

WELCOME



TOWN OF DARTMOUTH EMPLOYEE

*Please read the enclosed instructions and
complete the necessary forms so that we are
able to put you on the payroll at the
appropriate time.*



Town of Dartmouth

INSTRUCTIONS

DIRECT DEPOSIT FORM:

This is your direct deposit form. The authorization form must be completed in full. If selecting a checking account, please attach a blank voided check. **DIRECT DEPOSIT IS MANDATORY.**

FORM W-4:

This is your federal income tax withholding form. The bottom section must be completed in full.

FORM M-4:

This is your state income tax withholding form.

FORM I-9:

(Employment Eligibility
Verification Form)

This form is required by the Immigration and Naturalization Service. Please note Section 2 must be completed by the Town and therefore, you will have to provide a copy of acceptable documents listed on the back of the form. Usually, this will be your driver's license & social security card and/or birth certificate.

OBRA- SMART PLAN:

This is an F.I.C.A. alternative plan that is a requirement of all municipalities. This is a government retirement plan. This form is required of employees who work less than 20 hours per week. If you are retired and currently are receiving a pension you may choose not to participate.

SOCIAL SECURITY FORM:

This form must be signed and returned along with your OBRA Smart Plan form.

EAP:

(Employee Assistance Program)

Confidential employee assistance is available to all employees and their family members, at no cost. Refer to the handout.

CONFLICT OF INTEREST LAW:

All employees must complete the necessary conflict of interest training and certification with the State Ethics Commission. The acknowledgement of receipt and completed training certificate must be returned to Personnel.

SEXUAL HARASSMENT POLICY,
DRUG-FREE WORKPLACE POLICY,
FRAUD POLICY, SOCIAL MEDIA
POLICY, POLICY AGAINST
WORKPLACE VIOLENCE,
ACCEPTABLE USE OF IT
POLICY:

Please review these policies carefully. Sign and return the acknowledgement receipt forms.

EMERGENCY CONTACT FORM:

Please complete the form providing a person to contact in case of an emergency. Please return this form with your other forms.

***If you have any questions after reviewing this, please do not hesitate to contact the Personnel Office at the Town Hall at 508-910-1854. Good luck in your new position!



Instructions for Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Anti-Discrimination Notice. It is illegal to discriminate against work-authorized individuals in hiring, firing, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers CANNOT specify which document(s) the employee may present to establish employment authorization and identity. The employer must allow the employee to choose the documents to be presented from the Lists of Acceptable Documents, found on the last page of Form I-9. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Immigrant and Employee Rights Section (IER) in the Department of Justice's Civil Rights Division at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TTY), or visit <https://www.justice.gov/crt/immigrant-and-employee-rights-section>.

What is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.

General Instructions

Both employers and employees are responsible for completing their respective sections of Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors, as defined in section 3 of the Migrant and Seasonal Agricultural Worker Protection Act, Public Law 97-470 (29 U.S.C. 1802). An "employee" is a person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term "Employee" does not include those who do not receive any form of remuneration (volunteers), independent contractors or those engaged in certain casual domestic employment. Form I-9 has three sections. Employees complete Section 1. Employers complete Section 2 and, when applicable, Section 3. Employers may be fined if the form is not properly completed. See 8 USC § 1324a and 8 CFR § 274a.10. Individuals may be prosecuted for knowingly and willfully entering false information on the form. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

These instructions will assist you in properly completing Form I-9. The employer must ensure that all pages of the instructions and Lists of Acceptable Documents are available, either in print or electronically, to all employees completing this form. When completing the form on a computer, the English version of the form includes specific instructions for each field and drop-down lists for universally used abbreviations and acceptable documents. To access these instructions, move the cursor over each field or click on the question mark symbol (?) within the field. Employers and employees can also access this full set of instructions at any time by clicking the Instructions button at the top of each page when completing the form on a computer that is connected to the Internet.

Employers and employees may choose to complete any or all sections of the form on paper or using a computer, or a combination of both. Forms I-9 obtained from the USCIS website are not considered electronic Forms I-9 under DHS regulations and, therefore, cannot be electronically signed. Therefore, regardless of the method you used to enter information into each field, you must print a hard copy of the form, then sign and date the hard copy by hand where required.

Employers can obtain a blank copy of Form I-9 from the USCIS website at <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. This form is in portable document format (.pdf) that is fillable and savable. That means that you may download it, or simply print out a blank copy to enter information by hand. You may also request paper Forms I-9 from USCIS.

Certain features of Form I-9 that allow for data entry on personal computers may make the form appear to be more than two pages. When using a computer, Form I-9 has been designed to print as two pages. Using more than one preparer and/or translator will add an additional page to the form, regardless of your method of completion. You are not required to print, retain or store the page containing the Lists of Acceptable Documents.

The form will also populate certain fields with N/A when certain user choices ensure that particular fields will not be completed. The Print button located at the top of each page that will print any number of pages the user selects. Also, the Start Over button located at the top of each page will clear all the fields on the form.

The Spanish version of Form I-9 does not include the additional instructions and drop-down lists described above. Employers in Puerto Rico may use either the Spanish or English version of the form. Employers outside of Puerto Rico must retain the English version of the form for their records, but may use the Spanish form as a translation tool. Additional guidance to complete the form may be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274) and on USCIS' Form I-9 website, I-9 Central.

Completing Section I: Employee Information and Attestation

You, the employee, must complete each field in Section I as described below. Newly hired employees must complete and sign Section I no later than the first day of employment. Section I should never be completed before you have accepted a job offer.

Entering Your Employee Information

Last Name (Family Name): Enter your full legal last name. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the Last Name field. *Examples of correctly entered last names include De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen.* If you only have one name, enter it in this field, then enter "Unknown" in the First Name field. You may not enter "Unknown" in both the Last Name field and the First Name field.

First Name (Given Name): Enter your full legal first name. Your first name is your given name. *Some examples of correctly entered first names include Jessica, John-Paul, Tae Young, D'Shaun, Mai.* If you only have one name, enter it in the Last Name field, then enter "Unknown" in this field. You may not enter "Unknown" in both the First Name field and the Last Name field.

Middle Initial: Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any. If you have more than one middle name, enter the first letter of your first middle name. If you do not have a middle name, enter N/A in this field.

Other Last Names Used: Provide all other last names used, if any (e.g., maiden name). Enter N/A if you have not used other last names. For example, if you legally changed your last name from Smith to Jones, you should enter the name Smith in this field.

Address (Street Name and Number): Enter the street name and number of the current address of your residence. If you are a border commuter from Canada or Mexico, you may enter your Canada or Mexico address in this field. If your residence does not have a physical address, enter a description of the location of your residence, such as "3 miles southwest of Anytown post office near water tower."

Apartment: Enter the number(s) or letter(s) that identify(ies) your apartment. If you do not live in an apartment, enter N/A.

City or Town: Enter your city, town or village in this field. If your residence is not located in a city, town or village, enter your county, township, reservation, etc., in this field. If you are a border commuter from Canada, enter your city and province in this field. If you are a border commuter from Mexico, enter your city and state in this field.

State: Enter the abbreviation of your state or territory in this field. If you are a border commuter from Canada or Mexico, enter your country abbreviation in this field.

ZIP Code: Enter your 5-digit ZIP code. If you are a border commuter from Canada or Mexico, enter your 5- or 6-digit postal code in this field.

Date of Birth: Enter your date of birth as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 1980 as 01/08/1980.

U.S. Social Security Number: Providing your 9-digit Social Security number is voluntary on Form I-9 unless your employer participates in E-Verify. If your employer participates in E-Verify and:

1. You have been issued a Social Security number, you must provide it in this field; or
2. You have applied for, but have not yet received a Social Security number, leave this field blank until you receive a Social Security number.

Employee's E-mail Address (Optional): Providing your e-mail address is optional on Form I-9, but the field cannot be left blank. To enter your e-mail address, use this format: name@site .domain. One reason Department of Homeland Security (DHS) may e-mail you is if your employer uses E-Verify and DHS learns of a potential mismatch between the information provided and the information in government records. This e-mail would contain information on how to begin to resolve the potential mismatch. You may use either your personal or work e-mail address in this field. Enter N/A if you do not enter your e-mail address.

Employee's Telephone Number (Optional): Providing your telephone number is optional on Form I-9, but the field cannot be left blank. If you enter your area code and telephone number, use this format: 000-000-0000. Enter N/A if you do not enter your telephone number.

Attesting to Your Citizenship or Immigration Status

You must select one box to attest to your citizenship or immigration status.

1. **A citizen of the United States.**
2. **A noncitizen national of the United States:** An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. **A lawful permanent resident:** An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional residents. Asylees and refugees should not select this status, but should instead select "An Alien authorized to work" below.

If you select "lawful permanent resident," enter your 7- to 9-digit Alien Registration Number (A-Number), including the "A," or USCIS Number in the space provided. When completing this field using a computer, use the dropdown provided to indicate whether you have entered an Alien Number or a USCIS Number. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.

4. **An alien authorized to work:** An individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States.

If you select this box, enter the date that your employment authorization expires, if any, in the space provided. In most cases, your employment authorization expiration date is found on the document(s) evidencing your employment authorization. Refugees, asylees and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, and other aliens whose employment authorization does not have an expiration date should enter N/A in the Expiration Date field. In some cases, such as if you have Temporary Protected Status, your employment authorization may have been automatically extended; in these cases, you should enter the expiration date of the automatic extension in this space.

Aliens authorized to work must enter one of the following to complete Section 1:

1. Alien Registration Number (A-Number)/USCIS Number; or
2. Form I-94 Admission Number; or
3. Foreign Passport Number and the Country of Issuance

Your employer may not ask you to present the document from which you supplied this information.

Alien Registration Number/USCIS Number: Enter your 7- to 9-digit Alien Registration Number (A-Number), including the "A," or your USCIS Number in this field. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. When completing this field using a computer, use the dropdown provided to indicate whether you have entered an Alien Number or a USCIS Number. If you do not provide an A-Number or USCIS Number, enter N/A in this field then enter either a Form I-94 Admission Number, or a Foreign Passport and Country of Issuance in the fields provided.

Form I-94 Admission Number: Enter your 11-digit I-94 Admission Number in this field. If you do not provide an I-94 Admission Number, enter N/A in this field, then enter either an Alien Registration Number/USCIS Number or a Foreign Passport Number and Country of Issuance in the fields provided.

Foreign Passport Number: Enter your Foreign Passport Number in this field. If you do not provide a Foreign Passport Number, enter N/A in this field, then enter either an Alien Number/USCIS Number or a I-94 Admission Number in the fields provided.

Country of Issuance: If you entered your Foreign Passport Number, enter your Foreign Passport's Country of Issuance. If you did not enter your Foreign Passport Number, enter N/A.

Signature of Employee: After completing Section 1, sign your name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. By signing this form, you attest under penalty of perjury (28 U.S.C. § 1746) that the information you provided, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form. Further, falsely attesting to U.S. citizenship may subject employees to penalties, removal proceedings and may adversely affect an employee's ability to seek future immigration benefits. If you cannot sign your name, you may place a mark in this field to indicate your signature. Employees who use a preparer or translator to help them complete the form must still sign or place a mark in the Signature of Employee field on the printed form.

If you used a preparer, translator, and other individual to assist you in completing Form I-9:

- Both you and your preparer(s) and/or translator(s) must complete the appropriate areas of Section 1, and then sign Section 1. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to sign these fields. You and your preparer(s) and/or translator(s) also should review the instructions for Completing the Preparer and/or Translator Certification below.
- If the employee is a minor (individual under 18) who cannot present an identity document, the employee's parent or legal guardian can complete Section 1 for the employee and enter "minor under age 18" in the signature field. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to enter this information. The minor's parent or legal guardian should review the instructions for Completing the Preparer and/or Translator Certification below. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) for more guidance on completion of Form I-9 for minors. If the minor's employer participates in E-Verify, the employee must present a list B identity document with a photograph to complete Form I-9.
- If the employee is a person with a disability (who is placed in employment by a nonprofit organization, association or as part of a rehabilitation program) who cannot present an identity document, the employee's parent, legal guardian or a representative of the nonprofit organization, association or rehabilitation program can complete Section 1 for the employee and enter "Special Placement" in this field. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to enter this information. The parent, legal guardian or representative of the nonprofit organization, association or rehabilitation program completing Section 1 for the employee should review the instructions for Completing the Preparer and/or Translator Certification below. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) for more guidance on completion of Form I-9 for certain employees with disabilities.

Today's Date: Enter the date you signed Section 1 in this field. Do not backdate this field. Enter the date as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014. A preparer or translator who assists the employee in completing Section 1 may enter the date the employee signed or made a mark to sign Section 1 in this field. Parents or legal guardians assisting minors (individuals under age 18) and parents, legal guardians or representatives of a nonprofit organization, association or rehabilitation program assisting certain employees with disabilities must enter the date they completed Section 1 for the employee.

Completing the Preparer and/or Translator Certification

If you did not use a preparer or translator to assist you in completing Section 1, you, the employee, must check the box marked I did not use a Preparer or Translator. If you check this box, leave the rest of the fields in this area blank.

If one or more preparers and/or translators assist the employee in completing the form using a computer, the preparer and/or translator must check the box marked "A preparer(s) and/or translator(s) assisted the employee in completing Section 1", then select the number of Certification areas needed from the dropdown provided. Any additional Certification areas generated will result in an additional page. Form I-9 Supplement, Section 1 Preparer and/or Translator Certification can be separately downloaded from the USCIS Form I-9 webpage, which provides additional Certification areas for those completing Form I-9 using a computer who need more Certification areas than the 5 provided or those who are completing Form I-9 on paper. The first preparer and/or translator must complete all the fields in the Certification area on the same page the employee has signed. There is no limit to the number of preparers and/or translators an employee can use, but each additional preparer and/or translator must complete and sign a separate Certification area. Ensure the employee's last name, first name and middle initial are entered at the top of any additional pages. The employer must ensure that any additional pages are retained with the employee's completed Form I-9.

Signature of Preparer or Translator: Any person who helped to prepare or translate Section 1 of Form I-9 must sign his or her name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. The Preparer and/or Translator Certification must also be completed if "Individual under Age 18" or "Special Placement" is entered in lieu of the employee's signature in Section 1.

Today's Date: The person who signs the Preparer and/or Translator Certification must enter the date he or she signs in this field on the printed form. Do not backdate this field. Enter the date as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

Last Name (Family Name): Enter the full legal last name of the person who helped the employee in preparing or translating Section 1 in this field. The last name is also the family name or surname. If the preparer or translator has two last names or a hyphenated last name, include both names in this field.

First Name (Given Name): Enter the full legal first name of the person who helped the employee in preparing or translating Section 1 in this field. The first name is also the given name.

Address (Street Name and Number): Enter the street name and number of the current address of the residence of the person who helped the employee in preparing or translating Section 1 in this field. Addresses for residences in Canada or Mexico may be entered in this field. If the residence does not have a physical address, enter a description of the location of the residence, such as "3 miles southwest of Anytown post office near water tower." If the residence is an apartment, enter the apartment number in this field.

City or Town: Enter the city, town or village of the residence of the person who helped the employee in preparing or translating Section 1 in this field. If the residence is not located in a city, town or village, enter the name of the county, township, reservation, etc., in this field. If the residence is in Canada, enter the city and province in this field. If the residence is in Mexico, enter the city and state in this field.

State: Enter the abbreviation of the state, territory or country of the preparer or translator's residence in this field.

ZIP Code: Enter the 5-digit ZIP code of the residence of the person who helped the employee in preparing or translating Section 1 in this field. If the preparer or translator's residence is in Canada or Mexico, enter the 5- or 6-digit postal code.

Presenting Form I-9 Documents

Within 3 business days of starting work for pay, you must present to your employer documentation that establishes your identity and employment authorization. For example, if you begin employment on Monday, you must present documentation on or before Thursday of that week. However, if you were hired to work for less than 3 business days, you must present documentation no later than the first day of employment.

Choose which unexpired document(s) to present to your employer from the Lists of Acceptable Documents. An employer cannot specify which document(s) you may present from the Lists of Acceptable Documents. You may present either one selection from List A or a combination of one selection from List B and one selection from List C. Some List A documents, which show both identity and employment authorization, are combination documents that must be presented together to be considered a List A document; for example, the foreign passport together with a Form I-94 containing an endorsement of the alien's nonimmigrant status and employment authorization with a specific employer incident to such status. List B documents show identity only and List C documents show employment authorization only. If your employer participates in E-Verify and you present a List B document, the document must contain a photograph. If you present acceptable List A documentation, you should not be asked to present, nor should you provide, List B and List C documentation. If you present acceptable List B and List C documentation, you should not be asked to present, nor should you provide, List A documentation. If you are unable to present a document(s) from these lists, you may be able to present an acceptable receipt. Refer to the Receipts section below.

Your employer must review the document(s) you present to complete Form I-9. If your document(s) reasonably appears to be genuine and to relate to you, your employer must accept the documents. If your document(s) does not reasonably appear to be genuine or to relate to you, your employer must reject it and provide you with an opportunity to present other documents from the Lists of Acceptable Documents. Your employer may choose to make copies of your document(s), but must return the original(s) to you. Your employer must review your documents in your physical presence.

Your employer will complete the other parts of this form, as well as review your entries in Section 1. Your employer may ask you to correct any errors found. Your employer is responsible for ensuring all parts of Form I-9 are properly completed and is subject to penalties under federal law if the form is not completed correctly.

Minors (individuals under age 18) and certain employees with disabilities whose parent, legal guardian or representative completed Section 1 for the employee are only required to present an employment authorization document from List C. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) for more guidance on minors and certain individuals with disabilities.

Receipts

If you do not have unexpired documentation from the Lists of Acceptable Documents, you may be able to present a receipt(s) in lieu of an acceptable document(s). New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. If your employer is reverifying your employment authorization, and you choose to present a receipt for reverification, you must present the receipt by the date your employment authorization expires. Receipts are not acceptable if employment lasts fewer than three business days.

There are three types of acceptable receipts:

1. A receipt showing that you have applied to replace a document that was lost, stolen or damaged. You must present the actual document within 90 days from the date of hire or, in the case of reverification, within 90 days from the date your original employment authorization expires.
2. The arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and a photograph of the individual. You must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of admission.
3. The departure portion of Form I-94/I-94A with a refugee admission stamp. You must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security Card within 90 days from the date of hire or, in the case of reverification, within 90 days from the date your original employment authorization expires.

Receipts showing that you have applied for an initial grant of employment authorization, or for renewal of your expiring or expired employment authorization, are not acceptable.

Completing Section 2: Employer or Authorized Representative Review and Verification

You, the employer, must ensure that all parts of Form I-9 are properly completed and may be subject to penalties under federal law if the form is not completed correctly. Section 1 must be completed no later than the employee's first day of employment. You may not ask an individual to complete Section 1 before he or she has accepted a job offer. Before completing Section 2, you should review Section 1 to ensure the employee completed it properly. If you find any errors in Section 1, have the employee make corrections, as necessary and initial and date any corrections made.

You or your authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, you must review the employee's documentation and complete Section 2 on or before Thursday of that week. However, if you hire an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment.

Entering Employee Information from Section 1

This area, titled, "Employee Info from Section 1" contains fields to enter the employee's last name, first name, middle initial exactly as he or she entered them in Section 1. This area also includes a Citizenship/Immigration Status field to enter the number of the citizenship or immigration status checkbox the employee selected in Section 1. These fields help to ensure that the two pages of an employee's Form I-9 remain together. When completing Section 2 using a computer, the number entered in the Citizenship/Immigration Status field provides drop-downs that directly relate to the employee's selected citizenship or immigration status.

Entering Documents the Employee Presents

You, the employer or authorized representative, must physically examine, in the employee's physical presence, the unexpired document(s) the employee presents from the Lists of Acceptable Documents to complete the Document fields in Section 2.

You cannot specify which document(s) an employee may present from these lists. If you discriminate in the Form I-9 process based on an individual's citizenship status, immigration status, or national origin, you may be in violation of the law and subject to sanctions such as civil penalties and be required to pay back pay to discrimination victims. A document is acceptable as long as it reasonably appears to be genuine and to relate to the person presenting it. Employees must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A documents show both identity and employment authorization. Some List A documents are combination documents that must be presented together to be considered a List A document, such as a foreign passport together with a Form I-94 containing an endorsement of the alien's nonimmigrant status.

List B documents show identity only, and List C documents show employment authorization only. If an employee presents a List A document, do not ask or require the employee to present List B and List C documents, and vice versa. If an employer participates in E-Verify and the employee presents a List B document, the List B document must include a photograph.

If an employee presents a receipt for the application to replace a lost, stolen or damaged document, the employee must present the replacement document to you within 90 days of the first day of work for pay, or in the case of reverification, within 90 days of the date the employee's employment authorization expired. Enter the word "Receipt" followed by the title of the receipt in Section 2 under the list that relates to the receipt.

When your employee presents the replacement document, draw a line through the receipt, then enter the information from the new document into Section 2. Other receipts may be valid for longer or shorter periods, such as the arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and a photograph of the individual, which is valid until the expiration date of the temporary I-551 stamp or, if there is no expiration date, valid for one year from the date of admission.

Ensure that each document is an unexpired, original (no photocopies, except for certified copies of birth certificates) document. Certain employees may present an expired employment authorization document, which may be considered unexpired, if the employee's employment authorization has been extended by regulation or a Federal Register Notice. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) or I-9 Central for more guidance on these special situations.

Refer to the M-274 for guidance on how to handle special situations, such as students (who may present additional documents not specified on the Lists) and F-1B and H-2A nonimmigrants changing employers.

Minors (individuals under age 18) and certain employees with disabilities whose parent, legal guardian or representative completed Section 1 for the employee are only required to present an employment authorization document from List C. Refer to the M-274 for more guidance on minors and certain persons with disabilities. If the minor's employer participates in E-Verify, the minor employee also must present a List B identity document with a photograph to complete Form I-9.

You must return original document(s) to the employee, but may make photocopies of the document(s) reviewed. Photocopying documents is voluntary unless you participate in E-Verify. E-Verify employers are only required to photocopy certain documents. If you are an E-Verify employer who chooses to photocopy documents other than those you are required to photocopy, you should apply this policy consistently with respect to Form I-9 completion for all employees. For more information on the types of documents that an employer must photocopy if the employer uses E-Verify, visit E-Verify's website at www.dhs.gov/e-verify. For non-E-Verify employers, if photocopies are made, they should be made consistently for ALL new hires and reverified employees.

Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or another federal government agency. You must always complete Section 2 by reviewing original documentation, even if you photocopy an employee's document(s) after reviewing the documentation. Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. You are still responsible for completing and retaining Form I-9.

List A – Identity and Employment Authorization: If the employee presented an acceptable document(s) from List A or an acceptable receipt for a List A document, enter the document(s) information in this column. If the employee presented a List A document that consists of a combination of documents, enter information from each document in that combination in a separate area under List A as described below. All documents must be unexpired. If you enter document information in the List A column, you should not enter document information in the List B or List C columns. If you complete Section 2 using a computer, a selection in List A will fill all the fields in the Lists B and C columns with N/A.

Document Title: If the employee presented a document from List A, enter the title of the List A document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviation to enter the document title or issuing authority. If the employee presented a combination of documents, use the second and third Document Title fields as necessary.

Full name of List A Document	Abbreviations
U.S. Passport	U.S. Passport
U.S. Passport Card	U.S. Passport Card
Permanent Resident Card (Form I-551)	Perm. Resident Card (Form I-551)
Allen Registration Receipt Card (Form I-551)	Allen Reg. Receipt Card (Form I-551)
Foreign passport containing a temporary I-551 stamp	1. Foreign Passport 2. Temporary I-551 Stamp
Foreign passport containing a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)	1. Foreign Passport 2. Machine-readable Immigrant visa (MRIV)
Employment Authorization Document (Form I-766)	Employment Auth. Document (Form I-766)
For a nonimmigrant alien authorized to work for a specific employer because of his or her status, a foreign passport with Form I-94/I-94A that contains an endorsement of the alien's nonimmigrant status	1. Foreign Passport, work-authorized non-immigrant 2. Form I-94/I-94A 3. "Form I-20" or "Form DS-2019" Note: In limited circumstances, certain J-1 students may be required to present a letter from their Responsible Officer in order to work. Enter the document title, issuing authority, document number and expiration date from this document in the Additional Information field.
Passport from the Federated States of Micronesia (FSM) with Form I-94/I-94A	1. FSM Passport with Form I-94 2. Form I-94/I-94A
Passport from the Republic of the Marshall Islands (RMI) with Form I-94/I-94A	1. RMI Passport with Form I-94 2. Form I-94/I-94A
Receipt: The arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and photograph	Receipt: Form I-94/I-94A w/I-551 stamp, photo
Receipt: The departure portion of Form I-94/I-94A with an unexpired refugee admission stamp	Receipt: Form I-94/I-94A w/refugee stamp
Receipt for an application to replace a lost, stolen or damaged Permanent Resident Card (Form I-551)	Receipt replacement Perm. Res. Card (Form I-551)
Receipt for an application to replace a lost, stolen or damaged Employment Authorization Document (Form I-766)	Receipt replacement EAD (Form I-766)
Receipt for an application to replace a lost, stolen or damaged foreign passport with Form I-94/I-94A that contains an endorsement of the alien's nonimmigrant status	1. Receipt: Replacement Foreign Passport, work-authorized nonimmigrant 2. Receipt: Replacement Form I-94/I-94A 3. Form I-20 or Form DS-2019 (if presented)
Receipt for an application to replace a lost, stolen or damaged passport from the Federated States of Micronesia with Form I-94/I-94A	1. Receipt: Replacement FSM Passport with Form I-94 2. Receipt: Replacement Form I-94/I-94A
Receipt for an application to replace a lost, stolen or damaged passport from the Republic of the Marshall Islands with Form I-94/I-94A	1. Receipt: Replacement RMI Passport with Form I-94 2. Receipt: Replacement Form I-94/I-94A

Issuing Authority: Enter the issuing authority of the List A document or receipt. The issuing authority is the specific entity that issued the document. If the employee presented a combination of documents, use the second and third Issuing Authority fields as necessary.

Document Number: Enter the document number, if any, of the List A document or receipt presented. If the document does not contain a number, enter N/A in this field. If the employee presented a combination of documents, use the second and third Document Number fields as necessary. If the document presented was a Form I-20 or DS-2019, enter the Student and Exchange Visitor Information System (SEVIS) number in the third Document Number field exactly as it appears on the Form I-20 or the DS-2019.

Expiration Date (if any) (mm/dd/yyyy): Enter the expiration date, if any, of the List A document. The document is not acceptable if it has already expired. If the document does not contain an expiration date, enter N/A in this field. If the document uses text rather than a date to indicate when it expires, enter the text as shown on the document, such as "D/S" (which means, "duration of status"). For a receipt, enter the expiration date of the receipt validity period as described above. If the employee presented a combination of documents, use the second and third Expiration Date fields as necessary. If the document presented was a Form I-20 or DS-2019, enter the program end date here.

List B - Identity: If the employee presented an acceptable document from List B or an acceptable receipt for the application to replace a lost, stolen, or destroyed List B document, enter the document information in this column. If a parent or legal guardian attested to the identity of an employee who is an individual under age 18 or certain employees with disabilities in Section 1, enter either "Individual under age 18" or "Special Placement" in this field. Refer to the Handbook for Employers: Guidance for Completing Form I-9 (M-274) for more guidance on individuals under age 18 and certain person with disabilities.

If you enter document information in the List B column, you must also enter document information in the List C column. If an employee presents acceptable List B and List C documents, do not ask the employees to present a List A document. No entries should be made in the List A column. If you complete Section 2 using a computer, a selection in List B will fill all the fields in the List A column with N/A.

Document Title: If the employee presented a document from List B, enter the title of the List B document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviations to document the document title or issuing authority.

Full name of List B Document	Abbreviations
Driver's license issued by a State or outlying possession of the United States	Driver's license issued by state/territory
ID card issued by a State or outlying possession of the United States	ID card issued by state/territory
ID card issued by federal, state, or local government agencies or entities	Government ID
School ID card with photograph	School ID
Voter's registration card	Voter registration card
U.S. Military card	U.S. Military card
U.S. Military draft record	U.S. Military draft record
Military dependent's ID card	Military dependent's ID card
U.S. Coast Guard Merchant Mariner Card	USCG Merchant Mariner card
Native American tribal document	Native American tribal document
Driver's license issued by a Canadian government authority	Canadian driver's license
School record (for persons under age 18 who are unable to present a document listed above)	School record (under age 18)
Report card (for persons under age 18 who are unable to present a document listed above)	Report card (under age 18)
Clinic record (for persons under age 18 who are unable to present a document listed above)	Clinic record (under age 18)
Doctor record (for persons under age 18 who are unable to present a document listed above)	Doctor record (under age 18)
Hospital record (for persons under age 18 who are unable to present a document listed above)	Hospital record (under age 18)
Day-care record (for persons under age 18 who are unable to present a document listed above)	Day-care record (under age 18)
Nursery school record (for persons under age 18 who are unable to present a document listed above)	Nursery school record (under age 18)

Upon notification from an employee of suspected fraud, or if management has reason to suspect that a fraud has occurred, they shall immediately notify the OTA.

3. Office of the Town Administrator

Upon notification or discovery of a suspected fraud, the OTA will promptly investigate the suspected fraud. In all circumstances, where there are reasonable grounds to indicate that a fraud may have occurred, OTA will inform the SB. Subject to the advice of the Town Counsel, the OTA will contact the Office of the District Attorney and/or the Dartmouth Police.

4. Contacts/Protocols

After an initial review and a determination that the suspected fraud warrants additional investigation, the OTA will notify the SB. The OTA will coordinate the investigation with the SB and appropriate law enforcement officials.

5. Security of Evidence

Once a suspected fraud is reported, OTA, in consultation with the Town Counsel, shall take immediate action to prevent the theft, alteration, or destruction of relevant records. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the OTA obtains the records to begin the audit investigation.

6. Personnel Actions

If a suspicion of fraud is substantiated by the investigation, disciplinary action shall be taken by the Appointing Authority, in consultation with the OTA and the SB.

7. Whistle-Blower Protection

Under Massachusetts General Law Chapter 149, paragraphs 148A, 185 and 187, no employer or person acting on behalf of an employer shall:

Dismiss or threaten to dismiss an employee

Discipline or suspend, or threaten to discipline or suspend, an employee

Impose any penalty upon an employee; or

Full name of List B Document	Abbreviations
Individual under age 18 endorsement by parent or guardian	Individual under Age 18
Special placement endorsement for persons with disabilities	Special Placement
Receipt for the application to replace a lost, stolen or damaged Driver's License issued by a State or outlying possession of the United States	Receipt: Replacement driver's license
Receipt for the application to replace a lost, stolen or damaged ID card issued by a State or outlying possession of the United States	Receipt: Replacement ID card
Receipt for the application to replace a lost, stolen or damaged ID card issued by federal, state, or local government agencies or entities	Receipt: Replacement Gov't ID
Receipt for the application to replace a lost, stolen or damaged School ID card with photograph	Receipt: Replacement School ID
Receipt for the application to replace a lost, stolen or damaged Voter's registration card	Receipt: Replacement Voter reg. card
Receipt for the application to replace a lost, stolen or damaged U.S. Military card	Receipt: Replacement U.S. Military card
Receipt for the application to replace a lost, stolen or damaged Military dependent's ID card	Receipt: Replacement U.S. Military dep. card
Receipt for the application to replace a lost, stolen or damaged U.S. Military draft record	Receipt: Replacement Military draft record
Receipt for the application to replace a lost, stolen or damaged U.S. Coast Guard Merchant Mariner Card	Receipt: Replacement Merchant Mariner card
Receipt for the application to replace a lost, stolen or damaged Driver's license issued by a Canadian government authority	Receipt: Replacement Canadian DL
Receipt for the application to replace a lost, stolen or damaged Native American tribal document	Receipt: Replacement Native American tribal doc
Receipt for the application to replace a lost, stolen or damaged School record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement School record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Report card (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Report card (under age 18)
Receipt for the application to replace a lost, stolen or damaged Clinic record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Clinic record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Doctor record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Doctor record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Hospital record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Hospital record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Day-care record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Day-care record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Nursery school record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Nursery school record (under age 18)

Issuing Authority: Enter the issuing authority of the List B document or receipt. The issuing authority is the entity that issued the document. If the employee presented a document that is issued by a state agency, include the state as part of the issuing authority.

Document Number: Enter the document number, if any, of the List B document or receipt exactly as it appears on the document. If the document does not contain a number, enter N/A in this field.

Expiration Date (if any) (mm/dd/yyyy): Enter the expiration date, if any, of the List B document. The document is not acceptable if it has already expired. If the document does not contain an expiration date, enter N/A in this field. For a receipt, enter the expiration date of the receipt validity period as described in the Receipt section above.

List C - Employment Authorization: If the employee presented an acceptable document from List C, or an acceptable receipt for the application to replace a lost, stolen, or destroyed List C document, enter the document information in this column. If you enter document information in the List C column, you must also enter document information in the List B column. If an employee presents acceptable List B and List C documents, do not ask the employee to present a list A document. No entries should be made in the List A column.

Document Title: If the employee presented a document from List C, enter the title of the List C document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviations to document the document title or issuing authority. If you are completing the form on a computer, and you select an Employment authorization document issued by DHS, the field will populate with List C #7 and provide a space for you to enter a description of the documentation the employee presented. Refer to the M-274 for guidance on entering List C #7 documentation.

Full name of List C Document	Abbreviations
Social Security Account Number card without restrictions	(Unrestricted) Social Security Card
Certification of Birth Abroad (Form FS-545)	Form FS-545
Certification of Report of Birth (Form DS-1350)	Form DS-1350
Consular Report of Birth Abroad (Form FS-240)	Form FS-240
Original or certified copy of a U.S. birth certificate bearing an official seal	Birth Certificate
Native American tribal document	Native American tribal document
U.S. Citizen ID Card (Form I-197)	Form I-197
Identification Card for use of Resident Citizen in the United States (Form I-179)	Form I-179
Employment authorization document issued by DHS (List C #7)	Employment Auth. document (DHS) List C #7
Receipt for the application to replace a lost, stolen or damaged Social Security Account Number Card without restrictions	Receipt: Replacement Unrestricted SS Card
Receipt for the application to replace a lost, stolen or damaged Original or certified copy of a U.S. birth certificate bearing an official seal	Receipt: Replacement Birth Certificate
Receipt for the application to replace a lost, stolen or damaged Native American Tribal Document	Receipt: Replacement Native American Tribal Doc.
Receipt for the application to replace a lost, stolen or damaged Employment Authorization Document issued by DHS	Receipt: Replacement Employment Auth. Doc. (DHS)

Issuing Authority: Enter the issuing authority of the List C document or receipt. The issuing authority is the entity that issued the document.

Document Number: Enter the document number, if any, of the List C document or receipt exactly as it appears on the document. If the document does not contain a number, enter N/A in this field.

Expiration Date (if any) (mm/dd/yyyy): Enter the expiration date, if any, of the List C document. The document is not acceptable if it has already expired, unless USCIS has extended the expiration date on the document. For instance, if a conditional resident presents a Form I-797 extending his or her conditional resident status with the employee's expired Form I-551, enter the future expiration date as indicated on the Form I-797. If the document has no expiration date, enter N/A in this field. For a receipt, enter the expiration date of the receipt validity period as described in the Receipt section above.

Additional Information: Use this space to notate any additional information required for Form I-9 such as:

- Employment authorization extensions for Temporary Protected Status beneficiaries, F-1 OPT STEM students, CAP-GAP, H-1B and H-2A employees continuing employment with the same employer or changing employers, and other nonimmigrant categories that may receive extensions of stay
- Additional document(s) that certain nonimmigrant employees may present
- Discrepancies that E-Verify employers must notate when participating in the IMAGE program
- Employee termination dates and form retention dates
- E-Verify case number, which may also be entered in the margin or attached as a separate sheet per E-Verify requirements and your chosen business process.
- Any other comments or notations necessary for the employer's business process

You may leave this field blank if the employee's circumstances do not require additional notations.

Entering Information in the Employer Certification

Employee's First Day of Employment: Enter the employee's first day of employment as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy).

Signature of Employer or Authorized Representative: Review the form for accuracy and completeness. The person who physically examines the employee's original document(s) and completes Section 2 must sign his or her name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. By signing Section 2, you attest under penalty of perjury (28 U.S.C. § 1746) that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States, that the information you entered in Section 2 is complete, true and correct to the best of your knowledge, and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

Today's Date: The person who signs Section 2 must enter the date he or she signed Section 2 in this field. Do not backdate this field. If you used a form obtained from the USCIS website, you must print the form to write the date in this field. Enter the date as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

Title of Employer or Authorized Representative: Enter the title, position or role of the person who physically examines the employee's original document(s), completes and signs Section 2.

Last Name of the Employer or Authorized Representative: Enter the full legal last name of the person who physically examines the employee's original documents, completes and signs Section 2. Last name refers to family name or surname. If the person has two last names or a hyphenated last name, include both names in this field.

First Name of the Employer or Authorized Representative: Enter the full legal first name of the person who physically examines the employee's original documents, completes, and signs Section 2. First name refers to the given name.

Employer's Business or Organization Name: Enter the name of the employer's business or organization in this field.

Employer's Business or Organization Address (Street Name and Number): Enter an actual, physical address of the employer. If your company has multiple locations, use the most appropriate address that identifies the location of the employer. Do not provide a P.O. Box address.

City or Town: Enter the city or town for the employer's business or organization address. If the location is not a city or town, you may enter the name of the village, county, township, reservation, etc. that applies.

State: Enter the two-character abbreviation of the state for the employer's business or organization address.

ZIP Code: Enter the 5-digit ZIP code for the employer's business or organization address.

Completing Section 3: Reverification and Rehires

Section 3 applies to both reverification and rehires. When completing this section, you must also complete the Last Name, First Name and Middle Initial fields in the Employee Info from Section 1 area at the top of Section 2, leaving the Citizenship/Immigration Status field blank. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the new name in Block A.

Reverification

Reverification in Section 3 must be completed prior to the earlier of:

- The expiration date, if any, of the employment authorization stated in Section 1, or
- The expiration date, if any, of the List A or List C employment authorization document recorded in Section 2 (with some exceptions listed below).

Some employees may have entered "N/A" in the expiration date field in Section 1 if they are aliens whose employment authorization does not expire, e.g. asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau. Reverification does not apply for such employees unless they choose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

You should not reverify U.S. citizens and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card (Form I-551). Reverification does not apply to List B documents.

For reverification, an employee must present an unexpired document(s) (or a receipt) from either List A or List C showing he or she is still authorized to work. You CANNOT require the employee to present a particular document from List A or List C. The employee is also not required to show the same type of document that he or she presented previously. See specific instructions on how to complete Section 3 below.

Rehires

If you rehire an employee within three years from the date that the Form I-9 was previously executed, you may either rely on the employee's previously executed Form I-9 or complete a new Form I-9.

If you choose to rely on a previously completed Form I-9, follow these guidelines.

- If the employee remains employment authorized as indicated on the previously executed Form I-9, the employee does not need to provide any additional documentation. Provide in Section 3 the employee's rehire date, any name changes if applicable, and sign and date the form.
- If the previously executed Form I-9 indicates that the employee's employment authorization from Section 1 or employment authorization documentation from Section 2 that is subject to reverification has expired, then reverification of employment authorization is required in Section 3 in addition to providing the rehire date. If the previously executed Form I-9 is not the current version of the form, you must complete Section 3 on the current version of the form.
- If you already used Section 3 of the employee's previously executed Form I-9, but are rehiring the employee within three years of the original execution of Form I-9, you may complete Section 3 on a new Form I-9 and attach it to the previously executed form.

Employees rehired after three years of original execution of the Form I-9 must complete a new Form I-9.

Complete each block in Section 3 as follows:

Block A - New Name: If an employee who is being reverified or rehired has also changed his or her name since originally completing Section 1 of this form, complete this block with the employee's new name. Enter only the part of the name that has changed, for example: if the employee changed only his or her last name, enter the last name in the Last Name field in this Block, then enter N/A in the First Name and Middle Initial fields. If the employee has not changed his or her name, enter N/A in each field of Block A.

Block B - Date of Rehire: Complete this block if you are rehiring an employee within three years of the date Form I-9 was originally executed. Enter the date of rehire in this field. Enter N/A in this field if the employee is not being rehired.

Block C - Complete this block if you are reverifying expiring or expired employment authorization or employment authorization documentation of a current or rehired employee. Enter the information from the List A or List C document(s) (or receipt) that the employee presented to reverify his or her employment authorization. All documents must be unexpired.

Document Title: Enter the title of the List A or C document (or receipt) the employee has presented to show continuing employment authorization in this field.

Document Number: Enter the document number, if any, of the document you entered in the Document Title field exactly as it appears on the document. Enter N/A if the document does not have a number.

Expiration Date (if any) (mm/dd/yyyy): Enter the expiration date, if any, of the document you entered in the Document Title field as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). If the document does not contain an expiration date, enter N/A in this field.

Signature of Employer or Authorized Representative: The person who completes Section 3 must sign in this field. If you used a form obtained from the USCIS website, you must print Section 3 of the form to sign your name in this field. By signing Section 3, you attest under penalty of perjury (28 U.S.C. §1746) that you have examined the documents presented by the employee, that the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States, that the information you entered in Section 3 is complete, true and correct to the best of your knowledge, and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

Today's Date: The person who completes Section 3 must enter the date Section 3 was completed and signed in this field. Do not backdate this field. If you used a form obtained from the USCIS website, you must print Section 3 of the form to enter the date in this field. Enter the date as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

Name of Employer or Authorized Representative: The person who completed, signed and dated Section 3 must enter his or her name in this field.

What is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the "USCIS Privacy Act Statement" below.

USCIS Forms and Information

For additional guidance about Form I-9, employers and employees should refer to the *Handbook for Employers: Guidance for Completing Form I-9 (M-274)* or USCIS' Form I-9 website at <https://www.uscis.gov/i-9-central>.

You can also obtain information about Form I-9 by e-mailing USCIS at I-9Central@dhs.gov, or by calling 1-888-464-4218 or 1-877-875-6028 (TTY).

You may download and obtain the English and Spanish versions of Form I-9, the *Handbook for Employers*, or the instructions to Form I-9 from the USCIS website at <https://www.uscis.gov/i-9>. To complete Form I-9 on a computer, you will need the latest version of Adobe Reader, which can be downloaded for free at <http://get.adobe.com/reader/>. You may order USCIS forms by calling our toll-free number at 1-800-870-3676. You may also obtain forms and information by contacting the USCIS National Customer Service Center at 1-800-375-5283 or 1-800-767-1833 (TTY).

Information about E-Verify, a fast, free, internet-based system that allows businesses to determine the eligibility of their employees to work in the United States, can be obtained from the USCIS website at <http://www.uscis.gov/e-verify>, by e-mailing USCIS at E-Verify@dhs.gov or by calling 1-888-464-4218 or 1-877-875-6028 (TTY).

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling 1-888-897-7781 or 1-877-875-6028 (TTY).

Photocopying Blank and Completed Forms I-9 and Retaining Completed Forms I-9

Employers may photocopy or print blank Forms I-9 for future use. All pages of the instructions and Lists of Acceptable Documents must be available, either in print or electronically, to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer and for a specified period after employment has ended. Employers are required to retain the pages of the form on which the employee and employer entered data. If copies of documentation presented by the employee are made, those copies must also be retained. Once the individual's employment ends, the employer must retain this form and attachments for either 3 years after the date of hire (i.e., first day of work for pay) or 1 year after the date employment ended, whichever is later. In the case of recruiters or referrers for a fee (only applicable to those that are agricultural associations, agricultural employers, or farm labor contractors), the retention period is 3 years after the date of hire (i.e., first day of work for pay).

Forms I-9 obtained from the USCIS website that are not printed and signed manually (by hand) are not considered complete. In the event of an inspection, retaining incomplete forms may make you subject to fines and penalties associated with incomplete forms.

Employers should ensure that information employees provide on Form I-9 is used only for Form I-9 purposes. Completed Forms I-9 and all accompanying documents should be stored in a safe, secure location.

Form I-9 may be generated, signed, and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

USCIS Privacy Act Statement

AUTHORITIES: The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC § 1324a).

PURPOSE: This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

DISCLOSURE: Providing the information collected by this form is voluntary. However an employer should not continue to employ an individual without a completed form. Failure of the employer to prepare and/or ensure proper completion of this form for each employee hired in the United States after November 6, 1986 or in the Commonwealth of the Mariana Islands after November 27, 2011, may subject the employer to civil and/or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer must retain this form for the required period and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor and the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, when completing the form manually, and 26 minutes per response when using a computer to aid in completion of the form, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. Do not mail your completed Form I-9 to this address.

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet *(Keep for your records.)*

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3. 1 \$ _____
- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a. 2a \$ _____
 - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b. 2b \$ _____
 - c Add the amounts from lines 2a and 2b and enter the result on line 2c. 2c \$ _____
- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. 3 _____
- 4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld) 4 \$ _____

Step 4(b)—Deductions Worksheet *(Keep for your records.)*

- 1 Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income 1 \$ _____
- 2 Enter: $\left\{ \begin{array}{l} \bullet \$25,100 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,800 \text{ if you're head of household} \\ \bullet \$12,550 \text{ if you're single or married filing separately} \end{array} \right\}$ 2 \$ _____
- 3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" 3 \$ _____
- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information 4 \$ _____
- 5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4 5 \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Lower Paying Job Annual Taxable Wage & Salary

[illegible]

Lower Paying Job Annual Taxable Wage & Salary

Higher Paying Job		Lower Paying Job Annual Taxable Wage & Salary																				
Annual Taxable	Wage & Salary	\$0 -	\$9,999	\$10,000 -	\$19,999	\$20,000 -	\$29,999	\$30,000 -	\$39,999	\$40,000 -	\$49,999	\$50,000 -	\$59,999	\$60,000 -	\$69,999	\$70,000 -	\$80,000 -	\$90,000 -	\$100,000 -	\$109,999	\$110,000 -	\$120,000 -
\$0 - 9,999	\$440	\$940	1,640	1,620	3,100	4,100	5,550	7,340	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400
\$10,000 - 19,999	940	1,540	1,620	2,100	3,100	4,100	5,550	7,340	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400
\$20,000 - 29,999	1,020	1,620	2,100	3,100	4,100	5,550	7,340	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620
\$30,000 - 39,999	1,020	2,020	3,100	4,100	5,550	7,340	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840
\$40,000 - 49,999	1,870	3,470	4,550	5,550	6,990	7,090	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840
\$50,000 - 59,999	1,870	3,470	4,550	5,550	6,990	7,090	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840
\$60,000 - 69,999	1,870	3,470	4,550	5,550	6,990	7,090	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840
\$70,000 - 79,999	\$1,870	3,470	4,550	5,550	6,990	7,090	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840
\$80,000 - 89,999	\$1,870	3,470	4,550	5,550	6,990	7,090	7,740	8,140	8,540	9,360	11,360	12,450	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840
\$90,000 - 99,999	\$2,040	3,840	5,120	6,260	7,490	8,260	9,360	10,360	11,360	12,450	13,900	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840	28,060
\$100,000 - 109,999	\$2,040	3,840	5,120	6,260	7,490	8,260	9,360	10,360	11,360	12,450	13,900	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840	28,060
\$110,000 - 119,999	\$2,040	3,840	5,120	6,260	7,490	8,260	9,360	10,360	11,360	12,450	13,900	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840	28,060
\$120,000 - 129,999	\$2,040	3,840	5,120	6,260	7,490	8,260	9,360	10,360	11,360	12,450	13,900	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840	28,060
\$130,000 - 139,999	\$2,040	3,840	5,120	6,260	7,490	8,260	9,360	10,360	11,360	12,450	13,900	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840	28,060
\$140,000 - 149,999	\$2,040	3,840	5,120	6,260	7,490	8,260	9,360	10,360	11,360	12,450	13,900	15,200	16,450	17,220	18,520	19,910	21,790	23,100	24,400	25,620	26,840	28,060
\$150,000 - 159,999	\$2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$160,000 - 169,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$170,000 - 179,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$180,000 - 189,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$190,000 - 199,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$200,000 - 209,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$210,000 - 219,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$220,000 - 229,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$230,000 - 239,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$240,000 - 249,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$250,000 - 259,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$260,000 - 269,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$270,000 - 279,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$280,000 - 289,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$290,000 - 299,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$300,000 - 309,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$310,000 - 319,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$320,000 - 329,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$330,000 - 339,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$340,000 - 349,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$350,000 - 359,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$360,000 - 369,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$370,000 - 379,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$380,000 - 389,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$390,000 - 399,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$400,000 - 409,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$410,000 - 419,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$420,000 - 429,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$430,000 - 439,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$440,000 - 449,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$450,000 - 459,999	2,220	4,030	6,910	8,910	10,910	12,600	13,900	15,200	16,450	17,800	18,900	20,150	21,250	22,030	22,930	23,930	24,930	25,930	26,930	27,930	28,930	29,930
\$460,000 - 469,999	2,220	4,030	6,910	8,910	10,910	12,600	13,9															

Lower Paying Job Annual Taxable Wage & Salary

[illegible]



Town of Dartmouth
Treasurer's Office
400 Slocum Road
Dartmouth, MA 02747

Gregory W. Barnes
Director of Budget & Finance / Treasurer

Direct Deposit Policy

1. All employees must fill out and have on file the **AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)** form.
2. First week of direct deposit processing for individual employee will be a pre-note. Employee will get a regular check for first week. Second and subsequent weeks, employee will receive a non-negotiable direct deposit advice. Direct deposit net pay amount will appear in amount block of the direct deposit advice stub as well as in the deductions section of direct deposit advice followed by the bank or credit union name.
3. Net pay will be deposited based on the employees' choice as noted on the **AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)** form. The deposit options are: 100% of net pay into checking account or 100% net pay into savings account, not both. No net pay splits among several banks or credit unions will be authorized.
4. In the event an employee chooses to change banks or accounts for direct deposit, the week of the change will constitute a pre-note. Employee will get a regular check for first week. Second and subsequent weeks, employee will receive a non-negotiable direct deposit advice.

Changes must be done in person in the Treasurer's Office Rm 206 at the Town Hall or the School Admin Building at 8 Bust Street. Please have a Photo I.D. with you.

5. Deposit amounts will be in financial institution no later than 12:00 noon on the day regular payroll is distributed.
6. To stop direct deposit of net pay, the Treasurer's Office needs written notification from the employee two (2) weeks prior to termination.
7. The Town issues paperless advices delivered via email, which will be required on the attached authorization form.
8. Any questions pertaining to this policy should be addressed in writing to: Gregory W. Barnes, Director of Budget & Finance / Treasurer, 400 Slocum Road, Dartmouth, MA 02747.

DIRECT DEPOSIT IS MANDATORY FOR NEW EMPLOYEES.



TOWN OF DARTMOUTH SEXUAL HARASSMENT POLICY

I. Introduction

It is the goal of the Town of Dartmouth to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Town. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal for providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

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

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

II. Definition of Sexual Harassment

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

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

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

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

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

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

Unwelcome sexual advances — whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons also including e-mail & computer images.

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.

Inquiries regarding a persons sexual experiences or activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town.

III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with the Town. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting your supervisor or department head, the Executive Administrator, Town Offices, 400 Slocum Road, Dartmouth, MA 02747, phone 508-910-1836. These individuals are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

1. The United States Equal Employment Opportunity Commission ("EEOC");

One Congress Street
10th Floor
Boston, MA 02114
(617) 565-3200.

2. The Massachusetts Commission Against Discrimination ("MCAD")
Boston Office:

One Ashburton Place
Rm. 601
Boston, MA 02108
(617- 727-3990.

A:\Sexual Harass Policy.wpd
app'd 8/11/03 Source: MCAD model policy

TOWN OF DARTMOUTH



DRUG-FREE WORKPLACE POLICY

The Town of Dartmouth absolutely prohibits the use, consumption/injection, sale, purchase, transfer or possession of any illegal (prescription or non-prescription) controlled substance, by any employee(s) during working hours or while representing the Town at meetings, hearings, Town functions, on any Town premises and in any Town vehicles.

Employees are strictly prohibited from being under the influence of alcohol or drugs during working hours or while representing the Town at meetings, hearing, Town functions, on any Town premises and in any Town vehicles.

Illegal Drugs Defined:

"Illegal Drugs" are defined, for the purpose of this policy, as any drug that is either not legally obtained, or is legally obtainable, but has not been legally obtained. The term includes prescribed drugs not being used for prescribed purposes, prescribed drugs being used by a person other than the prescription holder, and marijuana.

Legally prescribed medications are exempt under this policy and are permitted to the extent that their use does not adversely affect the employees' work ability, job performance, his safety or the safety of others in the workplace. Operating a vehicle or potentially dangerous machinery is prohibited by the Town if the prescription restricts or impedes such activity.

A non FDA approved (experimental) drug may be exempt under this policy if prescribed or authorized for the employee using or possessing it by a licensed physician while acting in the course of his/her professional practice provided that such drug is used by the employee at the prescribed or authorized dosage, and the dosage is consistent with the safe performance of the employee's duties, e.g., an experimental drug professionally prescribed for use in treating the illness.

Employee Assistance

The Town of Dartmouth shall affirmatively work with employees suffering from drug and/or alcohol abuse or related personal/emotional problems by providing an atmosphere conducive to promoting and receiving the assistance necessary through the Town's EAP Program to overcome their dependency. Any employee seeking such assistance is encouraged to meet with his/her supervisor or Executive Administrator to discuss the problem before it begins to affect the employee's job performance or that of others in the workplace. All disclosures made by and employee shall be treated as strictly confidential by the management representative or direct supervisor (whether union or non-union).

The employee's decision to seek assistance will not be used as the basis for disciplinary action or used against the employee in any disciplinary proceeding, provided the employee agrees to enter into a rehabilitation program in the form of professional counseling and/or treatment for such addiction, and shall continue to participate in said rehabilitation program until such time his participation is deemed no longer necessary by a licensed physician.

Disciplinary Action:

Violation of this policy may result in disciplinary action, up to and including termination. The Town may terminate any employee found to have a drug/alcohol addiction who refuses to enter into a prescribed rehabilitation program or who intentionally drops out of such treatment before completion of the program.

TOWN OF DARTMOUTH
NON-DISCRIMINATION POLICY

The Town of Dartmouth does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others who are entitled to have access to all town programs, activities and services will not be discriminated against on the basis of disability.

Copies of this notice as well as other policies and procedures may be available, upon request, in standard or alternate print formats to include large print, audio tape, Braille, and computer disk. The town's grievance procedures, self-evaluation, transition plan and ADA policies, practices and procedures are readily available upon request.

Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

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

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

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

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

II. On-the-job restrictions.

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

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

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

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

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

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

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

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

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

Example where there is no violation: A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

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

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

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

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

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

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

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a

financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

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

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

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

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

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

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

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

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

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

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

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

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal

employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

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

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

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

III. After-hours restrictions.

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

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

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

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

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes

contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

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

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

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

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

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

Example: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school

committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

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

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

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.

Example of violation: Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

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

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

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

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

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

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

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

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

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

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

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

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

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

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

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

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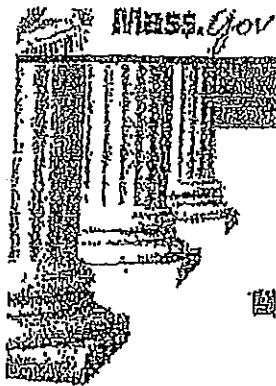
This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics>, contains further information about how the law applies in many situations. You can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

Version 7; Revised November 14, 2016.

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Instructions for Conflict of Interest Law Online Training Program

1. Google MA State Ethics Commission www.mass.gov/ethics
2. Scroll down to the bottom of site and click on Online Training Programs
3. At the bottom of the site click on the link For Municipal Employees
4. Then click on the right arrow
5. Then click on Assessment on the left of the screen
6. Click on Municipal Employee Assessment
7. Answer the questions. Once completed, a Certificate of Completion will appear
8. Print the Certificate of Completion
9. Submit it to Personnel



State Ethics Commission

The Massachusetts State Ethics Commission's Online Training Program

The conflict of interest law, Chapter 268A of the General Laws, requires that state employees give undivided loyalty to the state and act in the public interest rather than for private gain. This law sets a minimum standard of ethical conduct for all state employees and officials. The law and the Ethics Commission, which enforces the law, were established to foster integrity in government and promote public trust. The purpose of the law is to ensure that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law governs what you may do on the job, what you may do after hours or "on the side," and what you may do after you leave public service.

The introductory online training program provided through this website provides a short summary of the key provisions of the conflict of interest law and follows up with questions to further your understanding of these provisions. It is important to keep in mind that information provided in the online training program is general in nature and is not an exhaustive review of the conflict of interest law. The Commission staff also regularly offers free educational seminars at its Boston office, Room 819, One Ashburton Place. Please contact the Commission at 617-371-9800 if you are interested in attending one of these sessions or sponsoring an educational seminar at your facility.

The State Ethics Commission provides free, confidential legal advice about how the law applies in a particular situation. We encourage you to seek legal advice from the Commission at 617-371-9500 or your agency's legal counsel if you face a potential conflict of interest.



The Massachusetts State Ethics Commission's Online Training Program

Each page will have:

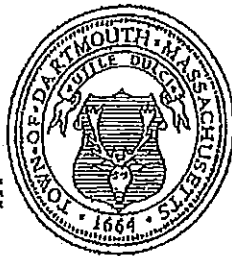
1. A brief explanation of a section of the law.
2. A hypothetical scenario.
3. A question and four answers.
4. A link to the relevant section of the conflict of interest law.

If you choose the wrong answer, you will get an X and a brief explanation. You must return to the question and choose another answer. When you choose the correct answer you will get a ✓ and can move to the next question.

There are a total of 25 questions in the quiz. If you do not finish all the questions you will be able to return, on your next visit, to where you left off.

Please have 'cookies enabled' in your browser preferences to take this test.

Please enter your name:



TOWN OF DARTMOUTH FRAUD POLICY

The Town of Dartmouth is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, vendors, agents or its own employees, to gain by deceit, financial or other benefits at the expense of the taxpayers.

Town Officials and employees must, at all times, comply with all applicable laws and regulations. The Town will not condone the activities of officials or employees who achieve results through violation of the law or unethical business dealings. The Town does not permit any activity that fails to stand the closest possible public scrutiny.

This policy sets out specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

Definitions

Occupational fraud is defined by the Association of Certified Fraud Examiners as the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets. There are three major categories of occupational fraud.

- **Asset Misappropriations** – Theft or misuse of an organization's assets.
 - **Cash**
 - ✦ **Fraudulent Disbursements** – Perpetrator causes organization to disburse funds through some trick or device (e.g. submitting false invoices/time card/sheets, expense reimbursement schemes, check tampering, etc.)
 - ✦ **Skimming** – Cash is stolen from an organization before it is recorded on the organization's books and records.
 - ✦ **Cash Larceny** – Cash is stolen from an organization after it has been recorded on the organization's books and records.

- Inventory and all other assets
 - Misuse – Misuse of an organization's inventory or assets for personal use (e.g. Town vehicles, computers, supplies, etc.)
 - Larceny – Inventory or other assets are stolen from an organization.
- Corruption – Wrongfully use influence in a business transaction in order to procure some benefit for themselves or another person, contrary to duty to employer or the rights of another.
 - Conflicts of Interest – An undisclosed economic or personal interest in a transaction that adversely affects the employer.
 - Bribery – The offering, giving, receiving, or soliciting of anything of value to influence an official act or business decision.
 - Illegal Gratuities – A party who benefits from an official act or a business decision gives a gift to a person who made the decision. An illegal gratuity does not require proof of an intent to influence.
 - Economic Extortion – An employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.
- Fraudulent Statements – Falsification of an organization's financial statements.

Other similar irregularities is defined as any activity involving questionable behavior or business dealings by members of the public, contractors, vendors, agents or government employees, that put government revenue, property, information and other assets at risk of waste or abuse.

Applicability

This policy applies to all Elected Officials and employees of the Town as well as any business or individual doing business with the government.

General Policy and Responsibility

1. It is the government's intent to fully investigate any suspected acts of fraud or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the government of any party who might be or becomes involved in or becomes/is the subject of such investigation.

2. Each Elected Official, Department Head, Commissioner and Manager is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
3. The Office of the Town Administrator (OTA) has the primary responsibility for the investigation of all activity defined in this policy.
4. OTA will notify the Select Board (SB) of a reported allegation of fraudulent or irregular conduct upon the commencement of the investigation to the extent practical. Throughout the investigation the SB will be informed of pertinent investigative findings.
5. In all circumstance where there are reasonable grounds to indicate that a fraud may have occurred, the OTA, subject to the advice of Town Counsel, will contact the office of the District Attorney and/or the Dartmouth Police.
6. Upon conclusion of the investigation, the results will be reported to the members of the SB, and others as determined necessary.
7. The OTA will pursue every reasonable effort, including court ordered restitution, to obtain recovery of the Town's losses from the offender, or other appropriate source.

Procedures

1. All Employees

Any employee who has knowledge of an occurrence of irregular conduct, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that their supervisor may be involved or does not feel comfortable reporting the occurrence to their supervisor, the employee shall immediately notify the OTA.

Employees have a duty to cooperate during an investigation.

Employees who knowingly make false allegations will be subject to discipline and possible termination of employment.

2. Town/Town Management/Elected Officials

TOWN OF DARTMOUTH POLICY AGAINST WORKPLACE VIOLENCE

Purpose

The Town of Dartmouth believes that all employees are entitled to a non-threatening workplace where the basic safety of each employee is promoted. The Town of Dartmouth is committed to maintaining a safe workplace environment.

Prohibited Conduct

Any employee who threatens or engages in violence, displays intimidating behavior, or who violates rules regarding dangerous objects in the workplace, is in serious violation of our policy.

Therefore, any form of violence will not be tolerated.

This includes, but is not limited to:

- Threatening, hostile or intimidating behavior
- Possession of weapon(s) in the workplace including but not limited to: gun, knife, explosive device, clubs, etc. (Excluding weapons carried by authorized public safety officers.)
- Violation of restraining orders
- Fighting and rough-housing
- Verbal abuse
- Stalking

An employee who believes he or she has been subjected to threats, intimidation or violence in the workplace by a fellow employee, customer or other person, should report such conduct to the individual(s) specified below in the Complaint Procedure. Complaints of intimidation or violence will be promptly investigated. The matter will be addressed by and among only such persons with a need to know. Any employee who violates this policy will be subject to serious disciplinary action, up to and including discharge.

Officers, Managers, and Supervisors - Management Responsibility

Violence, or the threat of violence, whether committed by supervisory or non-supervisory personnel is against stated Town of Dartmouth policy, and may be considered as unlawful as well. In addition, management is responsible for taking action against threats or acts of violence by Town of Dartmouth personnel or directed toward them by others at the workplace, regardless of the manner in which Town of Dartmouth becomes aware of the conduct.

All complaints will be treated seriously and investigated accordingly. It is management's responsibility to show employees that the Town of Dartmouth is serious about prohibiting, preventing, and remedying incidents of violence in the workplace. If a supervisor becomes aware of any action, behavior, or perceived threat that may violate this policy, he or she is responsible for immediately contacting a member of the Crisis Management Team.

Complaint Procedure

Complaints of violence or of intimidating behavior should be brought to the attention of the Crisis Management Team. Any one of the following may be contacted:

- Personnel Administrator
- Police Chief
- Town Administrator

After the Crisis Management Team has been notified of a complaint or when it received knowledge that a situation involving a possible threat of violence exists, then the Team will undertake a thorough investigation to gather all pertinent facts.

Non-Retaliation

This policy prohibits retaliation against any employee who brings complaints of violence or of intimidating behavior, or who helps in investigating complaints, unless the factual basis of the complaint is found to be intentionally fabricated. The employee will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

After the investigation has been completed, a determination will be made regarding the resolution of the complaint. If a violation of this policy is found, disciplinary action will be taken, up to and including termination of employment.

In addition, there may be criminal proceedings independent of any disciplinary action.

Adopted date:

TOWN OF
DARTMOUTH

Social Media Policy

I. Policy:

A. Introduction. The Town of Dartmouth depends upon a work environment of tolerance and respect for the achievement of its goals in serving the citizens of the Town.

B. Purpose. The purpose of this policy is to provide notice to employees of the Town that their use of social media must conform to the law and this policy. This policy is designed to promote and govern the professional and personal use of social media in a responsible manner and to avoid uses that can: (1) breach confidentiality by revealing protected information about the Town, its citizens, its vendors and suppliers, or its employees; (2) expose the Town to legal liability for employer or employee behavior that may be harassing, offensive, or maliciously false; or (3) interfere with employees' productivity and/or their ability to perform the duties and responsibilities of their positions with the Town.

While this policy is primarily focused on addressing employees' use of social media, all Town board and committee members are expressly reminded to proceed with the utmost caution if using social media in their official capacity. Board and committee members are responsible for their own adherence to Massachusetts law governing open meetings, public records and ethics.

Social media provides a potentially valuable means of assisting various Town departments and their employees in carrying out their duties and responsibilities to the Town. Where it would be appropriate and beneficial to the Town and its constituents, departments are encouraged to actively pursue the use of social media. This policy identifies potential uses (i.e., Supported Social Media) that may be explored or expanded upon as deemed appropriate by Department Heads.

The Town also recognizes the role social media plays in the personal lives of some employees. Personal use of social media can have an impact on employees in their official capacity with the Town. This policy provides information and sets parameters for acceptable use of social media by Town employees.

C. No Expectation of Privacy. There is no guarantee of privacy for electronic communications. The Town reserves the right to review and/or monitor all electronic records and communications, at any time, with or without notice, including individual user folders and other information stored on the Town's electronic communications systems. In accessing the Internet, including social media sites, users should assume that all connections and sites visited will be monitored and recorded. This examination helps to ensure compliance with Town policies (including policy for

compliance with public records requests), assists when internal investigations must be conducted and supports the management of the Town's information systems. Use of the Town's electronic communication devices, including but not limited to Town-issued email accounts, Internet services, cell phone services, smart phones (e.g. Treos, iPhones, Droids, etc.), pagers, Town-owned lap tops and computers provided for home use, and computer software constitutes acceptance of such monitoring.

II. Definitions:

A. Supported Social Media. The Town will support the use of certain social media sites by Town Departments. All Department sponsored social media sites or pages shall be approved by the respective Department Head or his/her designee, and shall be maintained in coordination with the Town's Information Systems Manager (ISM). All Town-sponsored social media sites and pages must clearly indicate they are maintained by the respective Department, and shall prominently display Department contact information. The Town's logo, a Department logo, or some other distinguishing graphic symbol should be displayed on all Town-sponsored social media sites.

All content posted on Town-sponsored social media sites shall adhere to applicable laws, regulations, and policies, including the Town's information technology and records management policies. All content posted on Town-sponsored social media sites is also subject to the Commonwealth of Massachusetts' Public Records Law and must be managed, stored, and retrieved in a manner that complies with the Commonwealth's Public Records Law and electronic discovery laws and policies. Relevant records-retention schedules apply to social media content. Each respective Department shall be responsible for ensuring proper records retention, in coordination with the ISM as necessary.

Employees representing any Town Department via Town-sponsored social media sites or pages shall at all times conduct themselves as representatives of the Department and, accordingly, shall adhere to all Town and Department standards of conduct. In this context, employees shall identify themselves as a member of their respective Department and shall not disseminate confidential information of any nature through social media sites or pages.

The following is an exclusive list of supported social media sites, subject to modification by the Town:

1. Linked-In: Including the Town's account and individual Department accounts.

2. Twitter: In order to expand our online presence, the Town will link some of its web-content to the Town's Twitter account. This is currently the only supported use of Twitter. This portion of the policy does not include Twitter use by individual employees. For that policy, see section II.B of the unsupported social media policy.

3. Blogs: The Town may authorize the use of one or more blogs. Departments or Officials interested in creating a blog should submit a proposal to the Town Administrator.

4. Facebook: The Town may authorize use of Facebook for practical applications such as linking to department pages so that information posted in one location may be shared with those who have “Friended” the department’s Facebook page.

B. Unsupported Social Media. The Town does not support the use of any social media site that is not explicitly mentioned above in section II.A. However, the Town reserves the right to amend the list of supported sites at its discretion as new technologies and applications are constantly in development and additional legitimate work uses of social media may need to be accommodated in the future. Unsupported media are neither encouraged nor discouraged. Examples of unsupported social media are, but not limited to, the following:

1. MySpace
2. Twitter (unsupported individual accounts)
3. Friendster:
4. Orkut
5. YouTube
6. Unsupported Blogs or Message Boards.

C. Terms:

1. The Town: Town of Dartmouth
2. Officials: Individuals who hold office in the Town, whether elected or appointed.
3. Employees: All persons employed by the Town regardless of position.
4. Users: Employees of the Town (individuals or groups) who use, direct, or control a social media account.
5. Social Media: Online forums in which Users participate in the exchange of ideas, messages, and content, including blogs, microblogs, wikis, and social networking sites (e.g., Facebook, LinkedIn, MySpace, Classmates.com, Twitter).
6. Social Network: An online platform where users can create profiles, share information, and socialize with others using a range of technologies.
7. Electronic Media: All forms of electronic communication, transmission, or storage, including but not limited to, websites and any content contained therein or related thereto.
8. Blog: Short for “Web log,” a blog is a self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

9. Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
10. Post: Content an individual shares on a social media site or the act of publishing content on a site or page.
11. Profile: Information that a user provides about himself or herself on a social networking site.
12. Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
13. Wiki: Web page(s) that can be edited collaboratively.

III. General Provisions:

A. While employees may maintain and use personal web pages and websites, blogs, microblogs, social networking sites and other forms of social media while off-duty, their status as employees of the Town requires that the content of any postings on those social media sites or other web pages not be in violation of existing Town by-laws, policies, directives, rules or regulations. The Town's image as a professional organization comprised of professional employees is key to maintaining the respect of its constituents. Although the Town recognizes that employees may choose to express themselves by posting personal information upon electronic media sites through personal websites, social networking sites, blogs, microblogs, chat rooms, or other electronic means or by making comments upon electronic sites hosted by other persons, groups or organizations, this right of expression is not free from limitation. That is, while the Town acknowledges its employees have the First Amendment right to free speech, that right is not absolute and extends only to matters of public concern. Therefore, employees must exercise caution with respect to comments they post concerning the Town, a particular department of the Town, and/or other employees of the Town.

B. Individuals must use their best personal judgment when using any form of social media and must ensure that doing so does not violate this or any other Town policy.

C. Employees' use of social media is also subject to the Town's Communications Policy and Harassment Policy, as well as the Town's other policies and standards of conduct, rules, regulations, and ordinances.

D. All use of social media must conform to the following regulations:

1. All users are expected and required to conduct themselves in a manner consistent with the Town's policies and standards of conduct.
2. Users must not harass any Employees in contravention of the Sexual Harassment policies, regardless of the time, place, form, or manner in which the information is posted or transmitted. Online

postings that harass or threaten any other Town employees or officials are expressly prohibited. See Town Harassment Prevention Policies for further guidance. Harassing or discriminatory comments may be deemed inappropriate in violation of this Policy even if the Town's name or the names of any of its Employees are not posted in the comment.

3. Employees may not portray themselves as speaking on behalf of the Town, unless expressly authorized by the Town to do so.
4. While public sector employees have the right to post comments anonymously under the First Amendment, they may not do so in a manner that otherwise violates this policy.
5. Users are expressly prohibited from using social media to engage in any activity or conduct that violates federal, state, or local law (e.g., software or data piracy, child pornography, etc.).
6. Access to and use of social media must not interfere with employees' productivity and/or ability to perform their duties and responsibilities for the Town.
7. Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or any of its employees.
8. Department heads and supervisors are expressly prohibited from using any review or recommendation feature or system on a social media site (e.g., LinkedIn) to post reviews or other comments about subordinate employees.
9. Employees are expressly prohibited from using social media to request, acquire, or purchase genetic information as specified by EEOC regulations.
10. Employees are prohibited from using Town computers to access social media sites or pages for personal use, including but not limited to engaging in political activity or private business.
11. Employees shall observe and abide by all copyright, trademark, and service mark restrictions when posting material on electronic media or social media sites or pages.

E. This policy is not intended to interfere with employee rights under Massachusetts General Laws Chapter 150E, Section 2, as amended, which protects employee rights of mutual aid and protection.

F. Complaints or Problems of Misuse. Should any employee of the Town receive information about or become aware of a violation of this policy, including but not limited to a harassing, offensive, threatening or intimidating communication via a social media site from another employee of the Town, the recipient employee should report the violation to the Town Administrator as soon as possible. Any employee of the Town who is aware of any violation of this policy may also report such violations to his or her department head, or the Town Administrator.

G. Questions. Anyone who is unsure whether a particular posting or contribution to online social media violates this policy is encouraged to contact the Town Administrator's Office. As a general rule, if you are hesitating to post something, it probably should not be posted, but questions and concerns are nevertheless welcomed and encouraged.

H. Discipline. Any individual who violates this policy shall be subject to appropriate discipline, up to and including termination of employment. The Town intends to follow each provision of this policy but reserves the right to change any provision at any time if circumstances warrant or require. A failure to enforce this policy does not constitute a subsequent waiver of any violation of this policy. This policy shall be read and interpreted in conjunction with all other Town policies and procedures.

Comment Policy

A. As a public entity the Town must abide by certain standards to serve all its constituents in a civil and unbiased manner.

B. The intended purpose behind establishing Town of Dartmouth social media sites is to disseminate information from the Town, about the Town, to its citizens.

C. Comments containing any of the following inappropriate forms of content shall not be permitted on Town of Dartmouth social media sites and are subject to removal and/or restriction by the department's coordinator or his/her designees, or Town's IT staff:

1. Comments not related to the original topic, including random or unintelligible comments;
2. Profane, obscene, violent, or pornographic content and/or language;
3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
4. Defamatory or personal attacks;
5. Threats to any person or organization;

6. Comments in support of, or in opposition to, any political campaigns or ballot measures;
7. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
8. Conduct in violation of any federal, state or local law;
9. Encouragement of illegal activity;
10. Information that may tend to compromise the safety or security of the public or public systems; or
11. Content that violates a legal ownership interest, such as a copyright, of any party.

D. A comment posted by a member of the public on any Town of Dartmouth social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Town of Dartmouth, nor do such comments necessarily reflect the opinions or policies of the Town of Dartmouth.

E. The Town of Dartmouth reserves the right to deny access to Town of Dartmouth social media sites for any individual, who violates the Town of Dartmouth's Social Media Policy, at any time and without prior notice.


F. Departments shall monitor their social media sites for comments requesting responses from the Town and for comments in violation of this policy.

G. When a Town of Dartmouth employee responds to a comment, in his/her capacity as a Town of Dartmouth employee, the employee's name and title should be made available, and the employee shall not share personal information about himself or herself, or other Town employees.

This policy is deemed current as of the date below and supersedes any previous **Social Media Policy** of the Town.

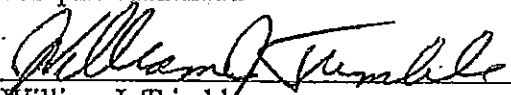
Date: October 22, 2012

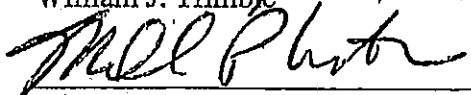
Dartmouth Select Board:


Lara H. Stone

Shawn D. McDonald

Joseph L. Michaud


William J. Trimble


Michael P. Watson

2023-2024

Civil Rights Handbook for Employees



DARTMOUTH PUBLIC
SCHOOLS
8 BUSH STREET
DARTMOUTH, MA 02748
508 997 3391

This handbook is designed to serve as an educational resource guide for matters relating to Civil Rights for School Employees and Mandated Reporting Requirements.

TABLE OF CONTENTS

1. Nondiscrimination Policy: AC	3
2. Nondiscrimination on The Basis of Sex: ACA	4
3. Harassment Policy: ACAB	5
4. Harassment Policy (ACAB) Procedures	9
5. Civil Rights Laws	13
6. District and Employee Responsibilities & Complaint	14
7. Procedures Contact Information	15
8. Acknowledgement Form	16

NON-DISCRIMINATION POLICY: AC

Dartmouth School Committee

The school system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living in our culturally-diverse society. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth, and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of student of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition, their complaint should be registered with the Title IX compliance officer.

LEGAL REFS.:

Title VI, Civil Rights Act of 1964;
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972;
Executive Order 11246, as amended by E.O. 11375;
Equal Pay Act, as amended by the Education Amendments of 1972;
Title IX, Education Amendments of 1972;
Rehabilitation Act of 1973;
Education of All Handicapped Children Act of 1975;
M.G.L. 71B: 1 et seq. (Chapter 766 of the Acts of 1972);
M.G.L. 76:5 Amended 2011;
M.G.L. 76:16
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Education Opportunity, adopted 6/24/75, as amended 10/24/78;
BESE Regulations 603 CMR 26:00 Amended 2012;
BESE Regulations 603 CMR 28:00;
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78
Title II, Americans with Disabilities Act of 1992

DARTMOUTH SCHOOL COMMITTEE POLICY

File: ACA

NONDISCRIMINATION ON THE BASIS OF SEX

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

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

The Superintendent will designate an individual to act as the District's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer and this information will be posted on the District website.

LEGAL REFS: Title IX, Education Amendments of 1972, codified in 20 U.S.C. § 1681

45 CFR Part 86, (Federal Register, 6/4/75)

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

603 CMR 26.00 (Access to Equal Educational Opportunity)

CROSS REF.: AC, Nondiscrimination

Adopted 9/27/2021

DARTMOUTH SCHOOL COMMITTEE POLICY

File: ACAB

HARASSMENT

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Dartmouth Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Dartmouth Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes.

Sexual harassment in the workplace is unlawful. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

The District will promptly and reasonably investigate allegations of sexual harassment through designation of a Title IX Coordinator and building based employees, as set forth below

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. It also includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime.

Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse and neglect, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals, these offences and any other serious matters shall be referred to local law enforcement.

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

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

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

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

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

A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or a violation of this policy.

Retaliation against a complainant, because the Complainant has filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. It is unlawful to retaliate against a district employee for filing a complaint of sexual harassment or for cooperating in an investigation. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The federal regulations require a school district to respond when the district has actual knowledge of sexual harassment. School districts have actual knowledge when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual knowledge and jurisdiction as noted whether or not the complainant files a formal complaint. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation

of sexual harassment. Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

Upon receipt of allegations the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant that supportive measures are available with or without the filing of a formal complaint, and explain the process for filing a formal complaint. Supportive measures include, but are not limited to, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or to deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school building/campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the building/campus, and other similar measures.

Where there has been a finding of responsibility, the regulations require remedies designed to restore or preserve access to the school's education program or activity.

LEGAL REF. M.G.L. 151B:3A

Title IX of the Education Amendments of 1972

DESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b) (2)-(b) (3, 4, 5, 6, 7) as revised through June 2020

34 CFR 106.45 (b) (2)-(b) (3, 4, 5, 6, 7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

Revised 9/27/2021

HARASSMENT POLICY (ACAB) PROCEDURES

DUE PROCESS PROTECTIONS

Due process protections in connection with investigation and decision-making regarding a complaint include the following:

- 1) If the allegations do not meet the definition of sexual harassment or do not satisfy the requirements regarding location or connection to an educational program of the school district, the allegations shall be dismissed for purposes of Title IX, but may be investigated and addressed under other prohibitions in the student discipline code, relevant collective bargaining agreements or other laws under which they fit;
- 2) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 3) A complainant's wishes with respect to whether the school investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances;
- 4) A prohibition of the single investigator model, instead requiring a decision -maker separate from the Title IX Coordinator or investigator;
- 5) Proof by a preponderance of the evidence, subject to limitations;
- 6) The opportunity to test the credibility of parties and witnesses through disclosure of evidence and opportunity to submit additional questions, subject to "rape shield" protections;
- 7) Written notice of allegations and an equal opportunity to review the evidence upon filing a formal complaint;
- 8) An objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoidance of credibility determinations based on a person's status as a complainant, a respondent, or a witness;
- 9) Title IX Coordinators, investigators, and decision-makers must be trained and free from bias or conflict of interest;
- 10) A right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or the allegations therein, where the determination or dismissal involved any of the following: procedural irregularity that affected the outcome; newly-discovered evidence that could affect the outcome; or the Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome;
- 11) As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a formal sexual complaint, but no such informal resolution can be used where the allegations are that an employee sexually harassed a student.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Title IX Coordinator or the school building Principal shall be the initial entity to receive the sexual harassment complaint. In all cases the Title IX Coordinator shall be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. An employee with actual knowledge of conduct that may violate this policy must report to the Title IX Coordinator.

The District may remove a respondent on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The District will provide the respondent with written notice and an opportunity to challenge the decision immediately following the removal in accordance with any applicable laws, collective bargaining agreements and student handbooks.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients.

INVESTIGATIONS

The Title IX Coordinator shall designate an investigating officer. The investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

The investigator shall give the parties equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence; shall give each party the same opportunity to select an advisor of the party's choice who may, but need not be, an attorney; shall send written notice of all interviews or meetings; shall send to the parties evidence directly related to the allegations, with at least 10 days for the parties to inspect, review, and respond; and shall prepare and submit an investigative report that fairly summarizes the relevant evidence to the decision-maker, who shall be designated by the Title IX Coordinator (but shall not be the investigator).

The investigator shall strive to complete investigations within thirty (30) school days of the filing of the formal complaint. Although the District's goal is to complete investigations generally within thirty (30) school days, the time may be extended for good cause upon written notice to the complainant and respondent. Additionally, the timeline for investigation may be suspended during any informal resolution procedure or meeting. Each party is entitled to be accompanied

in interviews by an advisor, who may be a parent/guardian or an attorney, but who may only have limited participation in interviews. Translators will be provided upon request.

After all interviews are conducted and evidence is obtained, the parties and if applicable, their advisors, will have an equal opportunity to inspect, review and respond to any evidence obtained. Prior to completion of the investigative report, the investigator will provide each party all evidence subject to inspection and review and provide each party at least ten (10) school days to provide a response to the investigator. Evidence to be shared may be redacted to protect confidential information under the Family and Educational Rights and Privacy Act ("FERPA") or other federal or state laws and regulations.

DETERMINATIONS

The decision-maker shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

The decision maker assigned will have no conflicts with or biases against either the complainant of the respondent and the decision maker will not be the Title IX Coordinator assigned in the matter or the investigator for the complaint. The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances. If the decision maker substantiates the allegations of sexual harassment, the decision maker may recommend or impose discipline against the respondent. If the decision maker does not substantiate the allegations of sexual harassment, the complaint will be dismissed.

The decision-maker shall provide the written determination to the complainant and respondent. Confidential student record information and personnel information may be redacted consistent with and as required by state and federal law.

APPEALS

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome.

When an appeal is filed, the District shall notify the other party and ensure that the individual deciding the appeal is not the same person as the decision maker who reached the determination regarding responsibility and that the individual has no conflicts of interests and is free of bias. The non-appealing party shall have five (5) school days from the date of receipt of the notice of the appeal to submit a written statement to support or oppose the outcome.

The individual deciding the appeal shall issue a written decision describing the result of the appeal and rationale for the decision and provide the decision to both parties generally within ten (10) school days of receipt of the non-appealing party's written statement, or in the event no statement is submitted, the date the statement would have been due.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Dartmouth Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

The District's Title IX Coordinators are as follows:

The Title IX Coordinator for student related issues shall be the Pupil Support Services Administrator Dartmouth Public Schools, 8 Bush Street, Dartmouth, MA 02748, 508-997-3391; and

The Title IX Coordinator for staff and third parties related issues shall be the Assistant Superintendent of Finance and Operations Dartmouth Public Schools, 8 Bush Street. Dartmouth, MA 02748, 508-997-3391.

Complainants may also file a complaint with:

- The Massachusetts Commission Against Discrimination

1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000.

- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.

- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

9/27/2021

Federal and State Laws Relating to Civil Rights Issues

The laws cited below applies to employment opportunities, access to programs and activities, and providing a harassment-free atmosphere.

Federal laws:

- Title VI of the Civil Rights Act of 1964—Prohibits discrimination on the basis of race, color, or national origin.
- EEOA: The Equal Educational Opportunities Act of 1974—Prohibits denial of equal opportunity in the public school on the basis of race, color, sex, gender identity or national origin.
- Title IX of the Education Amendments of 1972—Prohibits exclusion on the basis of sex, from participation in, denial of benefits of, or discrimination under any education program or activity receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973—No otherwise qualified, handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Americans with Disabilities Act of 1992—Prohibits discrimination on the basis of disability in employment; mandates access to programs and buildings, and provides for “reasonable accommodations.”
- IDEA: The Individuals with Disabilities Act of 1997: Governs special education.

State laws:

- MA Constitution Amendment Article 114: Article CXIV of the Amendments to the MA Constitution—Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in any program or activity in the Commonwealth.
- MA General Laws, Chapter 71, Section 37G—Provides for the use of reasonable force to protect pupils and school personnel from assault by a pupil (physical restraint legislation).
- MA General Laws Chapter 71A—Governs the education of English Language Learners.
- Chapter 76 of the General Laws (Chapter 622 of the Acts of 1971 and Chapter 282 of the Acts of 1993)—Prohibits exclusion from or discrimination against individuals in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of student of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation. (governance of school attendance)

Responsibilities of the School District in Protecting Civil Rights

To:

- Foster a harassment-free workplace
- Provide staff training
- Follow Dartmouth Public School Policies

Responsibilities of the Employee

To:

- Participate in encouraging an atmosphere free from discrimination or harassment.
- Make your feelings clear and ask that the behavior stop if you are harassed.
- Report known or alleged violations using district procedures.

*Note: Individual Liability for Sexual Harassment— “It is unlawful for any person to aid, abet, incite, compel or coerce someone into doing any of the acts forbidden in the law in relation to harassment. Inaction by an employee may, under certain circumstances give rise to individual liability under MA Law. (Source: MCAD Sexual Harassment Guidelines)

To Report a Complaint:

- Contact your principal or supervisor OR
- **Contact Mrs. Laurie Dionisio or Mr. Kiely, your District Civil Rights Coordinators (508-997-3391).**

What Happens once a Complaint is Made?

The district follows a fair, confidential and prompt complaint process.

* Note: Retaliation is prohibited.

Other Mandated Responsibilities for School Employees

- School employees are mandated reporters of child abuse/neglect under 51A.

-6-

Dartmouth Public Schools
8 Bush Street
Dartmouth, Massachusetts 02748
508-997-3391

District Civil Rights Coordinators

Mrs. Laurie Dionisio, Pupil Support Service Administrator
Mr. James Kiely, Assistant Superintendent of Finance and
Operations

Building Civil Rights Coordinators

Elementary
Cushman School
Dr. Justine Dale

DeMello School
Elizabeth Correia

Potter School
Richard Porter
Melissa McHenry

Quinn School
Kyle Grandfield
Audra Thomas

DMS
Peter Rossi
Sarah Decas

DHS
Ryan Shea
Rachel Chavier

State Mandated Annual Trainings

Dartmouth Public Schools

1

- ☐ Annual trainings on a number of regulations are mandated by the Massachusetts Department of Elementary and Secondary Education.
- ☐ ALL employees are required to participate.
- ☐ This training protects individuals and the district and ensures that all employees know their rights and responsibilities.

Learning Objectives

2

Participants will gain an understanding of:

Civil Rights/Sexual Harassment
A.L.I.C.E. Protocols
Section 504 Title II (ADA)
Mandated Reporting – 51A
Physical Restraint
Title I
Confidentiality / Student Records/Student Privacy
McKinney-Vento Act
Bullying Prevention
Special Education
Universal Precautions
EpiPens & Food Allergy Awareness
Acceptable Use of Technologies and Digital Media

State Mandated Training

3

CIVIL RIGHTS

What is non-discrimination?

4

- The Dartmouth Public School District is committed to ensuring all programs and facilities are accessible to all.
- We actively seek to prevent discrimination or harassment on the basis of age, color, race, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition.
- Civil Rights in Massachusetts Public Schools
- DPS Non-discrimination Policy

Federal Law: Title IX

Education Amendments of 1972 Regarding Harassment

5

- Prohibits discrimination, exclusion from participation, and denial of benefits, based on gender, in educational programs and activities receiving federal financial assistance.
- Refer to the Harassment Policy for specifics regarding steps taken to investigate complaints.

Title IX: Understanding Sexual Harassment

6

- Sexual harassment creates a hostile environment due to inappropriate speech, materials, or actions.
- Sexual harassment is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, or other conduct, physical or verbal, of a sexual nature.
- Sexual harassment interferes with school or work performance and creates an intimidating or offensive environment.

Tips for Addressing Harassment/Discrimination

7

- Monitor the school climate.
- Foster respect and appreciation for diversity.
- Implement measures to address harassment immediately and effectively.
- Collaborate with law enforcement.
- Review response plans.

Document and report all harassment incidents.

Reporting Requirements

8

- At the school level:
Any employee or student who believes he/she has been the victim of harassment or discrimination should report it to the school principal, teacher or counselor.
- At the district level:
Reports should be made to the District Title IX Coordinators.
Mrs. Elizabeth Cabral-Townson, Pupil Support Service
Administrator James Kiely, Interim Superintendent/Assistant
Superintendent of Finance and Operations 508-997-3391
- Active investigations will result from the report as applicable, and may result in sanctions up to suspension or dismissal.
- If the conduct violates the law, the appropriate authorities will be notified.

A.L.I.C.E. Training

9

Safety measures include security cameras, security guards, locked vestibules, an updated CEMP and annual safety training.

The middle and high schools have full time school resource officers. A third SRO has been added to rotate among the elementary schools.

We train annually in A.L.I.C.E. protocols. A.L.I.C.E. protocols include:

- A: Alert – when you become aware of a threat.
- L: Lockdown – if you can't evacuate, barricade entry points to your room.
- I: Inform – Use plain language to broadcast the danger.
- C: Counter – Create noise, movement, distance & distraction.
- E: Evacuate – When safe to do so, run away from the danger zone.

[A.L.I.C.E. Protocol Video](#)

State Mandated Training

10

SECTION 504

Federal Law: Section 504

11

- Requires that "No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
- A disability is a mental or physical impairment that limits a person's major life activity (self-care, walking, seeing, learning, breathing, speaking, working).
- Reasonable accommodations/modifications must be made to provide access to programs and/or facilities.
- No discrimination against a person with a disability will be permitted at Dartmouth Public Schools.
- Questions about eligibility and enforcement should be directed to the building-based 504 coordinator.

Key 504 Compliance: Staff Responsibility

12

- Make programs and activities accessible to students within the Least Restrictive Environment, (LRE).
- Provide reasonable accommodations that:
 - support or provide service(s) to help a student fully access the general education curriculum or subject matter
 - do not change the content of what is being taught
 - Are not unduly burdensome for the teacher or district
 - provide a level playing field, not an unfair advantage
- Comply with and consistently implement accommodations in student's 504 plan.

State Mandated Training

13

TITLE II AMERICANS WITH DISABILITIES ACT (ADA)

Federal Law: Title II Americans with Disabilities Act (ADA)

14

- Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in public entities.
- Prohibits discrimination against:
 - ↳ access to programs and facilities,
 - ↳ free, appropriate public education for elementary and secondary students, and employment.
- Applies to special education services, evaluations, and IEPs, as well as student discipline.
- Additional information can be found at:
<http://www.ed.gov/policy/rights/reg/ocr/edlite-28cfr35.html>

State Mandated Training

15

SECTION 51A

Care and Protection of Children Under 18 MGL Chapter 119, Section 51A

16

Reporting Requirements:

Immediately consult with school counselor, school psychologist and/or the building principal for assistance if abuse or neglect is suspected.

Mandated reporters must immediately make an oral report to the Department of Children and Families (DCF), followed by a written report.

Should the principal or counselor advise against filing, the staff member retains the right to contact DCF directly.

Reports for Dartmouth students are filed at the New Bedford DCF office.

For additional information and Office Directory, please refer to the Mandated Reporter's Guide at <http://www.mass.gov/eohhs/docs/dcf/care-protection-reporters-guide.pdf>.

State Mandated Training

17

PHYSICAL RESTRAINT

Physical Restraint Guidelines Crisis Prevention and Intervention (CPI)

18

603 CMR 46.00

- "The purpose of the physical restraint regulations is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint."
- "Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution."
- At the beginning of each school year, the principal or his/her designee shall identify program staff that are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint.
- Follow the protocol to be utilized during a crisis situation.

Determining When Physical Restraint May Not Be Used

19

Physical restraint is prohibited in the following circumstances as a:

- means of punishment
- response to property destruction
- result of disruption of school order
- result of student's refusal to comply with a school rule or staff directive

**Verbal threats do not constitute a threat of imminent, serious, physical harm.*

- Find the restraint regulations at <http://www.doc.mass.edu/lawsregs/603cmr46.html?section=02>

Proper Administration of Physical Restraining

20

- Only trained personnel should administer physical restraint.
- Whenever possible, staff trained in restraint should have a witness who does not participate in the hold.
- Use only the amount of force necessary to protect the student or others from physical injury.
- Use the safest method available and appropriate to the situation.
- The hold should end as soon as possible. Over twenty (20) minutes is considered an extended restraint.
- A student's color and respiration during a hold must be monitored. If there is any change in student's pallor, respiration, speech or other signs of physiological distress, the hold must be released immediately.
- Physical holding should be implemented to prevent or minimize physical harm.
Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Document the Incident

21

- **When to Report:** Report all restraints.
- **Notify School Administration:** Notify school administration of any physical restraint as soon as possible, and provide written report by the next school working day.
- **Notify Parents:** The principal or director of the program must notify the parent verbally as soon as possible, and by written report within three school working days.

Follow-up Procedures

22

- Review the incident with student to address behavior.
- Those staff members involved in the situation must debrief with an administrator regarding the situation.
- Consider follow-up that may be necessary with students who may have witnessed the restraint.
- Review to see if established procedures were followed.
- Look for patterns in responding.
- Discuss difficulties and develop strategies to address these difficulties.
- Get consensus on any recommendations – consistency is necessary for any procedure to work effectively.

Reporting

23

- Regulation 603 CMR 46.06
- All restraints require principal notification (permission must be granted by the Principal for an extended restraint – longer than 20 minutes).
- All exclusionary time-outs require principal notification (permission must be granted for an exclusionary time-out lasting longer than 30 minutes).
- Principals are required to maintain a log for both restraints and exclusionary time-outs.
- Any time there is an injury it must be reported to the building administrator.
- Reports must be made within three school working days of restraint. A log for the 30 day period prior to restraint must be included.
- The DESE may determine additional required action.

State Mandated Training

24

TITLE I

Title I

25

"Supplement vs. Supplant"

Title I funds must be used only to supplement, and in no case supplant, the level of funds that would, in the absence of Title I, be available from non-federal sources for Title I students.

A district may not use Title I funds to provide services that the district is required to make available under federal, state or local law.

• School Districts must target the Title I funds they receive to public schools with the highest percentages of children from low-income families.

Multiple, objective, educationally-related criteria are used by schools to select the eligible pool of Title I participants. Eligible students are those identified by the school as failing, or most at risk of failing, to meet the State's challenging student academic achievement standards.

Refer Title I questions to the Director of Teaching and Learning Catherine Pavia (508-997-3391).

Title I Laws & Guidance: <https://www.doe.mass.edu/federalgrants/title-i/default.html>

Dartmouth Public School Mandated Trainings

State Mandated Training

26

CONFIDENTIALITY OF STUDENT RECORDS/ STUDENT PRIVACY

Dartmouth Public School Mandated Trainings

The Family Educational Rights and Privacy Act of 1974 (FERPA)

27

FERPA protects the privacy of student education records and gives parents certain rights with respect to those records.

Parents have the right:

- to inspect their child's file within two weeks of a request,
- to inspect their child's file prior to any meeting regarding an IEP,
- to obtain copies of their child's record at no charge, and
- to request that the information in their child's file be changed if they believe it to be inaccurate or if it violates the student's rights.

Parents/students may also have school records inspected by a third party.

- A third party must have prior written consent from a parent authorizing a release of records.

A Non-Custodial parent is eligible to obtain access to the student record unless:

- the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
- the parent has been deemed violent, or
- the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
- there is an order of a probate and family court judge which prohibits the distribution of school records to the parent.

Additional information can be found at <http://www2.ed.gov/fedreg/fedreg/fedreg.html>

Dartmouth Public School Mandated Trainings

Confidentiality of Student Records & Students' Privacy

28

- All student records maintained in the school must be private and secure. Computerized systems should be electronically secure.
- COPPA – Children's Online Privacy & Protection Act FAQ
 - Governs the collection, use, and disclosure of personal information collected from children under age 13
 - Does not allow tracking of information through online software and websites
- School personnel should be informed of the provisions of:
[601 CMR 2.00](#) and [M.G.L. c. 27, § 54H](#)
- Authorized school personnel:
 - school administrators,
 - teachers,
 - counselors,
 - other professional working directly with a student in an administrative, teaching, counseling or diagnostic capacity,
 - administrative office staff and clerical personnel, and
 - evaluation teams.

Dartmouth Public School Mandated Trainings

State Mandated Training

29

MCKINNEY- VENTO ACT HOMELESS ASSISTANCE

Dartmouth Public School Mandated Trainings

Definition

30

The Massachusetts Department of Elementary and Secondary Education has adopted Section 725(2) of Act regarding the definition of homeless children and youth:

Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals (involving as to institutionalized), or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition shall include:

- ¹ children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- ² children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- ³ children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- ⁴ migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and

Dartmouth Public School Mandated Trainings

Rights

31

- Attend school and participate in school programs.
- Enroll in school without giving a permanent address. School cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Receive the same special programs and services, if needed as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

**Notify your building principal if you become aware of a student living in temporary residence.*

To learn more about the McKinney-Vento Act, visit the Department of Elementary and Secondary Education website at: <http://www.doe.mass.edu/hsl/mv/>
District Homeless Liaison – Director of Teaching and Learning, Secondary (Ross Thibault), 1-508-997-3391 x1109

Dartmouth Public School Mandated Trainings

State Mandated Training

32

BULLY AND CYBERBULLYING

The Dartmouth Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

Dartmouth Public School Mandated Trainings

Bullying and Cyberbullying Law

M.G.L. c. 70 Sect. 370

33

- Dartmouth Public Schools will promptly investigate all reports and complaints of bullying and cyberbullying.
- We will take prompt, effective action to end that behavior and prevent its reoccurrence.
- Action will include, where appropriate, referral to a law enforcement agency.
- Dartmouth Public Schools will support this commitment in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

Dartmouth Public School Mandated Trainings

An Act Relative to Bullying in Schools

34

"Bullying" as defined in M.G.L. c.71, s.370, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target.

Dartmouth Public School Mandated Trainings

Definition (continued)

35

Bullying:

- causes physical or emotional harm to the victim or damages the target's property,
- places the target in reasonable fear of harm or damage to his property,
- creates a hostile environment at school for the target, and
- infringes on the rights of the target at school; or materially and substantially disrupts the education process or orderly operation of a school.

Dartmouth Public School Mandated Trainings

Definition (continued)

36

Cyberbullying

- as defined in M.G.L. c.71, s.370 is bullying through the use of technology or any electronic communication; which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system; including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

May include...

- the creation of a web page or blog in which the creator assumes the identity of another person,
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is inclusive of any of the characteristics of bullying, and
- the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions in the definition of bullying.

Dartmouth Public School Mandated Trainings

Bullying Prevention

37

A member of a school staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the building principal.

Reports of bullying should be kept completely confidential, consistent with necessary investigation procedures and legal restraints on the dissemination of information about students with the goal of protecting the victim and stopping the behavior.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Dartmouth Public Schools has developed a Bullying Intervention and Prevention Plan as required by state law which can be found on the Dartmouth Public Schools' website ([Bullying Prevention Policy](#)).

State Mandated Training

38

SPECIAL EDUCATION

The Referral Process

39

- The school must document regular education interventions prior to a referral.
 - Parents who initially have concerns about their child should meet with the principal and school-based staff to discuss their concerns and develop interventions for the classroom when possible.
- Parent requests for an evaluation must be in writing.
- The district is required to follow through on referrals for students who live in Dartmouth but attend a private school.

Evaluations

40

- Initial Evaluations must be made in all areas of the suspected disability.
- Re-evaluations are conducted at least every three years, but not more than once per year.
- Evaluations are required in order to determine that a student is not eligible, except for graduation with a regular diploma or aging out (at 22).
- State regulations include required and optional assessments for initials and re-evals.

The Team Process

41

- **Review of Team members:**
 - the student's parent(s)/guardian(s)
 - at least one regular education teacher familiar with the student;
 - at least one special education teacher familiar with the student;
 - a representative of the district who has the authority to commit resources;
 - an individual who can interpret evaluation results;
 - other individual(s) who have knowledge or expertise regarding the student;
 - if appropriate, the child.
- **Function of the Team:**
 - Eligibility Determination
 - Development of an IEP (when applicable)
 - Placement Decisions
- Parents are critical members of the Team, and Team members should check in with parents throughout the meeting.
- Teams should keep a whole child perspective.

Development of the IEP

42

- Team should plan to use the students' strengths in developing an education plan.
- Measurable annual goals should show a step-by-step increase in a student's learning outcomes.
- The general curriculum must be addressed in all student's IEPs; all students must have access to show progress in the general curriculum.
- The Review Team meeting should have a printed agenda to facilitate effective communication and help the Team reach consensus.

Transition Planning

43

- Beginning at age 14, State regulations require a student's IEP to include a statement of the transition service needs of the child.
- The Team determines transition activities. State regulations require that the District invite the student if one of the purposes of the meeting is to discuss transition services.
- As a student approaches graduation, the Team must consider the need for a 688 referral ("Turning 22 Law").

Monitoring Progress

44

- **Effective Progress:**
Has the student..
 - made documented growth, with or without accommodations, in knowledge and skills acquisition (including social/emotional) with regard to state and district curriculum?
 - made growth according to chronological age, developmental expectations, and his or her individual educational potential?
- Progress Reports must be sent to a student's parents or guardians at least as often as parents are informed of non-disabled children's progress.
- **Parent/Advocate Visitation Guidelines**
 - Observation request must be approved by the building principal who will notify the Pupil Personnel Administrator (Special Education) and set parameters.
 - Observations are conducted at mutually convenient time.
 - A designated staff member must accompany the visitor.

Discipline

45

- If necessary, Functional Behavioral assessments should be incorporated into the process of IEP development for students with significant behavioral difficulties.
- If a student with an IEP has been suspended for more than 10 days throughout a school year, a Manifestation Determination is required.
- A school may remove a student to an appropriate interim alternative educational setting for not more than 45 days if:
 - the student carries a weapon.
 - the student possesses or sells illegal drugs/controlled substance.
 - the student inflicts serious bodily injury upon another person on the school premises or at a school function.

State Mandated Training

46

UNIVERSAL PRECAUTIONS

Bloodborne Pathogens

47

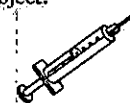
Risk of Exposure

- Not every staff member will be occupationally exposed to body fluids.
- Whether or not you are at a high risk of exposure, you still need to know what to do to minimize your risk of infection.

Transmission

48

- Pathogens can enter your body through:
 - Open cuts - Skin abrasions - Acne
 - Dermatitis - Mucous membranes
- Accidental injury with contaminated object:
 - Broken glass - Sharp metal
 - Knives - Needles



Bloodborne Diseases

- HBV- Hepatitis B virus
 - Causes damage to liver
- Hepatitis C
 - Leading cause of liver transplants

The Key to Protection

49

- Your best protection is not to have any contact with another person's blood or body fluids.
- Universal Precautions Kits (*Gloves, Dressing, Antibacterial Pad*)
First line of Protection – Cover all cuts, dry skin – replace any damp Band-Aids
Replace gloves as soon as possible if they are ripped or punctured.
1. Dispose of used gloves carefully and safely.
- If a student is bleeding, instruct student to cover the source and apply pressure as needed – get the school nurse.
- If you assist – you need gloves and be certain to call for help.

Be Safe and Successful

50



- Use Barrier Precautions.
- Healthy, intact skin is your first line of defense from exposure to blood and body fluids.
- Treat all blood, fresh or dried as if it is contaminated
- If blood or body fluids get in your eyes, wash immediately – rinse eyes for 10 minutes.
- Report the incident to the school nurse.

State Mandated Training

51

EPIPEN AND FOOD ALLERGY AWARENESS

Allergy Awareness



Signs of Anaphylaxis

53

- Itchiness/tightness of throat, tongue, mouth
- Difficulty swallowing
- High-pitched breathing
- Shortness of breath
- Coughing & wheezing
- Chest tightness
- Feeling faint & dizzy
- Chest pain
- Flushed skin
- Hives
- Redness, swelling, itchiness of eyes
- Nausea & vomiting



Recognize Anaphylactic Reactions

54

- Be aware of the students in your classroom that have life threatening allergies.
- Be aware of what the student is allergic to (nuts, latex, bee stings, foods).
- Recognize the signs and symptoms of an Anaphylactic Reaction. Learn to use an EpiPen®. Ask your school nurse for training.
- RESPOND to those symptoms.

Emergency Action Plan

55

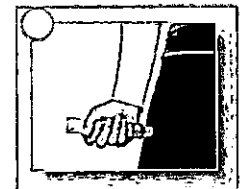
TAKE ALL REACTIONS SERIOUSLY

- ☐ Contact the School Nurse immediately.
- ☐ Identify the student to the School Nurse.
- ☐ Ask the student if they have their EpiPen® on their person.
- ☐ Administer an EpiPen if you recognize a student's reaction as anaphylactic or call a trained school staff member immediately to assist with the administration of an EpiPen.
- ☐ Call 911.
- ☐ Monitor student's breathing and circulation - CPR if needed.
- ☐ Notify Parent/Guardian.
- ☐ **DO NOT** send a student who you suspect of having an anaphylactic reaction to the Health Office. The School Nurse will come to your classroom.
- ☐ The "Good Samaritan Law" protects all individuals who administer an EpiPen from liability.
- ☐ Please see your school nurse for EpiPen administration training and/or review in your individual buildings.
- ☐ Training involves reviewing of updated information, demonstration of EpiPen administration, and an understanding of allergic and anaphylactic reactions and how to react to those situations.

Steps to giving an EpiPen

56

- Click here: [EpiPen Video and Demonstration](#)
- Remove blue safety cap
- Firmly press orange end into large thigh muscle
- Hold for 10 seconds
- Remove EpiPen
- Massage area for 10 sec



3 R's for Handling a Reaction

57

- **RECOGNIZE** the Signs & Symptoms - *Life threatening or not?*
- **REACT** quickly – *Contact the school nurse to activate the student's Emergency Care Plan.*
- **REVIEW** what caused the reaction and did the plan work? Evaluate the plan. Any lessons learned? Any changes to the plan required?

State Mandated Training

58

ACCEPTABLE USE OF TECHNOLOGIES AND DIGITAL MEDIA

Acceptable Use Policy

59

The Acceptable Use Policy (AUP) is a policy for the Dartmouth Public School's Staff use of electronic devices and services, such as computers, internet and email, and the use of those resources within the Dartmouth Public Schools.

The full Acceptable Use Policy can be found at this link to our website.

Access to the System

60

- Teacher accounts will have more access and privileges than student or generic accounts.
- Teachers may be able to view non-educational sites if needed for their curriculum.
- The District system shall only be used by the teacher for educational purposes.
- The teacher may not give access to his/her account to a student unless authorized by the school principal or District administration for a specific educational purpose.
- The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high quality self-discovery activities.
- Users may not access the system for commercial purposes, defined as offering or providing goods or services. Users may not access the system for political lobbying.
- Existing copyright law will govern the use of material accessed through the system.
- Users will comply with CIPA (Children Information Protection Act).

District Web Site Usage and Posting

61

The following standards will govern the posting of all District sponsored web pages.

All web pages shall be free of spelling and grammatical errors.

Documents may not contain objectionable material or link directly to objectionable material.

Staff work may be published only as it relates to a class project, course, or other school-related activity.

All subject matter on web pages shall relate to the district or the schools within the District. Therefore, neither staff nor students may publish personal web pages as part of the District web sites, or web pages for other individuals or organizations not directly affiliated with the District.

Dartmouth Public School Mandated Trainings

District Web Site Usage and Posting

62

The following standards will govern the posting of all District sponsored web pages.

Adherence to copyright laws is required.

Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the Technology Administrator, building or District Administrators shall control.

All web page data on the District server is the property of the Dartmouth Public Schools.

Web pages may include only the first name of any student. Full student names will be allowed only with parental and Building Administrator permission.

Documents may not include any student personal information.

Parental permission must be secured prior to publishing pictures or videos of students under age 18.

Dartmouth Public School Mandated Trainings

Signature of Completion

63

Thank you for your time.

**Please be certain to log your review of these mandates so a record of completion is stored electronically.*

Dartmouth Public School Mandated Trainings

- ❖ A.L.I.C.E. Protocols
- ❖ Section 504
- ❖ Title II (ADA)
- ❖ Mandated Reporting – 51A
- ❖ Physical Restraint
- ❖ Title I
- ❖ Confidentiality / Student Records
- ❖ McKinney-Vento Act
- ❖ Bullying Prevention
- ❖ Special Education
- ❖ Universal Precautions
- ❖ Epipens & Food Allergy Awareness
- ❖ Acceptable Use Policy

Please return this form to Nellie Affonso, secretary to the superintendent. nellieaffonso@dartmouthschools.org

Staff member printed name: _____

Staff member signature: _____ Date: _____



Dartmouth Public Schools
Office of the Superintendent
8 Bush Street
Dartmouth, Massachusetts 02748

Telephone: 508-997-3391

Fax: 508-991-4184

Website: www.dartmouth.school

June Saba-Maguire, Ed. D.
Superintendent of Schools

James A. Kiely, M.B.A.
Assistant Superintendent of
Finance and Operations

To: Newly Appointed Staff Member
Subject: State Applicant Fingerprint Identification System

Pursuant to Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks", and as a newly appointed school department employee you are required to have a fingerprint-based state and national criminal record check. The State Applicant Fingerprint Identification System (SAFIS), MorphoTrust USA IndentoGo TM has been created for this purpose.

At this time, you are instructed to register for a fingerprinting appointment. You can do this by going to the registration website (www.identogo.com/FP/Massachusetts.aspx) or by calling (866) 349-8130.

You will be required to provide the **Dartmouth Public Schools and ESE Organization Code: 00720000**. (Substitutes and Student Teachers may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times.) You must enter Dartmouth Public Schools and not an individual school location.

Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement of **\$35.00** for non-licensed employees and **\$55.00** for DESE Licensed Professionals (including those with pending applications/licenses).

Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c.71, § 38G, they will pay the \$55 fee; otherwise, they will pay the \$35.00 fee.

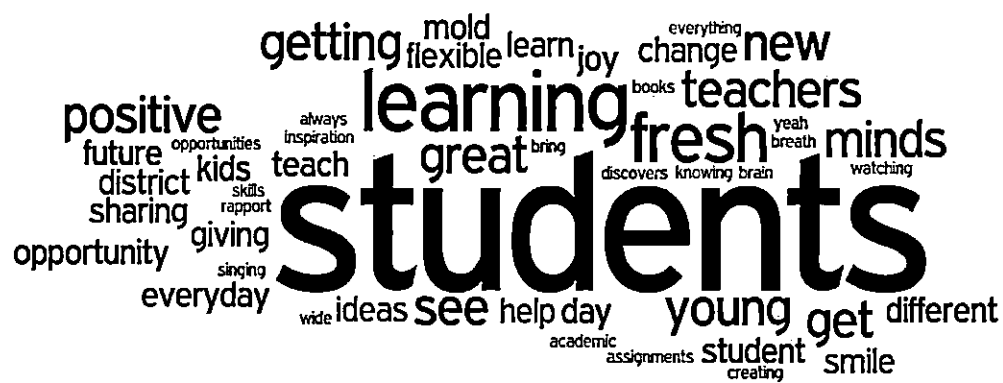
You will be provided with a fingerprint receipt. A copy of this receipt must be returned to Kate Genthner in Superintendent's Office located at the School Administration, 8 Bush Street, Dartmouth MA 02748 or via email (see address below) as a confirmation that the fingerprints were captured.

If you already have had your fingerprints taken for another Massachusetts school district you can request that that district forward a suitability determination letter to Kate Genthner via email to kathleengenthner@dartmouthschools.org or via fax (508) 991-4184.

"Quality Education for All Learners"

The Dartmouth Public Schools, in partnership with parents and the community, will deliver challenging, standards-based instruction for all students that fosters academic, physical, social and emotional development. Utilizing data analysis to drive instruction, we will implement specific strategies to support every student to think critically, solve problems and become a responsible, contributing citizen. Our high school graduates will possess the required skills and knowledge necessary to thrive in their academic and vocational ambitions.

**DARTMOUTH PUBLIC SCHOOLS
SUBSTITUTE HANDBOOK**



**DARTMOUTH PUBLIC SCHOOLS
ADMINISTRATION BUILDING
8 BUSH STREET, DARTMOUTH, MA 02748**

508-997-3391

Revised 4.2023

TABLE OF CONTENTS

Message from the Superintendent	3
School Calendar	4
General Guidelines and Information	5
▪ Mission and Vision	6
▪ Non-Discrimination Policy	7
▪ Appropriate Attire	7
▪ School Hours	7
▪ School Closings	8
Accountability and Communication	9
▪ Arrival Procedures	10
▪ Classroom-Related Duties	10
▪ Dismissal Procedures	10
▪ Written Communication	11
▪ Confidentiality	11
▪ Teaching Expectations	11
▪ Classroom Management	12
▪ Suspected Child Abuse/Mandatory Reporting	12
Overview of Curriculum	13
Emergencies & Classroom Concerns	17
▪ Safety and Security	18
▪ Fire Drills	18
▪ Call Buttons	18
▪ Accidents -- Student and Staff	18
▪ Medical Concerns	18
▪ Harassment/Bullying	19
▪ Teacher Notes	19
Other	20
▪ Substitute Teacher Evaluation Information	21
▪ Substitute Teacher Evaluation Form	22
▪ Substitute Daily Report: All Levels	23
▪ Comprehensive Emergency Management Plan Universal Procedures	26
▪ School Directory	28
▪ Directions to Dartmouth Schools	29
▪ Sexual Harassment Policy & Acknowledgment Form	31

Message from Superintendent:

On behalf of the School Committee and the staff and students of Dartmouth Public School, I want to welcome you to our learning organization.

Substitute teaching is a necessary and critical job within the district. High quality substitute teachers provide program continuity and maintain classroom management routines that allow regular teachers to take necessary leave time or participate in essential district-sponsored training. We are committed to employing only the best available teachers, and we appreciate the investment you have made in signing on with us.

It is our hope that you will find working with our students to be a challenging and rewarding experience. We will do our best to assist you by providing you with the information and ongoing support you need to be successful.

Thank you for your interest in working in the Dartmouth Public Schools.

Sincerely,

Dr. June Saba-

Superintendent of Schools



DARTMOUTH PUBLIC SCHOOLS

Academic Year 2023-2024 Calendar

Administrative Offices
8 Bush Street
Dartmouth, MA 02748
508-997-3391



21 Days

AUGUST/SEPTEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8/28 Supt. Welcome/All Staff Orientation (8:30-3:00)
8/29 Professional Development (8:30-3:00)
8/30 First Day of School (All students)
9/4 Labor Day - No School
9/13 Professional Development 1/2 Day

21 Days

OCTOBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Professional Development 1/2 Day
9 Columbus Day - No School

18 Days

NOVEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans' Day Observed - No School
22-24 Thanksgiving Recess - No School

15 Days

DECEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 & 13 Parent Teacher Conferences K-8 (1/2 Day)
4 & 13 Professional Development 9-12 (1/2 Day)
12/22/2023 - 1/2/2024 Holiday Recess - No School

95 days

20 Days

JANUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 School Resumes
10 Professional Development 1/2 Day
15 Martin Luther King Day - No School

GREEN Dates - No School
YELLOW Dates - 1/2 Days

FEBRUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

7 Professional Development 1/2 Day
19 Presidents' Day
19 - 23 Winter Recess - No School

16 Days

MARCH 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6 Professional Development 1/2 Day
29 Good Friday - No School

20 Days

APRIL 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 Professional Development 1/2 Day
15 Patriot's Day
15-19 Spring Recess - No School

17 Days

MAY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8 Professional Development 1/2 Day
27 Memorial Day - No School

22 Days

JUNE 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 Last Day of School (1/2 students)
17-24 - Snow/cancellation days, if necessary
19 - Juneteenth

10

180 days

GENERAL GUIDELINES AND INFORMATION

Substitute Teachers



Mission Statement

Non-Discrimination Policy

Dressing for Success

School Hours

School Closings

The Dartmouth Promise

District Mission:

The mission of the Dartmouth Public Schools is to provide a quality education for all learners.

District Vision:

The Dartmouth Public School District, in partnership with parents and the community, will deliver challenging, standards-based instruction for all students that fosters academic, physical, social and emotional development. Utilizing data analysis to drive instruction, we will implement specific strategies to support every student to think critically, solve problems and become a responsible, contributing citizen. Our high school graduates will possess the required skills and knowledge necessary to thrive in their academic and vocational ambitions.

District Core Values and Beliefs:

Exhibit 'Dartmouth Pride' in all we do by:

- Demonstrating personal and social responsibility through respecting others, our surroundings, and ourselves.
- Developing a work ethic of perseverance, tenacity, and resiliency that encourages academic excellence to meet or exceed high standards of performance.
- Discovering and broadening our individual talents.
- Embracing the knowledge society with current instructional methods and tools.
- Engaging in open communication with each other and our community to support student academic achievement and social and emotional growth.

NOTICE OF NON-DISCRIMINATION

The Dartmouth Public Schools reaffirms that it does not discriminate on the race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition admission to, access to, treatment in or employment in its programs or activities. The Dartmouth Public Schools also affirms its commitment to maintain a school and work environment free of harassment based on race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition. Any harassment on the basis of any of these areas will not be tolerated.

If you should have any questions about the school district's policy, please feel free to contact James Kiely, Interim Superintendent/Assistant Superintendent of Finance and Operations. He has been designated to respond to your inquiries and to be the school system's Equal Opportunity and Title IX Coordinator. They can be reached at 508-997-3391.

APPROPRIATE ATTIRE

In Dartmouth, the individual teacher is considered the most important element in the development of a high quality, constantly improving school system. It is expected that all personnel will conduct themselves in a manner consistent with the dignity and responsibility of their position and maintain the highest ideals of professional service.

It is especially important to maintain a professional image. You will notice that students will be more respectful in their attitude if you are professionally dressed. Clothing should not interfere with the learning process. It should be appropriate for your substitute assignment.

Please remember that you are a role model for every student.

SCHOOL HOURS

Daily starting and dismissal times are:

Preschool	9:05am – 3:05 pm
Elementary Schools:	9:05 am – 3:25 pm
Middle School:	7:45 am – 2:08 pm
High School:	7:30 am – 2:03 pm

It is strongly advised that you arrive approximately thirty (30) minutes prior to the starting time.

STUDENT ARRIVAL AND DISMISSAL

Students are expected to arrive to school on time. Any student arriving late to school must report to the main office before going to the classroom.

If a student is to be dismissed early from school, the parent will need to submit a note. Also, if the student is to be picked up by someone other than his/her parent, the parent will need to submit a note to that effect to the office.

SCHOOL CLOSING

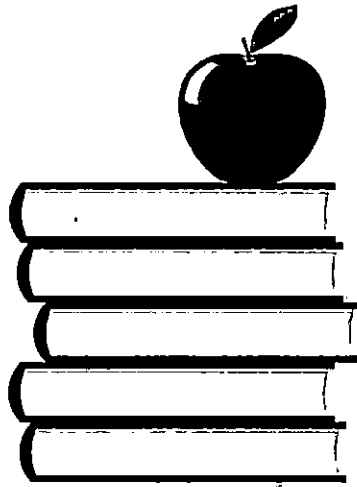
If school is canceled due to inclement weather, it will be announced starting at 6 am over the following media outlets:

Radio Stations: WSAR (1480 AM)
 WCVB
 WBSM (1420 AM)
 WFHN (107.1 FM)

TV Stations: Channel 5 Boston), 6 (RI), 7 (NBC), 10 (RI), 12 (RI)
 CW 56, Fox 25
 DCTV Cable Channel 18

Also check our [district website](#) and social media pages.

ACCOUNTABILITY AND COMMUNICATION



Arrival Procedures

Classroom-Related Duties

Dismissal Procedures

Written Communication

Confidentiality

Teaching Expectations

Classroom Management

Suspected Child Abuse/Mandatory Reporting

ACCOUNTABILITY & COMMUNICATION

Arrival

- Upon arrival and departure, please check in/out with the office **every day**.
- Find the lesson plan/substitute information.
- Check for special duties (such as before school duty) and look at the Specialist schedule (i.e., Art, Music, Gym, etc).
- If you are substituting for a Specialist, check to see if you need any special equipment, i.e., TV, VCR, etc.
- Check for lunch/recess times, fire drill list, bus list, & important information regarding class, i.e. medical information.
- Locate the office call button (in case you need assistance).
- Familiarize yourself with the hall and bathroom procedures.

Classroom-Related Duties

- All teachers have been requested to leave three (3) days of lesson plans for your use.
- At the elementary school level, plans will be located in the substitute folder. At the middle school level, there is a specific form for substitutes. At the high school level, specific plans are made for substitutes and the Department Chairpersons/Coordinators will distribute those plans to you.
- Take attendance and complete a lunch count. Send the lunch count to the kitchen. (Elementary only).
- Collect, initial, and send all notes to the office. (Be sure to keep a copy for yourself as a reference). (Elementary only)
- Carry out opening exercises: flag, salute, song, and/or moment of silence, etc. This may also include additional activities such as calendar or current events. **ALWAYS** check the lesson plan.

Dismissal

- Find the teacher's bus list and check with a neighboring teacher on dismissal procedures.
- At the end of the day, have the students put their chairs on their desks to allow for easy sweeping of the classroom. Boards should be cleaned and windows should be closed. (Elementary only).
- Leave the classroom in good order at the end of the day, and leave a note for the teacher regarding the day's activities, including any issues that you may have had.
- Please complete the Substitute Daily Report (located at the end of this handbook) and leave it for the Building Principal as you leave the building.

WRITTEN COMMUNICATION

From Parents:

Notes from parents requesting a change in dismissal or transportation must be initialed by the substitute and sent to the office for approval. Please keep a copy as a reference.

To Parents:

Please do not send home any notes to parents unless the office has approved the notes. If the main office has approved a note from you to send to a student, then please leave a copy of the original note and your response for the teacher.

To Teachers:

Please leave a note for the returning teacher outlining what you were able to accomplish. Also include any behavioral issues that the teacher needs to know.

CONFIDENTIALITY

Confidentiality is very important to Dartmouth Public Schools, and it is part of your professional responsibility. Please remember to only discuss individual student concerns with the professional staff in an appropriate setting. All information regarding a particular child or staff member is to be held in the strictest confidence. Please feel free to discuss these issues with the building administrator.

TEACHING EXPECTATIONS

Substitutes are required to follow the teacher's lesson plans. Please indicate on the teacher's lesson plan what has been accomplished. There is also a sheet (Daily Substitute Report) that you will need to complete regarding this matter at the end of this booklet.

Substitutes are not responsible for correcting or grading student assignments. Please save all papers for the teacher to review.

CLASSROOM MANAGEMENT

The Dartmouth Public Schools strives to ensure that all students have a safe learning environment. We expect all students to respect themselves, and respect the feelings, opinions, differences, and beliefs of others.

Students respond well to positive comments and praise that reinforces appropriate behavior. Most teachers have established a set of rules and consequences to maintain classroom order. These are usually posted or displayed in the classroom. Please observe these rules and follow the established plan.

The plan usually consists of:

1. Issuing a warning.
2. Following with an appropriate management procedures.
3. Giving a consequence.
4. If needed, notify the office for assistance.

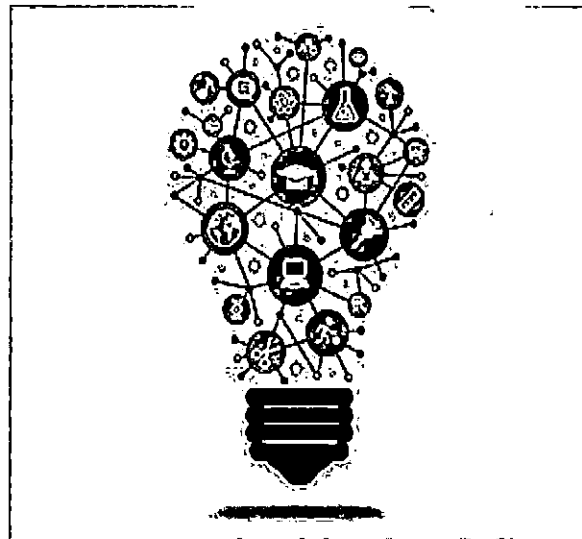
***Please Note:** Due to the potential allergic complications, do not reward students with any type of food products, including candy. Notify the classroom teacher of the behavior that deserves recognition, and let the classroom teacher handle the reward.*

SUSPECTED CHILD ABUSE/MANDATED REPORTING

To comply with Massachusetts State Law, it is the policy of the Dartmouth Public Schools that any teacher or other school employee (including a substitute teacher) is considered a mandated reporter. If you have reasonable cause to believe that a child's physical, mental health or welfare may be seriously affected by abuse or neglect, you are required by law to report the situation to the building administrator. The building administrator, in-turn, will notify the in-house child abuse prevention team (CAPT). **If in doubt, ALWAYS notify the building administrator.**

Reports must be made by the principal or designee to Child Protective Services (CPS), whenever any member of the professional staff (including substitutes) determines that there is "reasonable cause" for concern.

OVERVIEW OF CURRICULUM



Elementary Curriculum:

Math

Science

Social Studies

Language Arts

OVERVIEW OF CURRICULUM

All curricula for each core discipline are aligned with the Massachusetts State Frameworks.



Elementary Curriculum:

The substitute is expected to execute the lessons left behind by the teacher. The office should be contacted if there is no lesson plan.

Below is a list of resources materials you will need to teach the lessons:

English Language Arts: Dartmouth Public Schools implements a workshop model for reading and writing instruction. Lessons are structured optimizing student learning through active engagement in authentic literacy activities. Each lesson has four components:

- Mini-lesson - 10-15 minute direct explicit instruction with one focused teaching point; components of a mini-lesson include: Connection, Teaching, Active Engagement and Link
- Independent Practice - time for students to practice the teaching point independently, with a partner, or in a group
- Conferencing - time when teacher gives direct feedback and instruction to a student or small group; Components of conferencing include: Research, Compliment, Decide, Teach
- Share - time for students to gather together and share work

Teacher lesson plans will outline the teaching point and details.

Math: Dartmouth Public School uses the workshop model as a structure and follows the document scope and sequence. Daily lessons are structured around an essential understanding. In general, students are presented problem based interactive learning opportunities for concept knowledge. The concepts are made explicit using visual learning animations. Students' practice of the concept is differentiated. Teacher lesson plans will explain the process and details.

Science: Lessons stem for activities in science kits. Topics are dependent on the grade level and include physical, earth and life sciences in an inquiry-based approach. Teacher lesson plans will explain the process and details.

Social Studies: Various resources are used to teach the standards. Teacher lesson plans will describe the structure and resources for the lesson.

Middle School Curriculum:**Math**

Grade 6: Units include: Statistics, Number Theory, Understanding Rational Numbers, 2D Measurement, Solid Figures, Probability and the Introduction to Algebra.

Grade 7: Units include: Integers (Patterns & Rule), 3D Measurement, Ratio, Proportion, and Percent.

Grade 8: Units include: Data and Statistics, Linear Relations, Linear/Non-Linear Models, Geometry Review, Discovering Pythagorean Theorem, MCAS Review, and Combinatorics.

Note: CMP notebooks are used at each grade level throughout the year.

English Language Arts

Grade 6: Units/Topics include: Language of Literature, The Writing Process, Personal Narrative, Fiction, Vocabulary Workshop, Spelling Words and Skills, Parts of Speech, Novels, Drama, Poetry, Myths, and Classical Literature.

Grade 7: Units/Topics include: Language of Literature, Vocabulary Workshop, Elements of Literature, Free Reading Journal, Annotated Bibliography, Plot Outline, Drama, Conflict, Novel—The Outsiders, Active Reading Strategies, MCAS Prep, Elements of Mythology, and Poetry.

Grade 8: Units/Topics include: Language of Literature, Vocabulary Workshop, Formal Writing, Elements of Short Story, Parts of Speech, MLA Format Research Paper, Shakespeare—Midsummer Night's Dream, Poetry, Autobiography, Writing Your Life Scrapbook, Drama, and Free Reading Journal.

Science

Grade 6: Units/Topics include: From Bacteria to Plants, Structure and Function of the Cell, Ecosystems, Environmental Science, Evolution and Biodiversity, Energy and Living Things, Weather, Properties of Matter, Heat Transfer and Energy, and the Earth's Structure and History.

Grade 7: Units/Topics include: The Earth's Changing Surface, Topography, Weathering, Erosion, Cells and Heredity, Cell Theory, Evolution, Photosynthesis, Genetics, Motion and Forces, A World in Motion, Technology Engineering and the Design Process.

Grade 8: Units/Topics include: The Properties of Matter, Physical and Chemical Changes, Mixtures, Elements and Compounds, Atoms: Building Blocks of Matter; Periodic Table, Matter, Astronomy, MCAS Review Manual, and the Solar System.

Social Studies

Grade 6: Units/Topics include: The Seven Continents and Oceans, South America, Europe, Asia, Africa, and Australia. Students should be able to describe and analyze climate, resources, population and their influence on the economy. Students should be able to identify periods of independence and culture.

Note: Nystrom Maps and Atlases are used throughout the year for the 6th grade curriculum.

Grade 7: Units/Topics include: Human Origins in Africa through the Neolithic Age, Mesopotamia: Site of Several River Civilizations, Phoenicia, The Roots of Western Civilization: Ancient Israel, Ancient Egypt, Ancient Greece, Ancient Rome, and the Middle Ages. Time Period: Neolithic Age through the 1300's.

Grade 8: Units/Topics include: World and U.S. Histories. World History includes: The Renaissance, Reformation, Early American Civilizations, The Scientific Revolution, Enlightenment, and the Age of Exploration. The U.S. History includes: Colonial Government, Colonial Geography, Economy, and Social Movements, The French and Indian War, The Revolutionary War, Declaration of Independence, the Constitution and the Creation of Our Nation. Time Period: 1300's through the late 1700's.

High School Curriculum:

For a complete list of curriculum offerings, please visit our website: www.dartmouth.school, click on "Select a School", click on "Dartmouth High School", and click on "Our School – Guidance – Program of Studies". You can review all curriculum information by subjects.



Safety and Security

Fire Drills

Call Buttons

Accidents

Medical Concerns

EMERGENCIES & CLASSROOM ISSUES

The following are general guidelines.

Please check at all schools for specific building directions.

Safety and Security

- Please remember to close all windows and doors at the end of the day.
- All exterior doors must be closed at all times.
- Never leave students unattended in the classroom, hall, and cafeteria or at dismissal.
- Check with the office on visitor policy and the use of passes.
- **STUDENTS MUST BE SUPERVISED AT ALL TIMES.**

Fire Drills

Everyone's primary responsibility when the fire alarm sounds, is to exit the building quickly and in a safe and orderly manner.

- Every classroom or general area will have fire exits and procedures posted.
- If possible, please close doors and windows as you evacuate.
- Take a class list with you so that when you are safely out of danger, you can account for all students by taking attendance.

Call Buttons

Every classroom and general area has a call button or phone that connects to the main office. Please use the call button or phone to call the main office for assistance.

Accidents

All accidents, including injuries to staff members and students, must be reported to the main office. Accident report forms **MUST** be completed prior to leaving for the day. Should you have any questions or concerns regarding completing the accident form, please notify the school nurse. The nurse will be able to assist you.

Medical Concerns

Dartmouth Public Schools has established a strict medication policy in all our schools. All medications, including over-the-counter medicines such as aspirin, cough medicine; prescribed medication, etc. must be administered by the school nurse.

The nurse will be responsible for delegating other school personnel to administer emergency medications including EPIPEN. Students will be allowed to administer their own inhaler upon parental/physician approval.

Please Note: Due to the potential allergic complications, please do not reward students with any type of food products, including candy. Notify the classroom teacher of the behavior that deserves recognition and let the classroom teacher handle the reward.

Harassment/Bullying

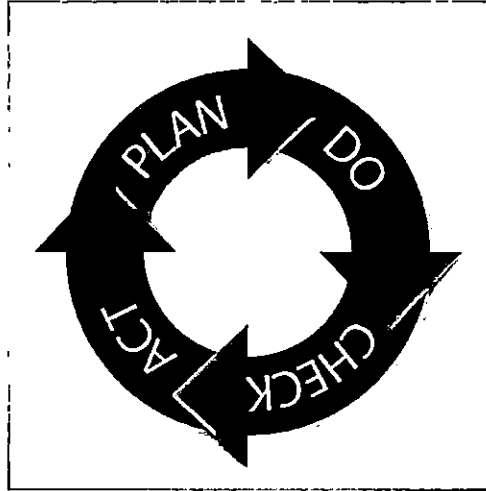
Dartmouth Public Schools does not tolerate harassment or bullying. Harassment is defined as “any communication such as jokes, comments, innuendos, notes, displays of pictures or symbols, gestures, physical contact or other conduct which offends or shows disrespect to others based on race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition”.

If a student is claiming that he or she has been harassed or bullied, then please report the situation to the building administrator. Also leave the teacher a note explaining what has occurred so the teacher can follow up on the situation.

Teacher Notes

Every classroom is equipped with a substitute folder. This folder will contain important notes from the teacher regarding students with behavioral issues, medical concerns, and specific learning needs. Please pay special attention to information on allergies, medications, and authorized persons (relating to the dismissal of students). In some cases, there will be attendance lists, seating plans, and other pertinent information as well as lesson plans. **If there are no lesson plans, please notify the main office.**

OTHER



Substitute Teacher Evaluation Information

Substitute Evaluation Form

Substitute Daily Report

Emergency Planning

School Directory

Directions to All Schools

SUBSTITUTE TEACHER EVALUATION

Dartmouth Public Schools maintains a list of substitutes each year. Substitutes are hired as at-will employees, which means they are called upon on an **as-needed basis** to cover faculty assignments. **We cannot guarantee continuous employment for substitutes every day.** The Dartmouth Public Schools reserves the right to **not call** upon a particular substitute without any reason.

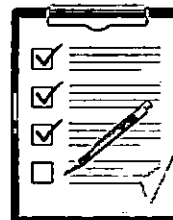
Substitutes are paid at a rate of **\$115.00 a day for non-certified teachers**, and **\$130.00 a day for certified teachers**. The certified rate will be paid on the condition that a copy of their current Massachusetts certification is on file at the Superintendent's Office. **The certified rate is also not retroactive.**

Substitute teachers are evaluated at the end of every school year by a building administrator to determine if he or she is eligible for reappointment to the substitute list. *

The Superintendent will then review all substitute evaluations for final recommendation to the substitute list each year. All evaluations are kept confidential and filed in the substitute's folder at the Superintendent's office.

Substitutes are evaluated on the following criteria:

- Summarizes the Day's Progress
- Classroom Management Skills
- Lesson Plans
- Classroom Appearance
- Arrival/Departure
- Responsibility
- Other



Substitutes in good standing (and those who have substituted less than five times) will receive a letter asking if he or she wants to continue to substitute in Dartmouth for the following school year. A form is sent with the letter asking which level he or she wants to substitute, if certified (and if so, a copy of the certification needs to be attached), availability, and finally if he or she is available to substitute at other levels.

If there are any issues or concerns with a substitute's performance, then the building administrator will address the matter with the substitute. With the consent from the Superintendent, if the issue is not resolved, then the substitute will not be recommended to the substitute list.

***Please Note:** Substitutes that have only substituted less than five times during the school year will not be evaluated. He or she will remain on the substitute list for the following school year unless otherwise instructed not to.

DARTMOUTH PUBLIC SCHOOLS
DARTMOUTH, MASSACHUSETTS

Substitute:	Date:	Evaluator:
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Criteria	Never	Usually	Always
1. Leaves a report for Principal and Teacher in regards to what happened in the teacher's absence			
2. Demonstrates effective classroom management skills			
3. Follows school/classroom management skills			
4. Carefully follows teacher's lesson plans			
5. Corrects pupils' written work where appropriate			
6. Leaves the room in order			
7. Arrives and leaves at specified times			
8. Approaches responsibility in a professional manner			

Explanation or Comments:

Check one of the following:

- ☐ I recommend that this substitute be reappointed to the Substitute Teacher List.
- ☐ I do not recommend that this substitute be appointed to the Substitute Teacher List.

Evaluator's Signature:	Date:
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Substitute Daily Report - Elementary

Please state how much information you were able to cover for each class period, and include any issues you encountered. Kindly answer the questions listed below and return the form to the building principal upon leaving. Thank you!

Substitute _____ Date _____ Teacher _____ Room _____

BEFORE SCHOOL	Find the lesson plans for the day which are located inside the blue substitute folder. Please read over the lessons plans, and check the duty schedule as you may have before school duty.
SCHOOL TARDY BELL 9:05	
AM	
LUNCH/RECESS	
PM	
SUBSTITUTE COMMENTS	

Please answer:

1. Where the plans clear enough so that you understood what you were to do? _____
2. Were you able to locate all necessary materials? _____
3. Were the plans complete enough so that there was adequate work for the students to perform? If not, please state the problem on the other side. _____

Substitute Daily Report - DMS

Please state how much material you were able to cover for each class period, and include any issues you encountered. Kindly answer the questions listed below, and place the form in the Principal's mailbox upon leaving. Thank you!

Substitute _____ Date _____ Teacher _____ Room _____ Day _____

BEFORE SCHOOL	Tardy Bell – 7:45 a.m.
PERIOD 1 7:50 – 8:46 AM	
PERIOD 2 8:48 – 9:44 AM	
PERIOD 3 9:46 – 10:42 AM	
PERIOD 4 GR 6: 10:44 – 12:09 * GR 7: 10:44 – 11:41 AM GR 8: 11:10 – 12:09 *BREAK 11:11 – 11:39 AM	
GR 8: 1 ST LUNCH 10:42 – 11:08 AM DINING ROOM ____ GR 6: 2 ND LUNCH 11:12 – 11:38 AM DINING ROOM ____ GR 7: 3 RD LUNCH 11:43 – 12:09 PM DINING ROOM ____ STUDENTS ARE TAKEN AS A CLASS TO RESTROOMS DURING THIS TIME. SUBSTITUTES ARE TO SUPERVISE DISMISSAL OF STUDENTS FROM DINING ROOM.	
PERIOD 5 12:11 – 1:07 PM	
PERIOD 6 1:09 – 2:05 PM	
HOMEROOM: 2:05 – 2:08 PM FIRST BUS STUDENTS DISMISSED AT 2:08 PM. NON-BUS STUDENTS DISMISSED AT 2:13 PM. SECOND BUS TRIP STUDENTS TO DINING ROOMS AT 2:18 PM.	

Substitute Daily Report – DHS

Substitute Teacher _____ Date _____
 Teacher _____ Room _____
 Please report to _____, Associate Principal _____

The classroom should have a lesson plan for the day, a seating plan for each class, and a bell schedule for you to follow including a lunch schedule.

The Attendance Secretary will set you up for the day with everything that you need. If there are any problems with the above, please contact the Associate Principal.

Discipline problems should be referred to the appropriate Asst. Principal. Please list any problems you encountered (by period) with either the material covered or student misbehavior below. Please attach a note if further explanation is necessary.

Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	
Period 7	
Additional Comments	

Please return this form to the Associate Principal before you leave.

Comprehensive Emergency Management Plan Universal Procedure Sheet

A.L.I.C.E

When alerted that an event is taking place that requires staff to initiate A.L.I.C.E., refer to protocols in the CEMP.

- A: Alert
- L: Lockdown
- I: Inform
- C: Counter
- E: Evacuate

Evacuation

(For use when conditions outside are safer than inside)

When announcement is made or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary is blocked)
- Locate classroom emergency bag and classroom roster
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Check for injuries
- Once in Assembly Area report any missing students/staff according to protocols
- Superintendent's office should be notified
- Director of Transportation should be notified to begin relocation process as needed

Reverse Evacuation

(For use when conditions inside are safer than outside)

When announcement is made:

- Move everyone inside as quickly as possible
- Assist those in need
- Report to classroom, take attendance, check for injuries
- Wait for further instructions

Shelter in Place

Used to protect building occupants from potential dangers external to building or to facilitate management of serious building issues such as medical emergency. Doors and windows are locked and entrance/exit to and from building are prohibited. School operations within building can operate as normal until notification of release is given.

When announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close doors
- Take attendance and report missing students/staff according to protocols
- Assist those needing assistance
- Remain in safe area and listen for further instructions

For more specific information, please refer to the building administrator.

At the elementary level, all emergency management plans are located in a florescent bag, and the location of this bag is listed in each teacher's substitute plans.

At the middle school level, all emergency management plans are located in a clear folder in the teacher's draw.

At the high school level, all emergency management plans are located in the upper left-hand drawer of the teacher's desk. Rubber gloves are also located in the same draw.

If you are unable to locate the emergency management plan, please notify the main office for assistance.

Dartmouth Public Schools

School Directory

Elementary Level:

Andrew B. Cushman School 746 Dartmouth Street Dartmouth, MA 02748	Dr. Justine Dale, Early Childhood Director	508-996-3926
Joseph DeMello School 654 Dartmouth Street Dartmouth, MA 02748	Elizabeth Correia, Principal Adam Hill, Assistant Principal	508-996-6750
George Potter School 185 Cross Road Dartmouth, MA 02747	Richard Porter, Principal Melissa McHenry, Assistant Principal	508-996-8259
James Quinn School 529 Hawthorn Street Dartmouth, MA 02747	Kyle Grandfield, Principal Audra Thomas, Assistant Principal Stephani Yermalovich, Assistant Principal	508-997-3178

Middle School Level:

Dartmouth Middle School 366 Slocum Road Dartmouth, MA 02747	Peter Rossi, Principal Sarah Decas, Associate Principal Marc Hayes, Assistant Principal William Madden, Assistant Principal	508-997-9333
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High School Level:

Dartmouth High School 555 Bakerville Road Dartmouth, MA 02748	Ryan Shea, Principal Rachel Chavier, Associate Principal Graham Coogan, Assistant Principal Michael Martin, Assistant Principal	508-961-2700
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ANDREW B. CUSHMAN SCHOOL: 746 DARTMOUTH STREET, DARTMOUTH, MA 02748

JOSEPH DEMELLO SCHOOL: 654 DARTMOUTH STREET, DARTMOUTH, MA 02748

Cushman: 508-996-3926 & DeMello: 508-996-6750

Directions From Rt. 195

1. Take Exit 13A (New Bedford/Rt. 140)
2. At the end of 140 (State Road), go straight at the set of lights
3. At next set of lights, take a right onto Hawthorn Street
4. At end of Hawthorn Street, take a left onto Slocum Road (Middle School is on your right)
5. Go straight at set of lights (Slocum Road)
6. Take a left at Friendly's Pizza (Russells Mills Road)
7. Follow the sharp curve and take a right onto Rockland Street
8. At end of Rockland Street, take a left (at stop sign) (Dartmouth Street)
9. Cushman School is just ahead on the right.
10. Continue on Dartmouth Street, past the post office, and DeMello School is right after the Post Office.

GEORGE POTTER SCHOOL

185 CROSS ROAD

DARTMOUTH, MA 02747

508-996-8259

Directions from Rt. 195

1. Take Exit 12 Faunce Corner Road Exit
2. Take a right at the exit
3. At the lights, take a right onto Cross Road (by Fall River 5 cents Savings Bank)
4. Stay on Cross Road, and go straight at the stop sign
5. Potter School will be up the street further on your right (not far from Walmart)

JAMES M. QUINN SCHOOL

529 HAWTHORN STREET

DARTMOUTH, MA 02747

508-997-3178

Directions from Rt. 195

1. Take exit 13A (Rte 140 New Bedford)
2. Go straight at light (crossing Rte 6)
3. At next light, take a right (Hawthorn St./Jewish Synagogue is on your right)
4. Quinn Elementary is just up on your right.

**DARTMOUTH MIDDLE SCHOOL
366 SLOCUM ROAD
DARTMOUTH, MA 02747
508-997-9333**

Directions from Rt. 195

1. Take exit 13A (Rte 140 New Bedford)
2. Go straight at light (crossing Rte 6)
3. At next light, take a right (Hawthorn St./Jewish Synagogue is on your right)
4. At the end of Hawthorn Street, take a right. Middle School is right at the corner.

**DARTMOUTH HIGH SCHOOL
555 BAKERVILLE ROAD
DARTMOUTH, MA 02748
508-961-2700**

Directions from Rt. 195

1. Take Exit 12A Faunce Corner Road
2. Take a right off exit
3. Go straight through 4 sets of lights, & take a left onto Rte 6 State Road
4. Take a right at light onto Tucker Road (Help U Sell is on right)
5. Stay on Tucker road
6. Go straight through stop sign.(corner of Tucker & Allen St)
7. At stop sign on Tucker Road, go straight. (Dairy Chief is on your left)
8. High School is just up ahead on your left.

**DARTMOUTH PUBLIC SCHOOLS
ADMINISTRATION BUILDING
8 BUSH STREET
DARTMOUTH, MA 02748
508-997-3391**

Directions from Rt. 195

1. Take Exit 12A Faunce Corner Road
2. Take a right off exit
3. Go straight through 4 sets of lights, & take a left onto Rte 6 State Road
4. At the 2nd light, take a right onto Slocum Road (Bishop Stang)
5. Continue on Slocum Road, and go straight at the light.
6. Take a left onto Elm Street (right after the Cumberland Farms Plaza)
7. Go up Elm Street, and take a left onto Bush Street (we're right next door to the cemetery)

NOTICE OF NON-DISCRIMINATION/SEXUAL HARASSMENT

The Dartmouth Public Schools reaffirms that it does not discriminate on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation in admission to, access to, treatment in or employment in its programs or activities. It is our goal and commitment to promote a workplace that is free of discrimination and harassment in which all persons can develop attitudes and skills for effective, cooperative living in our culturally diverse society. Discrimination or harassment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition will not be tolerated. Retaliation against individuals who complain or cooperate with an investigation is unlawful, and will not be tolerated by the Dartmouth Public Schools. We take allegations of discrimination and harassment very seriously, and we will respond and act promptly to these complaints. Please note that the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether or not the conduct satisfies the definition of sexual harassment.

In Massachusetts, the legal (and broad) definition of sexual harassment means sexual advances, requests for sexual favors, and verbal/physical contact of a sexual nature when submission to/rejection of such advances/requests/conduct is made either explicitly/implicitly a term/condition of employment or as a basis for employment decisions or such advances/requests/conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

While it is not possible to list all scenarios that constitute sexual harassment, the following are some examples that may:

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

If you believe that you have been subjected to discrimination/harassment, then you have the right to file a complaint with us either verbally or in writing and/or to the governmental agencies listed on the following page.

The first thing that you need to do is to report the incident either to the building principal or to the Title IX Coordinators. When a complaint has been filed, the Coordinators will promptly investigate the allegation confidentially, and in a fair and expeditious manner. The investigation will include a private interview with the person filing the complaint, any witnesses involved, as well as the person allegedly having committed the harassment. Once the investigation has been

completed, we will inform the person filing the complaint and the alleged harasser with the results of the investigation.

If it is determined that inappropriate conduct has occurred, the Coordinators will act promptly to eliminate the offending conduct, and where applicable, will also impose disciplinary action. If inappropriate conduct has been committed, the appropriate action will be taken under the circumstances, which may range from counseling to termination of employment. It may also include other forms of disciplinary action as deemed appropriate.

State and Federal regulations state that you can also file a formal complaint with either or both governmental agencies. Each agency has a short time frame for filing a claim (EEOC—180 days, MCAD—6 months):

1. United States Equal Employment Opportunity Commission (EEOC)
10 Congress Street, 10th Floor
Boston, MA 02144
617-565-3200
2. Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Room 601
Boston, MA 02108
617-727-3990

Dartmouth Public Schools' District Title IX Coordinators:

Laurie Dionisio Pupil
Support Services
Administrator
Dartmouth Public
Schools 8 Bush Street
Dartmouth, MA 02748
508-997-3391 x 1113

Dr. June Saba-Maguire
Superintendent of Dartmouth Public Schools
8 Bush Street
Dartmouth, MA 02748
508-997-3391 x1106

Contact Information for Section 504 Coordinator:

Laurie Dionisio
Pupil Support Services Administrator
Dartmouth Public Schools
8 Bush Street
Dartmouth, MA 02748
508-997-3391 x1113

Inquiries concerning the application of non-discrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack POCH, Room 222, Boston, MA 02109-4557.

***Note: It is unlawful for any person to aid, abet, incite, compel or coerce someone into doing any of the acts forbidden in the law in relation to harassment. Inappropriate behavior by an employee may, under certain circumstances give rise to individual liability under Massachusetts state law (Source: MCAD Sexual Harassment Guidelines).**