



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GA**

**PERSONNEL GOALS**

The Masconomet Regional School District's specific personnel goals are:

1. To obtain and retain staff who have the qualifications and personal characteristics to complete their assignments competently, reliably, effectively, and in a cooperative manner, all of which foster a productive atmosphere for both staff and students;
2. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program;
3. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments;
4. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations;
5. To provide for a genuine team approach to education;
6. To develop and use positive processes for personnel evaluation that contribute to the improvement of both staff capabilities and the learning program; and
7. To recruit and support a staff, to the extent possible, that reflects the diversity of the community.

CROSS REF: IFC

LEGAL REF: 603 CMR 26:08 paragraphs 3,7,8,9

*Adoption Date: 5/5/71*

*Revised: 12/12/77; 9/1/82; 12/3/97; 12/12/01,1/21/09, 12/16/13*

*Next Review: December 2018*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBA**

**EQUAL OPPORTUNITY EMPLOYMENT**

It shall be the policy of the Masconomet Regional School Committee to employ highly qualified staff for every position and to contract with competent and reliable vendors. In accordance with applicable State and Federal law, discrimination on the basis of religion, race, color, national origin, gender, gender identity, age, sexual orientation or disability is prohibited in the recruitment, hiring, assignment, promotion, demotion, or dismissal of any employee. The District will not knowingly contract with organizations which are not in compliance with State and Federal laws governing equal opportunity employment; e.g., Ch. 151(b) of the Massachusetts General Laws, Public Law 88-352, and related rules and regulations.

LEGAL REF: 603 CMR 26:08  
M.G.L. 151(b)  
P.L. 88-352

*Adoption Date 5/5/71*

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*Next Review: December 2017*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBAA**  
**Also: ACAA**

**HARASSMENT**

The Masconomet Regional School District is committed to maintaining a school environment free of harassment. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Masconomet Regional School District requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

DEFINITION OF HARASSMENT Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct, which offends or shows disrespect to others.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.

RETALIATION PROHIBITED Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Masconomet Regional School District.

INVESTIGATION Any individual, who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the appropriate building Principal as soon as possible. If the individual does not wish to discuss

the issue with him/her, or if he/she does not address the problem in an effective manner, the individual should inform the Superintendent or the Title IX Coordinator, who can be reached at 20 Endicott Road, Topsfield, (978) 887-2323 ext.6111.

The Masconomet Regional School District will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse under state law. The Masconomet Regional School District will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

DISCIPLINARY CONSEQUENCES Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination or other sanctions as determined by the school administration.

CLOSURE OF A COMPLAINT When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

The Masconomet Regional School District urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can resolve the issue. The state agency responsible for enforcing laws prohibiting harassment is the Office of Civil Rights, which is located at Government Center, J.F. Kennedy Federal Building – Room 1875, Boston, MA. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at the John F. Kennedy Building, 4<sup>th</sup> Floor, Room 475, Government Center, Boston, MA 02203, (800) 669-4000. The agency responsible for enforcing the federal law prohibiting harassment on the basis of sex is the Office for Civil Rights within the United States Department of Education, which is located 33 Arch Street, Suite 900, Boston, MA 02110-1491.

ADMINISTRATIVE PROCEDURES The Superintendent is directed to develop administrative procedures that implement this policy. These procedures are available in the Superintendent's office.

When an investigation involves minor children, parents will be notified in accordance with administrative procedures. LEGAL REFERENCES: Title VII, Section 703, Civil Rights Act of 1964 as amended 45, Federal Regulation 74676 issued by EEO Commission, Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX), Board of Education 603 CMR 26:00

*Adoption Date: 2/15/06 Amended: 2/4/09*

*Revised: 2/4/09*

*Reviewed: 12/16/13*

*Next Review: December 2018*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee 14PT B**

**GBD**  
**Also: BHC**

**SCHOOL COMMITTEE/STAFF COMMUNICATIONS**

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff communications to the School Committee All communications or reports to the Committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

School Committee communications to staff All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to schools Individual Masconomet Regional School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be conducted only under Committee Chair authorization.

*Adoption Date: 2/15/06*

*Revised: 2/4/09*

*Reviewed: 12/16/13*

*Next Review: December 2018*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBEB**

**STAFF CONDUCT**

All staff members have a responsibility to familiarize themselves with and abide by the laws of the Commonwealth as these affect their work, the policies of the Masconomet Regional School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the Masconomet Regional School District 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 required of all personnel:

1. Faithfulness and promptness in attendance at work;
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students;
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school property; and
5. Concern for and attention to their own and the Masconomet Regional School District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

LEGAL REFS: M.G.L. 71:37H; (Repealed 1986)

*Adoption Date: 2/15/06 Reviewed: 12/4/13 Revised: 2/4/09  
Next Review: January 2019*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBEBB**  
**Also: JLIAA**

**TEACHER/STAFF-STUDENT RELATIONS**

The Masconomet Regional School Committee accepts the principle that the relationship between teacher and student should be one of cooperation, understanding, and mutual respect. As the director of learning experiences within the classroom and school environment, as well as within the community, the teacher is expected to exercise good interpersonal relationships with the students, to accept each as an individual, and to extend a feeling of respect to all.

This must be done exercising good and sound judgment and appropriate behavior. For example, teachers must not engage in conduct unbecoming a teacher or adult.

Taking a sincere and appropriate professional interest in an individual student can be commendable in appropriate circumstances, provided partiality and the appearance of partiality are avoided. The teacher who inspires, guides, and helps can have lasting influence on students throughout their lives. But such teacher-pupil relationships must be on a teacher-pupil basis.

Inappropriate and or excessive formal or informal social or other involvement with individual students and “pal-like” relationships give rise to charges and concerns of excessive and inappropriate personal involvement and unethical conduct. Such conduct is not compatible with professional teacher ethics and inappropriate teacher conduct and shall not be condoned. Such conduct will result in appropriate disciplinary and/or other administrative action, including but not limited to suspension, administrative leave, demotion, and termination. It is not the policy of the Masconomet Regional School District to have or permit such a custom, policy or practice.

As an example, and by no means the only prohibited conduct, teachers are specifically prohibited from taking students or being in the company of such students on day-trips, overnight or out-of-state school or non-school trips without the express written consent of parents/guardians. In all situations involving students, especially situations outside of the classroom or school environment, teachers must be aware of and respect, where appropriate, the desires and concerns of both parents and/or guardians of a student. Teachers must be cognizant of the role they play in society and how their presence at an event or activity may reflect on themselves, the School District and the teaching profession.

*Adoption Date: 2/15/06*  
*Revised: 2/4/09, 2/4/09, 1/15/14*  
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**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBEBC**

**GIFTS TO AND SOLICITATIONS BY STAFF**

Gifts The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc.), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

## Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

*SOURCE: MASC December 2012 Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00 CROSS  
REFS.: KHA Public Solicitations in the Schools JP, Student Donations and Gifts*

*Adoption Date: 6/21/00  
Revised: 11/13/02; 11/19/03, 2/4/09,  
Reviewed: 12/4/13  
Next Review: January 2019*



**Masconomet Regional School District**  
*Serving Boyford, Middleton & Topsfield*

**Policy of the School Committee**

**GBEC**

**DRUG-FREE WORKPLACE POLICY**

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

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace and specify the actions that will be taken against employees for violation of such prohibitions;
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace;
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required;
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction;
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency; and
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS: The Drug-Free Workplace Act of 1988

CROSS REFS: JICH

*Adoption Date 2/15/0*

*Revised: 1/6/09, 2/4/0, 9/12/18/13*

*Next Review: December 2018*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBED**  
**Also: ADC**

**TOBACCO-FREE SCHOOL**

**1. Statement of Purpose:**

The School Committee is committed to providing a tobacco-free environment for the health and well being of the entire school community – students, staff, and visitors to its facilities. Education about the consequences of tobacco use is an integral part of the Masconomet Regional School District Health Curriculum. The use of tobacco or nicotine products has a direct link to numerous health problems. Tobacco prevention and education play critical roles in establishing life-long, positive health habits. The purpose of this policy is to comply with the requirements of the Massachusetts General Law, Chapter 71, Sections 2A and 37H. It is the intention of the School Committee to prohibit the use or distribution of tobacco or nicotine products at all times whether or not school is in session within school buildings, on school grounds, on school buses or in other school vehicles, and at all school-sponsored functions in order to improve the health of students, all school personnel and visitors.

**2. Definitions:**

**Nicotine Delivery System:** Includes products approved by the FDA used in cessation programs (i.e. nicotine patch or gum) and non-FDA approved products (i.e. electronic cigarettes).

**School:** All school buildings that are a part of the Masconomet Regional School District.

**School Grounds:** Property owned or controlled by the Masconomet Regional School District, including but not limited to school buildings, structures, open space, sports or recreational facilities whether enclosed or not, vehicles owned or leased for the purpose of transporting students, school driveways, and school parking lots.

**School Personnel:** A person who performs services for the Masconomet Regional School District, including but not limited to administrators, teachers, teachers' aides, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers, interns, security guards.

**School-sponsored Activity:** An activity at least partially funded or controlled by the Masconomet Regional School District or the parent-teacher organization to which students are invited and which occurs on or off school grounds, such as, but not limited to, graduation, sporting events, work internships, job shadowing, dances, field trips or class picnic, etc.

**Substance Abuse Prevention Program:** A program designed to teach students about general dangers of tobacco and other illegal substances, prevention techniques and consequences of risky

behaviors.

**Student:** A person enrolled in the Masconomet Regional School District.

**Tobacco and Nicotine Products:** All smoking tobacco, smokeless tobacco and nicotine delivery systems, including but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, bidis, snuff, electronic cigarettes or tobacco. **Tobacco Paraphernalia:** Shall include, but is not limited to products or materials of any kind which are intended or designed for producing, processing or using tobacco or nicotine products, including rolling papers and lighters.

**Tobacco Cessation:** An intervention program applied to treat tobacco addiction.

**Tobacco Use:** The inhaling, exhaling or consuming of any lit or unlit tobacco or nicotine product or carrying of any lit tobacco or nicotine product; also, the possession by a student on school grounds of a tobacco product.

**Visitor:** Any person on school grounds who is not a student or staff member. Examples include repair or delivery personnel, security personnel, presenters, consultants, students or staff from other schools, parents, outside facility users.

3. **Tobacco and Nicotine Product Use Prohibited:** No student, school personnel or visitor shall use a tobacco product at any time while on school grounds or at a school-sponsored activity as defined herein. In addition, no student shall use a nicotine product unless it is FDA approved for smoking cessation and the student utilizing FDA approved smoking cessation products has complied with the District medication policy.
4. **Violations:**

The following is the policy to be followed regarding violations of this policy. In appropriate circumstances, additional sanctions or remedies may be used. Nothing contained herein shall operate to limit the authority of any person or the sanctions that may otherwise be imposed by law for violating this policy or the law. Please refer to student handbooks.

#### 5. Visitors

- Announcers at all events will remind the public that the Masconomet Regional School District is a tobacco-free environment and that schools are required by law to keep school premises tobacco free. Visitors, who are observed smoking or using tobacco products on school property, shall be referred to a school administrator, a site administrator or a police officer.

#### 6. Severability:

If any provision of this regulation is declared invalid or unenforceable, the other provisions shall not be affected thereby, but shall continue in full force and effect.

**7. Conflict with Other Policies, Laws or Regulations:**

Notwithstanding the provisions of this policy, nothing in this policy shall be deemed to amend or repeal applicable fire, health or other laws or regulations so as to permit smoking in areas where it is prohibited by such fire, health or other laws or regulations.

LEGAL REF: M.G.L. 71:2A  
M.G.L. 71:37H

*Adoption Date: 2/15/06*

*Revised: 2/4/09*

*Reviewed: 12/4/13*

*Next Review: January 2019*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBGB**

**STAFF PERSONAL SECURITY AND SAFETY**

Through its overall safety program and various policies pertaining to school personnel, the Masconomet Regional School Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Physical examinations and/or health tests will also be required of school employees according to state law or state regulations.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the Masconomet Regional School District whenever that employee's health appears to be a hazard to children or others in the Masconomet Regional School District or when a doctor's certificate is needed to verify need for sick leave.

LEGAL REFS: M.G.L. 71:54; 71:55B; 71:55C

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*Reviewed: 12/4/13/14*  
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**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBI**

**STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The Masconomet Regional School Committee recognizes that employees of the Masconomet Regional School District have the same fundamental civic responsibilities and privileges as other citizens. These responsibilities and privileges include campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use Masconomet Regional School District facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstance will students be pressured into campaigning for any staff member.

Leaves of absence for the purpose of engaging in political activities shall be considered in accordance with established policies and contracts.

LEGAL REF: M.G.L. 71:44

*Adopted: 2/15/06*

*Reviewed: 12/18/13,*

*Next Review: December 2018*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GBJ**

**PERSONNEL RECORDS**

Information about staff members is required for the daily administration of the Masconomet Regional School District, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Masconomet Regional School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information;
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law;
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above;
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file;
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file; and
6. Lists of Masconomet Regional School District employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

LEGAL REFS: Family Educational Rights and Privacy Act, Sec. 438,  
P.L. 90-247, Title IV, as amended 88 Stat. 571-574 (20  
U.S.C. 1232g ) and regulations.  
M.G.L. 4:7; 71:42C Teachers' Agreement

*Adopted: 2/15/06*

*Reviewed: 12/18/13*

*Next Review: December 2018*



**Masconomet Regional School District**  
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**Policy of the School Committee**

**GBK**

**STAFF COMPLAINTS AND GRIEVANCES**

The Masconomet Regional School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent or his/her designee;
2. That all school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law; and
3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

LEGAL REFS: M.G.L. 150E:5; 150E:8

CONTACT REFS: All Contract Agreements

Adopted: 2/15/06

Reviewed: 12/18/13

Next Review: December 2018



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCA**

**PROFESSIONAL STAFF POSITIONS**

All professional staff positions in the Masconomet Regional School District will be created initially by the Masconomet Regional School Committee or as covered by law. It is the Committee's intent to activate a sufficient number of positions to accomplish the Masconomet Regional School District's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

The School Committee requires all staff members to meet the qualifications of their job description (as provided for in policy CC) at the time of employment and to meet legal requirements for their position at all times.

*Adopted: 8/11/82*

*Revised: 3/25/87; 11/12/97; 12/4/09, 2/12/01, 1/15/14*

*Next Review: January 2019*



**Masconomet Regional School District**  
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**Policy of the School Committee**

**GCB**

**CONTRACTS AND COMPENSATION PLANS**

Contractual relations between the Masconomet Regional School Committee and employees who are in recognized units shall be embodied in negotiated agreements; individual contracts will be provided to the staff that is not represented, such contracts to be appropriate to the position. However, the School Committee will be guided by the provisions of the negotiated agreements to provide comparable consideration for unrepresented staff.

*Adopted: 8/11/82*

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*Next Review: December 2018*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCC**

**PROFESSIONAL STAFF LEAVES AND ABSENCES**

Applications for professional staff leaves and absences will be granted in accordance with the recognized collective bargaining agreements, as long as there is no undue hardship placed on the educational or financial systems. Such applications must be submitted in writing to the Superintendent.

*Adopted: 8/11/82*

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*Next Review: December 2018*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCCC**

**FAMILY AND MEDICAL LEAVE**

**I. POLICY**

- A. It is the policy of the Masconomet Regional School District to provide a leave of absence in accordance with the Family and Medical Leave Act (FMLA) of 1993.
- B. An employee may request a leave, or provide the school department with sufficient information to make the department aware of an absence that may be eligible for FMLA protection. If the school department is aware that an absence from work qualifies under FMLA, the absence may be designated as FMLA, even if the employee does not request the designation.
- C. In accordance with FMLA, eligible employees may receive up to a total of 12 weeks of leave in a 12-month period. Employees will be entitled to return to the same or an equivalent position at the conclusion of the leave, if they are able to perform the essential functions of the position.

**II. ELIGIBILITY**

To be eligible to take an FMLA leave, an employee must meet all these criteria:

- A. Leave without Pay
  - 1. Employees may take leave without pay when they have exhausted their leave benefits and need additional leave to cover personal illness, the illness of a spouse, child, or parent, or the birth or adoption of a child.
  - 2. The employee's immediate supervisor may authorize leave without pay for up to two (2) days per year. Only the Superintendent may approve leave without pay beyond two (2) days per year. An employee requesting leave without pay for more than two (2) days must put the request in writing.
  - 3. An employee is not entitled to family medical leave without pay unless:
    - a. the employee has been employed for at least twelve (12) months by the School District, and
    - b. the employee has worked at least 1250 hours of service during the 12-month period immediately preceding the commencement of the leave.
  - 4. Time in military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) will count toward fulfilling the length of employment and hours of work requirements to be eligible for an FMLA leave.
  - 5. Extent of leave:
    - a. An eligible employee may take up to a total of twelve weeks of leave during a twelve-month period, including any paid leave used. The employee must exhaust all available paid sick leave, vacation leave, and personal leave as part of the family medical leave, before being entitled to take leave without pay under FMLA.
    - b. In any case where both husband and wife work for the School District, parental leave or family medical leave to care for a sick parent is limited to twelve work weeks total for the husband and wife. Except as otherwise provided, the husband and wife may, divide the twelve workweeks leave in any way subject to the Superintendent's approval.

**6. Definitions:**

- a. "Child" is defined as a son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who: is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability.
- b. "Health care provider" means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state where the doctor practices, or any person determined by the Secretary of Labor to be capable of providing health care services.
- c. "Intermittent Leave" means FMLA leave taken in separate blocks of time due to a single qualifying reason.
- d. "Parent" is defined as a biological, adoptive, step, or foster parent, or an individual who stood *in loco parentis* to an employee when the employee was a child.
- e. "Reduced leave schedule" means a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time.
- f. "Serious health condition" means an illness, injury, impairment, or physical or mental condition which involves:
  - (1) inpatient care involving an overnight stay in a hospital, hospice, or residential medical care facility, or
  - (2) continuing treatment by a health care provider.
- g. "Spouse" means a husband or wife.
- h. "Twelve Month Period" is the twelve-month period measured forward from the date any employee's first FMLA leave begins.

## B. Types of Leave without Pay

1. Personal Medical Leave without Pay: The Superintendent may grant a medical leave of absence without pay to an employee who, because of a serious health condition, is unable to perform the functions of his or her job.

- a. An employee must exhaust all available sick leave, before taking leave without pay.
- b. Certification:
  - (1) The Superintendent may require a certification from the employee's health care provider, stating:
    - (a) the date on which the health condition began;
    - (b) the probable duration of the condition;
    - (c) the appropriate medical facts within the health care provider's knowledge regarding the condition; and,
    - (d) a statement that the employee is unable to perform the functions of his/her job.
  - (2) If the Superintendent has reason to doubt the validity of the certification provided by the employee's health care provider, he/she may require, at the School Committee's expense, a second opinion. The employee must obtain the opinion of the Superintendent's designated health care provider concerning the information in b.(1), above. The health care provider giving the second opinion may not be a person regularly employed by the School Committee.
  - (3) If the second opinion conflicts with the first, the Superintendent may require, at the School Committee's expense, a third opinion. The health care provider shall provide a report concerning information in b.(1), above. The provider shall be final and binding on the School Committee and the employee.
  - (4) The Superintendent may require an employee on medical leave without pay to provide re-certification at reasonable intervals.
- c. If the necessity for leave is foreseeable based on planned medical treatment, the employ shall:
  - (1) make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the School System, subject to the approval of the employee's health care provider.
  - (2) give the Superintendent at least 30 days' notice, before the date the leave is to begin, of the

employee's intention to take personal medical leave without pay, except that if the date of treatment requires the leave to begin in less than thirty days, the employee shall provide such notice as practicable.

- d. Failure to provide notice as mandated by c. above shall result in the denial of leave until the required notice period has passed.
  - e. If the Superintendent fails to designate an employee's eligible absence as FMLA, it may retroactively designate the absence as FMLA leave if:
    - (1) the employee has been given notice; and,
    - (2) either the retroactive designation does not harm the employee, or the department and employee have mutually agreed to retroactively designate the absence as FMLA.
  - f. The employee may take intermittent leave or take leave on a reduced leave schedule when medically necessary.
  - g. Before the employee may resume work, the employee must present his or her Superintendent with written certification from the employee's health care provider that the employee is able to resume work.
2. Family Medical Leave without Pay: The Superintendent may grant a medical leave of absence without pay to an employee who needs the time off to care for the employee's spouse, child, or parent, if the spouse, child, or parent has a serious health condition.
- a. Certification:
    - (1) The Superintendent may require a certification from the health care provider for the spouse, child, or parent, as the case may be, stating:
      - (a) the date on which the health condition began;
      - (b) the probable duration of the condition;
      - (c) the appropriate medical facts within the health care provider's knowledge regarding the condition; and,
      - (d) a statement that the employee is needed to care for the spouse, child, or parents, as the case may be, and an estimate of the amount of time that such employee is needed to care for the spouse, child, or parent.
    - (2) If the Superintendent has reason to doubt the validity of the certification provided by the employee's health care provider, he/she may require, at the School Committee's expense, a second opinion. The employee must obtain the opinion of the Superintendent's designated health care provider concerning the information in a.(1), above. The health care provider giving a second opinion may not be a person regularly employed by the School Committee.
    - (3) If the second opinion conflicts with the first, the Superintendent may require, at the School Committee's expense, a third opinion. The health care provider shall provide a report concerning information in a.(1), above. The health care provider giving a second opinion may not be a person regularly employed by the School Committee. The opinion shall be final and binding on the School Committee and the employee.
    - (4) The Superintendent may require an employee on family medical leave without pay to provide re-certification at reasonable intervals.
  - b. If the necessity for leave is foreseeable based on planned medical treatment, the employee shall:
    - (1) make a reasonable effort to schedule the treatments so as not to unduly disrupt the operations of the School System, subject to the approval of the health care provider for the spouse, child, or parent of the employee, as the case may be, and
    - (2) give the employee's Superintendent at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take family medical leave without pay, except that if the date of the treatment requires the leave to begin in less than thirty days, the employee shall provide such notice as practicable.

- c. Failure to provide notice as mandated by b. above shall result in the denial of leave until the required notice period has passed.

- d. The employee may take intermittent leave or take leave on a reduced leave schedule when medically necessary.
- 3. Parental Leave without Pay: An employee may take parental leave without pay within one year of the birth of a child in order to care for that child. An employee may take parental leave without pay within one year of the placement of a child with the employee for adoption or foster care.
  - a. When the need for parental leave without pay is foreseeable, based on expected birth or placement, the employee shall give his or her Superintendent at least 30 days' notice before the date the leave is to begin. If the date of the birth or placement requires leave to begin in less than thirty days, the employee shall provide such notice as is practicable.
  - b. Failure to provide notice as mandated by a. above shall result in the denial of leave until the required notice period has passed.
  - c. An employee taking parental leave without pay may not take intermittent leave or work on a reduced leave schedule without the express consent of the Superintendent in writing.
- 4. Military Caregiver Leave

Leave because of a qualifying exigency.

- a. Eligible employees may take FMLA leave while the employee's spouse, son, daughter, or parent ("the covered military member") is on active duty or call to active duty status for one of the following qualifying exigencies:
  - (1) Short-notice deployment.
  - (2) Military events and related activities.
  - (3) Childcare and school activities.
  - (4) Financial and legal arrangements.
  - (5) Counseling.
  - (6) Rest and recuperation.
  - (7) Post-deployment activities.
  - (8) Additional activities. To address other events which arise out of the covered military member's active duty or call to active duty status provided that the Superintendent and the employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave. Leave to care for a covered service member with a serious injury or illness.
- a. Eligible employees are entitled to FMLA leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or otherwise on the temporary disability retired list for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- b. In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent or next of kin of a covered service member.
- c. For purposes of this section the terms "serious injury or illness" means:
  - (1) For a current member of the Armed Forces, a serious injury or illness that was incurred by the member in line of duty on active duty and also a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
  - (2) For a veteran, a serious injury or illness is a "qualifying injury or illness" (as defined by the Secretary of Labor) that was incurred by the member in line of duty on active duty in

- manifested itself before or after the member became a veteran.
- d. An eligible employee, who has a qualified family relationship with a covered service member is entitled to 26 workweeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period. The single 12-month period begins on the first day the eligible employee takes military caregiver leave and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons. Contact the Superintendent's Office to determine if a qualified family relationship exists.
    - (1) the leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis, such that an eligible employee may be entitled to take more than one leave if the leave is to care for a different covered service member or to care for the same covered service member with a subsequent serious illness or injury.
    - (2) An employee may have an FMLA leave for up to 12 weeks for one of the qualifying reasons covered in paragraph a. 18, above in the same 12-month period in which an FMLA leave is taken to care for a covered service member.
    - (3) No more than 26 weeks total of FMLA leave may be taken within any single 12-month period.
  - e. The Superintendent should provide the employee with a copy of the DOL Form WH-385 "Certification for Serious Injury or Illness of Covered Service member for Military Family Leave" to be completed by the employee and an authorized military health care provider of the covered service member. The employee may present certain military certifications such as "Invitational Travel Orders" or "Invitational Travel Authorizations" for purposes of certification that must be accepted by the department.
    - (1) Recertifications and second or third opinions are not permitted.
    - (2) If the certification is incomplete or unclear, the employee is to be given 7 additional calendar days to provide more complete information.
    - (3) The Superintendent's office or a person designated by the Superintendent's office may contact the covered service member's health care provider for clarification and/or authentication of the medical certification.
  - f. In all instances when certification is requested, it is the employee's responsibility to provide the employer with complete and sufficient certification. Failure to do so may result in delay or denial of FMLA leave.
  - g. The Superintendent's office is responsible for coordinating all requests for leaves taken to care for a covered service member.

### C. Special Rules

1. Rules Applicable to Instructional Employees in Periods near the Conclusion of the Academic Term: The following rules apply to any employee who takes leave without pay under this policy and who is employed principally in an instructional capacity.

- a. If Parental or Family Medical Leave without pay begins within five weeks before the end of a term, the superintendent may require the employee to continue taking leave until the end of that term if:
  - (1) the leave is of at least three weeks duration, and
  - (2) the return to work would occur during the three-week period before the end of the academic term.
- b. If the employee begins leave before the end of a term because of: the birth of a child; the placement of a child for adoption, or foster care; the care of a spouse, son, daughter, or parent with a serious health condition; or, to care for a covered service member, the Superintendent may require the employee to continue taking leave until the end of that term, if:

- (1) the leave is of more than two weeks duration, and
- (2) the return to work would occur during the two-week period before the end of the academic

term.

- c. If Parental or Family Medical leave without pay begins within three weeks before the end of an academic term, the Superintendent may require the employee to continue taking leave until the end of that term, if the leave is for more than five working days.
  - d. The extended leave is counted against the teacher's FMLA allotment. If the teacher's FMLA allotment expires during the extension, the additional time is nevertheless deemed FMLA leave.
2. Intermittent Leave and Reduced Leave Schedules:
- a. If the intermittent leave or reduced leave schedule is foreseeable, based on planned medical treatment, the Superintendent may require the employee to: (i) take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or (ii) transfer the employee temporarily to an available alternate position,
    - (1) which is offered by the Superintendent,
    - (2) for which the employee is qualified,
    - (3) which has equivalent pay and benefits, and
    - (4) which better accommodates recurring periods of leave than the regular employment position of the employee.
  - b. If an instructional employee does not give the Superintendent the required 30 days' notice for intermittent leave or a reduced leave schedule which is foreseeable, he/she must delay the taking of leave until the notice provision is met.
  - c. If an instructional employee takes intermittent leave or a reduced leave schedule which is for more than 20% of the normal working days over the period of the leave, that employee must instead take the entire period as FMLA leave.
3. Benefits during Leave:
- a. While the employee is on leave, the School System shall maintain coverage of that employee under its group health plan at the level and under the conditions which would have been provided if the employee had continued in employment instead of being on leave.
  - b. If the employee normally had a monthly payment to that plan, the employee must make that monthly payment. If the employee fails to make such payments, the School System shall, if possible, continue the benefits at the reduced rate permitted for the School System's payment alone. If such a reduced rate is not possible, then the employee shall be excluded from the group health plan.
4. Employment and Benefits upon Return to Work:
- a. Any employee who takes leave under this Policy for the intended purpose of the leave shall be entitled, on return from leave,
    - (1) to be restored to his or her former job, or
    - (2) to be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
  - b. The taking of leave under this policy shall not result in the loss of any employment benefit accrued before the date on which the leave began.
  - c. No employee shall accrue seniority or employment benefits during any period of leave, nor shall the employee be entitled to any right, benefit, or position of employment other than those to which the employee would have been entitled if the employee had not taken the leave. This policy does not change the legal requirement that probationary teachers teach at least 160 contractual teaching days during the school year in order to count the year toward the three years of service needed to attain continuing contract status.
  - d. The Superintendent may deny restoration to salaried employees who are among the highest paid 10 percent of the School System's employees, if:
    - (1) such denial is necessary to prevent substantial and grievous economic injury to the operations of the School System;
    - (2) the Superintendent notifies the employee of the intent of the School System to deny restoration on the basis of economic injury at the time the Superintendent determines that such injury would occur; and,

- (3) if the leave has begun, the employee does not return to work after receiving the notice of intent not to restore him or her.
5. Failure to Return from Leave: The School System may recover the premium which it paid for maintaining coverage of the employee under its group health plan during the employee's unpaid leave under this policy if:
- a. the employee fails to return from unpaid leave under this policy after the period of leave to which the employee is entitled has expired; and,
  - b. the employee fails to return to work for a reason other than,
    - (1) the continuance, recurrence, or onset of a serious health condition which would entitle the employee to personal or family medical leave without pay, or
    - (2) other circumstances beyond the control of the employee.
6. Prohibited Acts:
- a. No employee of the School System shall interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided under this title.
  - b. No employee of the School System shall discriminate against any individual for opposing any practice contrary to this policy.
  - c. No employee of the School System shall discriminate against any individual for:
    - (1) filing any charge, instituting or causing to be instituted any proceeding, under or related to this policy,
    - (2) giving, or being about to give, any information in connection with any inquiry or proceeding relating to any right provided under this policy, or
    - (3) testifying or being about to testify, in any inquiry or proceeding relating to any right provided under this policy.

LEGAL REFERENCE: Title 29, Chapter V of the Code of Federal Regulations, Part 825 – The Family And Medical Leave Act of 1993

*Original adoption: (paragraph 3) 8/11/82*

*Amended: (paragraph 3) 3/25/87; 11/12/97; 12/12/0, 3/14/11*

*Reviewed: (paragraph 3) 11/28/90; 3/16/94;1/6/09;3/14/11*

*1<sup>st</sup> Reading:4/6/11*

*2ndReading:4/27/11*

*Adoption:4/27/11*

*Proposed reconsideration: April 2016*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCD**

**PROFESSIONAL STAFF VACATIONS AND HOLIDAYS**

Vacations

Parameters for vacations for all principals will be established by the Committee and delineated in their individual contracts.

Parameters for vacations for other administrators and professional staff members, who are members of a recognized bargaining unit will be established through negotiations.

Vacations for supervisory personnel not in bargaining units will be established by the Committee and delineated in their individual contracts.

Holidays

Professional staff members will not be required to work on legal holidays. Paid holidays for the professional staff will be established when the Masconomet Regional School Committee approves the calendar for the school year and will include all legal holidays.

*Original Adoption: 2/15/06*

*Reviewed: 12/18/13*

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption: 2/4/09*

*Proposed reconsideration: December 2018*

## GCCC

LEGAL REFERENCE: Title 29, Chapter V of the Code of Federal Regulations, Part 825 – The Family And Medical Leave Act of 1993

### 12 of 12

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**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCE**

**PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES**

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the Masconomet Regional School District and it is the responsibility of the Principal, in consultation with the Superintendent to determine the personnel needs of the individual schools. In addition, School Councils may review personnel requirements as a means of evaluating the needs of a school. The Masconomet Regional School Committee must approve any recommendations for the creation or elimination of a position.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the town and the need for a heterogeneous staff from various diverse backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the Masconomet Regional School District. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

All positions will be posted and open to the members of each bargaining unit and to prospective applicants from outside the system. All positions will be posted, and advertised when appropriate, by the Administrative Assistant to the Superintendent in accordance with the information submitted on the "Request for Posting and Advertising" form (see Operations Manual). This form will be completed by Department Heads and submitted to the Principal for approval. District Directors and Principals will complete and submit the form to the Superintendent.

CROSS REF: Operations Manual, Section I - Personnel

*Original Adoption: 2/15/06 Reviewed: 12/18/13 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption:2/4/09 Proposed reconsideration: December 2018 1 of 1*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCF**

**PROFESSIONAL STAFF HIRING**

Chapter 71 of the General Laws of the Commonwealth provides the laws which govern the employment, professional status and dismissal of teachers. In addition, the collective bargaining agreements negotiated between each of the recognized employee units provide details regarding the hiring, reduction-in-force and dismissal of employees. It is the policy of the Masconomet Regional School Committee to utilize the provisions of the State law and the collective bargaining agreements in matters of staff employment.

In addition to the above, the Committee directs the Superintendent to implement procedures for the filling of all staff vacancies in the Masconomet Regional School District.

LEGAL REFS: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B

Massachusetts Board of Education Requirements for  
Certification of Teachers, Principals, Supervisors,  
Directors, Superintendents and Assistant Superintendents in the Public  
Schools of the Commonwealth of Massachusetts, revised 1994  
603 CMR 7:00 and 44:00

CROSS REF: Operations Manual, Section I - Personnel

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December 2018 1 of 1*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCF-R**

**PROCEDURES FOR STAFF SELECTION**

- 1 The screening committee will forward a list, in alphabetical order, of three (3) finalists to the middle school or high school Principal. The names should not be in any special order. Credentials for all candidates will be forwarded to the Principal. In cases where the new teacher will teach in both schools, all correspondence and credentials will be forwarded to both Principals.
- 2 The Principal will interview the three (3) finalists and determine the person to be chosen for the position. Principals will be responsible for reference checks. The Principal will send a recommendation with appropriate credentials to the Superintendent. If the Principal cannot recommend any of the three finalists, the Principal will ask the selection committee for additional recommendations or the process will begin at step 1. In cases where a new teacher will teach in both schools, the middle school and high school Principals will send a joint recommendation to the Superintendent.
- 3 The Superintendent will interview the candidate ranked first by the Principal. If the Superintendent approves the decision of the Principal, a contract will be offered to the candidate. The Superintendent will assume responsibility for placement on the salary scale.
- 4 The Principal will assume responsibility for contacting all candidates of their status following the selection process.
- 5 All extra copies of credentials will be destroyed following the selection process.

**DEPARTMENT HEAD/ASSISTANT PRINCIPAL VACANCIES**

- 1 The Superintendent will assume responsibility for preparing the job specification and notice of vacancy for open department head positions and the high school Principal will assume responsibility for assistant principal vacancies.
- 2 The Superintendent will forward the notice of vacancy to the Superintendent's secretary in the central office for posting. The secretary will forward copies to appropriate personnel in the building for posting.
- 3 The Superintendent's secretary will post the position and place advertisements in appropriate newspapers announcing the vacancy. All applications will be addressed to the Superintendent and upon receipt will be forwarded to the Principals.
- 4 The high school Principal will contact college placement offices and other agencies to announce the vacancy.

- 5 The Superintendent's secretary will send copies of the notice of vacancy to professional staff on the reduction-in-force list.
6. The Principals will review all applications and select the best eight to ten candidates for consideration by a screening committee. The applications of the successful candidates will be forwarded to the screening committee. All other applications will be forwarded to the central office.
7. The Principals will set up a screening committee which will review applications, interview selected candidates, and prepare, in alphabetical order, a list of three finalists. The screening committee will consist of:
  - a. One department head to be selected by lottery from the list of volunteers.
  - b. Two (2) or three (3) teacher volunteers (if more than three are interested, the Principals will select by lottery--each school should be represented). For department head positions, the teachers should be from the department where the vacancy exists.
  - c. One parent representative from each school to be selected by Co-chairmen of School Council.
  - d. Student representative - a student selected by the student council if appropriate.
8. The screening committee will forward a list of three finalists to the middle school and high school Principals and the Superintendent. The names will not be in any special order. Credentials for all candidates will be forwarded to the Superintendent.
9. The Principals and the Superintendent will interview the three finalists and determine the ranking of each. The Principals and the Superintendent will be responsible for reference checks. The Principals and Superintendent will determine the person to be offered a contract for the position. The Superintendent will assume responsibility for placement on the salary scale.
10. The central office staff will assume responsibility for contacting all candidates of their status following the selection process.
11. All extra copies of credentials will be destroyed following the selection process.

**ADMINISTRATOR VACANCIES (PRINCIPALS AND COORDINATOR OF SPECIAL NEEDS)**

- 1 The Superintendent will assume responsibility for preparing the job specification and notice of vacancy for administrative positions. All applications will be addressed to the Superintendent.
- 2 The Superintendent will forward the notice of vacancy to the Superintendent's secretary in the central office for posting. The secretary will forward copies to appropriate personnel in the building for posting.
- 3 The Superintendent's secretary will post the position and place advertisements in appropriate newspapers announcing the vacancy.
- 4 The Superintendent will contact college placement offices and other agencies to announce the vacancy.
- 5 5. The Superintendent's secretary will send copies of the notice of vacancy to professional staff on the reduction-in-force list.
- 6 6. The Superintendent will set up a screening committee which will review applications,

interview selected candidates, and prepare a list of three finalists. The screening committee will consist of:

- a. One (1) Principal or coordinator of special needs
  - b. Two (2) or three (3) department head volunteers
  - c. Three (3) teacher volunteers (if more than three are interested, the Superintendent will select by lottery). Teachers will be from the school where vacancy exists or from the special needs department if coordinator of special needs position is being filled.
  - d. Two (2) parent representatives to be selected by the membership of the appropriate school council.
  - e. Student representatives - two (2) students selected by student council if appropriate. (Students may not serve on committees if a faculty member is an applicant for a position)
- 7 7. The screening committee will forward a list, in alphabetical order, of three (3) finalists to the Superintendent. Credentials for all candidates will be forwarded to the Superintendent.
- 8 8. The Superintendent will interview the three (3) finalists and determine the ranking of each. The Superintendent will be responsible for reference checks. The Superintendent will offer a contract to the person selected for the position.
- 9 9. The Superintendent will assume responsibility for the placement on the salary scale consistent with school committee guidelines.
- 10 10. The central office staff will assume responsibility for contacting all candidates of their status following the selection process.
- 11 11. All extra copies of credentials will be destroyed following the selection process.

CROSS REF: Operations Manual, Section I - Personnel

*Original adoption: 2/15/06 Amended: Reviewed: 12/18/13 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption: 2/4/09 Proposed reconsideration: December 2018 3 of 3*



**Masconomet Regional School District**  
*Serving Boyford, Middleton & Topsfield*

**Policy of the School Committee**

**GCG**

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

Part-Time Teachers

Teachers may be employed on a part-time basis when the needs of students and the District can be met through such arrangements. The salary of part-time teachers will bear the same ratio to the salary that the teacher would have earned if employed full-time as the hours worked bear to the hours the teacher would have worked if employed full-time. (For example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers

The policy of the Masconomet Regional School Committee shall be to provide the best available substitutes for teachers who are absent from their classes, consistent with the terms of the Agreement between the Masconomet Teachers' Association and the Masconomet Regional School Committee. In order to ensure that continuous quality instruction is maintained, the School Committee will employ certified personnel as substitutes whenever possible.

CROSS REF: Operations Manual, Section I - Personnel



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCH**

**PROFESSIONAL STAFF ORIENTATION**

The Masconomet Regional School Committee recognizes that an appropriate orientation program can aid in the assimilation of new staff members into the Masconomet Regional School District and can also contribute to the continued growth of returning personnel. It will, therefore, be the responsibility of the Superintendent, or his/her designee, to provide for an annual orientation of all professional staff members.

The orientation of returning personnel will focus upon the changes that have occurred during the previous year and the general goals for the coming year.

Orientation of personnel new to the Masconomet Regional School District may extend over a longer period of time and will provide a broadly based effort to supply information and background details which will improve the new teacher's understanding of the district's framework, including policies of the Committee, rules and regulations, and the instructional program.

The building Principal or the immediate supervisor shall orient all teachers to the evaluation procedures and standards during the first two weeks of their assignment to their respective building or program. No formal observations shall take place until such orientation has been completed and recorded.



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCI**

**STAFF DEVELOPMENT, CONFERENCES AND RELATED ACTIVITIES**

The School Committee supports and encourages staff training and development. All such activities should be related to district goals, the specific area of content for which the employee was hired, and/or understanding related regulatory requirements. There are a variety of ways that staff development opportunities are provided to employees of Masconomet; on-site in service training, and off-site courses, conferences and workshops. All activities are limited to contractual agreements and available funding, which is established annually during the budget development and approval process. In addition, there are formal procedures for registering and approving these activities in the District. These procedures are established and maintained by the Superintendent of Schools.

For conferences, workshops and seminars that are approved, the committee will reimburse employees in accordance with the following guidelines. All funding for these activities must be pre-approved in accordance with the procedures established by the Superintendent. The Superintendent has the right to deny or modify these requests at her/his discretion. This policy in no way obligates the district to pay for or provide funding to employees or other institutions for these activities.

Registration Fees Employees shall not register for activities until they have received confirmation in writing by the Superintendent that the activity has been approved and a purchase order (if applicable) has been issued. Proof of payment for the registration is required prior to reimbursement. Copy of a canceled check (both sides), copy of a bank statement with a picture of the check, credit card statements, or invoices from the organization running the activity are all acceptable.

Meals The maximum the District will reimburse an employee for meals for off-site activities is \$10 for breakfast, \$15 for lunch, \$25 for dinner, or \$50 per day. For one-day activities, the District will only reimburse for lunch for full-day events that do not include the price for lunch in its registration fee. For activities that require (as approved by the Superintendent) an overnight stay, the district will reimburse for dinner, breakfast, and lunch, if they are not included in the registration fee. For activities that are for more than one day, the District will reimburse for up to \$50 per day for meals. In order to claim a meal, a receipt must be submitted.

Travel The District reimburses for mileage accumulated on an employee's vehicle at the rate set by the federal government. All other related expenses including parking and toll charges will only be reimbursed if receipts are submitted. If another means of transportation is used to attend an approved activity, the employee must submit receipts, a copy of a canceled check (both sides), a copy of a bank statement with a picture of the check, or a credit card statement in order to receive the reimbursement. This would include travel by train, bus, taxi or air.

## GCI

Accommodations The Committee wants to ensure that all employees traveling on business reside in establishments that are safe but are reasonably priced. When accommodations are approved for an activity, the employee must submit a receipt from the establishment verifying their stay.

*Original adoption: 11/19/03 Reviewed: 12/18/13 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption: 2/4/09 Proposed reconsideration: December 2018 2 of 2*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*  
*n & Topsfield*

**Policy of the School Committee GCJ**  
**PROFESSIONAL TEACHER STATUS**

Teachers and certain other professional employees who have served in the Masconomet Regional School District for three (3) consecutive years shall be entitled to professional teacher status. The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one (1) year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three (3) years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15, or at an earlier date if required by a collective bargaining agreement. Notice of non-renewal should be signed by both the Superintendent and the Principal, delivered in-hand by the Principal, and signed by the employee to acknowledge receipt.

A teacher who attains professional teacher status will have continuous employment in the service of the Masconomet Regional School District. A teacher with professional teacher status whose position is abolished by the Masconomet Regional School Committee may be continued in the employ of the Masconomet Regional School District in another position for which he or she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

LEGAL REFS: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCK**

**PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the Principal will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

CROSS REF: Operations Manual, Section I - Personnel

*Original Adoption: 2/15/06 Reviewed: 12/18/13 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption: 2/4/09 Proposed reconsideration: December 2018 1 of 1*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCL**

**PROFESSIONAL STAFF TIME SCHEDULES**

Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

The working year for administrators will be established individually through their contracts.

Teachers

The working day for teachers will be determined by the negotiated collective bargaining agreement with the Masconomet Teachers' Association.

The working year for teachers will be established in connection with the Committee's adoption of the school calendar and the negotiated collective bargaining agreement with the Masconomet Teachers' Association.

LEGAL REF: M.G.L. 71:80 CONTRACT REF: Collective bargaining agreements



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCO**

**EVALUATION OF PROFESSIONAL STAFF**

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the Masconomet Regional School District.

Evaluation of administrators and professional staff members who are members of a recognized bargaining unit will be established through negotiations. Evaluations of professional staff members not in bargaining units will be established by the District and delineated in their individual contracts.

CONTRACT REF: Collective bargaining agreement

LEGAL REFS: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B 603 CMR 35:00

*Original Adoption: 2/15/06 Reviewed: 12/18/13 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption: 2/4/09 Proposed reconsideration: December 2018 1 of 1*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCQA**

**REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE**

In the event it becomes necessary to reduce the number of instructional staff members, the procedures negotiated between the Masconomet Teachers' Association and the Masconomet Regional School Committee will be followed.

The district will follow all of the requirements of the law in terminating teachers in order to reduce staff.

LEGAL REFS: M.G.L. 71:41; 71:42

CONTRACT REF: Collective Bargaining Agreements



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCQD**

**RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

Professional staff members may discontinue their service in the school system during the school year by submitting a written notice of intent to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.

When a resignation is accepted by the Superintendent, the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**POLICY OF THE SCHOOL COMMITTEE**

**GCQF**

**SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS**

The Superintendent will strive to assist personnel to perform their duties efficiently. However, the Superintendent may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the district's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or the Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school system, the Superintendent or Principal will:

1. Be certain that each such case is supported by defensible records;
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual;
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit;
4. Provide the individual involved with a written statement that will:
  - a. Indicate whether the action the Superintendent or Principal is taking is dismissal or suspension;
  - b. State the reason for the suspension or dismissal;
  - c. Guarantee that all procedures will be in accord with due process of law; and
  - d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.

LEGAL REFS: M.G.L. 71:42; 71:42D

*Original Adoption: 2/15/06 Reviewed: 12/18/13 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption:2/4/09 Proposed reconsideration: December 2018 1 of 1*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GCR**

**NONSCHOOL EMPLOYMENT OF PROFESSIONAL STAFF MEMBERS**

When a person is hired on a regular, full-time basis, the Masconomet Regional School Committee considers that it has given the person full-time employment. It shall, therefore, expect all employees to give the responsibilities of their positions in the district precedence over any type of outside part-time work.

*Original Adoption: 2/15/06 Reviewed: 1/6/09, 2/8/14 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption:2/4/09 Proposed reconsideration: February 2019 1 of 1*



**Masconomet Regional School District**  
*Serving Boyford, Middleton & Topsfield*

## **Policy of the School Committee GCRA**

### **PROFESSIONAL ACTIVITIES OF TEACHERS**

#### In-District

It is assumed that lectures, demonstrations or related activities, performed by teachers within the District, are to be considered a service to the community, and are to be performed without fee. No teacher shall normally charge a fee for activities within the District, directly related to his/her professional position. No teacher may advertise or sell educational materials within the District not specifically authorized or approved by the Masconomet Regional School Committee.

#### Out-of-District

The Masconomet Regional School Committee encourages participation in professional and related activities. Arrangements for attendance and/or participation in such activities shall be cleared with the administration in advance.



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee GCRD**

**TUTORING FOR PAY**

Definition:

"Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the Masconomet Regional School Committee.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the guidance counselor may give the parents a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

Tutoring for pay is not to be done in the school building without the written permission of the Principal.

*Original Adoption: 2/15/06 Reviewed: 1/6/09, 2/4/14 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption:2/4/09*

*Proposed reconsideration: February 2019 1 of 1*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee GDB**

**SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS**

In establishing salaries and salary schedules for support staff personnel, the Masconomet Regional School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school district.

Compensation plans will be reviewed regularly for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of Masconomet Regional School Committee policy.

LEGAL REF: M.G.L. 71:38



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDBD**

**SUPPORT STAFF FRINGE BENEFITS**

Benefits in addition to basic salary are recognized by the Masconomet Regional School Committee as an integral part of the total compensation plan for staff members. The benefits extended regular full-time support staff members will be designed to promote their economic security and will include a comprehensive health insurance program.

Certain fringe benefits are established through negotiations with employee bargaining units. Because the Committee wishes to be fair with all its employees, benefits granted to employees who are not members of a bargaining unit will be generally equal to those granted employees in similar positions that are covered by a negotiated agreement.

LEGAL REFS: M.G.L. 71:37B; 71:48B

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*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption: 2/4/09*

*Proposed reconsideration: February 2019*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDC**

**SUPPORT STAFF LEAVES AND ABSENCES**

Leaves and absences accorded to support staff will be for the purposes of helping them maintain their physical health, take care of family and other personal emergencies, and discharge important and necessary obligations.

Support staff employees will be granted leaves in accordance with the terms of the agreements with recognized bargaining units.

Leave benefits granted to employees who are not members of a recognized bargaining unit will be comparable to those granted employees in similar positions that are covered by master agreements with employee organizations.

All requests for long-term leaves of absence will be submitted in writing to the Superintendent or his/her designee.

LEGAL REF: M.G.L. 149:105D; 71:41A

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**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDCC**

**SUPPORT STAFF AND FAMILY MEDICAL LEAVE**

The Masconomet Regional School District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

LEGAL REFS: P.L. 103-3, "Family and Medical Leave Act of 1993."



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDD**

**SUPPORT STAFF VACATIONS AND HOLIDAYS**

Holidays

The school calendar, as adopted by the Masconomet Regional School Committee, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Employees who work on a 12-month basis will be granted paid holidays on all legal holidays and such other holidays as designated by the Masconomet Regional School Committee. They will also be expected to report to work during school recess periods unless the Committee considers days during these periods official and designated as paid holidays.

To qualify for holiday pay, the employee must be at work on the day before and the day following the holiday, unless his/her absence is approved on the basis of current leave policies.

Vacations

All 12-month employees will be eligible for paid vacations in accordance with the Collective Bargaining Agreements.

LEGAL REFS: M.G.L. 4:7; 136:12

*Original Adoption: 2/15/06 Reviewed: 1/6/09, 2/4/14 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption:2/4/09 Proposed reconsideration: February 2019 1 of 1*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDE**

**SUPPORT STAFF RECRUITING/POSTING OF VACANCIES**

The Masconomet Regional School Committee will establish, and budget for, support staff positions in the Masconomet Regional School District on the basis of need.

The recruitment and selection of candidates for such positions will be the responsibility of the Principal for building based position, the Special Education Director for his/her department, and the Superintendent or Chief Financial Officer for district-wide positions. The Superintendent will confer with principals and other supervisory personnel, as appropriate, in making a selection. The desirability of staff diversity will be acknowledged.

All support staff vacancies will be made known to all support staff personnel.



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDF**

**SUPPORT STAFF HIRING**

All candidates will be considered on the basis of their merits, qualifications, and the needs of the Masconomet Regional School District. In each instance, the Superintendent and others playing a role in the selection process will seek to employ the best-qualified person for the job.

The Superintendent, Chief Financial Officer, the Principal, and/or Special Education Director, in accordance with the law and applicable regulations, will fill vacancies.

LEGAL REF: M.G.L. 71:55B; 71:59B

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**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**XX14PT B**

**PROCEDURES FOR SUPPORT STAFF HIRING**

**AIDES, TUTORS, MONITORS, SECRETARIES VACANCIES (School position)**

1. The administrator (Department Head, Coordinator of Special Education or Principal) who is the direct supervisor for the position will assume responsibility for preparing the job specification and notice of vacancy following receipt of notification from the Superintendent that a position has been approved to be filled.
2. The administrator will forward the notice of vacancy to the Superintendent's secretary in the Central Office for posting. The secretary will forward copies to appropriate personnel in the building for posting.
3. The Superintendent's secretary will post the position and place advertisements in appropriate newspapers announcing the vacancy. All applications will be forwarded to the appropriate administrator.
4. The administrator will conduct the initial screening of applications and select candidates for interview.
5. The administrator may establish a screening committee which will review applications, interview selected candidates, and prepare a list of three finalists. The screening committee will consist of:
  - a. Administrator
  - b. Two (2) or three (3) staff volunteers (if more than three are interested, the administrator will select by lottery). Guidance and special needs staff will be considered for participation on screening committees.
6. The screening committee will forward a list, in alphabetical order, of three (3) finalists to the middle school or high school Principal. The names will be in rank order. Credentials for all candidates will be forwarded to the Principal. In cases where the new staff member will work in both schools, all correspondence and credentials will be forwarded to both Principals.
7. The Principal or designee will interview the recommended finalist. Administrators will be responsible for reference checks. If the Principal cannot recommend the finalist, the Principal will interview the remaining candidates on the list and select a person for the position. The Principal will send a recommendation with appropriate credentials to the Superintendent. In cases where a new staff member will work in both schools, the middle school and high school Principals will send a joint recommendation to the Superintendent.
8. The Superintendent will review the credentials and may interview the candidate ranked first by the Principal. If the Superintendent approves the decision of the Principal, a contract will be offered to the candidate. The Superintendent will assume responsibility for

placement on the salary scale.

9. The administrator will assume responsibility for contacting all candidates of their status following the selection process.
10. All extra copies of credentials will be destroyed following the selection process.

**DISTRICT POSITION VACANCIES (Central Office, Custodians, Maintenance, Coordinators, and other positions)**

1. The administrator (Superintendent or administrative assistant) who is the direct supervisor for the position will assume responsibility for preparing the job specification and notice of vacancy following receipt of notification from the Superintendent that a position has been approved to be filled.
2. The administrator will forward the notice of vacancy to the Superintendent's secretary in the central office for posting. The secretary will forward copies to appropriate personnel in the building for posting.
3. The Superintendent's secretary will post the position and place advertisements in appropriate newspapers announcing the vacancy. All applications will be forwarded to the appropriate administrator.
4. The administrator will conduct the initial screening of applications and select candidates for interview.
5. The administrator will set up a screening committee which will review applications, interview selected candidates, and prepare a list of three finalists. The screening committee will consist of:
  - a. Administrator
  - b. Two or three staff volunteers (if more than three are interested, the administrator will select by lottery).
6. The screening committee will select three finalists listed in alphabetical order.
7. The administrator will determine the person to be chosen for the position. The administrator will be responsible for reference checks. The administrator will send a recommendation with appropriate credentials to the Superintendent. If the administrator cannot recommend any of the three finalists, the administrator will ask the selection committee for additional recommendations or the process will begin at step 1.
8. The Superintendent will review the credentials and may interview the candidate recommended by the administrator. If the Superintendent approves the recommendation of the administrator, a contract will be offered to the candidate. The Superintendent will assume responsibility for placement on the salary scale.
9. The administrator will assume responsibility for contacting all candidates of their status following the selection process.
10. All extra copies of credentials will be destroyed following the selection process.

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Proposed reconsideration: February 2019 3 of 3*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDI**

**SUPPORT STAFF PROBATION**

Each support employee of the Masconomet Regional School District will serve a probationary period of six months in any position for which the employee is newly hired or in any new classification to which the employee is transferred or promoted. During that time, the employee will be adequately assisted and supervised so that his/her abilities to carry out the duties required, and job performance, may be ascertained. Should the employee's performance be unsatisfactory, a new employee may be released at any time during the probationary period, or an employee who has been transferred to a new classification may be returned to his/her former position.



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDJ**

**SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

The Superintendent will make district-wide assignments and transfers of support staff members for the efficient operation of the school district as necessary.

The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the Masconomet Regional School District will be given priority.

Within an individual school, the Principal may assign support staff members to tasks appropriate to their positions and qualifications.



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDK**

**SUPPORT STAFF TIME SCHEDULES AND CALENDARS**

The workday and the work year for members of the support staff will be as set forth on the salary schedule detailed in appropriate collective bargaining agreements.

Specific time schedules for support staff members will be set by the appropriate administrators in line with pertinent school opening and closing times, student schedules, and so on. Administrators will inform the Superintendent of the assigned schedules so that there may be continuity as needed throughout the Masconomet Regional School District.

*Original Adoption: 2/15/06 Reviewed: 1/6/09, 2/4/14 1<sup>st</sup> Reading: 2<sup>nd</sup> Reading: Adoption:2/4/09 Proposed reconsideration: February 2019 1 of 1*



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**GDQD**

**SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS**

Support staff employees employed by the Masconomet Regional School District may be terminated by the Principal of the building in which they serve with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

Support staff employees will generally be given notice of their dismissal two weeks prior to the effective date.

The Superintendent or Principal, with the approval of the Superintendent, may also suspend employees from their assignments.