

Cape Cod Collaborative

2010-2011

Employee Handbook

NOTE: This handbook is intended to provide information about current policies that pertain to full-time employees of the Cape Cod Collaborative, exclusive of bus drivers and bus monitors (who are covered by a separate handbook), and exclusive of all substitute employees whether short-term or long-term. These policies and this handbook, however, may be changed at any time by the Board of Directors and are not intended to establish contractual rights.

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CAPECOD COLLABORATIVE

An Overview

A. Definition: Chapter 40, Section 4E

Any school committee, acting for and in behalf of its city, town or regional school district, may enter into an agreement with one or more other such committees to conduct jointly, educational programs and services which permit such committees to supplement or strengthen school programs and services; provided that such agreement has been authorized by vote of such committee and approved by the Commissioner of Education.

B. Major Goals:

Mission

The Mission of the Cape Cod Collaborative is to provide, as an interdependent collaboration of public school communities, a flexible, evolving range of high quality, cost-effective programs and services.

Vision:

To ensure its success, the Collaborative will establish and maintain communication, governance structures, and practices that regularly assess needs, provide collaborative solutions, and monitor effectiveness.

C. Member Districts:

Barnstable
Brewster
Chatham
Eastham
Harwich
Martha's Vineyard Reg. H.S.
Nauset
Provincetown
Truro
Wareham

Bourne
Cape Cod Technical HS
Dennis/Yarmouth
Falmouth
Mashpee
Nantucket
Orleans
Sandwich
Upper Cape Cod RTS
Wellfleet

Cape Cod Collaborative

**Osterville Campus
(Administration-STAR Program-Transportation)
418 Bumps River Road
Osterville, MA 02566
Phone: 508.420.6950
FAX: 508.420.6959**

**Bourne Campus
(Alternative Education Program)
5500 Curtis Boulevard
Otis ANGB, MA 02542
Phone: 508.546.5099**

Fax: 508.564.5263

Paul C. Hilton	Executive Director
Anita Woods.....	Director, STAR Program
Larry Carroll	Director, Alternative Education Program
Dr. Joseph Gilbert	Director, Special Projects
Jim Brown	Business Manager
Patti Avilla	Transportation Manager
Alice Wheeler.....	Medicaid Reimbursement Service
Sheila Murray.....	Administrative Assistant, Osterville
Esther Owen	Administrative Assistant, Bourne

The Cape Cod Collaborative Administrative Office is open from **7:00 A.M. - 4:00 P.M.** daily.

The office will be closed on the following days:

July 5, 2010	Independence Day
September 6, 2010	Labor Day
October 11, 2010	Columbus Day
November 11, 2010	Veteran's Day
November 24, 2010	½ Day
November 25 & 26, 2010	Thanksgiving
December 24, 2010	Closed
January 31, 2011	Closed
January 17, 2011	Martin Luther King Day
February 21, 2011	President's Day
April 18, 2011	Patriot's Day
May 30, 2011	Memorial Day

Summer office hours are 8:00 A.M. - 2:00 P.M.

CAPE COD COLLABORATIVE BOARD OF DIRECTORS 2010-2011

A **quorum** for the Board of Directors of Cape Cod Collaborative is described in the **Articles of Agreement** as follows:

ARTICLE IV, Section 4.10: At any meeting of the Board of Directors, a quorum shall be defined as follows: (a) a majority of four (4) of the Executive Committee seven (7) in attendance or (b) attendance of six (6) members of the Board of Directors including at least two (2) members of the Executive Committee.

<u>NAME</u>	<u>TOWN</u>	<u>MAILING ADDRESS</u>	<u>TELEPHONE HOMEWORK</u>	
Marie Enochty Chairperson	Nauset	84 Chestnut Circle Brewster 02631	896-2111	
Dr. Robert Tankard Vice Chair	Martha's Vineyard	RR2 Box 42 Vineyard Haven 02568	693-1411	
Fran MacDonald	Barnstable	c/o Massachusetts Maritime Academy 101 Academy Drive 428-7903 Buzzards Bay 02532	830-6441	
Quimby Mahoney	Bourne	P.O. Box 953 Pocasset, MA02559	563-7392	
Jennifer Rabold	Brewster	90 Governor Bradford Rd. Brewster, 02631	360-5575	
Joan Bentinck-Smith	CC Tech	P.O. Box 710 Cotuit, 02635 Cotuit 02635	428-6601	420-4250
Stephen Davol	Chatham	179 Round Cove Rd. Chatham, 02633	945-4023	
John Henderson	D/Y	12 Congressional Drive Yarmouthport	362-1978	
Sean Fleming	Eastham	20 Pheasant Run North Eastham 02651	255-8922	
Sue Daggett	Harwich	30 Gilbert Lane Harwich 02646	430-4159	775-3559

<u>NAME</u>	<u>TOWN</u>	<u>MAILING ADDRESS</u>	<u>HOMEWORK</u>
Jose Franco	Mashpee	142 Sampsons Mill Rd Mashpee, 02649	477-9842
Melissa Murphy	Nantucket	3 Alexandria Drive Nantucket , 02554	228-3873
Fred Walters	Orleans	P.O. Box 1482 East Orleans, 02643	255-7591
Kerry Adams	Provincetown	33 Conant St. Provincetown 02657	477-9047
Barbara Susko	Sandwich	12 Greenville Drive Forestdale, 02644	477-7048
Pam Medeiros	Truro	P.O. Box 69 North Truro02652	
Ken Pereira	UCCRTS	46 Marjorie Ave Pocasset, 02559	564-6631
Geoff Swett	Wareham	204 Cromesett Road Wareham, 02571	291-0724
Jill Putnam	Wellfleet	Beech Street Wellfleet, 02667	349-7472

NON-VOTING MEMBERS

Department of Education:	John Swanson, PQA MA Dept. of Education 350 Main Street Malden, MA02148-5023	(781) 338-3739
Administrative Board Chairperson	Gina Hurley, PPS Barnstable Public Schools	862-4951

2010-2011
Board of Directors
MONTHLY MEETINGS SCHEDULE

September 8, 2010

October 13, 2010

November 10, 2010

December 8 2010

January 12, 2011

February 9, 2011

March 9, 2011

April 13, 2011

May 11, 2011

June 8, 2011

Meetings begin at 5:00 P.M.

The Board meets in the Library of the
CCC Oosterville Campus,
418 Bumps River Road, Oosterville

PERSONNEL GUIDELINES

These Personnel Guidelines give you an overview of the Collaborative's policies and forms. **PLEASE KEEP THESE GUIDELINES FOR REFERENCE THROUGHOUT THE YEAR.**

1. SAMPLE EMPLOYMENT CONTRACTS

Professional Staff –

CAPE COD COLLABORATIVE

2010-2011 EMPLOYMENT CONTRACT

Employee «First» «last» Date

The Board of Directors of the Cape Cod Collaborative, the “Collaborative”, is pleased to inform you that you have been appointed to the position of «FTE» «Position» at the Collaborative for 2010-2011.

The terms of this appointment are as follows:

1. The period of employment will be the 2010-2011 school year. The Employee understands and agrees that this employment is for the stated period only, and this contract in no way guarantees or implies continued or renewed employment beyond that period.
2. The annual salary for this period shall be «Contract_» payable bi-weekly as follows:

You must select one of the options by inserting an “X” in one of the boxes below.

- Option A * - 26 Installments of «M_26pays» from Sept 10, 2010 through August 26, 2011
- Option B * - 21 Installments of «M_21pays» from Sept 10, 2010 through June 17, 2011
- Option C - 20 Installments of «M_26pays» from Sept 10, 2010 through June 3, 2011 with a Lump sum (Bump) payment of «Bump» on June 17, 2011

* Please note that there is no Bump check with Option A or B. The bi-weekly payments are spread over the period indicated.

- This salary reflects a placement Level of «Step2011» on the Cape Cod Collaborative salary scale.
 - Your pay option choice remains in effect for the term of this contract and cannot be modified.
3. Compulsory payroll deductions (e.g., Federal and State Income Taxes and Retirement contributions) will be made on the scheduled payroll, with voluntary deductions (e.g., group Insurance, Annuities, etc.) also made, as approved by the Board of Directors.
 4. Other benefits and conditions of employment are as stated in the Professional Employment Policies of the Cape Cod Collaborative.

5. The Employee recognizes and acknowledges that this contract is between him/her and the Cape Cod Collaborative pursuant to the authority contained in M.G.L. Chapter 40, Section 4E and that by accepting this appointment, he/she agrees to and does waive, insofar as they can be waived, and all rights which he/she may have for damages or otherwise against the individuals, individual school committees, school districts or municipal governments which comprise the Cape Cod Collaborative.
6. The Termination Policy of the Board of Directors of the Cape Cod Collaborative as it may from time to time be amended is included in the Employee Handbook and is incorporated by reference into this contract. A copy of the current Policy is available on-line at www.cccollaborative.org and is made a part hereof. It is understood that, among other things, this Policy establishes a probationary period during the first ninety (90) calendar days of the employee's first year of employment during which time the employee may be terminated by the Executive Director or Collaborative Board for any reason deemed sufficient by the Executive Director or Collaborative Board.
7. If any provisions of this contract are determined to be invalid or illegal as a matter of law, the remaining provisions of this contract are to continue in full force and effect insofar as the overall intent of the contract may still be carried out.
8. This agreement will become effective when copies are signed by all parties and delivered to the Director of the Cape Cod Collaborative.

Paul C.Hilton

Executive Director
Cape Cod Collaborative

I have read a copy of the Professional Employee Policies and understand that these policies are incorporated within this contract as if fully set forth therein, and I covenant and agree that I shall abide by the provisions of said policies. I hereby accept the above position according to the terms of this contract, and I agree to faithfully perform the duties required of me as set forth in the job description (a copy is available on www.cccollaborative.org), or as directed by the Administration and Board. Further, I hereby agree that the Administration of Cape Cod Collaborative may initiate at any time a criminal records check (i.e., a "CORI" check) into my background.

Date _____

Signature _____

«First» «Last»

Central Office Staff –**CAPE COD COLLABORATIVE
EMPLOYMENT CONTRACT**Employee «First» «Last»Date June 18, 2010

The Board of Directors of the Cape Cod Collaborative are pleased to inform you that you have been appointed to the position of «FTE» «Position» at the Cape Cod Collaborative for 2010-2011. The terms of this appointment are as follows:

1. The period of employment will be the 2010-2011 school year. The Employee understands and agrees that this employment is for the stated period only, and this contract in no way guarantees or implies continued or renewed employment beyond that period.
2. The annual salary for this period shall be «Contract_» payable in «option» installments of «M_26pays» «weekly»«Hourly» beginning July 2, 2010.
3. Compulsory payroll deductions (e.g., Federal and State Income Taxes and Retirement contributions) will be made on the scheduled payroll, with voluntary deductions (e.g., group Insurance, Annuities, etc.) also made, as approved by the Board of Directors.
4. Under the terms of this contract you are entitled to «Vacation» Vacation Days. Other benefits and conditions of employment are as stated in the Professional Employment Policies of the Cape Cod Collaborative.
5. The Employee recognizes and acknowledges that this contract is between him/her and the Cape Cod Collaborative pursuant to the authority contained in M.G.L. Chapter 40, Section 4E and that by accepting this appointment, he/she agrees to and does waive, insofar as they can be waived, and all rights which he/she may have for damages or otherwise against the individuals, individual school committees, school districts or municipal governments which comprise the Cape Cod Collaborative.
6. The Termination Policy of the Board of Directors of the Cape Cod Collaborative as it may from time to time be amended is incorporated by reference into this contract. A copy of the current Policy is available online at www.cccollaborative.org, or available in hardcopy on request, and made a part hereof. It is understood that, among other things, this Policy establishes a probationary period during the first ninety (90) calendar days of the employee's first year of employment during which time the employee may be terminated by the Executive Director or Collaborative Board for any reason deemed sufficient by the Executive Director or Collaborative Board.

7. If any provisions of this contract are determined to be invalid or illegal as a matter of law, the remaining provisions of this contract are to continue in full force and effect insofar as the overall intent of the contract may still be carried out.
8. This agreement will become effective when copies are signed by all parties and delivered to the Director of the Cape Cod Collaborative.

Paul C.Hilton

Executive Director
Cape Cod Collaborative

I have read a copy of the Professional Employee Policies and understand that these policies are incorporated within this contract as if fully set forth herein, and I covenant and agree that I shall abide by the provision of said policies. I hereby accept the above position according to the terms of this contract, and I agree to faithfully perform the duties required of me as set forth in the appropriate job description of the Cape Cod Collaborative (a copy is available at www.ccollaborative.org), or as directed by the Administration and Board. Further. I hereby agree that the Administration of Cape Cod Collaborative may initiate at any time a criminal records check (i.e., a "CORI" check) into my background.

Date _____

Signature _____

«First» «Last»

Drivers and Monitors –

June 4, 2010

«FullFirst» «Last»
«PO_Box_»
«Street»
«City», «StateZip»

RE: Rehire for 2010-2011

Dear «first»:

On behalf of Cape Cod Collaborative Board of Directors, I am authorized to offer you a position as School Bus «Position» for the 2010-2011 school year. If you are planning on returning to the Collaborative for the 2010-2011 school year, **please sign and date on the lines at the bottom and return this letter to the Collaborative by June 15, 2010.** A copy of the signed letter will be returned to you.

The 2010-2011 Transportation Employee Handbook can be found on the Collaborative website: www.cccollaborative.org under the “Employees” tab. Patty Avilla, Transportation Manager, shall provide you with information concerning your bus route prior to the beginning of the 2010-2011 school year. I look forward to your return to the Collaborative next year. If you have any questions, please do not hesitate to contact me.

Sincerely,

Paul C. Hilton
Executive Director

cc: Patty Avilla, Transportation Manager
Employee File

I agree to return to the Collaborative for the 2010-2011 school year as a School Bus «Position».

Signature - «FullFirst» «Last»

Date

2. PROFESSIONAL AND ADMINISTRATIVE PERSONNEL GRIEVANCE PROCEDURES.

1. A grievance is defined as a dispute involving the meaning, interpretation and application of professional personnel policies.

2. A grievance may be presented formally, in writing, within ten (10) days of the time of the occurrence of the alleged regulation violation and must be processed in accordance with the steps, time limits and conditions set forth below:

STEP 1: The employee shall present, in writing, his/her grievance to the Collaborative Director. The Director shall return a written reply to the employee within five (5) days, not including any Saturday, Sunday, or holiday. In presenting a written grievance, the employee shall discuss the grievance in person with the Director in order to seek a quick solution to the problem

STEP 2: If the grievance is not settled to the satisfaction of the employee, the employee may appeal the grievance to the Board of Directors within three (3) work days after the date of the Collaborative Director's reply. This shall be done by sending a written request to the Board, via the Collaborative Director, for a hearing. The Board of Directors shall hold such hearing at a special meeting called for that purpose or at its next regularly scheduled Board meeting. Whether such hearing is held in open or executive session shall be controlled by the provisions of Chapter 39 of the Massachusetts General Laws (i.e., the Open Meeting Law). The Board of Directors' decision relative to the grievance shall be final and shall be rendered within twenty (20) business days of the hearing.

3. Failure of an employee to appeal a decision within the time specified will mean that the grievance shall be considered legally settled on the basis of the decision last made and shall not be eligible for further appeal.

4. Failure of management to reply to a grievance within the time specified shall mean that the appeal may be taken to the next step.

5. The time limitations mentioned in #3 and #4 above may be waived by mutual agreement of the employee and management.

Approved, Board of Directors
April 5, 1979

3. CONFIDENTIALITY

All staff must at all times, including non-work time, maintain professional decorum. At no time should staff members make comments that could be construed as demeaning, derogatory or unprofessional concerning the Collaborative programs and/or services, students, parents, Collaborative staff and/or host school staff or outside service agencies. This includes discussion as well as comments posted on any social network or other internet sites.

All staff, and in particular non-teaching staff, who are approached by parents or other persons with questions about the Collaborative's programs and/or services, or with specific questions pertaining to students attending Collaborative programs, must direct the questions to the program teacher, the appropriate itinerant therapist or to the Program Director. In particular, information pertaining to specific students must be treated with the utmost confidentiality. The Executive Director in those instances shall take appropriate disciplinary action where staff members fail to follow this policy.

4. HARASSMENT IN THE WORKPLACE:

STATEMENT OF POLICY: It is the policy of the Cape Cod Collaborative to provide a working environment free from sexual harassment. The Collaborative is committed to courteous and considerate treatment of its employees at all times as an accepted standard of behavior. Consequently, the Collaborative is committed to a work atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity engendered by inappropriate religious racial or sexual conduct or comments.

The Collaborative prohibits sexual harassment by any of its employees, officers, or agents and has set forth a process by which allegations of sexual harassment may be filed, investigated and resolved.

Sexual harassment in the workplace is unlawful, and it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment.

PURPOSE: To provide a guideline for recognizing, reporting, and resolving complaints of sexual harassment. Supervisors and managers should gain a more complete understanding of what constitutes sexual harassment in the workplace, how to prevent it or recognize it when it happens, and how it should be handled if a complaint is brought to their attention.

RESPONSIBILITY: Sexual harassment is specifically prohibited by the Collaborative's policies. It is the obligation of each person to report any conduct which violates the standards of the Collaborative -- whether or not the person is a victim, whether the perpetrator is a supervisor, staff member or business invitee, and regardless of the sex of the perpetrator.

This policy applies equally to all individuals working at the Collaborative, male and female. This policy applies to all employment relationships including but not limited to superior / subordinate relationships, peer relationships and relationships between non-staff members and staff members.

All staff members, managers, and supervisors are responsible for ensuring that their behavior is free of sexual harassment or any form of harassment. No individual working at the Collaborative should engage in or encourage harassing behavior.

Managers are responsible for being proactive in ensuring the workplace is free of sexual harassment and for reporting to the Executive Director any claims of harassment reported to them. The Executive Director is responsible for investigating each claim and assisting in resolution of claims of harassment.

DEFINITION OF SEXUAL HARASSMENT:

A. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct had the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

B. Sexual harassment may take many forms, including, but not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure or requests for sexual activity;
3. Unnecessary touching of an individual, e.g. patting, pinching, hugging, repeated brushing against another employee's body.
4. The harasser may be male or female.

PROCEDURE: The following options are available to an employee who has been the victim of sexual harassment or harassment of any kind:

- A. If the employee can comfortably do so, the employee may inform the person engaging in the harassment that the conduct is offensive and that it must be stopped.
- B. If the employee does not wish to communicate directly with the person or if communication has not brought results, the employee may report the complaint to the Executive Director (whose address is 418 Bumps River Road, Osterville, MA 02655 and whose phone number is (508) 420-6950) or to his/her supervisor

- or to any administrative representative with whom the employee feels comfortable talking.
- C. The supervisor to whom incident of harassment has been reported must immediately contact the Executive Director. In the event that the Executive Director is party to the charge of harassment, the supervisor will contact the Staff Association representative who will report the incident to the Chairman of the Board of Directors for the Collaborative.
 - D. The Executive Director will arrange for prompt and thorough investigation of all reports and take appropriate steps if an investigation indicates that any employee, officer or agent has engaged in a violation of this policy. Retaliation or threats of retaliation upon this alleged victim will not be tolerated.

PROTECTION FOR VICTIM: The initiation of a complaint in good faith will not have any detrimental effect on the individual's employment compensation or work assignment.

CONFIDENTIALITY: Any investigation into allegations of sexual harassment must be conducted in as confidential a manner as possible. Only those individuals with a need to know should be informed of a complaint. Witnesses identified by the employee should be interviewed individually in circumstances that will encourage candid comments. The employee should be aware that the Collaborative is obligated to investigate each and every report of harassment and will do its best to maintain total confidentiality as long as possible.

DISCIPLINARY PROCESS: An employee who has been found in violation of the Sexual Harassment Policy will be subject to the Collaborative's disciplinary process, up to and including dismissal.

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 the Collaborative's complaint process does not prohibit you from filing a complaint with these agencies.

1. The United States Equal Employment Opportunity Commission ("EEOC")
Ten Congress Street – 10th Floor
Boston, MA 02114
(617) 565-3200
2. The Massachusetts Commission Against Discrimination ("MCAD")
Boston Office
One Ashburton Place – Room 601
Boston, MA 02108
(617) 727-3990

5. Policy on Health Benefits for Retirees

The Board of Directors of the Cape Cod Collaborative do hereby adopt the following policy relative to the offering, at the sole discretion of the Board of Directors, of certain health benefits to otherwise eligible retirees of the Cape Cod Collaborative.

1. This policy shall only be considered effective to the extent that the Board of Directors retains full and complete discretion and control to offer, to cease offering, and/or to alter the offering of any and all health benefits to otherwise eligible retirees of the Cape Cod Collaborative.
2. For the purpose of this policy, retirees shall be defined as individuals who both are eligible for and in fact receive a retirement allowance in accordance with G.L.C. 32 through either the State Retirement System or under the Massachusetts State Teachers' Retirement System, who are at least age 60, and who retire from service with the Cape Cod Collaborative with a **minimum of ten (10) years of consecutive service working on an average minimum of twenty-four (24) hours per week for transportation personnel, and twenty-two (22) hours per week for all other employees.** In addition, the eligible retiree **MUST** have been enrolled in the group health insurance plan of the Cape Cod Collaborative for at least one school year prior to the date of retirement.
3. Retirees, who are otherwise deemed eligible, subject to the discretion of the Board of Directors, shall be entitled to enroll in one of the health benefit plans offered by the Collaborative **up to the date the individual becomes eligible for Medicare.** Upon reaching the age of Medicare eligibility, the retiree must enroll in Medicare and will be eligible to enroll in a Medicare supplement Plan offered by the Collaborative, provided that the Board of Directors so chooses to offer a Medicare Supplement Plan.
4. Eligible retirees who enroll in a plan offered by the Collaborative, whether or not the plan is a group plan or a Medicare Supplement Plan, shall, subject to the discretion of the Board of Directors, receive an amount equal to fifty percent (50%) of each retiree's monthly plan contribution, regardless of whether or not the retiree is enrolled in an individual or family plan.
5. Retirees shall be responsible for making full payment of their share of the premium on time. If the premium payment is not made **within thirty (30) days from the due date for premium payment, or if the retiree's premium payment is repeatedly late by lesser amounts of time,** then they may be dropped from the plan.
6. Nothing in this policy guarantees nor should be considered to guarantee health benefits to any retiree. Further, the Board of Directors, by and through the adoption of this policy, retains full discretion to alter contribution levels, or to cease the offering of any or all health benefit plans or benefits.

6. PROGRAM STUDENTS - CARE OUTSIDE THE CLASSROOM.

In order to ensure the objectivity of teachers and staff members toward the students in their programs, and thereby to maintain the effectiveness of the Collaborative's programs, it is the policy of the Board that **NO TEACHER OR STAFF MEMBER WILL PROVIDE CARE DURING THE SCHOOL YEAR OUTSIDE OF THE COLLABORATIVE PROGRAM FOR STUDENTS WHO ARE ENROLLED IN THAT TEACHER'S OR STAFF MEMBER'S COLLABORATIVE PROGRAM.** This does not include care that may be contracted by a student's sending district outside of program time.

7. PRESERVATION AND PROTECTION OF CHILDREN'S LIVES IN COLLABORATIVE CLASSES:

All staff of the Cape Cod Collaborative classes shall provide whatever means are available to them to preserve and protect a child's life in the event of a crisis. In the event of an emergency, proper notification procedures should be observed. This requires that each teacher will have available an emergency procedure established for his or her classroom which should include names, telephone numbers, and other pertinent information concerning those who are to be contacted. A copy of this procedure is filed with the Director's and Principal's Offices at the beginning of school year. In addition, there is a Emergency Response Handbook in each classroom that outlines emergency procedures. Staff are responsible to familiarize themselves with their building/classroom procedures.

Due to the medical needs of students, some programs may require the involvement and input from local rescue squad. Specific arrangements for their involvement should be closely coordinated with the nurse assigned to the program and the Program Director .

GOALS

- Students shall maintain optimal health while in the education setting.
- Student shall avoid accident/injury while in the education setting.
- Students shall receive, as appropriate, needed medical assistance while in the education setting.
- Students shall be protected in the event of an emergency.
- Students shall receive prescribed medications and procedures during the school day as directed by their personal physicians and within the guidelines of the laws of the Commonwealth of Massachusetts.
- Parents of students with communicable diseases must adhere to the Collaborative infection control policy found in the **PARENT HANDBOOK.**
- Parents shall be kept informed of student health issues via telephone or written in the daily communication book by the Collaborative or school nurse.
- Students in case of emergency, will be treated and transported in a timely fashion for further care and follow up.

- Students with special health care needs will be identified and have an Individualized Health Care Plan that anticipates possible emergency situations.
- The Collaborative shall maintain an effective account of facts and events regarding the students health record via nurse's notes, State of Massachusetts Health record, and, when appropriate, the Individualized Health Care Plan.

Reports of Child Abuse & Neglect

The Cape Cod Collaborative is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. The Collaborative recognizes local, state, and national efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns.

Massachusetts General Laws (M.G.L) c. 119, § 51A, requires that certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition. All employees of the Cape Cod Collaborative are mandated reporters.

8. TERMINATION POLICY:

The period of employment for Collaborative staff is at most for one year at a time. Appointment may be made for shorter periods of time as specified in an individual's employment contract. Employment in one year is in no way a guarantee of employment the following year. Instead, the Collaborative Board will make renewal decisions on a year-to-year or as-needed basis.

During the first ninety (90) work days, with the exception of transportation staff which is the first thirty (30) work days, of a staff member's first year of employment, he /she will be regarded as being on probationary status and may be terminated during the period by the Executive Director or the Collaborative Board for any reason deemed sufficient by the Executive Director or Collaborative Board.

Staff members who are beyond their probationary period whose termination during a school year is necessitated in the judgment of the Collaborative Board by a lack of funds, a change in student enrollment, or a change in programs offered by the Collaborative, may be terminated by the Collaborative Board so long as notice of termination is given to the individual at least thirty (30) calendar days prior to the effective date of termination. The assignment of transportation staff may be adjusted with less than 30 days notice due to changes necessitated for the reasons indicated above.

Staff members who are beyond their probationary period, whose termination during a school year is necessitated in the judgment of the Collaborative Board by problems in job performance, behavior, or other good cause, may be terminated immediately by the

Collaborative Board. Such individual will be given written notification of the contemplated action at least forty-eight (48) hours prior to the meeting at which the vote will be taken, and he / she will be allowed to address the Board on his / her behalf prior to the vote. If the meeting is held in the executive session, the other provisions of M. G. L. Chapter 39, Section 23B, shall apply.

The provisions of the preceding three paragraphs shall not apply to decisions over whether to renew or rehire a staff member for the following year.

In addition, either Employee or the Board of Directors may terminate the Contract. However, such termination must be preceded by a written notice of Thirty (30) Days - Sixty (60) Days in July or August. Waiver of the termination notice requirement may be granted if both employer and employee agree to such waiver.

Employees may be disciplined or suspended either by the Executive Director or by the Collaborative Board of Directors.

9. SICK LEAVE POLICY:

Please note that the sick leave bank policy is currently being reviewed by the Board of Directors for modification

Sick leave is a benefit provided by Cape Cod Collaborative's Board of Directors, which is earned by full time employees, for work absences caused by **personal illness or disability** or to comply with the quarantine regulations of any Municipal, State or Federal health department. At the **discretion of the Executive Director**, annual sick leave (i.e., not accumulated sick leave) of no more than five (5) days per year may be used in cases of severe illness of an employee's spouse or of dependent minor children of the employee who reside in the employee's household.

To be eligible for compensated sick leave, the **employee must report** his / her illness or injury to the Office of the Executive Director (420-6950), or the Director's designee, **BY 7:45 A.M. THE FIRST DAY OF THE ILLNESS OR INJURY and each day thereafter.**

Salaried employees will be entitled to earn fifteen (15) sick leave days per year if employed in a full-time capacity on a twelve or ten month annual contract. Annually one (1) sick leave day shall be deducted from each salaried employee and transferred to the Collaborative's sick leave bank.

Accrual of sick leave entitlements shall be applied on the first day of each month beginning with the month following the first full month of employment. Twelve month employees earn 1.25 sick leave days per month and ten month (school year) employees earn 1.50 days per month.

Salaried employees in continuing employment on a full-time basis beyond ninety days shall be credited with the unused portion of sick leave as provided for under this policy and may accumulate such leave up to a maximum of 180 days.

If an employee becomes ill (as stated in the first paragraph of this section) and **HAS NOT ACCRUED** sick leave for the time he/she shall be unable to fulfill his/her work obligations, the employee shall be placed on **LEAVE WITHOUT PAY** for the period of time he/she is ill. However, if at the **END** of the school year the employee has accrued sick leave that will cover the period he/she was on leave without pay **BECAUSE OF AN ILLNESS**, the employee may make a written request to the Executive Director to apply the accrued sick days toward the period of absenteeism in question for the purpose of being compensated at 1/183 of his/her salary.

A doctor's certificate may be requested by the employee's supervisor or the Executive Director or supervisor from any employee who is absent in excess of three (3) consecutive working days. In such cases, the doctor's certificate must include the medical diagnosis of the specific illness, injury or condition for which sick leave or leave without pay was used or requested for and the date the employee shall return to work.

The Sick Leave Bank is a means of providing additional protection to full-time employees who have exhausted their accrued sick leave and have themselves suffered serious illness and / or disability. Any full-time employee, who has exhausted his/her sick leave and have themselves suffered serious illness and/or disability, may request in writing through the Executive Director a specific amount of sick leave to cover a specific period of his/her illness. The employee's request shall include (1) adequate medical evidence of illness or incapacitation and (2) an explanation of the employee's use of the sick leave accrued during the current school year.

The Collaborative Business Manager shall administer the Sick Leave Bank under the governance of the Executive Director.

The Executive Director shall decide on all requests for sick leave from the Sick Leave Bank and shall state reasons for his decision in writing. The Executive Director's decision may be appealed in writing to the Board of Directors.

Full time employees will receive an annual accounting of the total number of sick leave days accumulated by them as of June 30th of each year. This accounting will be made on or before the following September 15th.

Violations of this policy shall result in disciplinary action.

10. PERSONAL LEAVE:

Subject to the discretion of the Executive Director, full-time employees may be granted two days of leave for personal business annually without loss of pay and on a non-cumulative basis. Except in cases of emergency, requests for such leave must be submitted in writing to the Director at least five (5) work days in advance. Personal leave will be considered only for the purposes of personal business which cannot be addressed

at any other time. **A request to use a personal day(s) to extend weekends, vacations, etc., will not be approved.**

11. BEREAVEMENT LEAVE:

A full-time employee may be granted a leave of absence not to exceed three days, without loss of pay, as a result of a death of a member of the employee's immediate family, which is defined to mean the employee and his/her spouse, and their parents, children, brothers and sisters.

12. LEAVE WITHOUT PAY:

It is understood that absences of staff members during the school year create disruptions and hardships to the Collaborative's educational program and the delivery of itinerant services. Therefore, leaves of absence of any duration, above and beyond those spoken of herein, are entirely at the discretion of the Cape Cod Collaborative Board of Directors, and will be granted only for reasons which are, in the judgment of the Board, compelling.

No leaves of absence, whether with or without pay, will be granted for employees' vacation plans, because adequate vacation time is afforded all employees during scheduled breaks in the school year.

13. MILITARY LEAVE:

A full-time employee may be granted military leave, without pay, in order to serve in any branch of the Armed Forces of the United States. A full-time employee may be granted a leave of absence, without pay, to serve an annual tour of duty as a member of a reserve component of the Armed Forces of the United States.

14. JURY DUTY:

Employees who are called to jury duty on a school day should make good faith efforts to have the jury duty changed to a school vacation period. In the event that an employee can document through photocopies of letters that she/he made good faith efforts to change the jury duty to a school vacation but was unsuccessful in this effort, she/he will be paid for each day of jury duty up to a maximum of five (5) days, lessened by any amount of money received from the court system. Jury duty beyond five (5) days will be uncompensated by the Collaborative.

15. SABBATICAL LEAVE WITHOUT PAY:

A leave of absence without pay for up to one (1) year to pursue graduate studies may be considered by the Board of Directors, upon recommendation of the Executive Director, for an employee with three (3) or more years of continuous service with the Collaborative. The Board will consider only such a request that is deemed to contribute to the professional growth of the employee and is in the best interest of Cape Cod

Collaborative. A major consideration for the Board will be its ability to find a qualified substitute for the employee for the period of the leave. The employee who is granted the leave must notify the Collaborative by April 15th during the leave whether he/she is returning the following school year or he/she will be taken to have resigned his/her position. As a condition of receiving said leave, the individual needs to submit a signed statement acknowledging the terms of the preceding sentence.

16. MATERNITY LEAVE AND FAMILY MEDICAL LEAVE:

The Collaborative complies with all of its responsibilities under the Massachusetts maternity leave law, G.L. 149, section 105D and with the Family and Medical Leave Act (FMLA).

FAMILY MEDICAL LEAVE POLICY (FMLA)

The Cape Cod Collaborative recognizes demands and pressures placed upon its employees outside the workplace and support the Family and Medical Leave Act of 1993. This policy is intended to describe the Collaborative's compliance with the Family and Medical Leave Act.

I. Eligible Employees

Employees who have been employed by the Collaborative for at least twelve (12) months prior to the date of when leave is taken and who have worked at least 1,250 hours during the previous fiscal year (July 1st to June 30th) are eligible under the Collaborative's Family and Medical Leave Policy. Spouses who are both employed by the Collaborative may not take more than twelve aggregate workweeks of leave per each fiscal year (July 1st to June 30th) unless the leave is due to the employee's own serious health condition or to care for a spouse's serious health condition.

II. Medical Leave

Medical Leave is defined as leave required to care for a spouse, son or daughter or parent due to a serious health condition or an employee's own serious health condition that prevents him or her from performing his or her job. Son or daughter means a biological, adopted or foster child, stepchild or a legal ward. A parent means a biological parent or an individual who acted as a parent to the employee when the employee was a child. It does not mean a parent-in-law.

An eligible employee may take up to twelve workweeks of unpaid medical leave continuously, intermittently, or on a reduced leave schedule upon presentation of a certificate of a serious health condition (see Part IV for definition) by a health care provider and approval by the executive director's office. The health care provider must utilize the attached form. Employees must use all accrued, but unused, sick time prior to going on unpaid status. Employees may combine any accrued unused vacation or personal time during this period so long as the total aggregate time does not exceed twelve workweeks. Where possible, the employee is

requested to notify the executive director's office in writing at least thirty days in advance. In all cases, employees must notify the executive director's office that they are requesting a leave under the FMLA.

Intermittent leave under this provision may only be taken if there is a medical need for leave and such medical need can be best accommodated through an intermittent or reduced leave.

III. Family Leave

Family leave is defined as leave taken due to the birth of a son or daughter, placement of a son or daughter for adoption or foster care and in order to care for a son or daughter if taken within twelve months of the birth or placement with an employee. Eligibility for family leave expires at the end of the twelve month period beginning on the date of the birth or placement.

NOTE: THE TOTAL AMOUNT OF LEAVE UNDER THIS POLICY (MEDICAL, FAMILY OR ANY COMBINATION THEREOF) MAY NOT EXCEED TWELVE WORKWEEKS DURING A FISCAL YEAR (JULY 1ST TO JUNE 30TH).

IV. Definition Of Serious Health Condition

Includes:

- Any illness, injury, impairment or physical or mental condition in connection with or consequent to in-patient care at a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.
- Incapacity requiring absence from work or other regular daily activities for more than three calendar days that also involves treatment by or supervision of a health care provider.
- A long term chronic health condition that is so incurable or serious that it would likely result in a period of incapacity if those conditions include two or more treatments provided or ordered by a health care provider.

The definition of serious health condition is more fully explained in the Family and Medical Leave Act of 1993.

MATERNITY LEAVE NOTICE

Pursuant to Massachusetts General Laws, Chapter 151B, Section 4 (1) and Chapter 149, Section 150D, every full-time female employee is now entitled as a matter of law to at least eight (8) weeks maternity leave if she complies with the following conditions:

1. She has completed an initial probationary period set by her employer which does not exceed six (6) months or in the event the employer does not utilize a

probationary period for the position in question, has been employed for at least three consecutive months; and

2. She gives two (2) weeks notice of her expected departure date and notice that she intends to return to her job. She is entitled to return to the same or a similar position without loss of employment benefits for which she was eligible on the date her leave commenced, if she terminates her maternity leave within eight (8) weeks. (The guarantee of a same or similar position is subject to certain exceptions specified in M.G.L. c.149 s/s 105D.) Accrued sick leave benefits shall be provided for maternity leave purposes under the same terms and conditions that apply to other temporary medical disabilities.

Any employer policy or collective bargaining agreement that provides for greater or additional benefits than those outlined in this notice shall continue to apply.

17. OTHER LEAVE:

A full-time employee may be granted a leave of absence, without pay, for exceptional circumstances not covered in the above policy.

18. YEARLY CALENDAR:

The programs will follow the calendar of the host school district, including professional development and in-service days, unless otherwise directed by the Executive Director. The number of school days lost to weather, etc., may affect the actual last day of school in June.

19. THERAPY AND TEACHER SCHEDULES:

- A. **Itinerants.** Itinerant staff shall provide a copy of her/his schedule to the Collaborative office and update on a monthly basis, as needed, so that we may reach any itinerant in a few minutes, if the need demands. An individual schedule **shall be GIVEN** to the principal/building liaison in each school provided services and updated regularly. Whenever an itinerant will be late, leave early or be absent, it is her/his professional responsibility to notify the Executive Director and all scheduled appointments in advance. **On occasion, employees may be requested to work longer than the normal workday.**
- B. **Teachers.** Teachers are responsible for providing classroom coverage **ONE-HALF HOUR BEFORE THE FIRST CHILD ARRIVES ONE HALF-HOUR AFTER THE LAST CHILD HAS LEFT**, and at all times when children are present. When any teacher must be tardy, leave early or be absent, it is their professional responsibility to notify the Director immediately. **On occasion, employees may be requested to work longer than the normal work day.**

- C. **Paraprofessionals.** Paraprofessionals are responsible for being in the **classroom ½ hour prior to the beginning of class and ½ hour after school.** Daily schedules will be arranged between the teacher and paraprofessionals upon approval of the Executive Director. The minimum workday for paraprofessionals is seven hours. **On occasion, employees may be requested to work longer than the normal workday.**

20. SCHOOL HEALTH SERVICE POLICY:

The following are health policies for Cape Cod Collaborative programs and personnel.

I. **Medical Coverage.**

No child shall be admitted into a Collaborative program without complete medical records (to include a completed school health record, history of immunizations, etc.). In district based programs, Collaborative students shall be treated as students of the host district in all matters concerning routine services, administration of medication and emergency treatment.

II. **During the first week of school**

Each Collaborative teacher shall meet with the school nurse and address each of the following areas:

- A. **Record Review.** The teacher and the school nurse will review all available medical information for students enrolled in the Collaborative classroom. The school nurse and Collaborative office must have complete medical records on file for all students. Any student without updated medical records cannot attend school. "In the event of unusual or extraordinary circumstances, a two-week grace period may be provided in order to process new health records from the prior school placement."
- B. **Emergency Procedure Card.** In addition to the Collaborative "Student Information Form" and "Preservation and Protection of Children's Lives" procedure, the school nurse may require that an Emergency Procedure card be completed for each child. Copies of this information must be on file in the nurse's office, Collaborative office and classroom.
- C. **Authorization to Dispense Medication.** This form is to be completed for all students who will require the administration of medication during school hours. Copies must be on file with the school nurse, Collaborative office and classroom.
- D. **High Risk Students.** The school nurse should be made aware of the overall specific needs of students who will be receiving services in the school designated to them. A general overview and perhaps a classroom visit should be provided. For some Collaborative classrooms, there are students who could be considered "high risk" due to potential medical problems. It is imperative that the school nurse be made aware of these students and the local rescue squad be contacted to arrange for a site visit and establish a specific emergency procedure. Any extraordinary medical / health expenses,

equipment, coverage, etc., necessary to meet the needs of a student enrolled in a Collaborative program will be the responsibility of the sending district.

IV. Field Trips. If a student requires medication while in school and that student is to participate in an out-of-school activity at the time that they are required to take medication, there are three options available.

- A. Following state guidelines and input from a child's physician, medication may be administered within one hour of the prescribed time.
- B. The parent may meet the class at the field trip destination and administer the medication.
- C. The child must remain in school, with adequate coverage, on that date.

Under no circumstances will a teacher administer medication to a student.

21. TEACHER PLANNING TIME:

Teacher Planning Books shall be completed at least a week ahead of time and be easily accessible to staff in case the teacher is absent. The following information must be in the book:

- Fire Drill Procedures;
- Student Medication Data;
- Procedures for High Risk Students;
- Daily Staff and Student Schedule.

22. INDIVIDUAL EDUCATION PLAN / EVALUATIONS / PROGRESS REPORTS:

Individual Education Plans are reviewed at least annually to update progress and guide the educational program. Re-evaluations are completed at least every three years. A student's sending district will guide IEP development and the focus for re-evaluations. All Massachusetts requirements and regulations should be considered.

For CCC students, information required for IEP meetings (e.g. full or partial IEP drafts, behavior or health data or other pertinent information) should be submitted to the Program Director for CCC students at least 1 week prior to the meeting date unless otherwise notified by the Director.

Evaluation reports should be submitted to the Program Director at least 2 weeks prior to the meeting date for review and/or input and adequate time to send copies to the student's sending district.

Progress notes are due four (4) times during the school year. In addition, progress notes are written for students attending the extended school year program

Teachers and therapists are responsible for completing reports on individual students in a timely manner. Due dates are determined at the start of the school year, but generally are due in November, February, April, and June. Progress notes should report progress toward meeting IEP goals at least as often as regular education student information is shared.

Reports & evaluations submitted should be typed, professional and free of errors. Information should always include student name, sending district, date of information, purpose, and name/signature of person submitting the report. Program Directors may individually outline expectations related to their student populations.

Itinerants providing block time services to member districts will provide this information to the Executive Director unless other arrangements are made with the school district receiving services.

23. STAFF ILLNESS/SUBSTITUTES:

Program/Therapy staff shall call their supervisor or designee, if he / she will be absent due to illness. If you know the night before that you will be unable to go to work, please contact your supervisor or designee immediately.

- **In addition, paraprofessionals must also contact her/his program teacher.**
- **Therapists must notify the school(s) he/she was scheduled to work as well as the CCC office.**

24. HOST SCHOOL RELATIONSHIPS:

Some programs and services are housed in school settings. It is important that all staff establish professional and considerate relationships.

25. PROGRAM ROSTERS:

Each teacher is provided with copies of the program roster. Please review the information for accuracy. Teachers must inform the Program Director or designee of any corrections or updates.

Rosters will be maintained by each program and updated as changes occur. All changes must be reported immediately and reflected in the program/student database

26. STUDENT ATTENDANCE REPORTS:

Teachers are responsible for the daily reporting of student attendance to the program administration for database tracking. Rosters will be maintained by each program and updated as changes occur. All changes must be reported immediately and reflected in the program/student database.

27. STUDENT TRANSPORTATION:

If there is any problem with student transportation provided by Cape Cod Collaborative, please contact Patti Avilla, Transportation Manager, immediately. Teachers are advised **NOT** to use drivers to provide information to parents, and drivers should advise parents to contact the teacher. Drivers may bring sealed envelopes to deliver to parents.

STAFF SHALL NOT TRANSPORT STUDENTS IN PRIVATE VEHICLES.

28. FIELD TRIP REQUEST / TRANSPORTATION REQUEST:

All field trips must be educationally related to the individual objectives of the students participating in the activity. Field Trip Requests must be approved by the Program Director at least two (2) weeks PRIOR to the planned trip. When approved, a transportation request may be submitted to the Collaborative Transportation Office and Executive Director's Office for review. Programs may require individual field trip request forms.

29. FIELD TRIP NOTIFICATION:

This form must be sent to the parent / guardian of each student in your program at least **five (5) days** prior to the field trip. This form must be returned to you before a student may participate in a field trip. This form must be on file for every field trip.

30. CONFERENCE REQUEST:

This form must be completed by a Collaborative employee who wishes to attend a professional conference at the expense of the Collaborative. It must be submitted to the Collaborative Office at least two (2) weeks prior to the conference date for review and approval by the Executive Director.

31. DRUG-FREE WORK POLICY:

Employees are expected and required to report to work on time and in appropriate mental and physical condition to work. It is the intent of the Cape Cod Collaborative to provide a drug-free, healthful, and secure work environment. For the purposes of this policy, alcohol will be considered a drug.

The unlawful manufacture, distribution and dispensation, possession, or use of a controlled substance on the Cape Cod Collaborative premises, or while conducting Collaborative business off school premises, is absolutely prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may necessarily involve legal action.

As mandated by the Drug-Free Workplace Act of 1988, employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute of violations occurring on or off school premises while conducting Collaborative business. A report of a conviction must be made within five (5) days after the conviction.

The Collaborative recognizes drug dependence as an illness and a major health problem. The Collaborative also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use any assistance programs and health insurance plans, as appropriate. Conscientious efforts to seek help will not jeopardize an employee's job.

All employees will be notified by published statement that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Cape Cod Collaborative and, further, that employees found in violation of such prohibition will be subject to discipline up to and including termination and/or shall be required 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.

It shall be the policy of the Cape Cod Collaborative to implement the procedures required and placed on file with Federal authorities entitled Certification Regarding Drug-Free Workplace Requirements Grantees Other Than Individuals.

All employees will:

- A. Be advised of the dangers of drug abuse in the workplace;
- B. Be advised that the Cape Cod Collaborative intends to maintain a drug-free workplace.
- C. Be provided with information regarding available drug counseling rehabilitation and/or employee assistance programs for substance abuse; and
- D. Be advised that penalties shall be imposed upon employees for drug abuse violations occurring in the workplace.

In 1989, the federal Drug-Free Schools and Communities Act Amendments of 1989 were passed which require that each local educational agency (LEA) certify that it has adopted and implemented a program to prevent the use of illicit drugs and alcohol by students and

employees in order to remain eligible to receive any federal funds of any sort. Regulations further set out the requirements of this law.

A certifiable program is defined by the Federal regulations to include:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs for students in all grades from early childhood level through grade 12;
2. Conveying to students that use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
3. Standards of conduct that are applicable to students and employees that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of its activities;
4. A clear statement that sanctions, up to and including expulsion or termination of employment and referral for prosecution, will be imposed on students and employees who violate the standards of conduct and a description of those sanctions;
5. Information about any available drug and alcohol counseling, rehabilitation, and re-entry programs that are available to students and employees;
6. A requirement that parents, students, and employees be given copy of the standards of conduct and statement of sanctions;
7. Notifying parents, students, and employees that compliance with required standards of conduct is mandatory; and
8. A biennial review by the LEA applicant of its program to determine its effectiveness, implement changes if needed, and ensure that the sanctions are consistently enforced.

32. ALCOHOL AND DRUG POLICY

SECTION I: General

This section applies to all employees of the Cape Cod Collaborative (CCC) whether or not they are also subject to the requirements of the Omnibus Transportation Employee Testing Act of 1991.

The CCC has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the CCC has established this policy regarding drug

and alcohol use or abuse. Quite simply, our goal is to establish and maintain a work environment that is free from the effects of alcohol and drug use.

While the CCC has no intention of intruding into the private lives of its employees, the CCC does expect employees to report for work in condition to perform their duties. The CCC recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have an impact on the work place and on our ability to accomplish our goal of an alcohol and drug-free environment. All of the employees of CCC are employees at will and thus may be terminated for any reason at any time.

The following is the Collaborative policy:

1. The use, sale or possession of alcohol, narcotics, drugs, or controlled substances while on the job or on the property of CCC or a member district is an offense warranting discharge. Any illegal substances will be turned over to the appropriate law enforcement agency.
2. Employees who are under the influence of alcohol, narcotics, drugs or controlled substances, either on the job or when reporting for work, or who possess or consume alcohol or drugs during work hours, have the potential for interfering with their own, as well as their co-workers', safe and efficient job performance. Consistent with existing CCC practices, such conditions will be cause for termination of employment.
3. Off-the-job drug use or activity which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, students, the public, or CCC property or equipment will be cause for termination of employment.
4. Employees who are involved with off-the-job drug use or activity shall be considered in violation of this policy and may be terminated from employment.
5. Some of the drugs which are illegal under federal, state or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and/or depressants not prescribed for current personal treatment by a licensed physician.
6. Employees are expected to follow any directions of their health care provider concerning prescription medications, and must immediately notify their supervisor if any prescription drug is likely to have an impact on job performance. In addition, notification must be given at the time of any testing or screening as to any drugs or medicine being taken.
7. Any employee, while on the property of CCC or a member district, or during that employee's work shift, including without limitation all breaks and meal periods, who consumes or uses, or is found to have in his or her personal possession, in his or her locker or desk or other such repository, alcohol or drugs, will be suspended immediately pending further investigation. If use or possession is substantiated, the employee may be discharged.

8. If an employee chooses to notify the CCC or request assistance from the CCC regarding an alcohol or drug problem, that notice or request will not jeopardize his or her continued employment, provided the employee stops any and all involvement with the substance being abused and maintains adequate job performance.

SECTION II: Alcohol and Drug Testing

As noted below, portions of this section apply to all employees, other portions apply to all drivers, and other portions apply only to drivers operating under a commercial driver's license ("CDL"). The testing of such CDL drivers is required by the Omnibus Transportation Employee Testing Act of 1991.

TYPES OF TESTS THAT WILL BE ADMINISTERED:

1. Pre-Employment Testing for Controlled Substances and Alcohol. All successful applicants for initial employment in the CCC (i.e., not limited to drivers), as well as any employee who moves into a position as a driver, will be subject to testing. All applicants who test positive for either drugs or alcohol will not be offered employment with the Cape Cod Collaborative.
2. Post-Accident. All CDL drivers shall be tested after accidents where there has been a citation for a moving violation, or where there has been a fatality even if the driver is not cited for a moving traffic violation, or when there has been bodily injury to any person who as a result of the injury is administered medical treatment away from the accident scene, or if one of the vehicles in the accident is disabled. Test for alcohol use shall usually be conducted within two (2) hours, but in no case more than eight (8) hours of the accident; tests for controlled substances shall be performed as soon as practicable but in no case more than 32 hours after the accident. Employees must refrain from all alcohol and controlled substance use until the test has been completed.
3. Employees are obligated to cooperate in such testing or they will be deemed to have refused the test. It is the employee's responsibility to make him/herself available for testing. Generally, the employee will be accompanied to/from the testing site by a Collaborative employee/supervisor. DOT regulations permit employers to use blood, breath, or urine test results that have been obtained by federal, state or local officers having independent authority to perform the tests in order to satisfy testing requirements.
4. Reasonable Suspicion. An employee (i.e., not limited to drivers) may be tested when a supervisor or manager observes behavior, speech, appearance or odor that leads to a reasonable suspicion that the employee has violated this drug and alcohol policy. **Any suspicion or documented concern should immediately be brought to the attention of the Executive Director.**

5. Random. All drivers (i.e., not limited to CDL drivers shall be tested for the use of alcohol and controlled substances on a random, unannounced basis just before, during or after performance of safety sensitive functions. Each year, the number of random alcohol tests conducted by the CCC will equal at least 25% of all the covered employees, and random drug tests conducted by the CCC will equal at least 50% of all covered employees.

CONDUCTING TESTS

All tests will be conducted through a facility that has been certified by the U.S Department of Health and Human Services ("DHHS") and in compliance with the regulations that have been promulgated by the U.S. Department of Transportation (DOT). Any refusal to participate in any of the types of alcohol and/or drug tests authorized in this policy will be treated as indicative of a positive result. If there is any evidence that an employee has tampered with a sample, such conduct shall be treated as a refusal to participate in testing for purposes of imposing discipline.

1. Alcohol. An employee is tested for alcohol consumption using an evidential breath-testing (EBT) device. Dot regulations require two tests, a screening and a confirmation test. If the initial screening test has a result of less than .02 alcohol concentration, then the test is considered negative. If the employee's result reveal a concentration greater than .02, a confirmation test will be performed. An employee's refusal to sign the breath alcohol testing form, perform the test, or otherwise fail to cooperate shall be deemed a refusal to test. In addition, blood alcohol testing can be used in reasonable suspicion and post accident testing when an employee cannot provide adequate breath or an EBT device is not available.

2. Drug. Drug testing is conducted by analyzing a driver's urine specimen, and must be conducted through a U.S. Department of Health and Human Services certified facility. Specimen collection procedures and chain of custody requirements ensure that the specimen's security, proper identification and integrity are not compromised. DOT rules require a split specimen procedure. Each urine specimen is subdivided into two bottles, labeled as "primary" and "split". Both bottles are sent to the laboratory. Initially, only the primary specimen is opened and used for the urinalysis. The split specimen remains sealed at the laboratory. If the analysis of the primary specimen confirms the presence of an illegal controlled substance, the driver has 72 hours to request that the split specimen be sent to another DHHS certified laboratory for analysis. Testing is conducted using a two-stage process. First, a screening test is performed. If the test is positive for one or more of the drugs, a confirmation test is performed for each identified drug. Sophisticated testing requirements ensure that over-the-counter medications or preparations are not reported as positive results. All drug tests are reviewed and interpreted by a physician designated as Medical Review Officer (MRO) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO will contact the driver and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen. For all the drugs listed above, except PCP, there are some limited, legitimate medical uses that may explain a

positive test result. If MRO determines that the drug use is legitimate, the test will be reported to the CCC as a negative result.

CONSEQUENCES OF A POSITIVE ALCOHOL/DRUG TEST RESULT

Employees (i.e., not limited to drivers) who test positive for alcohol or drug use may be terminated.

INFORMATION

All current and new employees will receive a copy of this policy (which may be part of the Employee Handbook) and must sign a Confirmation of Receipt.

PRE-EMPLOYMENT REFERENCES

1. The CCC must obtain and review the following information from each employer that a prospective CDL driver worked for, in a safety sensitive position, during the previous two years: information about test in which the employee's blood alcohol was 0.04 or greater; information about a positive drug test; and any information about any refusal to participate in the alcohol and drug testing program.
2. The prospective CDL employee must provide the former employer with a written release allowing the release of this information or he/she may not be hired.
3. The CCC must provide the same information to subsequent employers of current Collaborative employees when provided with a written release.

QUESTIONS-Questions about this policy should be referred to the Collaborative Executive Director.

33. **EMPLOYEE CONVICTION/DISPOSITION REPORT**

BY LAW, THIS REPORT MUST BE FILED WITH THE COLLABORATIVE DIRECTOR NO LATER THAN FIVE DAYS FOLLOWING ANY CONVICTION (INCLUDING PLEAS OF GUILTY, NOLO CONTENDERE, OR ANY OTHER DISPOSITION WHICH DOES NOT RESULT IN ACQUITTAL, OF VIOLATING A CRIMINAL DRUG STATUTE ARISING FROM WORK-PLACE CONDUCT. FAILURE TO SO REPORT TO THE COLLABORATIVE DIRECTOR WITHIN FIVE DAYS MAKES YOU LIABLE TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

34. Internet Policy

The Internet is a vast global network that gives people access to a wide variety of information and communication formats. The Internet has tremendous potential for educators who are now able to communicate with one another to share educational materials, strategies and ideas, as well as to access educational research and journals. The Internet's potential for education is limitless as is the potential for abuse.

The purpose of these guidelines for Internet use is to ensure that all Cape Cod Collaborative staff members and students use this valuable resource appropriately. Access to the Internet by staff and students is not a right but a privilege, which may be revoked at any time for abusive conduct. This abusive conduct will include but not be limited to the following:

- using the Cape Cod Collaborative Internet access for any personal use without permission;
- the placing of unlawful and/or inappropriate information on a system;
- accessing or downloading sexually explicit or other materials that may be inappropriate for educational use or the sharing of locations or addresses for this kind of material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence;
- the use of abusive or objectionable language in either public or private message;
- the sending of "chain letters" or "broadcast" messages to lists or individuals;
- other types of use that could cause congestion on the networks or otherwise interfere with the work of others;
- use of the Internet that would violate the copyright and/or trademark laws of the United States;
- using a Cape Cod Collaborative link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network;
- overriding or allowing students to override any security systems established on the Internet access network;
- sharing or disseminating passwords, codes, access phone numbers or account numbers; and,
- any use of the Internet that would reflect negatively on the Cape Cod Collaborative or would in any way subject the employer or the employee to possible criminal or civil action.

The foregoing list is not inclusive. The Cape Cod Collaborative reserves the right to notify any user of other impermissible action regarding the use of the Internet.

The Cape Cod Collaborative makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Nor shall the Cape Cod Collaborative be liable for any loss or corruption of data while using the Internet connection.

The Cape Cod Collaborative reserves the right to examine all data, including E-mail, stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Network storage areas, files and communications may be reviewed by the Cape Cod Collaborative Administration or designated technology support liaison in order to maintain system integrity and to ensure that users are using the systems responsibly. Users should not expect that files stored on the network server will always be private.

35. **De-escalation/Physical Restraint Policy & Procedures.**

It is the responsibility of all CCC faculty to provide and maintain a safe environment. CCC programs utilize the Crisis Prevention Intervention (CPI) model combined with Positive Behavior Intervention Supports (PBIS) and theories of Applied Behavior Analysis as a foundation for proactive planning and training. Even with these supports and structure in place escalation of behavior can occur. **Physical restraint is used only when other methods of intervention have failed and the student continues to present as a danger to himself or others.**

Staff will receive training in physical management techniques to promote wellbeing and planning and to support that the dangerous and out of control behavior is controlled quickly and safely. Only staff trained in the proper safety procedures may work with a student requiring restraint. Staff should follow the regulations and definitions set forth by Massachusetts 603 CMR 46.00.

A hierarchy of interventions should be followed. For students demonstrating a pattern of disruptive or aggressive behavior, individual Behavior Support Plans should be developed by the Team. Parents/Guardians are a critical component of this Team and will provide input, review plans, and have any questions or concerns addressed. These procedures should be communicated to all staff to create a clear understanding about how staff will respond, structure the environment and identify replacement skills to be taught.

The use of de-escalation/physical restraint as a behavior management technique will be utilized only with extreme caution in emergency situations, after other less intrusive alternatives have either failed or have been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, Cape Cod Collaborative has enacted the following policy and procedures to ensure the proper use of restraint to prevent or minimize any harm to the student as a result of the use of restraint.

1. When Restraint May Be Used:
 - a. The use of physical restraint is proper **only** in the following circumstances:
 - i. The student's behavior poses an imminent, serious, physical harm to a student and/or member of the school community.
 - ii. All less intrusive alternatives have failed or been deemed inappropriate.
2. Physical restraint is **prohibited** in the following circumstances:
 - a. As a means of punishment

- b. As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive
 - c. Verbal threats that do not constitute a threat of imminent, serious, physical harm.
3. Staff Training
- a. All **new program staff/faculty** hired to begin work in September will receive **(6-8)** hours of training prior to the start of the school year that will include:
 - knowledge of the client population
 - de-escalation techniques
 - the dangers of physical restraint
 - steps on how to monitor a restraint and watch for signs of distress
 - how to file proper restraint and incident reports
 - practice of physical techniques
 - role play for both de-escalation and physical techniques.
 - b. **Experienced staff/faculty** are required to attend **(6-8)** hours of training **annually** to review de-escalation/escort techniques, physical techniques and role play of the application of restraints and the effect(s) on the person restrained and maintain certification.
 - c. Staff/faculty will review any behavior plans pertaining to special techniques for identified students.

Administration of Physical Restraint:

1. When dealing with a potentially volatile student, faculty/staff will:
 - a. use a gradient system of de-escalation techniques to attempt to diffuse the situation before resorting to physical restraint.
 - b. be properly trained in de-escalation and physical interventions and will follow the least restrictive method for controlling the behavior.
 - c. not physically intervene unless the student is at risk and/or is hurting self or others.
2. De-escalation systems includes, but are not limited to:
 - a. Observation and communication
 - b. Non-verbal skills
 - c. Verbal skills
 - d. Accommodations/Visuals
 - e. Separation or Break
 - f. Time out.
3. De-escalation techniques may include, but are not limited to;
 - a. Time-out - Time out is the removal of a student from the mainstream environment to a controlled supervised setting, Time-out can be utilized as an opportunity for a student to obtain emotional re-organization or as a reflection period. Time-outs are always with staff supervision. Seclusion Time-outs are not allowed within this setting.

Sometimes student behavior may be so inappropriate that time away from the group is necessary. Using staff supervision in a controlled setting is an effective way to avoid more serious behavior while the student regains control. The goal is to be able to make better choices by thinking before acting. Safety for the student and other students is vital, while rejoining the group is the intended outcome.

Students should be offered regular opportunities to proceed and return to the mainstream, generally at least every 5 minutes or as appropriate to developmental levels. Due to the differing populations CCC programs serve, each program may train in individual protocols and criteria appropriate to their student populations. Staff are responsible to discuss with the Program Director any questions or concerns related to program definitions and criteria.

- b. Self time-out (or Break)- This is a time when a student is aware that he/she is having a difficult time and needs to “cool off” and may ask for a time out or to “take a break.” A staff may also request a “staff-directed break.” The student and staff person will go to a designated area within the classroom or other designated area outside of the classroom for quiet controlled time. Criteria for breaks or “cooling off” periods will be determined by the program and cognitive levels of the particular students. It may appropriate that the student can process with the staff member by discussing what happened and what plan can be put in place to manage the behavior in the future. Rejoining the class will follow.
- c. Staff time-out - Sometimes a student may lose control of his/her temper and his/her anger may escalate to present a safety threat to self or others. If this occurs, staff members will intervene and, if necessary, physically escort the student to a designated area. During that time the student is expected to regain control of his/her anger and process in a controlled manner and reasonably calm manner so they may return to the instructional setting.
- d. Physical Escort - Students will be escorted from one area to another if they are unsafe or disruptive to the school environment. In relation to individual program criteria (e.g. AEP HS) a student may also be escorted due to non-compliance or having been asked to take a time-out and have refused to do so. Students may also be escorted from a potentially aggressive or unsafe situation if unable to follow verbal directives.

For a student that is under control, two staff people may initiate a CPI Team Transport Position. If, however, a student is not under control and an escort is required immediately (e.g. it is not safe to effectively administer a CPI child control or Team Control Position until the student regains control), two staff people may provide the escort with each staff member holding an arm. The student will face the opposite direction of the staff with his/her arms by his/her sides. The student will never be escorted up or down stairs. If, alternatively, it is safer for the rest of the students to be moved from the area, staff will do so to avoid the escort.

A physical escort is not a physical restraint.

If a student's behavior continues to escalate and the potential for danger has increased or if the student presents a danger to self or others and the danger is unlikely, or has been unable to be averted by alternatives to restraint, then a staff/faculty person may physically intervene using the least amount of force necessary to stop the aggression and to keep the student and/or others safe.

- Whenever possible, staff should utilize personal safety techniques first:
 1. Block and Move
 2. Grab techniques
 - Gain a physiological advantage (ID weakpoint, gain leverage, gain momentum)
 - Gain a psychological advantage (element of surprise, have a plan)
- The administrator in charge will be notified as soon as possible if a restraint is imminent or has occurred.
- For prolonged restraints, release should be attempted at least every 5 minutes if safe to do so (even if this requires an immediate re-hold). If not safe to do so, the physical restraint lasting longer than 20 minutes will require approval of the administrator or his/her designee. Such approval will be based on the continued behavior justifying the need for continued restraint.
 - It should be noted that any restraint (without release) lasting longer than 20 minutes and/or if a staff injury occurs, must be report to MA DESE by the Program Director.
- If a student is being restrained, staff/faculty will monitor the restrained student for any signs of distress.
- If the student exhibits any signs of distress, the student will be released immediately, and medical attention will be provided.
- To the extent that the student is able to communicate, he/she should be offered the opportunity to have a restraint removed at any time that he/she agrees to cease the dangerous or violent behavior. Such offer should be made periodically throughout the restraint.
- The restrained student will be released at the first sign that it is safe to do.
- Types of physical restraint or other nonviolent physical intervention strategies may include, but are not limited to:
 1. CPI Child Control
 - a. This can only be administered by a staff member significantly taller than the student exhibiting unsafe behavior.
 - b. One staff person stands behind the student with student's arms wrapped in front and locked (to avoid pressure on the chest).
 - c. Allow the student to expend energy as the staff person maintains safety.
 2. CPI Team Control Position
 - a. Reduce Upper Body Strength
 - b. Reduce Lower Body Strength
 - c. Reduce Mobility

3. Basket Hold-Floor

- a. Two staff; The student sits with his/her legs out in front. One staff is behind the student holding his/her arms, which are wrapped in front, while the other staff person stabilizes the student's legs.

4. Two Person Take Down

- a. This restraint begins with two staff but requires three or more to complete. With one staff person per arm (as in the escort), the student is lowered to the floor, with the student's backside touching the floor first, and with care being taken to proceed slowly. The student's arms are placed beside his/her body. Each staff person holds the student's wrist with one hand and places their other hand on the student's shoulder. The third staff person holds the student's legs by wrapping them with the staff person's arms.
- b. Where the student is spitting or is too difficult to maintain safely in this position, the student is rolled onto his/her stomach. The placement of staff is as follows: two staff assigned to the upper body sit with their backs against each other forming a tent over the student's back. This is done without putting pressure on the student's body. The student's arms are held across the waist of the staff. The other staff stabilizes the legs by wrapping them. Student's shoes are generally taken off to avoid injury to staff.

[Note- DESE proposed policy E.3.ii: NO prone restraint should result in student being held Face Down. Also noted (Regulation Section 46.07) for students with disabilities (w/ IEPs or 504 plans), physical restraint can be used for different reasons (other than danger) if reasons are detailed and part of the IEP or 504 Plan. Certain limits and requirements will still apply.]

Notice: Following the release of the student from restraint, the program shall implement its follow-up and processing procedures. Staff/faculty involved will complete full documentation of the incident and restraint. The administrator of the program will review and approve this report. Copies will be placed in the students file and sent to the student's home school district.

Documentation shall include:

- Name of the Student;
- Names and positions of all staff involved;
- Name of staff person completing the report
- Date and time of restraint;
- Unsafe behavior of the student that prompted the restraint;
- Description of the activities and environment at the time of the restraint;
- Efforts of the staff to de-escalate the situation and alternatives used to avoid the restraint;
- Detailed description of the restraint, including start and finish times;
- Required monitoring of the student;

- Approval for continuation of restraint longer than 20 minutes;
- Review process;
- Any injuries to staff or student; and
- Signature of Administrator.

Parent/guardian will be verbally informed of the restraint as soon as possible and by written report postmarked no later than the next school working day following the use of restraint. Notice will include information on any action(s) that will be taken by the school district and recourse available to the student or student's family.

36. STAFF INJURY

Any staff injury occurring during a school day or event must be reported and documented.

Staff should complete a "staff incident" form along with the insurance form provided through the business office within 24 hours of the incident. In the case of an injury occurring on a Friday, documentation should be received by the CCC office no later than the following work day.

Staff requiring follow-up medical care related to an injury documented should inform the CCC business office of the date and location providing treatment as soon as possible.

37. INFECTION CONTROL

Purpose: This information is intended to educate and guide the staff of the Cape Cod Collaborative in infection control.

Goal: To protect students and staff from exposure and transmission of infectious diseases.

Method: Presentation of Universal Precautions as an approach to infection control where all human blood and human body fluids are treated as if known to be infected. They are all "universal" because they refer to steps that need to be taken in ALL cases, not only when a staff member or student is known to be a carrier.

Exposure Risk: You are at risk of potential occupation exposure if, in your job, you can reasonably anticipate skin, eye, mucous membrane or contact with blood or other potentially infectious materials (i.e., sputum, feces, vomitus, urine, saliva).

Information and Training: The Infection Control policy of the Cape Cod Collaborative will be updated on a yearly basis and shared with each employee. A reference person on staff will be made available for questions and consult.

Hepatitis B Vaccination: It is recommended that all employees receive a Hepatitis B Vaccine. You should consult with your doctor regarding this issue. The Collaborative office can give you more information.

HANDWASHING

Proper hand washing is crucial in preventing staff and students from the transmission of infectious diseases. At times, running water may not be available. Transportation and classroom staff are provided with cans of foaming antiseptic cleanser. This is to be used when hand washing is not immediately feasible. Remember to follow up with proper hand washing as soon as possible.

Wash hands before and after contact with students, after touching objects that are contaminated, after cleaning up spills, after glove removal, before taking breaks and at the end of the workday.

Wash hands using soap and water. Rub hands vigorously together for at least ten seconds. Rinse thoroughly under running water. Dry hands with paper towels. Turn off faucet with dry paper towel and discard.

Remember, hand washing is your first and best line of defense!

Foamed Alcohol Health Care Personnel Hand-wash containers are in each vehicle for use by the driver and monitor.

PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT (PPE) is another means of reducing the risk of infectious diseases. It is recommended that the employee utilize this equipment in a consistent manner. PPE is recommended for use in the classroom: disposable gloves for all, eye protection in the form of goggles where indicated and the use of disposable under pads (i.e., Chux).

Gloves should be worn when potential body fluid contact is anticipated. These instances include contact with blood, mucous membranes, non-intact skin, feces, urine, and respiratory secretions. Wear gloves when diapering, cleansing, bandage changers, when providing mouth care, and when doing suctioning and trach care. You will also want to wear gloves if you have open sores on your hands when you are cleaning up the environment. Dispose of gloves after each use. Do not reuse. Wash hands after wearing gloves.

CLEAN UP OF SPILLS

Potentially infectious spills should be cleaned up immediately. This will decontaminate the area. Using gloves, mop up spills with paper towels and discard. Cleanse the surface with a fresh solution of bleach and water.

Everyday Solution:	1 tbsp. Bleach/1gallon of water
Potty-Chairs:	1 tbsp. Bleach/1quart of water
Blood, vomitus and excretion spills:	1 part bleach/10 parts water

LAUNDRY

- Avoid using items that require laundering.
- Any soiled items should be placed in a plastic bag and sent home for laundering.
- If laundry is to be washed, it should be transported in a plastic bag and washed in hot water (at least 160 degrees) using ordinary laundry detergent.

DISPOSAL OF WASTE

All disposable items, contaminated with body fluids should be discarded into plastic bags, tightly closed, bagged a second time, and finally disposed of. Use gloves when emptying trash.

Needles and other sharps should be properly disposed of in the sharp container in your host school's nurse's office. Do not recap your needles, instead, place in a safe, covered container for transport to the nurse's office.

ACCIDENTAL EXPOSURE

Accidental exposure to infectious material can and does occur. In this instance, the following is recommended:

- Wash the area immediately with soap and water
- If the exposure is in the eye or mouth, flush the area generously with water
- Document the incident in detail on an incident form and send it to the office
- Contact your private physician for follow up.

PREGNANT WOMEN

Pregnant employees are not at a higher risk for contracting infectious disease than other employees are. However, the transmission of certain diseases can have an adverse outcome on the child. The conscientious use of Universal Precautions greatly reduces the risk of transmission.

ADDITIONAL TIPS

1. Do not use cloth towels for drying food contact surfaces.
2. Keep sponges in bleach solution between uses.
3. Label toothbrushes and personal items.
4. Do not use a common basin for washing (ADL's).
5. Touch silverware by handles only.

SUMMARY: The aforementioned measures are intended to decrease the risk of exposure to care providers and students. These approaches are based on the concept of Universal precautions. It requires that all personnel consider every person, all blood and most body fluids to be a potential carrier of infectious disease. Susan Blaha, RN

FROM THE BUSINESS OFFICE

The Business Office

The Business Office is responsible for maintaining the financial systems of the Collaborative, which include among other things: Budgeting, personnel, payroll, expenditure control, regulatory compliance, safeguarding of assets, cash management, and reporting. In addition, the Business Office provides Supervisors and Employees with information, administrative tools and support services, allowing them to be more productive. Contact the Business Office if you have any questions, or comments on how we can help the Collaborative be more efficient and effective.

Payroll Information Online (Employee Self Service) –

In addition to our Collaborative website, there is also a fully encrypted intranet side dedicated to Payroll information for Collaborative employees. The site is accessible only by current employees with a valid ID and Password. To request a connection send an e-mail to: j.brown.ccc@comcast.net

Voluntary Payroll Deductions -

Benefits: *See the Benefits Explained Information in the Appendix.* For new employees coverage begins on the first day of the month following their employment. Open enrollment, in June of each year, is an opportunity for existing employees to make changes in their benefit elections. After the Open Enrollment period changes will not be permitted unless there is a qualifying event, such as: marriage, birth, loss of coverage elsewhere, etc. A full list of qualifying events is available in the Business Office.

Generally the following benefit costs are shared 55% by the Collaborative and 45% by the Employee. Your voluntary deduction depends on the plan, and the pay installment option you select. *See 2010-2011 Salary Scales & Payment Options, and Employee Portion of Health Benefits, both schedules are included in the Appendix.* The Business Office has plan information on each for your review.

Direct Deposit: Your net pay will be automatically deposited into accounts of your choosing. Direct Deposit Authorization forms are available in the Business Office. Submit the signed form to the Business Office for the deposit to take effect with the very next payroll.

Worker's Compensation Insurance -Employees are covered for medical and disability under Worker's Compensation Insurance at no cost to them. Report a job related accident immediately to your supervisor and submit a Claim Form to the Business Office. Forms are available on the website In order to qualify you must report an on-the-job accident immediately (within 24 hours), or the claim may be denied.

Comprehensive Liability Insurance - This coverage protects employees from legal action in connection with their Collaborative employment.

Purchases - All purchases must be pre-authorized by the Director and supported by a Purchase Order obtained through the Business Office.

When you are purchasing items that are to be paid directly to a vendor by the Collaborative you must complete a Purchase Requisition. Fill in all of the information requested indicating clearly which department, program, or grant should be charged for the expenditure. A list of valid departments follows:

000100 ADMIN
000200 AEP ADMIN
000210 AEP Latency
000220 AEP Adolescent
000230 AEP Summer
000300 STAR ADMIN
000310 STAR ASD1
000320 STAR ASD2
000330 STAR ASD3
000331 STAR ASD4
000340 STAR DTC1
000350 STAR DTC2
000360 STAR ED/BD1
000361 STAR ED/BD2
000370 STAR Behavioral
000380 STAR Summer
000400 Therapy
000410 Therapy Summer
000500 Trans ADMIN
000510 Trans ID Mashpee
000511 Trans ID Nantucket
000512 Trans ID Nauset
000513 Trans ID Truro
000520 Trans Summer CCC
000521 Trans Summer Mashpee
000522 Trans Summer Nantucket
000523 Trans Summer Nauset
000524 Trans Summer Truro
000530 Trans OOD CCC Sped
000540 Trans R Mashpee

000541 Trans R Nantucket
000542 Trans R Truro
000600 Special Projects PD
000610 Special Projects ES
000700 Medicaid
000800 ASLP

Indicate authorization by having *the Department Director sign the Purchase Requisition* before it is submitted it to the Business Office.

Requests for reimbursement for supplies or materials purchased privately will NOT be approved without direct approval from the Executive Director

Mileage reimbursement: Authorized travel on behalf of the Collaborative is reimbursable at 50½¢ per mile (The mileage reimbursement rate is subject to change from time to time). Travel from home to the principal place of employment is a commute and therefore not reimbursable. Copies of this form can be found in the Appendix, on the website, or are available in the Business Office.

Expense Reimbursement: For pre-approved expense reimbursement, contact the Business Office for an Expense Reimbursement Form. Attach original receipts *to the Form, submit to your Program Director or supervisor for review. It will be* submitted to the Business Office and will take about 7 to 10 days for payment.

S.T.A.R. Position Descriptions

Special Education Teacher

In each of the following areas, CCC teachers demonstrate the ability to:

➤ Teaching Skills

- Assess students' strengths & needs to develop appropriate individualized programs.
- Show an understanding of definitions, etiology, & characteristics of students' disabilities.
- Develop appropriate instructional materials, activities, & lesson plans with modifications appropriate to individual students taking into consideration cognitive levels & age-appropriateness.
- Develop Individual Education Plans with measurable goals addressing priority areas.
- Incorporate accommodations needed for student success (e.g. visual schedules, tasks lists, visual cues/prompts, graphic organizers, levels of AT, ACD, etc.)
- Act as a member of a trans-disciplinary team incorporating therapy goals into activities & routines.
- React professionally & objectively to unpredictable situations (e.g. environment changes, behavior/aggression, seizure activity, etc.)
- Plan the classroom environment in an organized & safe manner for all students.
- Develop a data system that measures student growth & progress.
- Develop alternative methods when data reflects that objectives are not being met.
- Show an understanding of Mass Curriculum Frameworks modified to student levels.
- Participate in ongoing professional development related to student population & Teacher certification areas.
- Participate physically to safely support students (e.g. Behavior—preventative, blocking, escorts, restraints; Medical—positioning, lifting, guide/escort).

➤ Supervision

- Set a positive & professional tone within the classroom, modeling expected behavior (e.g. confidentiality, arriving on-time, etc).
- Schedule regular staff meetings to provide feedback, review programs, lessons, support plans, etc. as well as seek input & feedback from staff.
- Provide training to staff (regular & substitutes) for all aspects of a student's day: Classroom routines, lessons, modifications &/or accommodations, expectations, behavior support plans, preventative techniques, etc.
- Modeling, 1:1 training, appropriate feedback
- Provide access for staff to student profiles, IEP, support plans, etc.
- Seek input from therapist &/or Program Director (PD) for difficult situations.
- Evaluate staff. Document any area of need & develop a corrective action plan (w/PD)

➤ Relationships

- Develop a working relationship with team members, school staff, families, administrative & district staff.
- Maintain ongoing contact with families (e.g. via daily communication book, phone, email, etc.) keeping them informed of progress, problems, & successes.
- Provide parents with reasonable training to enable the carryover of program objectives.
- Prepare required paperwork in a timely & professional manner (e.g. IEP, evaluations, progress notes, MCAS-Alt, Incident reports, Classroom supply orders, Substitute forms, etc.)
- Report to Program Director pertinent information related to staff, student, family, or district information, requesting assistance as needed.
- Notifies CCC office of any illness or absence. (Notifies "back-up" teacher as needed.)

Special Education Paraprofessional

In each of the following areas, CCC Paraprofessionals demonstrate the ability to:

➤ **Classroom Responsibilities:**

- Follow the prescribed program and supports as developed by the Lead Teacher and/or Therapists including any classroom data required.
- Inform the teacher of any student or classroom need, difficulty or safety concern that arises.
- Request assistance and/or training as needed.
- Refer to the teacher any request for individual student information (e.g. parent questions/concerns, district requests, etc.)
- Maintain a positive interaction in stressful situations by consistently following students program and seeking assistance as needed.
- Participate physically to safely support students (e.g. behavior—preventative, blocking, escorts, restraints; Medical—positioning, lifting, guide/escort).

➤ **Schedule:**

- Comply with program hours (working seven hours daily).
- Attend scheduled staff meetings/trainings, including all scheduled in-service days within the school calendar.
- Notifies CCC office (& teacher) of any illness or absence.
- Provide a supportive and professional environment for a student which facilitates an optimal learning environment.
- Follow Teacher prescribed duties and responsibilities, seeking clarification, training, and/or information as needed.
- Maintain the schedule, routines, and procedures when teacher is not present.
- Maintain personal issues outside of school/classroom time or during a break (e.g. cell phones, private conversations in front of students, etc.).
- Provide (and/or accept) support, encouragement, & ideas to co-workers.
- Attend all scheduled in-service trainings.
- Immediately inform the classroom teacher, and if necessary, the Program Director of any event involving a student which in his/her opinion is potentially dangerous, unhealthy, negligent, or abusive as required by child and adult protection laws of mandatory reporting.

Program Nurse

Scope of responsibilities: The Cape Cod Collaborative Program Nurse is responsible for assessment, guidance, and provision of medical needs for the students of Cape Cod Collaborative programs. He/she will interact with the classroom team in providing and promoting a healthful atmosphere in the educational setting. He/she will also communicate with parents, community health providers and educators to promote a well-rounded health care plan for the student. In addition, the nurse is expected to participate in ADL's, teaching programs and educational programs as is appropriate.

Reports to: The Program Nurse shall report directly to the Nursing Supervisor of the Cape Cod Collaborative.

Responsibilities are divided into four categories: Nursing Services, Record Keeping, Collaboration and Professional Responsibilities.

Nursing Services

Administers prescribed medications following doctors orders, as well as DPH and Cape Cod Collaborative policies.

Performs Specialized Procedures as directed by the physician.

Provide daily assessment of students.

Provide care to ill students on a daily basis.

Recognizes signs and symptoms of communicable diseases.

Evaluate student injury and provide intervention and follow-up.

In the event of a medical emergency, will follow student specific guidelines.

Utilizes, demonstrates, and directs current infection control practices in the classroom.

Provide home visits, when necessary, for student admission to programs.

Develop a child specific care plan with nursing diagnosis, specific goals, interventions and evaluation. This shall be done at least yearly, and updated as needed.

Recommends modification of the school program or environment, to maintain optimal health and safety conditions.

Provide information and training for other personnel in the educational setting regarding special medical needs of the student, when appropriate.

Protects confidentiality of students/information.

Provide professional and compassionate care as outlined in the American Nurses Association Code for Nurses.

Record Keeping

- Maintains daily medication and procedure logs.
- Maintains student Health Immunization records and ensures compliance with state regulations.
- Maintains current and cumulative student health records.
- Maintains medication counts where indicated.
- Document in Nurse's Notes when appropriate.
- Complete, file, and follow-up on Incident Reports.

Collaboration:

- Will act as liaison, where indicated, between the Collaborative Program, parents, hospital staff, and teacher, should child be hospitalized.

- Will act as a liaison between the Collaborative program and the local rescue squad, assuring initial contact and a visit at the beginning of each school year.
- Will interact with the host school's School Nurse to promote good will and inform of any Cape Cod Collaborative student's needs.
- Collaborates with other team members to develop a needs assessment and data collection procedures.
- Shares information with other team members about children with special health care needs which affect learning and growth.
- The nurse will assist in ADL's feeding programs and educational programming as directed by program teacher.

Professional Responsibilities:

- Maintains current Massachusetts Nursing License.
- *Maintains current CPR certification.
- *Maintains professional skills and knowledge through state mandated continuing education programs and current publications.
- *Ability to work cooperatively in a team setting with all related personnel.

Other duties as assigned by Program or Executive Director.

ASD/Behavior Consultant

In each of the following areas, CCC Consultants demonstrate the ability to:

➤ **Consulting Skills**

- Show an understanding of definitions, etiology, & characteristics of students' disabilities.
- Provide technical assistance to support teachers/teams working with students with challenging behaviors (and/or ASD) to increase opportunities for supportive inclusive environments.
- Conduct student observations & relay pertinent information to support district staff in identifying students' strengths & needs to develop appropriate individualized supports.
- Develop modifications appropriate to individual students taking into consideration cognitive levels & age-appropriateness.
- Incorporate accommodations needed for student success (e.g. visual schedules, tasks lists, visual cues/prompts, graphic organizers, levels of AT, ACD, etc.)
- Provide modeling and hands-on training related to specialty.
- React professionally & objectively to unpredictable situations (e.g. environment changes, behavior/aggression, seizure activity, etc.).
- Support district staff to develop a data system that measures student growth & progress, making adjustments when data reflects that objectives are not being met.
- Participate in ongoing professional development related to student populations served.

➤ **Relationships**

- Develop a working relationship with team members, school staff, families, administrative & district staff.
- Maintain ongoing contact with designated district liaisons communicating progress, problems, & successes.
- Provide district staff with reasonable training to support success of student objectives.
- Prepare required paperwork in a timely & professional manner (e.g. summaries, recommendations, observation notes, time sheets, etc.)
- Report to Program Director pertinent information related to staff, student, family, or district information, requesting assistance as needed.
- Attend scheduled staff meetings and trainings.
- Notify CCC office of any illness or absence.

DOCUMENTATION

I. Parent / Teacher Notebook.

Each child in the S.T.A.R. Collaborative program must have a notebook that is sent between home and school daily. Daily entries are not necessary but frequent correspondence is encouraged as a vehicle of rapport development. The entry should be made by the **teacher** or their designee (on occasion) and should be checked daily by the teacher upon the student's arrival.

The notebook should be utilized to keep parents informed of progress, events, etc. If occasional care problems arise, it should be noted in the notebook in a non-accusatory manner. An offer of assistance or suggestions to resolve the issue may facilitate non-defensive communication.

Other forms of home/school communication may be utilized (e.g. email) when pre-arranged with families. Home/School communication methods can also facilitate communication between therapists or other related staff (e.g. clinicians, consultants, etc.)

If, after a note in the notebook and a telephone contact, an issue remains unresolved, the teacher is responsible for contacting their supervisor or Program Director to obtain the cooperation of the district and/or other involved parties (clinic, DSS) to assist in resolution. At that time, the teacher should begin a file for a daily log on the status of the ongoing issue.

II. Daily Log.

The log should be initiated daily, even if the problem is not present that day, in order that frequency data may be compiled. This log must be available in the classroom as supportive documentation for future follow-up. A copy of any correspondence should be available in this file. A special incident report should be filed at the time of any telephone contacts with parents regarding this issue or any other ongoing issues or concerns.

III. Incident Reports

Incident reports must be filed for any event, accident, injury or interpersonal interaction that is not routine and is deemed by the teacher to require documentation or follow-up. An incident report must be filed if the student is taken to the nurse for anything other than routine care.

Incident reports must be filed for the following:

1. Telephone, in person or written correspondence that results in conflict or concern regarding the physical or emotional well-being of a student.
2. Any suspicion of abuse of any nature. If physical in nature, the student must be seen by the nurse, and the event documented.
3. Any assault / aggressive behavior resulting in injury to the student or another, or requiring physical intervention.
4. Self abusive behaviors, which require medical treatment, should be documented on the weekly form.

5. Student refusal to come to school, parent refusal to pick up an ill child, parent refusal to get required medical attention for a student, lack of parent or designee to receive child in an emergency or routine basis.
6. Severe seizures, which depict a change in a student's medical status or any severe physical change of quick onset (i.e., sleeping, loss of balance, etc.) which may require medical follow-up.
7. Student's arrival at program with cuts, scratches, bruises not noted previously, if a reasonable explanation has not been given for the injury. Please include the source of explanation.
8. Student report of concerns within the classroom, at home or in any other location that in the opinion of the reporter requires follow-up.

Programs may use different template options related to differing incidents. Please consult your supervisor and/or Program Director with any specific questions.

IV. PICTURE/VIDEO PERMISSION

This form must be completed by the parent / guardian of each student prior to the taking of picture/video of a student that is will be used in a Collaborative education program education related activity.

V. LEAVE REQUEST

Each leave is explained in the **Employee's Handbook**. Prior to making the leave request, employees should review the **Employee Handbook** to insure that the request is consistent with the Handbook and that the form is completed properly. If you have any questions concerning your eligibility for a specific type of leave, please contact the Executive Director.

VI. Parent/Guardian FIELD TRIP NOTIFICATION

This form must be completed by the parent / guardian of each student prior to the field trip. The form must be returned to you before a student may participate in a field trip. This form must be on file for each field trip. If you will be scheduling regular trips to a specific destination for a predetermined duration, then one form may be submitted for all of the trips.

VII. FIELD TRIP / TRANSPORTATION REQUEST

This form must be submitted to the Collaborative Office one week prior to the actual trip so that it may be approved by the Executive Director and posted with the Administrative Assistant.

If it is necessary for the Collaborative Office to secure transportation services for a field trip, it is necessary that you send this form to the Office at least seven (7) days prior to the actual trip.

APPENDIX
FORMS & DOCUMENTS

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Collaborative Health - available to 20 hours+ employees

Network Blue (HMO) - Legacy Plan or Rate Saver Plan

EPO Harvard Pilgrim - Legacy Plan or Rate Saver Plan

HMO and EPO - the primary features of an HMO is in the referral to a medical specialist, such as a Dermatologist. The HMO generally requires that you get a referral from your Primary Care Physician "PCP". HMOs also require that you use physicians in their Network of Doctors, unless you are away from home and in an emergency, in which case you need to notify the HMO within 24 hours. While many health plans have lifetime maximums benefits, the HMO, EPO plans do not

Open enrollment - Existing participants may elect coverage, add, delete or change coverage **only** in June of each year unless there is a "qualifying event". Examples of a "Qualifying event" are: Birth, marriage, divorce, loss of employment, etc.

Cost - currently the cost is shared **55%** Collaborative 45% Employee and is paid through payroll deduction, see Cafeteria Plan POP.

COBRA - Upon termination of employment you have the opportunity to continue your coverage for up to 18 months at your own expense. A COBRA request form would be mailed to you at that time.

Massachusetts Health Reform - **Everyone** in Massachusetts will be required to have health insurance by year end. For employees who are not eligible for the Collaborative health plans, you can obtain health coverage under Massachusetts Health Reform through the Health Care Connector. The Collaborative will then withhold these premiums from your paycheck with pre-tax dollars (See POP Section 125 Benefit). For eligible employees who have declined coverage you must complete a HIRD form that will be submitted to the Commonwealth.

Dental - available to 20 hours+ employees

\$1,000 calendar maximum for dental services for each family member. Dependents are covered to age 19; full time students to age 23. Deductibles: Preventive care no deductible; Basic and Major Restorative care \$50 per individual (\$100 per family). Orthodontia is covered at 50% of usual and customary charges with a \$1,000 lifetime maximum.

Open enrollment - Existing participants may elect coverage, add, delete or change coverage only in June of each year unless there is a "qualifying event". Examples of a "Qualifying event" are: Birth, marriage, divorce, loss of employment, etc.

Cost - currently the cost is shared **55%** Collaborative 45% Employee and is paid through payroll deduction, see Cafeteria Plan POP.

COBRA - Upon termination of employment you have the opportunity to con-

tinue your coverage for up to 18 months at your own expense. A COBRA request form would be mailed to you at that time.

Section 125 Cafeteria Plan

POP

Premium Only Plan - this is available to all employees. It allows those with health or dental premium payments to pay them with pre-tax dollars. This can represent a significant tax savings for employees.

FSA

Flexible Spending Account - available to full time employees only **after 6 months** of employment. Through the Collaborative's FSA you are able to put aside money through payroll deduction (tax free) to cover child care and/or medical expenses.

Life Insurance - available to 20 hours+ employees

Guardian Basic Term Life AD&D

\$10,000 of Term Life currently shared cost 55% Collaborative 45% Employee

Guardian Voluntary Term Life

Additional Term Life is available in increments of:

\$25,000 \$50,000 \$75,000, \$100,000 and \$150,000.

Over \$100,000 subject to medical questionnaire.

Cost - premiums amount depends on the amount of insurance selected and the age of the employee. The cost paid entirely by the employee through payroll deduction.

Spouse up to 50% of employee amount

Dependent Children up to 10% of employee amount

Short Term and/or Long Term Disability

STD and LTD is available, to full time employees only, on a voluntary basis and would provide up to 50% of their monthly compensation (tax free) in the event of an illness or injury. STD covers the period up to when LTD kicks in which is after 90 calendar days of disability.

Cost - premiums depend on your monthly salary and age. Call the business office to determine your actual deduction. The cost is paid entirely by the employee through payroll deduction.

2010-2011 Employee Portion of Benefits**

Single	Monthly	21 Weeks	26 Weeks	21 + Lump Sum		38 Weeks	52 Weeks
		Coverage through August 31 st	Coverage through August 31 st	Coverage through August 31 st	Lump sum check Deduction	Coverage through August 31 st	Weekly Rate coverage to June 30 th
Pay Options							
		B	A	C			
Network (HMO) Blue	286.44	166.96	134.85	134.85	674.24	92.26	66.10
Network (HMO) Blue - Rate Saver	243.34	141.83	114.56	114.56	572.78	78.38	56.15
Harvard Pilgrim (EPO)	258.63	150.75	121.76	121.76	608.78	83.31	59.68
Harvard Pilgrim (EPO) - Rate Saver	219.70	128.05	103.43	103.43	517.14	70.77	50.70
Dental	15.76	9.19	7.42	7.42	37.09	5.08	3.64
Guardian Life (Employee Only)	1.44	0.82	0.66	0.66	3.32	0.45	0.33
Parent & One Child							
	Monthly						
Network (HMO) Blue	573.35	334.18	269.92	269.92	1,349.58	166.11	132.31
Network (HMO) Blue - Rate Saver	487.14	283.93	229.33	229.33	1,146.65	156.91	112.42
Harvard Pilgrim (EPO)	NA	NA	NA	NA	NA	NA	NA
Dental	NA	NA	NA	NA	NA	NA	NA
Guardian Life (Employee Only)	1.44	0.82	0.66	0.66	3.32	0.45	0.33
Family							
	Monthly						
Network (HMO) Blue	765.24	446.02	360.25	360.25	1,801.25	221.70	176.59
Network (HMO) Blue - Rate Saver	650.29	379.03	306.14	306.14	1,530.68	188.40	150.07
Harvard Pilgrim (EPO)	691.54	403.07	325.56	325.56	1,627.78	200.35	159.59
Harvard Pilgrim (EPO) - Rate Saver	587.72	342.56	276.68	276.68	1,383.40	170.27	135.63
Dental	44.03	25.66	20.73	20.73	103.65	12.76	10.16
Guardian Life (Employee Only)	1.44	0.82	0.66	0.66	3.32	0.45	0.33

NA - not available

** Open Enrollment period is the month of June to make any changes; thereafter, changes can be made only for a qualifying event.

Rate Saver - these options have different co-pays, deductibles, etc. Review the differences before you choose.

2010-2011 Salary Steps

	Teachers				Itinerent		
	Bachelors	Masters	Masters+30		Bachelors	Masters	Masters+30
1	38,770	41,200	44,503	1	42,636	44,767	48,308
2	40,321	42,848	46,283	2	44,341	46,557	50,240
3	41,934	44,562	48,135	3	46,115	48,420	52,249
4	43,611	46,344	50,060	4	47,959	50,357	54,339
5	45,355	48,198	52,062	5	49,878	52,371	56,513
6	47,170	50,126	54,145	6	51,873	54,466	58,774
7	49,056	52,131	56,311	7	53,948	56,644	61,125
8	51,019	54,216	58,563	8	56,105	58,910	63,569
9	53,059	56,385	60,906	9	58,350	61,266	66,112
10	55,182	58,640	63,342	10	60,684	63,717	68,757
11	57,389	60,986	65,876	11	63,111	66,266	71,507
12	59,685	63,425	68,511	12	65,635	68,916	74,367
13	62,072	65,962	71,251	13	68,261	71,673	77,342
				14	70,991	74,540	80,436

Teacher's Assistant			Therapy Assistant		
	Pre-Bachelors	W/Bachelors used in Class		Nurse	(OT-PT-SP/L)
1	17,336	29,130	1	29,708	38,771
2	18,030	30,295	2	30,896	40,322
3	18,751	31,507	3	32,132	41,935
4	19,501	32,767	4	33,417	43,612
5	20,281	34,077	5	34,754	45,357
6	21,092		6	36,144	47,171
7	21,936		7	37,590	49,058
8	22,813		8	39,093	51,020
9	23,726		9	40,657	
10	24,675		10	42,283	
11	25,662		11	43,975	
12	26,688		12	45,734	

Contract Pay Installment Options:

- A** 26 Bi-weekly payments
- B** 21 Bi-weekly payments
- C** 21 Bi-weekly payments w/Lump Sum paid June 20 *

Note:

Option C is paid at the 26 Bi-weekly rate for 21 payments with the balance paid as a lump sum on June 17th.

Pay Options

	Bi-weekly Pay Dates	A 26	B & C 21
10-Sep-10		1	1
24-Sep-10		2	2
8-Oct-10		3	3
22-Oct-10		4	4
5-Nov-10		5	5
19-Nov-10		6	6
3-Dec-10		7	7
17-Dec-10		8	8
31-Dec-10		9	9
14-Jan-11		10	10
28-Jan-11		11	11
11-Feb-11		12	12
25-Feb-11		13	13
11-Mar-11		14	14
25-Mar-11		15	15
8-Apr-11		16	16
22-Apr-11		17	17
6-May-11		18	18
20-May-11		19	19
3-Jun-11		20	20
17-Jun-11		21	*21
1-Jul-11		22	
15-Jul-11		23	
29-Jul-11		24	
12-Aug-11		25	
26-Aug-11		26	

PROFESSIONAL ASSESSMENT FORM

Staff Name _____ Position _____

Description of Observations:

Excellent Work Noted:

Suggestions for Improvement and/or Corrective Action Plan:

Staff Comments:

Date

Staff Signature

Date

Supervisor Signature

Date

Executive Director Signature

WEEKLY INCIDENT REPORT FORM

Student Name _____ Week of _____

Teacher Name _____

Section A: Behavioral Reports

1. List dates, time and location of incidents as well as staff responsible for supervision.

<u>Dates</u>	<u>Time</u>	<u>Location</u>	<u>Staff</u>
--------------	-------------	-----------------	--------------

Attach additional page if more space is required.

2. List procedures used or attach copy of procedure. Is the procedure one which is approved in current IEP?
_____ Yes _____ No

3. Please add any comments, concerns or needs including consultation, assistance, staff training, team meeting.

Reporter _____ Date _____

Teacher _____ Date _____

Student Name _____ Week of _____

Teacher Name _____

Section B: Physical Concerns

1. This section is for reporting any concerns regarding student physical needs including but not limited to:

- _____ hygiene
- _____ medical needs
- _____ care of equipment including assistive devices, hearing aids, wheelchairs, eyeglasses, etc.
- _____ inadequate clothing (soiled, ill fitting, etc.)
- _____ other, any ongoing concern
- _____ noticeable change in weight, behavior, etc., or resulting from a medication change

2. Please list dates, concerns and person reporting.

3. Please list any follow-up initiated.

4. Please list any additional follow-up required.

Reporter _____ Date _____
Teacher _____ Date _____

TRANSPORTATION INCIDENT REPORT

Driver's Name _____ Date _____
Student's Name _____ Date _____

I. Student Conflict:

- _____ Yelling
 - _____ Hitting
 - _____ Getting out of seat
 - _____ Throwing objects
 - _____ Self abuse
 - _____ Other, please explain _____
- _____ Crying / anxious
 - _____ Refusal to come to school
 - _____ Refusal to get out of vehicle when returning home

II. Parent Conflict:

- _____ Parent complaint, please explain.
- _____ Parent / designee not at home to receive student at _____ time.
- _____ Student not ready for run in AM.
- _____ Arrived at home at _____ time.
- _____ Dropped _____ (alternate) at _____ time.
- _____ other, please explain _____

III. Teacher Conflict:

- _____ Teacher complaint, please explain.
- _____ Teacher / staff not available to meet student in AM.
- _____ Student not ready for run in PM.
- _____ Other (Please Explain)

CONFERENCE REQUEST

NAME _____
PROGRAM _____
CONFERENCE (Sponsor and/or Title) _____
LOCATION _____
DATE(S) _____
BRIEF DESCRIPTION (or attach "flyer") _____

REQUESTED FUNDS:

TRANSPORTATION	_____
REGISTRATION	_____
MATERIALS	_____
MEALS	_____
ACCOMMODATIONS	_____
TOTAL	_____

(To be completed by Collaborative Director)

Your request to attend _____
has been _____ APPROVED FOR \$ _____
_____ NOT APPROVED

Date _____ Signature _____
Paul Hilton, Executive Director

FIELD TRIP NOTIFICATION

This form must be completed by the parent / guardian of each student prior to the field trip. The form must be returned to you before a student may participate in a field trip. This form must be on file for each field trip. If you will be scheduling regular trips to a specific destination for a predetermined duration, then one form may be submitted for all of the trips.

FIELD TRIP NOTIFICATION

This is to inform you that the _____ is planning a field trip to _____ that is scheduled for _____.

(Day and Date)

The transportation for this trip will be provided by _____ and the vehicle meet all safety regulations for Massachusetts School Buses.

In order for your child to participate in this field trip, please sign the permission slip below and return that portion of this to your child's teacher.

If you have any questions, please contact your child's teacher.

Thank you.

I give my permission for _____ to participate in the field trip to _____ on _____ as described in this notice.

Parent / Guardian _____

DATE _____

PICTURE/VIDEO PERMISSION

This form must be completed by the parent / guardian of each student prior to the taking of picture/video of a student that is will be used in a Collaborative education program education related activity.

Picture/Video Permission

I (We), parent (s) (guardian (s)) of _____

give permission for my child to be photographed or videotaped. These pictures and/or video will be used for educational purposes and may be shown to other educators and school administrators. I also agree to have my child's pictures used on communication boards and in any classroom newsletters, slide shows, and web site.

Signed _____

Date: _____

EMPLOYEE CONVICTION/DISPOSITION REPORT

BY LAW, THIS REPORT MUST BE FILED WITH THE COLLABORATIVE DIRECTOR NO LATER THAN FIVE DAYS FOLLOWING ANY CONVICTION (INCLUDING PLEAS OF GUILTY, NOLO CONTENDERE, OR ANY OTHER DISPOSITION WHICH DOES NOT RESULT IN ACQUITTAL, OF VIOLATING A CRIMINAL DRUG STATUTE ARISING FROM WORK-PLACE CONDUCT. FAILURE TO SO REPORT TO THE COLLABORATIVE DIRECTOR WITHIN FIVE DAYS MAKES YOU LIABLE TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

EMPLOYEE NAME: _____

PROGRAM: _____

POSITION: _____ **DATE HIRED:** _____

I hereby report that I was convicted of, or plead guilty to nolo contendere to, the following violation of a criminal drug statute arising from work-place conduct. (Describe violation, when and where it happened):

This conviction/disposition was entered in the following court at the date shown:

COURT: _____ **DATE:** _____

TODAY'S DATE: _____

I understand that within thirty (30) days of today's date, the Cape Cod Collaborative must either discipline me, including the possibility of terminating me, or refer me for participation in an authorized drug abuse assistance or rehabilitation program. If the CCC chooses to refer me to a program, I must satisfactorily take part in the program to continue with my employment in the Collaborative. My preference in action:

DISCIPLINARY ACTION

**DRUG ABUSE ASSISTANCE OF
REHABILITATION PROGRAM**

SIGNATURE: _____ **DATE:** _____

Internet Policy Agreement – Student, Teacher, Parent

The Internet is a vast global network that gives people access to a wide variety of information and communication formats. The Internet has tremendous potential for educators who are now able to communicate with one another to share educational materials, strategies and ideas, as well as to access educational research and journals. The Internet's potential for education is limitless as is the potential for abuse.

The purpose of these guidelines for Internet use is to ensure that all Cape Cod Collaborative staff members and students use this valuable resource appropriately. Access to the Internet by staff and students is not a right but a privilege, which may be revoked at any time for abusive conduct. This abusive conduct will include but not be limited to the following:

- using the Cape Cod Collaborative Internet access for any personal use without permission;
- the placing of unlawful and/or inappropriate information on a system;
- accessing or downloading sexually explicit or other materials that may be inappropriate for educational use or the sharing of locations or addresses for this kind of material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence;
- the use of abusive or objectionable language in either public or private message;
- the sending of "chain letters" or "broadcast" messages to lists or individuals;
- other types of use that could cause congestion on the networks or otherwise interfere with the work of others;
- use of the Internet that would violate the copyright and/or trademark laws of the United States;
- using a Cape Cod Collaborative link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network;
- overriding or allowing students to override any security systems established on the Internet access network;
- sharing or disseminating passwords, codes, access phone numbers or account numbers; and,
- any use of the Internet that would reflect negatively on the Cape Cod Collaborative or would in any way subject the employer or the employee to possible criminal or civil action.

The foregoing list is not inclusive. The Cape Cod Collaborative reserves the right to notify any user of other impermissible action regarding the use of the Internet.

The Cape Cod Collaborative makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Nor shall the Cape Cod Collaborative be liable for any loss or corruption of data while using the Internet connection.

The Cape Cod Collaborative reserves the right to examine all data, including E-mail, stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Network storage areas, files and communications may be reviewed by the Cape Cod Collaborative Administration or designated technology support liaison in order to maintain system integrity and to ensure that users are using the systems responsibly. Users should not expect that files stored on the network server will always be private.

Student Print Name

Teacher Print Name

Student Signature

Teacher Signature

Date

Date

Parent Print

Parent Signature

Date

NOTES