



Groton-Dunstable Regional School District

Employee Policies and Procedures Manual
2019 - 2020



ABOUT THIS EMPLOYEE HANDBOOK

Our Employee Handbook was created to provide all employees of the Groton-Dunstable Regional School District with an overview of policies and procedures. Understand that this handbook contains important information on the general personnel policies, practices, privileges, and obligations of being an employee. In addition, the Groton-Dunstable Regional School Employee Handbook contains notifications required by law.

This handbook does not constitute a contract and makes no guarantees of employment, compensation, or benefits. The Superintendent and/or School Committee reserve the right to make changes in the policies and practices at any time at their sole discretion and interpret and administer the policies in light of changing circumstances, events, and applicable statutory guidelines.

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SECTION 1: SCHOOLS, ADMINISTRATION AND CONTACT INFORMATION

Groton-Dunstable School Committee

- Marlena Gilbert, Chairperson
- Brian LeBlanc, Vice Chairperson
- Whitney Healey
- Pete Cronin
- Jeff Kubick
- Ryan McLane
- Fay Raynor

Central Office Administration

- Laura Chesson, Superintendent of Schools
- Katie Novak, Assistant Superintendent of Schools
- Sherry Kersey, Director of Business & Finance
- Jill Greene, Director of Pupil Personnel Services
- Luke Callahan, Director of Technology
- Ed Sablock, Director of Building and Grounds
- Justin Williams, Director of Human Resources
- Stasia Twomey, Director of Peter Twomey Youth Center
- Marla De La Cruz, Coordinator of Clinical and Related Services
- Karen Gartland, Math Supervisor K - 8
- Kelly True, English Language Arts Supervisor, K - 8

Building Administration

Chrissy Conway, Boutwell Early Childhood Center
Brian O'Donoghue, Florence Roche Elementary School
Pete Myerson, Swallow Union Elementary School
Kathi McColumn, Groton-Dunstable Regional Middle School
Michael Woodlock, Groton-Dunstable Regional High School

Civil Rights Compliance Officers

Title IX Officer

Dr. Katie Novak
Assistant Superintendent
344 Main Street
Groton, MA 01450
978-448-5505

Section 504 Officer

Jill Greene
Director of Pupil Services
344 Main Street
Groton, MA 01450
978-448-5505

School Contact Information

Groton-Dunstable Regional Central Office

344 Main Street, Groton, MA 01450
(978) 448-5505

Boutwell Early Childhood Center

78 Hollis St, Groton, MA 01450
(978) 448-2297

Florence-Roche Elementary School

342 Main Street, Groton, MA 01450
(978) 448-6665

Swallow Union Elementary School

522 Main Street, Dunstable, MA 01827
(978) 649-5078

Groton-Dunstable Regional Middle School

344-346 Main Street, Groton, MA 01450
(978) 448-6155

Groton-Dunstable Regional High School

703 Chicopee Row, Groton, MA 01450
(978) 448-6362

Peter Twomey Youth Center

348 Main Street, Groton, MA 01450
(978) 448-0398

SECTION 2: STAFF CONDUCT

Standards of Conduct

Standards of conduct are guidelines for all employees to follow in order to help create a safe, comfortable and productive work environment that sets forth a model worthy of emulation by students. All staff members are expected to carry out their assigned responsibilities with conscientious concern for the well-being of staff and students.

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them. The following expectations are from School Committee Policy GBEB: Staff Conduct. (Section G - Personnel; GBEB Staff Conduct)

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. Care and protection of school property.
4. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
5. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, or family, social or cultural background, or sexual orientation, or gender identity, unfairly:
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any student;
 - c. Grant any advantage to any student.
6. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
7. Use, consumption, possession, buy, sell, give away or distribution of any tobacco products and/or related paraphernalia, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, e-liquids, pipe tobacco, snuff, electronic cigarettes, electronic cigars, electronic pipes, any electronic nicotine delivery systems (ENDS), inhalants, or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, or on school grounds or on school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action. This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications (Section G - Personnel; GBEC).

Drug-Free Workplace Policy

The school district will provide a drug-free workplace and certifies that it will (Policy GBEC - DRUG-FREE WORKPLACE POLICY)

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

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge. In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency. During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Participation in Political Activities

The Groton-Dunstable Regional School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office. In connection with campaigning, an employee will not: use school system 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 circumstances, will students be pressured into campaigning for any staff member.

Tutoring for Pay

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

- A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.
- A teacher may not tutor students who are currently in his/her class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.
- Teachers and other public employees may not approach a student, or the student's parents, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.
- A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.

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 Principal 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. (Section G - Personnel; GCRD Tutoring for Pay)

Errands Outside of School Buildings

To ensure both student and staff safety, an employee needing to leave the building during school hours is required to seek prior approval from the building Principal or his/her designee.

Fire Drill/Crisis Management Procedures

Every school has a fire drill and crisis management procedures. All employees will familiarize themselves and students with the fire drill and crisis management procedures for their school or area.

Empowered Digital Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

All students and faculty must agree to and sign our Empowered Digital Use from prior to the student or staff member being granted independent access to digital resources and district networks.

Individuals who refuse to sign required Empowered Digital Use documents or who violate District rules governing the use of District technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Electronic Communication/Social Media

It is critical that all staff members maintain proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The following will not be tolerated and may result in disciplinary action, up to and including dismissal.

- Improper fraternization with students and any/all other Internet sites or social networks, or via cell phone, texting, or telephone. Note that teachers may not list current students as “friends” on social networking sites. Inappropriate contact via any means of communication is prohibited.
- Publicly posting items with sexual content
- Publicly posting items exhibiting or advocating the use of illegal or inappropriate substances, including but not limited to drugs, alcohol, tobacco or e-cigarette products, and prescription/over-the-counter/herbal medications
- Improper use of district computers, tablets, and all relevant digital resources

Personal Electronic Device Use

Employees are expected to exercise discretion when using personally owned electronic devices such as cell phones, smart phones, Ipads, tablets, and laptops for personal business.

Such device usage during work hours can interfere with safety and may be distracting to others. Employees are encouraged to limit the use of personal devices to break times and lunch periods whenever possible.

Confidentiality

Effective and appropriate communication between administrators, staff, parents and students is vital to the success of the educational process. In order to ensure that such communication can take place in confidence, it is necessary to protect the right to privacy of students and staff. Individuals associated with students in any capacity shall: (1) Not disclose confidential information about students obtained in the course of professional services unless disclosure either authorized or required by law. (2) Not accept employment or engage in any business or professional activity that will require the disclosure of confidential information that has been gained by reason of official position. (3) Not knowingly make disparaging, false, or malicious statements about staff or students. (4) Not withhold pertinent information that is not confidential. Any violation of this policy will be grounds for disciplinary action up to and including immediate suspension or dismissal. Massachusetts General Law Reference: Massachusetts Department of Education Regulations 603 CMR 23.00: Student Records

Teaching About Controversial Issues

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in the classroom presentation does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).
6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation. (Section I - Instruction; IMB Teaching About Controversial Issues/Controversial Speakers)

Students Initiated Forums on Controversial Issues

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
3. The standards for approach to discussion, style of presentation and use of visitors as defined above will apply to student-initiated forums.

Harassment

All employees and members of the Groton-Dunstable school community are to conduct themselves in an appropriate professional manner and demonstrate mutual respect and concern in their dealings with each other. Harassment is defined as any action, conduct, or communication which has the purpose or effect of unreasonably interfering with an individual's work or education or creating an intimidating, embarrassing, hostile, or offensive work or educational environment. Harassment on the basis of race, color, religion, national origin, religion, age, gender, sexual orientation, or handicap in any form will not be tolerated in the Groton-Dunstable Schools. Such harassment includes but is not limited to: 1) unsolicited remarks, gestures, or physical contact. 2) display or circulation of written materials or pictures derogatory to either gender or to any particular individuals or group's race, ethnic background, religion, age, sexual orientation or handicap. The Groton-Dunstable Schools view harassment as a serious form of employee or school community member misconduct that requires prompt response and appropriate corrective action.

Bullying

The district is committed to providing all students with a safe learning environment that is free from bullying, cyberbullying and retaliation. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

Acts of bullying, which include cyberbullying, are prohibited:

(i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

(ii) at a location, activity, function, or program that is not school- related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

All school personnel are responsible for reporting alleged bullying. The Groton-Dunstable Schools view bullying as a serious form of misconduct that requires prompt response and appropriate corrective action.

Employee Arrest

In the event of an arrest of an employee of the Groton-Dunstable Regional School District on criminal charges, the Superintendent will evaluate the case on an individual basis and determine the appropriate action to be taken.

Dismissal or Demotion of Staff

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.

Please refer to the following:

- Massachusetts General Law Reference: M.G.L. 71:42 – Dismissal or Demotion of Employees by Principals and Superintendent; Review and Arbitration of Dismissal
- School Committee Policy FILE GCQF - Suspension and Dismissal of Professional Staff Members
- School Committee Policy FILE GDQD - Suspension and Dismissal of Support Staff Members

SECTION 3: EMPLOYMENT INFORMATION

District Non-Discrimination Policy

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

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

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

Equal Employment Opportunity

The Groton-Dunstable Regional School District is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, national origin, age, sex, sexual orientation, gender identity, disability, veteran, or homeless status in all aspects of employment.

Disability Accommodation

Consistent with applicable federal and state laws, Groton-Dunstable Regional School District will provide reasonable accommodations to ensure equality of opportunities for individuals with disabilities who are otherwise qualified to perform the job. Reasonable accommodation varies from case to case and is evaluated on an individual basis. Questions regarding or requests for reasonable accommodations should be submitted to the Office of Human Resources. Such disclosure is confidential.

Professional Staff Hiring

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools. It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children. It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee. (Section G - Personnel; GCF Professional Staff Hiring)

Administrators will make every attempt to follow the following procedures when hiring professional staff.

1. Determine who is on the representative screening committee. Committee must include at least 3 members. HR and School Committee Policy encourages variation in committee member positions, so include teachers and administrators, if possible (Policy GCF - PROFESSIONAL STAFF HIRING)
2. With screening committee, review candidates' applications on School Spring. All candidates must possess MA Licensure in the area they will be teaching.
3. Contact candidates for interviews.
4. Design interviews with predetermined screening committee. The first interview is a screening to determine finalists for a position. If necessary, a second interview may be scheduled for finalists.
5. Inform finalist(s) that references will be contacted. These will include (at minimum) the immediate supervisor or principal. Please try to contact at least three references.
6. Make a determination. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision (Policy GCF - PROFESSIONAL STAFF HIRING).
7. Contact selected candidate. At this point, send packet to HR including a copy of the applicant's license.
8. After the Superintendent/designee meets with the candidate and approves the hire, the new staff member meets with HR for new hire processing and makes an appointment with the Business Office to discuss payroll/benefits.

Pre-Employment State and Federal Background Checks

Prior to the start of employment and/or internship, all employees/interns must undergo and successfully pass a CORI (Criminal Offender Registry Information) background check. The CORI check is performed by designated CORI certified personnel. Results are kept in a locked storage area for seven years. CORI checks on current employees are performed every three years as required by law.

In January 2013, Governor Deval Patrick signed into law Chapter 77 § 38, an act relative to background checks. This new law expands on the Massachusetts criminal background check (CORI). Specifically, it requires a fingerprint-based state and national criminal record check for all school employees/interns through the FBI's national criminal history database. Unlike state CORI checks that have no fee, individuals will pay a fee to comply with this requirement; \$35.00 for non-licensed employees and \$55.00 for DESE licensed professionals.

Staff Ethics/Conflict of Interest

- Groton-Dunstable Regional School District expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system. All city and town employees must be provided with a summary of the [Conflict of Interest Law](#) for within 30 days of hire, and then must review annually.
- Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.
- Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.
- In order to avoid the appearance of any possible conflict, it is the policy of Groton-Dunstable Regional School District that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk at least two weeks prior to executing the hiring in accordance with the law. (Section G - Personnel; GBEA Staff Ethics/Conflict of Interest)

Maintaining Licensure

All professional staff are required to hold a license issued by the Massachusetts Department of Elementary and Secondary Education (DESE) in order to be eligible to teach in Massachusetts Public Schools.

Current licensure is a condition of employment. Employees are responsible for keeping their licensure up to date. Any educator who allows his/her license to lapse may be dismissed immediately.

Use of Security Cameras

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed

appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings, or in transportation, where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action. (Section E - Support Services; ECAF Security Cameras in School)

A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

Employee Personnel Files

Confidential personnel files are maintained at Central Office by Human Resources under the auspices of the Superintendent of Schools.

Massachusetts General Law Reference:

- M.G.L. 4:7- Public Records; Definitions
- M.G.L. 66:10 – Inspection of Public Records
- M.G.L. 71:42C – Records of Teacher; Inspection
- M.G.L. 149:52C – Personnel Records Public Schools Policy

A personnel folder for each present and former employee will be accurately maintained in the Central Administrative Office. In addition to application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.

The Superintendent/designee 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. Each employee will have the right, upon written request, to review the contents of his/her own personnel file. Records cannot be removed from the department. Employees who wish to obtain copies of documents contained in their personnel file must first submit a written request to Human Resources. Refer to your negotiated contract.

Change of Name or Address

Any change of name, address, telephone number or personal data must be sent to the Human Resources Office on an Employee Information Form in order to change and/or correct records. Any name change requires a copy of the new social security card. No records will be changed until documentation is received.

Professional Teacher Status

Teachers and certain other professional employees who have served in the school district for three 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 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 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.

A teacher who attains professional teacher status will have continuous employment in the service of the school system. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school system in another position for which he or she is legally qualified. (Section G - Personnel; GCJ Professional Teacher Status)

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.

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 building administrator 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.

Professional Development

All staff members will be provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors. Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

District Curriculum Accommodation Plan (DCAP)

All educators are required to familiarize themselves with the [DCAP](#) and implement it where appropriate. The DCAP is intended to guide school personnel in ensuring that all possible efforts have been made to meet student needs in the general education program. The DCAP is designed to support general educators in analyzing and accommodating the wide range of student learning styles that exist in any school.

Mandatory Training

All staff members are required to complete all annual mandatory trainings within thirty (30) days of the first day of school or thirty (30) days from their date of hire. Failure to complete may result in disciplinary action. [Mandatory training requirements can be accessed here.](#)

SECTION 4: STAFF COMMUNICATIONS

Inclement Weather Procedures

If the decision is made to delay or cancel school the following steps are taken:

- Notification is sent out via Twitter.
- Text message is sent to the Director of Business, who notifies Dee Bus.
- Text message is sent to the Director of Technology and Digital Learning, who notifies the local media, updates the website, and sends out a School Messenger alert to parents and staff.
- Email goes out to all staff.

The process to dismiss school early due to inclement weather follows a similar procedure. Due to the three-tier bus route system (HS, MS, and elementary dismissal), we must release the high school and middle schools at the appropriate time so the elementary buses will have completed their routes prior to the onset of deteriorating road conditions. This process can take as long as 2 ½ hours.

When schools are closed for emergency reasons, staff members will comply with school district policy as contained in collective bargaining agreements and employment contracts in reporting for work.

Staff Communications to the School Committee

The Groton-Dunstable Regional 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. 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 from administrative decisions on important matters, except those matters that are outside the Committee's legal authority, provided that 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. (Section B - Board Governance And Operations; School Committee/Staff Communications)

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. (Section B - Board Governance And Operations; School Committee/Staff Communications)

Staff Absence Reporting

ALL PERSONNEL are required to report their absences using the Frontline Education System. Online at <https://login.frontlineeducation.com/login?>
Telephone: 1-800-942-3767

We urge teachers to report their absences as soon as possible to arrange for substitute coverage.

Internet Safety Procedures and Guidelines

The Superintendent in conjunction with the Director of Technology shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The Groton-Dunstable Regional School District shall provide reasonable public notice to address and communicate its Internet safety measures.

Digital Media Publication

Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written or verbal consent. Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written or verbal consent.

Staff Complaints and Grievances

Groton-Dunstable Regional School District is committed to sound employee relations and encourages resolution of job-related problems through open communication and informal resolution whenever possible. If an employee has any employment-related issues or concerns, he or she should raise such with his or her direct supervisor, Assistant Principal or Principal who will determine what steps may be necessary and appropriate to address the employee's concerns.

It is the Groton-Dunstable Regional School Committee's desire that complaint 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.
2. That all school employees may appeal a ruling of the Superintendent to the Groton-Dunstable Regional School Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Groton-Dunstable Regional School Committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or Groton-Dunstable Regional School Committee be conducted in the presence of the administrator who made the ruling that is the subject of the complaint. This hearing may be held in Executive Session as deemed appropriate.

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. (Section G - Personnel; GBK Staff Complaints and Grievances)

Public Complaints about School Personnel

"Complaint" in this regulation will be constricted in meaning to that criticism of a particular school employee by a citizen of the School District which includes or implies a demand for action by the school authorities. Other comments and suggestions will be referred informally to affected school personnel.

1. If a complaint comes in first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him/her to the building Principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to

- go further, the staff member will immediately inform his/her supervisor of the complaint.
2. If complaint comes first to the Principal or other supervisor of the person criticized, she/she should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint. If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing and offer to send him the appropriate form regarding school employee's behavior, character or qualifications.
 3. If complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
 4. No further action on the complaint shall be taken unless the complainant submits the complaint in writing.
 5. When a written complaint form is received, the Principal or other supervisor will schedule a conference with himself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervisor or the person criticized feels could contribute resolution of the problem.
 6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
 7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled School Committee meeting. The decision of the Committee will be communicated in writing to all interested persons. (Section K - Community Relations; KEB Public Complaints about School Personnel)

SECTION 5: EMPLOYEE BENEFITS

Insurance

Employees are eligible for insurance benefits through the Groton-Dunstable Regional School District when they work the equivalent of .6 FTE or more for a Unit A member or 18.75 hours per week for all others. Insurance benefits begin on the first day of the month following two full calendar months of employment. Employees whose hire date is within the first seven (7) days of the month will be eligible to receive benefits after two calendar months. Enrollment forms must be completed and returned to your insurance coordinator within 10 calendar days of hire. Health, dental, vision and life insurance is deducted from employee's checks on a pre-tax basis.

At the time of a qualifying event such as marriage, divorce, birth/adoption of a child, loss of coverage through a spouse, or death of a family member, the employee may elect a plan at that time, but must do so within 60 days of the qualifying event.

Health Insurance

Harvard Pilgrim
Member Services: (888) 333-4742

Dental Insurance

Delta Dental of Massachusetts
465 Medford St # 150, Boston, MA 02129
(800) 872-0500

Vision Insurance

VSP: Call 800.877.7195 to speak with Member Services

Life Insurance

Lincoln Financial: (877) 275-5462

Termination of Insurance

Upon leaving employment of Groton-Dunstable Regional School District, benefits will terminate on the last day of the month following termination of employment. During this period, the employee will be notified and given an opportunity to continue benefits under COBRA. COBRA Under the federal law entitled the "Consolidated Omnibus Reconciliation Act of 1985," known as COBRA, employees and their covered dependents may have certain rights to continued group health insurance coverage, for 18 months, if they lose their eligibility due to: termination of employment; or reduction in work hours. Enrolled dependents may also have the right under COBRA to continued coverage for 36 months if their eligibility is terminated due to: loss of status as a dependent; the employee's eligibility for Medicare;

divorce or legal separation from the employee; or death of the employee. The cost of COBRA coverage is 100% of the total premium, and is to be paid in full by the eligible employee, spouse or dependent.

Absences

All staff members are entitled to sick leave, personal leave, bereavement, and jury duty leave. Please refer to your employee contract for specifics.

Flexible Spending Accounts

Flexible Spending Accounts, through HRC Total Solutions, allow you to set aside a portion of “pre tax” dollars to cover certain health and dependent care expenses. These contributions are deducted from your paycheck prior to federal and state taxes. This plan runs from September 1 through August 31st.

HRC Total Solutions, LLC

111 Charles St, Manchester, NH 03101
(603) 647-1147

Counseling Referrals

The INTERFACE Referral Service provides personalized counseling referrals matched for location, specialty and insurance or fee requirements. If you live in Groton, Dunstable, Ayer, Shirley, Pepperell, Townsend, Ashby, Littleton, Acton, Boxborough, Chelmsford, or Westford, you can call the referral helpline at 617-332-3666 x 1411, (toll free number at (888) 244-6843 x1411) Monday-Friday from 9 AM-5 PM, to consult with a Resource and Referral Counselor to receive services. This service is available for people of all ages and more info can be found on their web site <http://interface.williamjames.edu/>

Family and Medical Leave

The School System 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. For more information about the Family Medical and Leave Act, visit <https://www.dol.gov/whd/fmla/>

Retirement

Staff members who intend to retire are encouraged to indicate their plans to the Superintendent of Schools at as early a date as possible and/or in accordance with the appropriate negotiated agreement. The retirement benefit selection determines if either

you or your survivors will receive all or a portion of your contributions and interest in the form of a refund, retirement allowance or survivor benefit. Employees will be enrolled in one of the following retirement plans based on your job classification.

Massachusetts Teachers' Retirement System You are eligible to join the MTRS if you are employed as a teacher or administrator in a Massachusetts public school outside the City of Boston or in any charter school in Massachusetts and: • you are covered by a contractual agreement regarding your employment; • you are employed on at least a half-time basis; • you are certified by the Department of Education; and, • your contractual agreement requires that you be certified by the Department of Education as a condition of your employment. Contribution rate is determined by the date when the member first enrolls in the public retirement system.

Massachusetts Teachers Retirement System

500 Rutherford Avenue, Charlestown, MA 02129-1628

617-679-6877

<http://www.mass.gov/mtrs/>

Middlesex Retirement System Membership in the Middlesex Retirement System is required by law for all employees who are employed in a permanent position and who work 20 hours per week or more in an eligible position. The amount each employee is required to contribute to the Middlesex Retirement System each year is set by statute.

Middlesex Retirement System

25 Linnell Circle, Box 160, Billerica, MA 01865

800-258-3805

www.middlesexretirement.org

OBRA As a part-time, seasonal or temporary employee of the Commonwealth of Massachusetts, or a Massachusetts local government employer, you are required to participate in the Commonwealth of Massachusetts Deferred Compensation Plan. The Plan is an alternative to Social Security coverage as permitted by the federal Omnibus Budget Reconciliation Act of 1990. As an OBRA employee, you must contribute at least 7.5% of your gross compensation per pay period to the Plan.

Massachusetts Deferred Compensation SMART Plan

Great West Retirement Solutions

P.O. Box 173764, Denver, CO 80217-3764

1-877-457-1900

www.mass.gov/smartplan/index

Compensation Practices

Administrators, teachers, administrative assistants, and aides are paid on a bi-weekly basis. Payroll checks can either be direct deposited or are sent to the employees' corresponding

buildings when school is in session. All checks whether direct deposit or live will be mailed when school buildings are closed for vacations, holidays, and/or inclement weather.

Employees are encouraged to elect Direct Deposit for their payroll checks. Direct Deposit allows the district to credit an employee's net pay to his/her bank account. Direct Deposit saves time, eliminates lost, stolen or forged checks, and ensures timely deposits. The initiation of Direct Deposit takes at least two payroll cycles after receipt of an employee's authorization form. Once initiated, an employee will receive a Direct Deposit Statement verifying the amount of the deposit on each payday. To change banks or accounts, an employee will need to fill out a new authorization form. Contact the Payroll Department at 978-448-5505 for forms or further information.

SECTION 6: REPORTING REQUIREMENTS

Procedure for Reporting Child Abuse and Neglect (Mandated Reporter)

Massachusetts state law requires professionals whose work brings them in contact with children to notify Department of Children and Families (DCF) if they suspect that a child is being abused and/or neglected. State law refers to these people as mandated reporters. All public school teachers, educational administrators, counselors, early childhood/preschool program staff, and school attendance officers are mandated reporters. For more information on Mandated Reporting, see the Mandated Reporter Guide.

<https://www.mass.gov/service-details/reporting-alleged-child-abuse-or-neglect-filing-a-51a-report>

Massachusetts law requires mandated reporters to immediately make an oral report to DCF when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 is suffering from abuse or neglect. Mandated reporters must also submit a written report (51A) to DCF within 48 hours.

Alcohol, Tobacco and Drug Use by Students

The Groton-Dunstable Regional School District has a zero tolerance alcohol/tobacco/controlled substance policy. Staff will refer all cases involving alcohol, controlled substances, and abuse of prescription drugs to the Student Assistant Team.

Safety/Reporting Injuries

The Groton-Dunstable Regional School Committee requires that all schools provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him.

4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents of a serious nature to students and staff members will be reported as soon as possible to the Superintendent, with records kept and available to the School Committee at their request. (Section E - Support Services; EBB Accident Prevention and Safety Procedures)

Relationships with Students

Teachers and school staff working with students have a responsibility to maintain respectful and appropriate relationships with colleagues, students, parents, and members of the community. In order to maintain the respect and confidence of one's colleagues, of students, of parents, and of members of the community, staff members should strive for the highest possible degree of professional conduct at all times. Whenever there is doubt about the intentions of a staff member in his or her relationships with a student(s), concerns should be brought to the attention of the Principal.

Reporting Bullying, Cyberbullying or Retaliation

Reports of bullying, cyberbullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member will be recorded in writing. A school or district staff member shall immediately report to the principal or to the principal's designee any instance of bullying, cyberbullying or retaliation he/she becomes aware of or witnesses. As staff members become aware of or witness conduct that may be regarded as bullying or retaliation, he/she shall respond to the incident and report it to the designated school personnel per district policies.

The Principal or his/her designee will promptly investigate all reports of bullying, cyberbullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation, the Principal or his/her designee will interview students, staff, witnesses and parents or guardians. The Principal or his/her designee will remind the alleged aggressor, target, and all witnesses that retaliation is strictly prohibited and may result in disciplinary action. Interviews will be conducted by the Principal or his/her designee, in consultation with the school counselor. To the extent practicable, the Principal or his/her designee will maintain confidentiality throughout the investigative process and will maintain a written record of the investigation.

Harassment

The Groton-Dunstable Regional School District strictly prohibits discrimination and/or harassment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or parenting status or homelessness and will promptly investigate and respond to all complaints of discriminatory harassment in accordance with applicable state and federal laws and regulations. M.G.L. c. 76, § 5.

Any individual who witnesses, becomes aware of, or believes that they have been subjected to harassment or discrimination on the basis race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or parenting status or homelessness should immediately contact the building Principal.

SECTION 7: INTERNAL PROCEDURES/FORMS

Procedure for Purchase Request

This resource is a guide to support educators who are proposing the purchase of supplemental curriculum, technology, or a program/intervention/assessment (“program”) to ensure that all purchases are evidence-based and align with district vision and theory of action.

1. The person or team writing the proposal (“proposer”) identifies a problem statement that aligns to the district vision and theory of action. For example, what are the barriers that you are looking to address with this purchase? Example: I want to increase a student’s access to text so I need audio copies of what we are reading in class. The student can’t access the printed text.
2. The proposer identifies critical considerations when thinking about how to address the problem statement. Example: I would like the audio to be human read and not robotic and ideally to also have the text highlighted (and traced) to support student decoding.
3. Review at least two (2) options for addressing the barriers with programs that meet critical considerations. Take the time to examine whether the proposed programs are evidence-based, as required by ESSA. You may use tools such as ESSA for Evidence, What Really Works, or Common Sense Education although this only covers a small sample of materials. Also look at what other districts or schools are using (to gather their feedback).

Example: We examined Google Read/Write, Learning Ally, Audible, and Bookshare. Google Read/Write is not a human voice, so that was eliminated as an option. Audible has a subscription service and human voice, but no text to track. Bookshare and Learning Ally both allow students to track text while listening, but when examining the evidence on Common Sense Education, both products were given 4 stars out of 5. For Bookshare it noted, “Cons: A little patience is needed when accessing or downloading texts, as there is some lag time.”

4. After this review, proposer makes a recommendation to adopt a program. During this proposal process, the committee must confirm pricing, including shipping and all supplemental materials, for selected program.

Procedure for Curriculum Adoption

This resource is a guide to support teachers who are reviewing curriculum and/or exploring curriculum or textbook adoption to ensure that all educational materials are reviewed for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation. Procedures also ensure that appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such materials. Please customize to meet the needs of your team.

Steps for Review and/or Adoption

1. Establish review committee that will oversee the review or adoption process, including teachers who will be using the curriculum and/or textbooks. Note that school committee policy notes that students and parents will be encouraged to serve on the review committee.
2. The review committee meets to identify values and critical considerations to guide the review and/or adoption process. Committee creates a timeline for review and/or adoption and shares with building principal and assistant superintendent. If there is an adoption, the timeline includes a pilot, the duration of the pilot must be clear.
3. Committee creates a rubric to review programs based on the critical considerations they selected. A sample rubric is below. Committee will revise as necessary. Please note that during the procedure, teachers must review all educational materials for simplistic and demeaning generalizations on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation. Note: If any generalizations are present and the curriculum is selected for adoption, appropriate activities, discussions and/or supplementary materials must be used to provide balance and context for any such stereotypes depicted in such materials. This is required by Civil Rights law.

Steps for Adoption

4. Committee selects at least two programs to review and contacts vendors to request sample materials.
5. Once materials arrive, committee reviews and scores selected program texts using their rubric.
6. If not already on the committee, teachers expected to teach to the curriculum standards meet and discuss the merits of each of the sample textbooks and/or supplemental materials.
7. After review, committee selects materials that will be piloted. The committee will also define the length and expectations of the pilot. Note: During a pilot, all materials should be implemented with fidelity to determine if any changes will need to be made when adopted.
8. Assessment data and feedback from teachers will be gathered throughout the pilot stage.
9. Note: It's valuable at this stage to allow multiple stakeholders to review materials and

- give feedback. You may consider an open forum in your classroom, for example.
10. After the pilot stage, committee makes a recommendation to the building principal and Assistant Superintendent to adopt a program based on staff, student, and community feedback.
 11. Together with the building principal and Assistant Superintendent, the committee develops a sustained plan for professional development for teachers who will use the program.
 12. Assistant Superintendent confirms pricing, including shipping and all supplemental materials, for selected program.
 13. The selected program, the adoption process and timeline, the plan for PD, and all associated costs are presented to the School Committee.
 14. The process of purchasing the adopted textbooks and supplemental materials will be completed.
 15. Teachers will be offered professional development to work with the new program.

SAMPLE RUBRIC

Rate each textbook series being evaluated on the basis of 0 to 3:

- 3 = Superior
- 2 = Good
- 1 = Fair
- 0 = Poor, or feature not present

	Textbook 1	Textbook 2	Textbook 3
Suitability			
Reading level is appropriate for students			
There are no generalizations in the text on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation.			
Content			
Content matches state standards			
Topics covered in sufficient depth			
Strategies			
Emphasis on critical thinking/problem solving			
Multiple/varied instructional activity			
ELL strategies integrated			

Provision for small group study and collaboration			
Characteristics			
Number/clarity of visuals including charts, diagrams, illustrations, graphic organizers, etc...			
Support materials			
Teacher's guide			
Assessment package			
Online resources			
Total points			



Now that you have completely reviewed the Employee Handbook, please acknowledge by completing this [Google Form](#)