

# Monomoy Regional School District

## Staff Handbook



### **Mission Statement**

Monomoy Regional School District is a community of learners of all ages focused on building knowledge, positive character, and resiliency in a safe, supportive, creative, and challenging environment.

**Office of the Superintendent of Schools**

Dr. Scott Carpenter – Superintendent	508-945-5130
Admin. Asst.: Leah Tambolleo – Staff Attendance	508-945-5130
Admin. Asst.: Ellen Bearse – Human Resources	508-945-5130
Marc Smith – Director of Curriculum, Instruction & Assessment	508-945-5130
Admin. Asst.: Antigone (Toni) London	508-945-5130
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Melissa Maguire – Director of Student Services	508-945-5132
Special Education, Civil Rights, Title IX, Compliance Officer, Section 504, ADA, EEO, ELE, Homeless	
Admin. Asst.: Kathleen Davock – Special Education, Section 504	
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Tish Crowell – Payroll	508-945-5148
Antigone (Toni) London – Transportation Coordinator	508-945-5123
Jim Birchfield – Director of Instructional Technology	508-237-2090
Joy Jordan – Community Engagement Coordinator, Volunteers, Website	508-237-1781

**Monomoy Regional High School**

75 Oak Street  
Harwich, MA 02645  
(P) 508.430.7200 (F) 508.430.7212

Principal: Bill Burkhead  
Asst. Principal: Janie Girolamo  
Asst. Principal: Jennifer Police  
Katie Kelly/Principal's Admin. Asst. – POs  
Janet Ferro/Admin. Asst. – Attendance/Special Ed  
Claire Hooper/Admin. Asst. – Substitutes  
Betsy Casey/Admin. Asst. – Guidance

**Chatham Elementary School**

147 Depot Road  
Chatham, MA 02633  
(P) 508.945.5135 (F) 508.945.5138

Principal: Robin Millen  
Faith Caswell/Principal's Admin. Asst. – POs  
Gina Kluza/Admin. Asst. – Special Ed 3 days  
Cathy Karras/Admin. Asst. – Special Ed 2 days

**Monomoy Regional Middle School**

425 Crowell Road  
Chatham, MA 02633  
(P) 508.945.5140 (F) 508.945.5110

Principal: Mark Wilson  
Asst. Principal: Adam O'Shea  
Roberta Simmons/Principal's Admin. Asst. – POs  
Wendy Fisetite/Admin. Asst. – Special Ed/Guidance

**Harwich Elementary School**

263 South Street  
Harwich, MA 02645  
(P) 508.430.7216 (F) 508.430.7232

Principal: Mary Oldach  
Asst. Principal: Sharon Hughes  
Cheryl Hoffman/Principal's Admin. Asst. – Substitutes/POs  
Betsy Robinson/Admin. Asst. – Attendance  
Cindy Leahy/Admin. Asst. – Pick up Patrol  
Cathy Karras/Admin. Asst. – Special Ed/District PK 3 days

## Staff Handbook Introduction

This handbook is to serve as a guide to issues common to most staff needs and/or responsibilities. It is important to recognize that this document does not address all staff issues. Issues related to district policy can be found in the District Policy Manual, available on the district website. Issues related to the Collective Bargaining Agreements for staff in Units A, B, C, and the SEIU can be found in those documents, also available on the district website.

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My signature indicates that I have received a copy of the Monomoy Regional School District Staff Handbook. I understand that it contains important information on the general personnel policies and practices of the District and of the privileges and obligations of being a Staff of the District.

I understand that this handbook does not constitute a contract and makes no guarantees of employment, compensation, or benefits.

Print Name: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Absences

If a staff member is not in school due to an absence, personal day, professional day, field trip, etc., he/she is to log onto [www.substituteonline.com](http://www.substituteonline.com) and request a substitute. If for any reason you are unable to log into the system, please contact the Administrative Assistant and/or building administrator in your school. Personal appointments should be scheduled after the close of school and not on staff meeting dates. Application for personal or professional days must be submitted at least 24 hours in advance. (Per Article 9, #2B – Unit A Contract, Article 6, #2B – Unit B Contract)

A Staff Leave Request form is to be completed for all absences.

[Staff Leave Request form.](#)

### Family Medical Leave Act

The FMLA entitles eligible Staffs of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the Staff had not taken leave. Eligible Staffs are entitled to twelve workweeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the Staff of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the Staff's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the Staff unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the Staff's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible Staff is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

### Massachusetts Parental Leave Act

An Act Relative to Parental Leave expands the current maternity leave law, G.L. c. 149, § 105D, which is enforced by the Massachusetts Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more Staffs to provide eight weeks of unpaid maternity leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption. The new law went into effect on April 7, 2015, and expands the leave law in the following ways:

- The parental leave law is now gender neutral. Both men and women are entitled to parental leave.
- If the employer agrees to provide parental leave for longer than 8 weeks, the employer must reinstate the Staff at the end of the extended leave unless it clearly informs the Staff in writing before the leave and before any extension of that leave, that taking longer than 8 weeks of leave shall result in the denial of reinstatement or the loss of other rights and benefits. The law clarifies

that the right to leave applies to Staffs who have completed an initial probationary period set by the terms of employment, but which is not greater than 3 months.

- The law expands the notice requirements, mandating that employers keep a posting in a conspicuous place describing the law's requirements and the employer's policies as to parental leave.
- The law provides that if two Staffs of the same employer give birth to or adopts the same child, the two Staffs are entitled to an aggregate of 8 weeks of leave.
- The law clarifies that an Staff seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the Staff's intention to return, but also permits the Staff to provide notice as soon as practicable if the delay is for reasons beyond the Staff's control.
- The law clarifies that an Staff on parental leave for the adoption of a child shall be entitled to the same benefits offered to an Staff on leave for the birth of a child.

### **Massachusetts Small Necessities Leave Act Advisory**

Purposes for which the leave may be taken: The 24 hours of leave may be taken by an eligible Staff for any of the following purposes:

- to participate in school activities directly related to the educational advancement of a son or daughter of the Staff, such as parent-teacher conferences or interviewing for a new school;
- to accompany the son or daughter of the Staff to routine medical or dental appointments, such as check-ups or vaccinations;
- to accompany an elderly relative of the Staff to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

### **Small Necessities Advisory**

## **Advertising or Promotions within the School**

The advertising of commercial products or services will be permitted in school buildings or on school grounds or properties upon approval of the school committee. Publications of the school system will not contain any advertising. However, this will not prevent advertising in school publications that are published by student organizations subject to administration controls or the use of commercially-sponsored, free teaching aids if the content is approved by the administration. Solicitation of sales or use of the name of the school system to promote any product will not be permitted.

## **Affirmative Action and Equal Opportunity**

The Monomoy Regional School District will provide equal employment opportunities through a positive and effective affirmative action program. These opportunities will be granted to a candidate by the school department regardless of the candidate's race, national origin, color, religion, gender, sexual orientation, gender identity, age, marital or parental status, and disabilities, provided the disability does not preclude performance of bona fide

requirements of the position with or without reasonable accommodations. Decisions for employment will be based on the qualifications of an applicant to perform a specific assignment.

***For the entire District policy on Affirmative Action and Equal Opportunity, please see School Committee Policy Manual Section G***

## **Arriving and Leaving School Grounds**

Teachers are expected to be present 10 minutes before the beginning of the school day, and are expected to remain 15 minutes after dismissal to perform necessary professional tasks, including dismissal duties, extra help, make-up work, and evaluation of students, and to meet with parents, unless excused by the principal. The work day for teaching assistants shall be six-and-a-half (6.5) hours per day with a half hour unpaid lunch for a total of seven (7) hours per day. Teachers are required to attend faculty meetings as well as PLC meetings. If a staff member needs to leave the school grounds during the school day and during a free period, he/she is expected to sign out in the main office of your designated building before leaving, and to sign back in upon return. [\(Per Article 7, Section 2 – Unit A Contract\)](#)

## **Building Use**

If you are planning an activity that requires use of the building during the regular school day or outside the regular school day, you are expected to use School Dude, our online calendar, giving at least two weeks' notice if possible, in order to avoid booking conflicts.

### **School Dude**

**submittal password Monomoy1**

## **Care of Rooms**

All staff members are responsible for the condition of his/her teaching and work station, as well as common work space. Please encourage the students to maintain a clean and safe environment. Please use School Dude link (above) for any classroom maintenance issues.

## **Cell Phones**

Cell phones and portable communication devices (PCDs) play an important part in Staff and student safety and communications. Designated Staffs who are issued school-owned cell phones should keep their phones on and charged during the school day and while conducting school business/events. Staffs who own a personal cell phone and/or PCD must ensure that the device does not ring or interrupt the academic classroom environment or the job performance of the Staff. Staffs must take proactive

steps to ensure that the cell phones do not ring during their instructional hours or school-related meetings.

If a student is using a cell phone inappropriately, the staff member may confiscate the phone and place it in the office for parent pick-up at the end of the school day.

## Collection of Money

For collection of money, in the event of a field trip, fundraiser, or club activity, please use the form provided by the administrative assistant in your specific building, and submit monies collected with the form to that administrative assistant in your building.

*For more information please see School Committee Policy Manual Section D*

## Conflict of Interest/State Ethics

The school committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system. All Staffs of the district must provide evidence to the Superintendent of completion of the online training course required by the State Ethics Commission.

[Conflict of Interest/Ethics Training](#)

[FAQs on the Conflict of Interest Law](#)

[Disclosure Forms](#)

## DCAP – District Curriculum Accommodation Plan

The District Curriculum Accommodation Plan (DCAP) documents the ways in which Monomoy educators work to meet the needs of all students. The goal is for all students to meet the academic and behavioral expectations that we have for them, with the realization that students will often need some accommodation in order to succeed.

Accommodations may include varied instructional strategies, modified curriculum materials, targeted assessment, support services, and professional consultation. Additionally, ongoing professional development for educators and a strong induction program for new hires foster continuous improvement in the district's capacity to help learners with diverse needs.

[DCAP](#)

## **Drugs and Alcohol**

No person shall possess, use, or sell drugs, counterfeit drugs or paraphernalia, or alcohol on school premises, including school buses, on field trips, and in cars parked on school grounds.

## **Field Trip Procedures**

Field trips can bring the school and the community closer together, and can result in real-life experiences that enrich the curriculum for students, as an integral part of the instructional programs in the schools.

The Superintendent will establish procedures to assure that:

1. All students have parent/guardian permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.

Please complete the Field Trip Request form and submit to your building principal.

### **[Field Trip Request Form](#)**

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. The attached form must be completed and returned to the Superintendent prior to seeking School Committee approval.

Fundraising activities for such trips will be subject to approval by the appropriate administrator.

### **[Disclosure - field trips.pdf](#)**

## **Fingerprinting – State Compliance Laws**

On January 10, 2013, Massachusetts signed into law a bill that requires fingerprint-based criminal background checks on public and private school Staffs in Massachusetts. (Chapter 459, Acts of 2012, H.B. 4307 Mass.2013). Our district has been implementing the Statewide Applicant Fingerprint Identification Services (SAFIS) program requirement for fingerprint based criminal history record checks of all school Staffs and volunteers. The fee is \$55.00 for licensed educators and \$35.00 for all other school Staffs. Fingerprinting is a mandatory condition of employment.

The nearest locations can be found on the website. See link for more information.

### **[Fingerprinting](#)**

## Fundraising Activities

Principals will inform the Superintendent of ongoing fundraising activities. The fundraising approval form must be completed and approved before any fundraising activities begin. Please complete the attached.

In general, the School Committee disapproves of fundraising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

No money collections of any kind may be held in the schools without the specific consent of the Principal. See Collection of Money.

### [Fundraising Approval Form](#)

## Grading System

The district utilizes a Student Information System (SIS) for attendance at all buildings, and for lunch counts for grades K-4. Staff in the middle and high school is expected to utilize the SIS for grading reporting. Every effort should be made to have grades posted within ten (10) school days of the date collected. Longer projects and writing assignments may take more time to grade.

### **Grading language for student handbooks**

Modified grades are available for all students across the district that may have special circumstances that requires their grades to be modified. Modified grades are offered based on the unique needs of the student and will be signified on the report card.

## Harassment/Non-Discrimination

The Monomoy Regional School District (“the District”) is committed to maintaining a school and work environment free of harassment of any kind, including harassment based on race, color, religion, gender, national origin, age, sexual orientation, gender identity or disability. The District expects all members of the school community, including but not limited to, administrators, teachers, staff members, students and vendors, to conduct themselves in an appropriate and professional manner and with concern for fellow members of the school community. Paramount is the maintenance of a safe and civil environment in which adults can work and students can learn and achieve high core academic standards. All persons are to be treated with dignity and respect.

Harassment in any form will not be tolerated. Harassment is any behavior which has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or behavior that creates a hostile work or educational environment. It may be verbal, non-verbal, written, physical, or psychological in nature. Such behaviors may include, but are not limited to:

1. Unsolicited remarks, including threats, intimidation, rumors, and name-calling
2. Unwelcome or intimidating gestures

3. Display or circulation of written materials or pictures of a derogatory nature
4. Unwelcome touching, cornering, or other physical contact
5. Deliberate social exclusion
6. Cyberbullying, the use of electronic information and communication technologies to threaten, harass, or intimidate a person or group of persons (including, but not limited to, e-mail messages, instant messaging, text messaging, cell phone communication, internet blogs, internet chat rooms, social networking websites).

In addition, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions;
- Such conduct interferes with an individual's job duties, education, or participation in extra-curricular activities; or
- The conduct creates an intimidating, hostile, or offensive work or school environment.

Under certain circumstances, harassment (particularly sexual harassment) may constitute child abuse under M.G.L. Chapter 119, Section 51A. The District shall comply with state law in reporting suspected cases of child abuse.

The Superintendent of Schools shall appoint a district Title IX/Section 504 of Rehabilitation Act Chapter 622 Coordinator to communicate the requirements of the law relative to harassment and the contents of this policy. The Superintendent or his/her designee shall establish a district grievance procedure for reporting and investigating allegations of harassment.

Individuals who believe that they have been subjected to harassment or discrimination may file their complaint with the Coordinator, Building Principal, or Superintendent. Any teacher who receives a complaint from a student or parent is expected to immediately refer the complaint to the Coordinator, Building Principal, or Superintendent. This will allow the school department to quickly investigate and resolve complaints. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of harassment and to take corrective action with allegations that have been substantiated. The results of the investigation shall be made known to the complainant and the alleged harasser as soon as possible.

An individual who believes that they have been subjected to harassment or discrimination of any type may also choose to contact and/or file a formal complaint with the appropriate state and/or federal governmental agencies responsible for enforcing the laws prohibiting harassment:

Equal Employment Opportunity Commission  
John F. Kennedy Federal Building  
475 Government Center

Boston, MA 02203  
1-800-669-4000

Massachusetts Commission Against Discrimination (MCAD)  
The John McCormack Building  
One Ashburton Place  
Room 601  
Boston, MA 02108  
617-994-6000

U.S. Dept. of Education, Office of Civil Rights (OCR)  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
617-289-0111

Each Administrator, in conjunction with the Coordinator, shall be responsible for enforcing this policy to assure compliance with Federal and State laws and district policy governing harassment within their respective schools or areas of responsibility.

Adult members of the school community shall lead by example and enforce this policy among the student population. Student-to-student harassment will not be tolerated.

Where an allegation of discrimination or harassment has been substantiated, the District shall act promptly to address the matter and with the intent to prevent any future occurrence. Any Staff, student or other individual in the school community found to have engaged in harassment may be subject to discipline, including but not limited to verbal warning, written warning, reprimand, suspension, expulsion (students), or termination (Staffs) subject to applicable procedural requirements. The severity of the disciplinary action shall be based upon the circumstances, nature of the infraction, prior discipline, or any other factors deemed relevant by the administration.

Individuals who engage in harassing behavior should also be aware that their conduct may subject them to private legal action under state or federal law by the individual complainant.

The District also prohibits any retaliation against those who make a complaint of harassment. Any individual who retaliates against a complainant, or any person who testifies, assists or participates in the investigation, proceeding or hearing will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Any individual who deliberately files an untrue complaint or knowingly provides false information in the context of an investigation, hearing, or other proceeding will also be subject to disciplinary action by the school district.

Persons who have been subject to harassment will be provided with support and assistance as appropriate in meeting their needs within the school environment, and will be aided in seeking further assistance if they so desire through referral to appropriate sources.

Notice of this policy shall be circulated to all the schools in the District and incorporated annually in staff and student handbooks. It shall be posted in the main office of each school and in all faculty lounges.

Training sessions on this policy and prevention of harassment shall be held annually for all staff members and students in an age-appropriate format.

Legal References: Title VII of the Civil Rights Act of 1964  
Title IX of the Education Amendment of 1972  
Section 504 of the Rehabilitation Act; Title II of the ADA  
M.G.L. c. 151B and c. 151C  
M.G.L. c. 76, section 5  
M.G.L. c. 119, section 51A  
M.G.L. c. 71B, section 1 Revised: 101712009

**Homework**

The purpose of homework is to provide students an opportunity to practice, reinforce, and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom assignments. Assignments should be clearly stated, taking into consideration the time allotments stated in the student handbooks.

**Identification Badges**

All staff are required to wear photo identification badges on school grounds when school is in session. Temporary badges will be provided to substitute staff and visitors. Staff will direct adults not wearing badges to report to the office.

**Lesson Plans**

It is the responsibility of each teacher to maintain a plan for instruction. Principals may request to view a lesson plan at any time. An emergency folder of plans should be available for an emergency absence.

**Lunch Fees for Staff**

[Lunch Fees](#)

## Mandated Reporting

The staff of the Monomoy Regional School District is mandated by law to report promptly any suspected case of child abuse or neglect to the Department of Children and Families, 508-394-1325. Mandated school reporters include teachers, educational administrators, guidance or adjustment counselors, psychologists, attendance officers, social workers, day care providers, and health care professionals.

MRSD Reporting Procedures:

- ∞ All cases of suspected abuse will be reported to the Principal or designee who will immediately notify the appropriate personnel/designee to report to DCF.
- ∞ The building designee has the ultimate responsibility to notify all required authorities and to generate written reports.
- ∞ The reporter's name, alone, appears as the School System's representative.
- ∞ Please be aware that in the case of a crime being committed the proper authorities will be notified but the district must still interview individuals.

## Mandated Trainings

Please refer to the District website under Staff - Professional Development for information on mandated trainings for staff. (Time will be provided for staff to complete these trainings).

1. Civil Rights
  - a. Chapter 199 gender
  - b. Title IX
  - c. Title VI
  - d. EEOC
  - e. Harassments
  - f. 504
  - g. FERPA
  - h. Title II – ADA
  - i. Title X – McKinney -Vento
2. Bullying
3. Medical Emergency Response Plans
4. Crisis Plans
5. IDEA
6. Suicide Prevention – 2 hours (use SOS training)
7. Restraint/TO/Seclusion – Use DESE PowerPoint and include policy
8. Student Records
9. Mandated Reporting including school fires
10. Conflict of Interest – state training
11. ESSA – replaced NCLB
12. Allergies

[Mandated Trainings](#)

## Physical Restraint – For staff who have been trained

The purpose of Massachusetts Regulation 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the use of physical restraint that is inconsistent with 603 CMR 46.00. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent serious, physical harm
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

## Professional Development/Course Reimbursement

In order to attend a Professional Development opportunity, appropriate paperwork must be completed in advance, which consists of a Conference Request Form, Leave Request Form, and supporting documentation regarding the conference content, registration fees, etc.

To be eligible for a reimbursement, staff must submit a completed Course Reimbursement Form to the building principal, *as far as possible prior to* the commencement of the workshop or other PDP professional pursuit. You will be notified when the approval sheet has been returned. It is your responsibility, within at least two school days of your absence, to verify that a substitute has been obtained for your scheduled absence. If you have attended a workshop, you will be expected to share the information that you received at a staff meeting. It is an expectation that the course is relevant to the staff member's assignment.

All District PD is recorded through [SmartPD](#). Please contact Toni London, Administrative Assistant (508-945-5130) if you have any questions.

[Conference Request Form](#)

[Course/Reimbursement Approval](#)

*See Contract MREA Unit A, Article 6/Unit B, Article 14*

## Purchasing

Utilizing the established purchase order approval process, purchases must only be made from vendors who are approved to do business with the Monomoy Regional School District. If a vendor that you wish to use is not currently an approved vendor, you should contact the Business Office (508-945-5148) and request a vendor addition form. Once we have received all of the pertinent information for the new vendor, it will be entered into our system, allowing you to purchase goods from that vendor with a purchase order. If you purchase an item without utilizing the established purchase order procedure, you will not be reimbursed for your expenditures. You should not be making purchases on your own and then submitting a request for reimbursement nor should we be receiving invoices from vendors without

a purchase order already in place. This is applicable to all personnel of the Monomoy Regional School District.

## Safety Drills

Safety drills will be conducted throughout the year. In most cases, the drills will not be announced. ALL adults must leave the building during a fire drill, including volunteers who may be in your room. Under the direction of the teacher, students are to leave the building as quickly as possible following the exit plan posted in each room. Unless otherwise instructed, students are to stay with their teacher/class at all times throughout the fire/emergency drill.

If you have a child who is unable to negotiate the stairs, remain with that child during the drill and assign your class to a teacher near you. You should agree upon a location with the principal/designee. The lift/elevator should not be used for these students, since there could be a power outage during a real fire.

**PLEASE REFER TO THE BLUE EMERGENCY PREPAREDNESS MANUAL LOCATED IN EACH CLASSROOM**

[MRSD Emergency Preparedness Manual](#)

## Salaries and Payments

Staff's annual salary will be divided into twenty-six equal payments. With adequate written notice by August 1, staff may elect to receive the summer payments at the end of the following June or will otherwise receive them biweekly over the summer.

Movement from one salary column to another will become effective either at the start of the contract year or at the salary mid-point of the year. In order to advance at the start of the contract year, an Staff must notify the Superintendent in writing prior to June 15 that she/he is likely to be advancing at the start of the new contract year, and she/he must submit transcripts or grade reports or supporting documentation of all completed course work relative to this advancement on or prior to August 31. In order to advance at the salary mid-point, an Staff must notify the Superintendent in writing prior to September 15 that she/he is likely to be advancing at the salary mid-point, and she/he must submit transcripts or grade reports or supporting documentation of all completed course work relative to this advancement on or prior to January 15.

[MRSD Finance Portal](#)

[Pay Dates](#)

## School Calendar

The school calendar is approved every spring by the school committee. The current academic year calendar can be found at the link below. The work year of Staffs will begin no earlier than the Wednesday before Labor Day and end no later than June 30.

### [School Year Calendar](#)

## School Closings

Information regarding school closings will be broadcast on local TV and radio stations, beginning about 6:30 a.m. All staff and school families will receive a Mass Notification message from the Superintendent. School closing notices will also be posted on the district's website. Staff are encouraged to sign up for texting services offered from local stations.

## Smoking/Smokeless Tobacco

The use of any tobacco products, clove products, as well as e-cigarettes/vapor pens is prohibited within the school buildings, facilities and school grounds and on school buses and during field trips, school sponsored events, and in vehicles parked in the school lots.

## Social Media Guidelines

The lines between public and private, personal and professional are blurred in the digital world. Staff should be aware that private postings intended for just friends are potentially seen by others in the district including parents and community members. Ultimately, staff are responsible for adhering to the School Committee's policy on Staff Conduct (file: GBEB). All staff "will conduct themselves in a manner that not only reflects credit to the school systems but also sets forth a model worthy of emulation by students."

### *Staff Guidelines:*

When contributing online, do not post confidential student information. Teachers serve as online moderators when content is contributed by students in the course of an assignment. No addresses or phone numbers should appear on school-based social media. When uploading digital pictures or avatars that represent yourself, make sure you select an appropriate image. Images reflect on your professionalism.

All communication between staff and students should be on a professional basis. Extracurricular advisors and/or coaches wishing to establish a social media platform must do so by using a Monomoy Regional School District email address. In such cases, the password will be provided to the district in a manner it prescribes. All contact and messages by extracurricular advisors and/or coaches with

group/team members shall be sent to more than one member (i.e., captains, officers), except messages concerning medical or academic privacy matters, in which case the messages will be copied to the school principal and/or the athletic director. Before posting photos and videos, parental authorization must be obtained. Authorization to utilize a colleague's image must also be obtained

## **Staff Evaluation**

The Educator Evaluation System process and protocols can be found on the Monomoy Regional School District website under the Staff – Professional Development tab. All staff are to utilize their TeachPoint accounts for completing required forms during the evaluation process. Staff have the option to upload evidence into TeachPoint.

## **Staff Medications**

Staff are encouraged to take medications at home, just as students are. Any medications needed at school should be kept secure. Staff may not share medication with students. Tylenol and Ibuprofen are available to staff in the Nurses' Offices.

## **Standards of Conduct**

All faculty and Staffs of (the school) serve as role models for the students with whom they work and as leaders in the community. Administrators are authorized to interpret this policy and their interpretations shall be given deference.

All staff members in the Monomoy Regional School District have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them. In the area of personal conduct, the district expects that teachers and other staff members will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students. All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be expected of all personnel:

1. Respectful interactions with students, colleagues and other constituents.
2. Faithfulness and promptness in attendance at work.
3. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.
4. Diligence in submitting required reports promptly at the times specified.
5. Care and protection of school property.
6. Concern for and attention to their own and the District's legal responsibility for the safety and welfare of students.

7. Adherence to ethics as set forth by each Staff's

***See School Committee Policy Manual Section G***

## **Student Confidentiality & FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of personally identifiable information contained in a student's educational record. FERPA applies to all schools (K-12 and postsecondary institutions) that receive funds under various programs from the US Department of Education.

FERPA defines "educational records" as records containing information in any medium (paper, electronic, microfilm, etc.) that directly relate to a student and are maintained by an educational institution or by a party acting for the institution. The information listed below is not considered part of an educational record and thus is not regulated by FERPA. However, the information may be regulated or protected by other federal and state laws.

Items not considered part of an educational record include:

1. Records kept in sole possession of the maker that are not accessible or revealed to any other person except as a temporary substitute;
2. Certain law enforcement records;
3. Employment records that relate exclusively to the individual as an Staff;
4. Record that contain only information about an individual after s/he is no longer a student.

Anyone who handles personal information about students or other Staffs has the obligation to maintain strict confidentiality. Records must be treated confidentially and professionally. They may be discussed only with individuals authorized to have access to such records.

## **Student Medications**

Students are not to bring medication to school, including over-the-counter medicines. If you are aware of this happening, inform your building principal immediately. All medications require a pharmacy label, doctor's order and a parental permission slip in order to be taken by children at school. Such medications are to be left by an adult in the health office to be administered by appropriate personnel only. Medications for children should not be discussed in the classroom setting. This is confidential information, and the rights of the children are to be respected. No child should be held responsible for reminding another child to take his/her medication

## **Substitute Teachers**

Lesson plans should be clear and informative for the substitute. In addition to the plan and materials needed to carry out the lesson, the substitute should have the following information available: your duties for the day, safety drill procedures, class lists and seating plans, and pertinent student medical

information, that will help the substitute. Plans can be included online when using the online substitute tool.

## Teacher Web pages

Teaching staff are expected to create or update a web page on the district website. Web pages will be created using a district-provided template. All information shall be updated at least annually. New teachers will create a web page as a part of the new teacher orientation/induction process. All teachers will be provided time annually during a faculty meeting to update their web pages with support provided by the district. Teacher web pages should include at least the following:

- A personal introduction;
- A description of the course(s) or class/grade taught;
- Student expectations for learning, which may include behavior and preparation/required materials;
- Pertinent information and/or links to other learning resources used like apps, external websites, etc.;
- How parents can best contact you.

## Technical Support

If you are having computer problems and need assistance, you can contact the technology department via the Technology Help Desk, which is located on our school website. Site-specific technicians:

Chatham Elementary	<a href="mailto:ceshelp@monomoy.edu">ceshelp@monomoy.edu</a>	Karen Beaty
Harwich Elementary	<a href="mailto:heshelp@monomoy.edu">heshelp@monomoy.edu</a>	Alan Hagberg
Middle School/Central Office	<a href="mailto:mshelp@monomoy.edu">mshelp@monomoy.edu</a>	Kathy Coyne
High School	<a href="mailto:mhshelp@monomoy.edu">mhshelp@monomoy.edu</a>	Dan Cogswell
All other	<a href="mailto:help@monomoy.edu">help@monomoy.edu</a>	Assigned to appropriate technician

## Textbooks

Textbooks represent a large expense in the budget of the District and proper care and accounting of them is imperative in order to support the District's investment. Staff is expected to record the assignment of textbooks using a number and/or letter system and to maintain a record of student-assigned textbooks. All textbooks are expected to be returned to the classroom at the end of the school year. All uncollected texts should be reported to the building principal.

## Time Sheets/Time Cards

Time Sheets are to be used for any additional before and/or after school hours that have previously been approved by administration and/or appointment.

Time Cards are to be submitted biweekly by all custodians to the payroll office via the Lead Custodians and/or District Facilities Director.

### MRSD Time Sheet

## Tutoring

The conflict of interest law places some restrictions on teachers tutoring students in their own districts, but does not forbid it. The following are the types of situations that may violate the law, as explained further below:

- A teacher recommends that one of her own students receive private tutoring, and then is paid to do the tutoring.
- A teacher privately tutors her current students.
- A teacher conducts a private tutoring business after hours in his public school classroom.
- A teacher is paid by her own district in a second job to provide tutoring.
- A teacher is paid to provide services that the district has found to be necessary for a child, for instance under an IEP.
- A teacher tells one of his students that he is available for private instruction over the summer.

## Visitors to the school campus

The School Committee welcomes visitors to our schools, and feels strongly about protecting the safety and security of our students and staff. Therefore, all visitors and outside school personnel must enter the building through the main entrance, and report to the main office, sign the visitor's log book and received a visitor's badge. All school staff should report the presence of any unidentified person to the main office. Staff are to keep exterior doors closed if exiting the building for recess, outside physical education, or general exiting.

***See School Committee Policy Manual Section K***

## Volunteers

If you need assistance in gathering volunteers for an event or project, [please complete this form](#). The MRSD Community Engagement Coordinator, Joy Jordan, will work to help you get the help you need!

All volunteers should have an updated CORI. Any CORI questions should be directed to your schools administrative assistant(s).

## Workmen's Compensation

If you are injured at work, you should obtain an Incident Form from your school nurse. If you need to seek medical attention, you should go to the nearest urgent care center or hospital. You should not use your medical insurance but report your injury to your health care provider as a "work-related injury."

You should obtain the Incident Form from the nurse or school office, fill it out completely, have your supervisor sign it, and send it to Central Office immediately so that a claim may be initiated. Our provider's information:

Massachusetts Education & Government Association (MEGA)  
100 Quannapowitt Parkway  
Suite 201  
Wakefield, MA 01880  
Phone (781) 683-1000  
Fax (781) 246-3425

Please send all medical bills to Central Office for payment. Should you require time out of work, please let your supervisor and Central Office know that it is related to the "work injury" so that time is recorded correctly.

If you are disabled more than five (5) days, please complete additional forms provided by Central Office.