3 - Will ignite at most ambient conditions
4 - Burns readily at ambient conditions

Health Hazard (BLUE)

0 - No more than ordinary combustible hazards in a fire
1 - Slightly hazardous
2 - Hazardous
3 - Extreme Danger
4 - Deadly

Reactivity (YELLOW)

0 - Stable and not reactive with water
1 - Unstable if heated
2 - Violent chemical change
3 - Shock and heat may detonate
4 - May detonate

Specific Hazard

0XY Oxidizer
ACID Acid
ALK Alkali
COR Corrosive
-W- Use No Water
Radation Hazard

3
Exposure to that chemical plus other chemicals may lead to different kinds of effects, or effects of different severity.

For example, cigarette smokers have an increased risk of developing lung cancer. Workers who don’t smoke but are repeatedly exposed to asbestos also have an increased risk of lung cancer. But asbestos workers who smoke have the greatest chance of developing lung cancer.

Chemicals do not always interact to cause more harmful effects. However, because so many different chemical combinations can exist, it is impossible to test each combination. In many cases, the effects of combined exposure to chemicals are not well known or understood. Moreover, since people with work-related illnesses often are exposed to many substances, it can be difficult to link health effects with any one chemical.

**FACTOR:**
Length of Exposure

Contact with a substance may be over a period of minutes, days or years. With some substances, contact for even one minute might cause serious health problems. With other substances, exposure for a minute might cause no effect, but exposure over a year might be harmful. Length of exposure is generally classified into two groups: acute and chronic.

**Acute (Short-Term) Exposure**

Acute exposure is a single, brief contact with a toxic substance, and effects, if any, are evident soon after the exposure. Acute effects vary greatly with the type of substance and the dose. Contact with a certain amount of ammonia in air can cause throat and eye irritation, while breathing in 100 times that amount may be fatal.

Many acute effects are reversible. This means that they disappear soon after exposure stops. Contact with ammonia may cause eyes to tear. When the ammonia is removed, this tearing will generally stop soon.

**Chronic (Long-Term) Exposure**

Chronic exposure consists of repeated contact over a period of time. Chronic exposures often involve small amounts of toxic substances but can lead to serious health effects. These effects usually take a while to appear. Breathing carbon tetrachloride, a common industrial solvent, regularly over a long period of time is an example of chronic exposure. While a person who breathes carbon tetrachloride once or twice in very small amounts might suffer no ill effects, long-term exposure could result in liver damage.

Many chronic effects are considered irreversible—that is, they do not disappear when exposure ceases. Inhalation of asbestos over a long period of time may cause lung disease. Once the disease takes hold, it is permanent, regardless of whether exposure stops or decreases. For most substances, the effects of chronic exposure, if any, are not known.

**Reducing Exposure**

Reduction of human exposure to large amounts of toxic substances in the workplace is often possible. In some cases, a substance known to be less toxic than one being used can be substituted. Improvement of engineering controls may also be feasible (for instance, installation of a ventilation system).

Measures that workers can take include use of the following:

- protective equipment, and clothing;
- respirators to screen out substances that might be inhaled;
- eye shields or goggles when eye contact with a toxic substance is likely; and
- boots, gloves, aprons or coveralls when splashing is likely.

In addition, workers should wash after using a toxic substance. Smoking and eating at worksites containing toxic substances should be avoided, in order to reduce exposure by inhaling and ingestion. However, measures such as those listed above should not be used to handle a problem that good engineering controls would solve.
Material Safety Data Sheet
Required under USDL Safety and Health Regulations for Shipyards Employment (29 CFR 1915)

U.S. Department of Labor
Occupational Safety and Health Administration

Section I - Manufacturer's Name
Atlantic Manufacturing Corporation

Address (Number, Street, City, State, and ZIP Code): 94-05 Eleventh Av, Belmont, IL 159023

Emergency Telephone Number: 518-654-9000

Chemical Name and Synonyms: Mineral Spirits
Trade Name and Synonyms: A&M Cleaner

Chemical Family: Petroleum Hydrocarbon Fraction

Section II - Hazardous Ingredients

<table>
<thead>
<tr>
<th>Paints, Preservatives, and Solvents</th>
<th>% TLV (Units)</th>
<th>Alloys and Metallic Coatings</th>
<th>% TLV (Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pigments</td>
<td></td>
<td>Base Metal</td>
<td></td>
</tr>
<tr>
<td>Catalyst</td>
<td></td>
<td>Alloys</td>
<td></td>
</tr>
<tr>
<td>Phosphoric Acid</td>
<td>75 ppm</td>
<td>Metallic Coatings</td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td>Filter Metal</td>
<td></td>
</tr>
<tr>
<td>Isopropanol</td>
<td>3400 ppm</td>
<td>Plus Coating or Core Flux</td>
<td></td>
</tr>
<tr>
<td>Solvents</td>
<td></td>
<td>Others</td>
<td></td>
</tr>
<tr>
<td>Ammonia</td>
<td>2 ppm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td>Anti-Static Additive</td>
<td>1 ppm</td>
</tr>
<tr>
<td>Hazardous Mixtures of Other Liquids, Solids or Gases</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contains less than 2.5% Caustic Soda

Section III - Physical Data

<table>
<thead>
<tr>
<th>Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiling Point (°F)</td>
<td>212 F</td>
</tr>
<tr>
<td>Specific Gravity (ρ,0°C=1)</td>
<td>1.04</td>
</tr>
<tr>
<td>Vapor Pressure (mm Hg)</td>
<td>N/A</td>
</tr>
<tr>
<td>Percent Volatile by Volume (%)</td>
<td>80-85</td>
</tr>
<tr>
<td>Vapor Density (AIR=1)</td>
<td>4.45</td>
</tr>
<tr>
<td>Evaporation Rate</td>
<td>0.69</td>
</tr>
<tr>
<td>Solubility in Water</td>
<td>complete</td>
</tr>
</tbody>
</table>

Appearance and Odor: Straw colored with slight ammonia odor

Section IV - Fire and Explosion Hazard Data

Flash Point (Method Used): 140 F (C.C.)
Flammable Limits: LEL N/A, UEL N/A
Extinguishing Media: Water, CO₂, Foam, Dry Chemical
Special Fire Fighting Procedures: Self contained respirator equipment. Not considered flammable

Unusual Fire and Explosion Hazards:
Liquid or hazard under normal conditions
Can react vigorously with oxidizing materials

Page 1 (Continued on Reverse Side)
EXAMPLE

Section V - Health Hazard Data

Threshold Limit Value

350 ppm

Effect of Overexposure

Anesthetic effects may occur in the range of 500-100 ppm

Emergency First Aid Procedures

Skin and eye - flush eyes with flowing water. Inhalation - if breathing stops give artificial respiration. Remove to fresh air. Keep warm and quiet. Ingestion - Induce vomiting. CALL PHYSICIAN

Section VI - Reactivity Data

Stability

UNSTABLE

Stable

X

Incompatibility (Materials to Avoid)

Water

Hazardous Decomposition Products

Open flames and welding arcs can cause thermal degradation with the evolution of *

Hazardous Polymerization

May Occur

Conditions to Avoid

Will Not Occur

* hydrogen chloride and very small amounts of Phosgene & chlorine

Section VII - Spill or Leak Procedures

Steps to be Taken in Case Material is Released by Spillage

Use proper protective equipment. Small spills, mop up, wipe up or soak immediately. Remove to out of doors. Large spills, evacuate area. Contain liquid; transfer to closed metal containers. Keep out of water supply.

Waste Disposal Method

Send solvent to a reclaimer. Small amounts can be transported to an area where it can be placed on the ground and allowed to evaporate safely.

Section VIII - Special Protection Information

Respiratory Protection (Specify Type)

Required in absence of environmental control (Mask with organic cannister)

Ventilation

Local Exhaust

Special

Mechanical (General)

Other

Protective Gloves

Eye Protection

Safety glasses w/eye shields

Other Protective Equipment

Eye wash stations and safety showers

Section IX - Special Precautions

Precautions to be Taken in Handling and Storing

Handle with reasonable care. Avoid breathing vapors. Store in cool any place.

Other Precautions

Refer to container label.
M.S.D.S. FORM
Example For Study

SECTION I.
Identifies the manufacturer and gives the chemical and trade name(s).

SECTION II.
Identifies hazardous ingredients, the percentage of hazardous ingredients and the Threshold Limit Value (TLV).

SECTION III.
Lists the physical properties of the substance including appearance, odor, boiling point, evaporation rate and so forth.

SECTION IV.
Identifies the fire and explosion hazard and procedures for extinguishing fires.

SECTION V.
Provides health hazard information including Threshold Limits, and emergency and First Aid procedures for overexposure.

SECTION VI.
Indicates how substances react to conditions of use and what to avoid.

SECTION VIII.
Specifies what special protective equipment and clothing are needed and ventilation recommendations.

SECTION IX.
Lists any special precautions to take when handling or storing the substance.
GLOSSARY

ABSORPTION: the process of taking in, as a substance is absorbed into the skin; the passing of a substance from one part of the body into another.

A.C.G.I.H.: abbreviation for the American Conference of Governmental Industrial Hygienists, a private organization of occupational safety and health professionals. The A.C.G.I.H. recommends occupational exposure limits for numerous toxic substances, and it updates and revises its recommendations as more information becomes available. A.C.G.I.H. limits are not legally enforceable. See OCCUPATIONAL EXPOSURE LIMITS.

ACUTE: refers to both exposure and to effect. Acute exposure means lasting a short or brief time, not occurring often. An acute exposure can take place in seconds, minutes, hours or days. An acute effect means the illness or injury develops rapidly and quickly comes to a crisis. An acute effect can come as the result of a chronic exposure.

ACUTE TOXICITY: is the potential for a substance to cause illness or injury after exposure. The effect can vary depending upon the type of substance and the dose. The effects of acute exposure are often reversible, which means the symptoms can disappear or heal in a short period of time.

ADDITIVE: a substance added to another substance.

ALKALI: a mixture of two or more metals.

ANESTHETIC: a substance that produces partial or complete loss of feeling in part or all of the body.

BASE METAL: a common non-precious metal.

BOILING POINT: the temperature at which a liquid changes into a vapor. The lower the boiling point the greater the potential for flammability.

CARCINOGEN: any substance which can cause cancer.

CATALYST: a substance which can cause the speeding up of a reaction when added to another substance.

EYEWASH UNIT: the maximum amount of a toxic substance allowed in a work area at any given time during the workday.

CHEMICAL NAME: the generic name or standard name used for a substance.

CHRONIC: refers to both exposure and effect. Chronic exposure means lasting a long time or occurring often. Chronic exposure takes place over a long period of time and can be measured in weeks, months or years. Chronic effect means the illness or injury develops slowly over a long period of time. The symptoms may not show up for some time after the exposure.

CHRONIC TOXICITY: is the potential for a substance to cause illness or injury after many exposures over a long period of time. The effects and symptoms may take a long period of time to appear. In many cases the person exposed to the substance may not be aware of the effects for some time.

COMBUSTIBLE: able to catch fire and burn.

CONCENTRATION: the amount of one substance in another substance.

CORROSIVE: a substance which causes corrosion, a corrosive liquid or solid, can cause destruction of the skin and body.

DECOMPOSITION: breakdown or separation of a substance.

DENSITY: the amount of space a given weight of a substance occupies.

DERMAL: by or through the skin.

DERMATITIS: inflammation of the skin as seen by redness, lesions of the skin or itching.

DOSE: the amount and the time of exposure to a substance at any given time.

DURATION: the amount of time something lasts, as the length of time you receive a dose.

EMPLOYEE: any individual, partnership, corporation or association engaged in a business who has employees including the estate and its political subdivisions. The term "employee" as regards the Right to Know Law does not include the employment of domestic workers or casual laborers employed at the place of residence of his or her employer.

EVAPORATE: to change from a liquid or solid into a vapor.

EXPLODE: to suddenly and violently burst.

EXPLOSIVE: a substance which can explode.

EXPLOSIVE LIMITS: the amounts of vapor in the air which form explosive mixtures. LOW EXPLOSIVE AND UPPER EXPLOSIVE LIMITS: the range of vapor concentration in the air which will explode if heated.

EXPOSURE: to leave unprotected to subject to the influence of, like in exposure to a toxic substance.

EXTINGUISHING MEDIA: the substance used to extinguish a fire.

FLASH POINT: the lowest temperature at which the vapor of a substance will catch fire, or the temperature at which a liquid gives off enough vapor to burst into flames if exposed to a spark or flame.

FLAMMABLE: a flammable liquid is one that catches fire easily and burns rapidly or has a flash point below 158 degrees F.

FUMES: smoke, vapor or gas, usually irritating.

GRAM: the unit of mass in the metric system. An ounce is about 28 grams, and a pound is approximately 454 grams. (A teaspoon of sugar weighs about 4 grams.)

HAZARD: something which can cause risk of illness or injury in a particular situation.

HAZARDOUS: risky or dangerous.

HAZARDOUS LEVEL: the level of exposure above which the substance can have a harmful or adverse effect.

HAZARDOUS SUBSTANCE: a substance which is capable of causing injury or illness when it comes into contact with the human body.

HEALTH HAZARDOUS: anything which can cause a harmful effect on health under the conditions in which it is used. This can be acute or chronic. (see acute & chronic)

IGNITION TEMPERATURE: the lowest temperature at which a substance will catch fire and continue to burn. The lower the ignition temperature, the more likely the substance is going to be a fire hazard.

INCOMPATIBLE: substances which when mixed can cause dangerous reactions, therefore these substances should never be mixed. Incompatible substances must never be stored together.

INJECTION: the process of taking substances into the body by swallowing, eating.

INHALATION: the process of drawing air into the lungs; breathing.

IRRITANT: a substance which can cause areas such as the skin, eyes, lungs or intestines to become red or inflamed.

ISOLATION: the separating of a substance from contact with humans or other substances.
GLOSSARY TERMS FOR REVIEW

Unit I: The Right to Know Law - An Introduction
- Toxic Substance
- Hazardous Level
- Workplace
- O.S.H.A.
- M.S.D.S.

Unit II: Toxic Substances
- Exposure
- Inhalation
- Ingestion
- Toxicity
- Chronic
- Target Organs
- Dose
- Absorption
- Threshold
- Acute

Unit III: Material Safety Data Sheets (M.S.D.S.)
- M.S.D.S.
- Chemical Name
- Solvent
- T.L.V.
- Flash Point
- Health Hazard
- Reactivity
- Extinguishing Media

Unit IV: Your Need to Know
- Hazardous Substance
- Mutagen
- Teratogen
- Dermatitis
- Systemic Poison
- Carcinogen
ACKNOWLEDGEMENT FORM

The undersigned hereby acknowledges that he/she has received "RIGHT TO KNOW WORKPLACE NOTICE".

(SIGNED) __________________________

(PRINTED) __________________________

(DATE) ____________________________
SAFETY POLICY

In accordance with the provisions of G.L. c. 71, section 37H, the school committee hereby adopts a safety policy on behalf of the students and staff of the Westfield Public Schools.

It is the goal and responsibility of the Westfield Public Schools to insure that all school programs and facilities are maintained at a consistent level designed to protect the health, safety and welfare of the students, employees and the public. In order to accomplish that objective, the school committee hereby adopts the following standards:

1. To implement procedures which provide for a safe physical environment for students, staff and the public on school grounds and at all school sponsored events.
2. To provide for ongoing safety and violence prevention education of students.
3. To implement procedures should an emergency arise.
4. To promote students and staff involvement in resolving conflict through mediation and dispute resolution.
5. To provide a program of bus safety.
6. To provide assistance to students and staff in crisis situations.
7. To continue a professional partnership with law enforcement officials.
8. To utilize legal authority available to control situations which represent a safety threat or risk.
9. To establish a discipline code, suspension and expulsion policy which supports these efforts.
10. To establish an ongoing safety committee.
11. To establish necessary policies to carry out and support this statutory mandate.
12. To offer training of students and staff to achieve these goals.

The responsibility of implementation of a safety program will rest with many individuals, including principals, teachers, custodial/maintenance employees and other staff, as directed by the superintendent of schools.

Adopted: September 8, 1998
Revised: April 1, 2013
Legal References: M.G.L. 71, § 37H
REPORTING CHILD ABUSE

The school department considers incidence of abuse and neglect as symptoms of underlying family or social problems and believes that solutions lie not solely with effective reports and investigations, but more importantly in the community’s response to the family’s needs.

Section 51A of the General Laws of the commonwealth of Massachusetts, Chapter 119, Child Welfare Statutes, requires that certain identified professionals, among them school personnel, report suspected instances of child abuse/neglect, including sexual abuse, and domestic violence, to the appropriate staff of the Massachusetts department of Social Services. Staff so designated as mandatory reporters are also required to provide DSS with collateral information, upon request, during the course of an on-going protective investigation.

State law provides that no mandatory reporter shall be liable in any civil or criminal action by reason of submitting a report. No other person making a report shall be liable in any civil or criminal action by reason of submitting such a report if it was made in good faith. Failure to report suspected abuse could result in a fine of not more than one thousand dollars.

In order to facilitate this reporting, and in the interest of protecting children who may be victims of the abuse/neglect, as well as to protect the professional standing of the mandated reporter, procedures have been established for all school personnel.

Adopted: June 17, 1996
(Replaces JHG)

LEGAL REF: M.G.L. 119:51A; 119:51B
REPORTING CHILD ABUSE PROCEDURES

Each school will establish an abuse team comprised of the building principal or designee, school nurse and school counselor.

The principal and members of the abuse team shall assume the responsibility of receiving reports of suspected child abuse/neglect from school personnel, and filing reports with the department of Social Services when in their professional capacity they shall have reasonable cause to believe that such has occurred. Reports will be orally communicated immediately to the Department of Social Services and a written report (51A) will be made within forty-eight (48) hours to the Department of Social Services signed by the building principal. The name(s) of school personnel who were in receipt of information resulting in suspicion of abuse/neglect will be included in the written report to DSS.

A confidential copy of the report will be forwarded to the superintendent of schools.

Adopted: June 17, 1996
(Replaces JHG-R)
FACEBOOK AND SOCIAL NETWORKING WEBSITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
   a. Teachers may not list current students as “friends” on networking sites.
   b. All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
   c. All contacts and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
   d. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
   e. Inappropriate contact via e-mail or phone is prohibited.

2) Inappropriateness of posting items with sexual content

3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4) Examples of inappropriate behavior from other districts, as behavior to avoid

5) Monitoring and penalties for improper use of district computers and technology

6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and disciplinary action up to and including termination.

First reading: March 21, 2011
Second & final reading: April 4, 2011
Adopted: April 4, 2011
Appendix B
Westfield Public Schools
Staff Technology Acceptable Use Policy

Purpose
The Westfield Public School District provides a wide range of technology resources to its students and staff for the purpose of advancing the educational mission of the District. These resources are provided and maintained at the District's -- and therefore, the public's -- expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Access to district technology resources is a privilege not a right. Use of technology resources is subject to the following conditions.

Your Account
Technology access at the Westfield Public Schools is controlled through policy, individual accounts and passwords.

Each user of the Westfield Public School system is required to read this policy and sign an acceptable use agreement prior to receiving an appropriate access account and password.

Appropriate Use
Employees of the Westfield Public Schools are encouraged to use technology to support the educational objectives of the Westfield Public School System. The types of activities that are encouraged include:

1. Using electronic mail and telecommunications tools to perform tasks associated with an individual's position and assignments.
2. Acquiring and sharing information related to educational topics, effective teaching practices and lesson information with other teaching professionals; and
3. Participating in educational or professional development activities.

Inappropriate Use
Individual technology use will not interfere with others' productive use of resources. Users will not violate the network policies of any network accessed through their account. Technology use at the Westfield Public Schools will comply with all Federal and State laws and all District policies. This includes, but is not limited to, the following:

1. Technology may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting and computer tampering (e.g. spreading computer viruses).
2. Technology, including electronic mail, shall be used to share information on students or employees in a responsible and appropriate manner and only to those individuals eligible to receive student or personnel file information. Because email can be an unstable communication tool, efforts shall be made to find alternative technology to transmit student and personnel data.
3. Technology is to be used for constructive educational purposes only. The Westfield Public School District prohibits use for mass unsolicited mailings, access for non-employees to District resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, commercial activity and the dissemination of chain letters.
4. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the Westfield Public School District or another individual without authorized permission.
5. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments. (For example, video, music or image files not needed for educational purposes.)

6. Do not intentionally waste limited resources such as disk space or printing capacity. Users are expected to remove or delete unused files or other material that take up excessive storage space.

**Web Publishing/Student Work**
For security purposes, any information pertaining to the Westfield Public Schools or involving student work may only be published through the District’s Wide Area Network/Internet Access or a School Committee approved site. Any violation of this will be considered a serious matter.

**Security**
For security purposes, users may not share account or password information with another person. Network accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user’s account password is strictly prohibited. A user must contact the help desk at the Westfield Technology Center to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to network services.

**Failure to Comply**
Violations of this policy will be treated like other allegations of wrongdoing in the Westfield Public School District. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of technology may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable Westfield Public School policies; and/or
3. Legal action according to applicable laws and contractual agreements.

**Monitoring and Filtering**
To maintain system integrity, the Westfield Public School District may occasionally review users’ drives and files and monitor any network activity occurring on District equipment or accounts. Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a device. The District currently employs filtering software to deny access to educationally inappropriate sites, per CIPA guidelines. It is important to understand that no solution is perfect and at times educational sites may be incorrectly blocked, and conversely, inappropriate sites might not be blocked. If the Westfield Public Schools discovers activities, which do not comply with applicable law or district policy, records retrieved may be used to document the wrongful content in accordance with due process.

**Disclaimer**
The Westfield Public School District assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. The District is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your network access responsibly. Should you have any questions regarding this Staff Technology Acceptable Use Policy, feel free to contact the district technology staff.

Legal Ref.: Childrens Internet Protection Act
Staff Technology Acceptable Use Policy User Agreement

I hereby acknowledge that I have read and understand the Staff Technology Acceptable Use Policy of The Westfield Public School District. I agree to abide by this policy and ensure that staff and students working under my supervision abide by this policy. I understand that use of technology resources and e-mail in school is a privilege, not a right. It is designated strictly for educational purposes. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I also understand that if I do not sign this agreement, I will not be permitted to use technology resources and e-mail in school.

Name (printed):

__________________________________________

Signature:

__________________________________________

Date: ______________________________________

First Reading: October 5, 2009
Second Reading: October 5, 2009
Adopted: October 5, 2009
Unit A & Unit B Professional Development
PD Application & Committee Meeting Schedule
2014-2015 School Year

Unit B Meeting Time: 2:30 PM – 3:00 PM @ Westfield High School
Unit A Meeting Time: 3:15 PM – 4:30 PM @ Westfield High School

All PD applications MUST BE submitted in advance for approval.

<table>
<thead>
<tr>
<th>Deadline for Submitting Applications</th>
<th>PD Committee Meeting Dates</th>
<th>Approval Notification Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20, 2014</td>
<td>Wednesday August 27, 2014</td>
<td>September 3, 2014</td>
</tr>
<tr>
<td>September 16, 2014</td>
<td>Tuesday September 23, 2014</td>
<td>September 30, 2014</td>
</tr>
<tr>
<td>October 21, 2014</td>
<td>Tuesday, October 28, 2014</td>
<td>November 4, 2014</td>
</tr>
<tr>
<td>November 5, 2014</td>
<td>Wednesday November 12, 2014</td>
<td>November 19, 2014</td>
</tr>
<tr>
<td>December 3, 2014</td>
<td>Wednesday December 10, 2014</td>
<td>December 17, 2014</td>
</tr>
<tr>
<td>March 17, 2015</td>
<td>Tuesday March 24, 2015</td>
<td>March 31, 2015</td>
</tr>
<tr>
<td>April 8, 2015</td>
<td>Wednesday April 15, 2015</td>
<td>April 22, 2015</td>
</tr>
<tr>
<td>*May 19, 2015</td>
<td>Tuesday May 26, 2015</td>
<td>June 2, 2015</td>
</tr>
</tbody>
</table>

*All Year End PD Application Requests Must Be Submitted by May 19, 2015 to Encumber Funds and Meet the Business Office Year-End Procedures

| June 3, 2015 (Summer Applications) | Wednesday June 10, 2015 | July 1 2015 (Pending Budget Approval) |

Please contact Laura Surprise in the Office for Assessment & Accountability at 642-9320 or lsurprise@schoolsofwestfield.org for all questions regarding Unit A & Unit B Professional Development

Revised 8/2014
WPS PROFESSIONAL DEVELOPMENT APPLICATION

All requests must be completed in full for consideration - Incomplete applications will NOT be processed.

Name of Applicant: ___________________________ Unit A: _____ Unit B: _____ Date: __________

School: ___________________________ Grade Level: __________ Content Area: __________ Other: __________

Contact Information: Phone Number: ________________ School Email: ___________________________

WORKSHOP/CONFERENCE INFORMATION

Title: ____________________________________________

Address: _________________________________________

Start Date: _______________ End Date: _______________

Substitute Required: Yes:______ No:______ Number of Days:_________

Provide a brief description of the training including expected outcomes for students.

<table>
<thead>
<tr>
<th>PD REIMBURSEMENT REQUESTS</th>
<th>PD Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Be Completed By Administrator Only Grant Funded: Yes _____ No _____</td>
<td></td>
</tr>
<tr>
<td>Amount Funded:</td>
<td>Grant Name:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Costs</td>
<td></td>
</tr>
<tr>
<td>Mileage/Tolls</td>
<td></td>
</tr>
<tr>
<td>Lodging (Must be beyond 100 mile radius)</td>
<td></td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td></td>
</tr>
<tr>
<td>Substitute Cost (Appx. $80.00/day)</td>
<td></td>
</tr>
<tr>
<td>Other (please indicate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount of PD Funds Requested:</td>
<td></td>
</tr>
</tbody>
</table>

Please read and initial that you understand the following statements:

✓ I understand that extra documentation may be required if amount requested is over $1,000.00.

✓ I understand that any and all proposals must be submitted to the WPS Professional Development Committee in accordance with the Unit A & Unit B PD Application Schedule prior to participating in professional development.

✓ I understand this approval is contingent upon my willingness to provide future staff development for Westfield Public School District.

✓ I understand that I must not register or pre-pay any costs prior to approval. Initial______

Signature of Applicant ___________________________ Date __________

Signature of Principal (Required) ___________________________ Date __________

Comment: ________________________________________________

For PD Committee Use Only: _____Approved _____Not Approved _____Incomplete _____Recorded

Funding Source: District: ________ Individual: _________ Revised 8-15-14
WPS PROFESSIONAL DEVELOPMENT APPLICATION

District Strategic Objective: Staff Development
Develop a focused, coordinated staff development program to cultivate the professional skills of all staff.

WPS PD Goals:
- To provide high quality professional development that focuses on increasing teachers’ expertise in teaching to high standards.
- To improve teacher effectiveness with high quality professional development training that will result in increased student achievement and narrowing student achievement gaps.

Unit A & Unit B Professional Development
PD Application & Committee Meeting Schedule
2014-2015 School Year

Unit B Meeting Time: 2:30 PM – 3:00 PM @ Westfield High School
Unit A Meeting Time: 3:15 PM – 4:30 PM @ Westfield High School

All PD applications MUST BE submitted in advance for approval.

<table>
<thead>
<tr>
<th>Deadline for Submitting Applications</th>
<th>PD Committee Meeting Dates</th>
<th>Approval Notification Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20, 2014</td>
<td>Wednesday August 27, 2014</td>
<td>September 3, 2014</td>
</tr>
<tr>
<td>September 16, 2014</td>
<td>Tuesday September 23, 2014</td>
<td>September 30, 2014</td>
</tr>
<tr>
<td>November 5, 2014</td>
<td>Wednesday November 12, 2014</td>
<td>November 19, 2014</td>
</tr>
<tr>
<td>December 3, 2014</td>
<td>Wednesday December 10, 2014</td>
<td>December 17, 2014</td>
</tr>
<tr>
<td>March 17, 2015</td>
<td>Tuesday March 24, 2015</td>
<td>March 31, 2015</td>
</tr>
<tr>
<td>April 8, 2015</td>
<td>Wednesday April 15, 2015</td>
<td>April 22, 2015</td>
</tr>
<tr>
<td>*May 19, 2015</td>
<td>Tuesday May 26, 2015</td>
<td>June 2, 2015</td>
</tr>
</tbody>
</table>

*All Year End PD Application Requests Must Be Submitted by May 19, 2015 to Encumber Funds and Meet the Business Office Year-End Procedures

| June 3, 2015 (Summer Applications) | Wednesday June 10, 2015 | July 1 2015 (Pending Budget Approval) |

Please contact Laura Surprise in the Office for Assessment & Accountability at 642-9320 or lsurprise@schoolsowestfield.org for all questions regarding Unit A & Unit B Professional Development.

For PD Committee Use Only: _______ Approved _______ Not Approved _______ Incomplete _______ Recorded
Funding Source: District: _______ Individual: _______ Revised 1 8-15-14
WPS COURSE TUITION REIMBURSEMENT APPLICATION

All requests must be completed in full for consideration - Incomplete applications will NOT be processed.

Name of Applicant: ___________________________  Unit A: ______  Unit B: ______  Date: ________________

School: ___________________________  Grade Level: ____________  Content Area: ____________  Other: ______

Applicant's Contact Information:

Phone Number: ___________________________  School Email: ____________________________

COURSE TUITION REIMBURSEMENT INFORMATION:

Course Title: ____________________________

University/College/Organization Issuing Credit: ____________________________

Course Start Date: ________________  Course End Date: ________________

Check All that Apply: Face-to-Face ______  Online: ______  Graduate Credit: ______  PDPs: ______

Have you registered or prepaid any costs associated with the above request? Yes: ______  No: ______

If yes, indicate the date you pre-registered for the course. ____________________________

Provide a brief description of the course including expected outcomes for students.

________________________________________________________________________

________________________________________________________________________

COURSE TUITION REIMBURSEMENT AMOUNT REQUESTED: ____________________________

✓ I understand that any and all proposals must be submitted to the WPS Professional Development Committee in accordance with the Unit A & Unit B PD Application Schedule prior to participating in professional development.

✓ I understand this approval is contingent upon my willingness to provide future professional development for Westfield Public School District.

Signature of Applicant ___________________________  Date ___________________________

Signature of Principal (Required) ___________________________  Date ___________________________

Comment: ____________________________

For PD Committee Use Only: _____Approved  _____Not Approved  _____Incomplete  _____Recorded

Funding Source:  District: ______  Individual: ______

Revised 8-15-14 Green Form
WPS COURSE TUITION REIMBURSEMENT APPLICATION

District Strategic Objective: Staff Development
Develop a focused, coordinated staff development program to
cultivate the professional skills of all staff.

WPS PD Goals:
- To provide high quality professional development that focuses on increasing teachers’ expertise in teaching to high standards.
- To improve teacher effectiveness with high quality professional development training that will result in increased student achievement and narrowing student achievement gaps.

Unit A & Unit B Professional Development
P D Application & Committee Meeting Schedule
2014-2015 School Year

Unit B Meeting Time: 2:30 PM – 3:00 PM @ Westfield High School
Unit A Meeting Time: 3:15 PM – 4:30 PM @ Westfield High School

All PD applications MUST BE submitted in advance for approval.

<table>
<thead>
<tr>
<th>Deadline for Submitting Applications</th>
<th>PD Committee Meeting Dates</th>
<th>Approval Notification Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20, 2014</td>
<td>Wednesday, August 27, 2014</td>
<td>September 3, 2014</td>
</tr>
<tr>
<td>September 16, 2014</td>
<td>Tuesday, September 23, 2014</td>
<td>September 30, 2014</td>
</tr>
<tr>
<td>October 21, 2014</td>
<td>Tuesday, October 28, 2014</td>
<td>November 4, 2014</td>
</tr>
<tr>
<td>November 5, 2014</td>
<td>Wednesday, November 12, 2014</td>
<td>November 19, 2014</td>
</tr>
<tr>
<td>December 3, 2014</td>
<td>Wednesday, December 10, 2014</td>
<td>December 17, 2014</td>
</tr>
<tr>
<td>March 17, 2015</td>
<td>Tuesday, March 24, 2015</td>
<td>March 31, 2015</td>
</tr>
<tr>
<td>April 8, 2015</td>
<td>Wednesday, April 15, 2015</td>
<td>April 22, 2015</td>
</tr>
<tr>
<td>*May 19, 2015</td>
<td>Tuesday, May 26, 2015</td>
<td>June 2, 2015</td>
</tr>
</tbody>
</table>

*All Year End PD Application Requests Must Be Submitted by May 19, 2015 to Encumber Funds and Meet the Business Office Year-End Procedures:

| June 3, 2015 (Summer Applications) | Wednesday, June 10, 2015 | July 1, 2015 (Pending Budget Approval) |

Please contact Laura Surprise in the Office for Assessment & Accountability at 642-9320 or lsurprise@schoolofwestfield.org for all questions regarding Unit A & Unit B Professional Development.

Tuition Reimbursement:
Applications may be submitted for course reimbursement for tuition cost only under the following guidelines:
1. The PD Committee shall reimburse a professional employee a maximum of $500.00 for an outside course approved in advanced. Registration for a course should not take place until the course has been approved.
2. The course shall be directly related to the employee’s area of teaching or supervisory responsibility.
3. Reimbursement shall be contingent upon the employee’s obtaining a satisfactory grade.
4. Tuition reimbursement for approved coursework will require the following:
   a. A copy of the grade transcript sent to the Office of Assessment & Accountability.
   b. A final grade documented as a passing grade of B or higher.
5. Professional employees applying for course tuition reimbursement will be chosen on a first-come, first-serve basis.
6. An employee may apply for course tuition reimbursement for more than one course in any contract year and will be reimbursed for such additional courses, providing there are funds available after reimbursing all employees who have taken only one course. Such requests for reimbursement must be received no later than April 15th of the given school year.

For PD Committee Use Only: _______ Approved _______ Not Approved _______ Incomplete _______ Recorded
Funding Source: District: _______ Individual: _______ Revised 8-15-14 Green Form
WESTFIELD PUBLIC SCHOOLS TRAVEL REQUEST FORM

SUBMIT TRAVEL REQUESTS TO YOUR PRINCIPAL/DIRECTOR FOR APPROVAL 15 WORKING DAYS PRIOR TO THE DATE(S) REQUESTED

Name ___________________________________ District Staff Development: _____ Unit A/Unit B PD: _____

School: ____________________________ Content/Department Area: __________ Grade Level ________

Name of Conference/Meeting ____________________________________________________________

Location of Conference/Meeting ________________________________________________________

Date(s) of Conference/Meeting _________________________________________________________

Substitute Teacher Required: Yes _____ No ______ Number of Days Required: ________________

Requested Travel Expenses:
Substitute Expense (Appx.$80.00/day) __________
Registration Costs __________
Transportation, mileage, tolls __________
Lodging __________
Other: ____________________________

TOTAL $ __________

Signature of Applicant __________________________ Date __________________________

TO BE COMPLETED BY PRINCIPAL/DIRECTOR

Request Approved: ______________________________________________________________________

Signature __________________________ Date __________________________

Above costs will be paid from site/department budget: YES _____ NO ________

(If No, Section 3 must be completed for funding source)

**** TO BE COMPLETED BY THE SUPERVISOR OVERSEEING FUNDING SOURCE ****

Grants: _____ Special Education: _____ LEA: _____ District SD: _____ Unit A/Unit B PD ________

Approved reimbursable expenses: Substitute Expense (Appx.$80.00/day) __________
Registration __________
Transportation/mileage/tolls __________
Lodging __________
Other: ____________________________

Obtain Approval Signature: TOTAL $ ________

Business Manager ___________________________________ Date: __________
Administrator for Special Ed. & Student Services ___________________________ Date: __________
Director of Assessment & Accountability ___________________________ Date: __________
Director of Curriculum & Instruction ___________________________ Date: __________
Grant's Coordinator ___________________________________ Date: __________
WESTFIELD PUBLIC SCHOOLS TRAVEL REQUEST FORM

ALL OUT-OF-STATE TRAVEL MUST BE APPROVED BY THE SUPERINTENDENT OF SCHOOLS

Approved _____ Not Approved _____ Total approved for payment $ ____________

Dr. Suzanne Scallion
Superintendent of Schools

PROCEDURE and BACKUP REQUIRED FOR REIMBURSEMENT OF APPROVED COST(S)

Failure to submit the required backup will result in inability to process reimbursement or payment of purchase order.

For reimbursement of allowable cost(s), please submit the following to the Office of Assessment & Accountability AFTER travel:

A. Completed "Travel Reimbursement Expense Sheet" with the attached applicable backup.

B. Proof of payment:
   Registration: (Personal Check)
   A copy of the canceled check (both sides) OR
   A copy of the front of the check and copy of the statement showing check number and amount clearing.
   Registration: (Credit Card)
   Copy of statement (block out all but name and charge information pertaining to workshop). If possible also include a copy of the charge receipt.
   Other expenses: Original: receipt(s), confirmation), mileage, toll receipts, paid bills, etc.

C. Proof of attendance: Copy of agenda, Certificate of Attendance, etc.

Funding Sources: LEA Funds
Special Education
Grants
District PD
Unit A and Unit B PD
District Staff Development

Business Manager
Administrators of Special Ed. & Student Support
Grant's Coordinator & Director of Student Interventions (Title I)
Director of Assessment & Accountability
Director of Curriculum & Instruction

Updated 7-1-14
WESTFIELD PUBLIC SCHOOLS
RECEIPT OF HANDBOOK BY EMPLOYEE- 2014-2015

I hereby certify that I have reviewed the Westfield Public Schools Employee Handbook. I understand that it is my responsibility to thoroughly read this handbook located on our Westfield Public Schools Website under Human Resources. I am also aware that I can get a paper copy by requesting one in writing from the Human Resource Office. If I should have any questions, or need clarifications on any items, it is my responsibility to speak with my supervisor immediately. I understand that it is my responsibility to abide by all the rules and regulations contained in this handbook.

Any disciplinary action in connection with employee violations of the policies contained in this handbook will be conducted in accordance with the provisions of any applicable collective bargaining agreements and statutes in effect at the time of such disciplinary action.

(Date)                        (Signature)

______________________________
Print Name Here

*Return the signed receipt to your principal within ten (10) days.