



WHITMAN HANSON

Whitman-Hanson Regional School District

Faculty Handbook 2020-21



This handbook is a compilation of laws, policies, regulations, and practices important to the operation of the Whitman-Hanson Regional School District. This handbook is not intended to be a complete directory of all laws and policies regarding staff. Federal and state laws, district policies, and practices are subject to change.

Updated: September, 2020

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Whitman-Hanson Regional School District

A. Mission Statement

The Whitman-Hanson Regional School District is committed to providing each student with a high quality education that promotes responsible citizenship.

B. Guiding Principles

We believe our schools...

- ◆ make all decisions in the best interest of students.
- ◆ are committed to providing a safe, secure, and healthy environment.
- ◆ set high academic standards that provide an opportunity for each student to reach his/her full potential.
- ◆ embrace personal responsibility and an understanding and respect for others.
- ◆ provide student-centered learning environments where successes and mistakes are valued as part of the learning process.
- ◆ support staff initiative, innovation and professional development.
- ◆ share the responsibility for education with students, parents, and community.
- ◆ promote broad-based communication and school-family-community partnerships.
- ◆ utilize technology as an essential part of teaching and learning.

C. Vision Statement

The Whitman-Hanson Regional School District provides a safe learning environment and comprehensive student-centered learning opportunities that are relevant and challenging. In supportive partnership with all stakeholders, our district is committed to developing an academic foundation that emphasizes critical thinking, creativity, and communication skills. Each student, as a life-long learner, is prepared to face the challenges of the future with the skills needed to become a responsible citizen.

D. Whitman-Hanson Regional School District Core Values

We believe our schools:

- make all decisions in the best interest of students.
- are committed to providing a safe, secure, and healthy environment.
- set high academic standards that provide an opportunity for each student to reach his/her full potential.
- model personal responsibility and an understanding and respect for others.
- provide student-centered learning environments where successes and mistakes are valued as part of the learning process.
- support staff initiative, innovation and professional development.
- share the responsibility for education with students, parents, and community.
- promote broad-based communication and school-family-community partnerships.
- utilize technology as an essential part of teaching and learning.

E. Whitman-Hanson Regional School District Employee Code of Excellence (ECOE) and Mandated Training

The Whitman-Hanson **Employee Code of Excellence (ECOE)** is posted on line at <https://www.whrsd.org/district/human-resources/evaluation-support>. All employees are encouraged to read and be familiar with this important district document.

Annual Training through the Employee Self Service

The District rolled out Employee Self Service (ESS) which is a feature in MUNIS that allows employees to view and check a variety of information related to their pay/benefits. With this initial launch, employees were able to view current/historical pay advices, prior year W-2s, and access/review documentation such as licensure information. At this point in time, we have added even more on line features that will allow you to make changes to your personal information and acknowledge the annual mandated employee training documents.

The Whitman Hanson Regional School District now processes the annual employee mandated training via Employee Self Service. This initiative will not only streamline the acknowledgement process, but further help reduce paper processed documentation.

Employees must have a valid login to access the ESS application. If you have not already setup your ESS account, your User Name is your four digit employee number and your initial Password is the last four digits of your Social Security Number.

<https://employee.whrsd.org/MSS/>

F. Non-Discrimination Statement

The Whitman-Hanson Regional School District, in accordance with M.G.L. c. 76, s. 5, does not discriminate on the basis of race, color, gender, religion, national origin, sexual orientation, gender identity or disability.

The Whitman-Hanson Regional School District, in accordance with section 4 of chapter 151B of the General Laws, does not discriminate against employees due to pregnancy or conditions related to pregnancy. Furthermore, the District provides "reasonable accommodations" to an employee who is pregnant or who has a condition related to pregnancy.

G. WHEA ASSOCIATION MEMBERSHIP

The Whitman-Hanson Educational Association is recognized by the Regional School Committee as the exclusive collective bargaining representative with respect to salaries, hours, and conditions of employment.

II. Communications: District Information and Procedures

A. WHRSD ESSENTIAL CONTACT INFORMATION

District website: www.whrsd.org

1. Central Office Administration, 610 Franklin Street, Whitman, MA 02382

<i>Name</i>	<i>Title</i>	<i>E-Mail Address</i>	<i>Telephone</i>
<i>Jeffrey Szymaniak</i>	<i>Superintendent of Schools</i>	<i>Jeffrey.Szymaniak@whrsd.org</i>	<i>781-618-7412</i>
<i>George Ferro</i>	<i>Assistant Superintendent</i>	<i>George.Ferro@whrsd.org</i>	<i>781-618-7413</i>
<i>Lauren Mathisen</i>	<i>Administrator of Special Education and PPS</i>	<i>Lauren.Mathisen@whrsd.org</i>	<i>781-618-7428</i>
<i>John Tuffy</i>	<i>Director of Business and Finance</i>	<i>John.Tuffy@whrsd.org</i>	<i>781-618-7417</i>
<i>Ernest Sandland</i>	<i>Director of Facilities</i>	<i>Ernest.Sandland@whrsd.org</i>	<i>781-618-7435</i>
<i>Nadine Doucette</i>	<i>Director of Food Services</i>	<i>Nadine.Doucette@whrsd.org</i>	<i>781-618-7477</i>

District School Information

School	Address	Telephone/Fax	Principal	Secretary
Louise Conley Elementary	100 Forest St. Whitman, MA	781-618-7050 (Fax) 781-618-7092	Karen Downey Karen.Downey@whrsd.org	Kelly Molito
John Duval Jr. Elementary	60 Regal St. Whitman, MA	781-618-7055 (Fax) 781-618-7096	Darlene Foley Darlene.Foley@whrsd.org	Christina Benitez
Hanson Middle	111 Liberty St. Hanson, MA	781-618-7575 (Fax) 781-618-8815	William Tranter William.Tranter@whrsd.org	Leone Laferriere
Indian Head Elementary	726 Indian Head St. Hanson, MA	781-618-7065 (Fax) 781-618-7094	Garry Pelletier Garry.Pelletier@whrsd.org	Susan Andrews
Whitman Middle	100 Corthell Ave. Whitman, MA	781-618-7035 (Fax) 781-618-7091	Michael Grable Michael.Grable@whrsd.org	Sharon MacDonald
Whitman-Hanson Regional High School	600 Franklin St. Whitman, MA	781-618-7020 (Fax) 781-618-7084	Christopher Jones Christopher.Jones@whrsd.org	Siobhan Horton

District Curriculum Directors

Academic Curriculum Chairs	Content Area	Telephone/Fax	Email
Robert Davidson	History/Social Studies Chair 6-12	781-618-7443 (Fax) 781-618-7084	Robert.Davidson@whrsd.org
Amy Floeck	English Language Arts Chair 6-12	781-618-7453 (Fax) 781-618-7084	Amy.Hill@whrsd.org
Deborah Caruso	Mathematics Chair 6-12	781-618-7442 (Fax) 781-618-7084	Deborah.Caruso@whrsd.org
Mark Stephansky	Science Chair 6-12	781-618-7441 (Fax) 781-618-7084	Mark.Stephansky@whrsd.org
Kristen Thomas	Foreign Language & Related Arts Chair 6-12	781-618-7461 (Fax) 781-618-7084	Kristen.Thomas@whrsd.org
Jane Cox	Elementary Curriculum Coordinator	781-618-	Jane.Cox@whrsd.org

District Curriculum Chairs: Curriculum Chairs and Coordinators work to coordinate development, implementation and evaluation to ensure alignment with the Massachusetts State Frameworks. They assume a leadership role working with staff to ensure understanding of and to promote the educational objectives of the district, and plan appropriate professional development opportunities under the supervision of the Assistant Superintendent.

2. **District Personnel Directory:** Central Office uses the personal information you share with the district to communicate with you by mail/email and telephone when needed. If your address, marital status, email or telephone number, or direct deposit information should change during the school year, notify the Central Office in writing as soon as possible. *NOTE: Information is kept confidential and placed in the school's database for district use only.*
3. **School Intercom Systems:** The purpose of the system is to disseminate information of interest to the student body and faculty. In case of emergency, it will be used as a method of rapid communication. It is used only through expressed knowledge of the administrator in charge.
4. **School Announcements:** Announcements are made at the beginning and end of each school day, in the assigned building, by the school administrator, or designee(s). Exceptions are made if and when pertinent information arises during the course of a day. Please ensure that all students are attentive during the announcements. Included in the morning announcements will be the Pledge of Allegiance.
5. **Printed Announcements:** To conserve paper, hard copies of all announcements are to be printed judiciously. Whenever possible, the number of hard copies of announcements should be limited to one posting in each homeroom and office area. Any flyers from community or district clubs or organizations promoting special events or fund raisers must first be approved by Central Office prior to distribution to students and faculty.

6. **No-School Announcements:** No-school announcements are made on the following radio stations: WATD and WPLM and on the following television stations: FOX, WCVB (5), WHDH (7), WBZ (4), 98 on local cable and on our district website: www.whrsd.org. All staff and students will also be notified through our *School Messenger* automated telephone system.
7. **Faculty Directories:** Staff directories are compiled by the school in which they work and listed on the individual school websites, the district website directory, or via the parent portal of Infinite Campus. Staff may be contacted within the district via email, system voicemail, or by phone extensions (published in-house annually). Community members, parents or colleagues outside the district may contact staff via the directory, leaving messages during the school day with the voice mail number for the individual, emailing staff via the individual school email address, or leaving a message with the administrative assistant at the building in which the staff member works. ***Please note that unless there is an emergency: No staff member will be contacted directly while working with students during the school day. Direct contact will be facilitated if prearranged times have been scheduled for a conference call, parent meeting, or call pertaining to the expressed, timely, needs of a particular student.*** **Staff should check their school email, voice mail, and school mailboxes more than once a day.**

II. Communications: District Information and Procedures

A. ROUTINE PROCEDURES

1. **Faculty Phone and Email Access:** In addition to all staff being provided a school mailbox where they are assigned, each district employee is assigned an email account. Each office or classroom is also given a phone with extension number for phone contact and voice mail. Computers assigned to staff are password protected. These tools are provided to enhance the professional's abilities serving our students. ***Please note that unless an emergency: staff will not use district phones, email, or other communication lines, for personal business before, during, or after the school day.***
 - a. **Faculty Absence Procedures:** The District has implemented the automated attendance service, Frontline Education Absence Management formerly called *Aesop*. The service is available 24 hours a day, 7 days a week and can be accessed via internet or phone. However, you need to notify the District of your absence prior to **6:10AM for the high school and middle school, and 6:30AM for elementary school on the morning of, or prior to 11PM the night before.**

You create your own absence choosing one of three options: **Call 781-618-7083**; log on to the application at **app.frontlineeducation.com on**; or use a mobile website for your Smartphone. Once you've created your Frontline ID account, you can now login to **app.frontlineeducation.com** when signing into any Frontline application you have access to.

Be sure to indicate location of plans for the substitute or special directions as needed. Only the following reasons may be reported: Individual Sick Day, Family Sick Day, Bereavement (for a family member), or Jury Duty. All other absences: long term leaves, professional development, field trips, personal days, etc., will be managed by your building administration following the procedures and policies set out by the District. Long Term Substitute positions will be handled by Central Office.

b. Leaving the Building- If a staff member needs to leave the building during non-teaching time [under extenuating circumstances] they must first notify the Principal, or the Assistant Principal, and follow the procedure of signing in and out at the main office.

2. **Publicity and Dealing with the Media**

- All publicity matters are to be handled through the office of the principal at each school.
- The Superintendent or designee must approve a copy of all press releases.

- Only the Superintendent/Designee will speak with the media.
 - Only prepared statements should be read to the media.
 - At no time should the media be allowed to talk to students while on school grounds.
 - An area will be designated for the principal to speak with the media.
 - Faculty members are discouraged from speaking with the media.
3. **Chain of Command:** All staff members are expected to communicate with and through the building principal in addressing any issues and/or concerns related to their professional responsibilities.

III. Health, Safety and Security, Personal Well-Being

A. Health Resources

- 1. Clinics:** The clinic in each school is staffed by a registered nurse, and in some instances a health aide, to assist students and staff with medical problems that arise during the school day/year. Routines screenings of students are performed by the district nurses as well as mandated trainings for personnel on such use of Epi-pens, and Awareness of Blood Borne Pathogens. The district works in cooperation with local vendors for optional trainings for CPR and Defibrillator certifications. CPI and Restraint trainings may also be offered with the support of the health staff and local first responders. The names and location/contact information of personnel who are trained in CPR, CPI, (Restraint Training) and use of the defibrillator are to be posted in each classroom and office.
- 2. Employee Assistance Program (EAP):** This service is provided to all employees of the district, plus their family members, free of charge for initial consultations. They offer access to a limited number of sessions for mental health counseling, legal and financial services. All contacts and communications are confidential. No one in the district is privy to who contacts them or what services are accessed by an employee. This program is *in addition to and not in place of* the health benefit options provided through the contract. The finance officer in the district will share the monthly EAP newsletter with all employees during the school year.

B. Safety and Security

- 1. ID Badges and Locked Facilities:** To ensure safety and security of all staff and students, the district has assumed the protocol of securing all buildings once the school day has started and in the off school hours. Outside and some inside video security cameras are also used 24 hours, seven days a week. ALL employees of the district should have their district provided photo ID on their person at all times. Also, these badges, with individual passwords/code numbers, are also used as swipe cards to enter locked facilities and/or specific locked areas of the facilities on the district's time restricted schedule. Main entrance doors are staffed by personnel who will 'buzz' visitors into the building after viewing the television monitors. ALL visitors must sign into the main office and identify their business in the building. NO person whether a staff member, parent, community member, or vendor should be in the hallways, offices or classrooms of the district without express permission and clearance by the main or Central Office. All staff members are to report unfamiliar or unidentified persons to the office immediately. No locked doors should ever be propped open. Visitors will be given access only through the main entrance protocol.
- 2. Routine Safety Drills:** As required by law, the district will work with the local officials to conduct Fire Alarm drills; Lock Down, Stay in Place, and Intruder Drills are also conducted during the school year. Each teacher or staff member must post the fire alarm, locked down and stay in place procedure card near the door of his/her classroom or office. All staff should review the protocols with their students the first day of school. *First Student*, our district's transportation vendor, also works with local officials to conduct mandated bus evacuation drills with our students on school property. All staff should be aware of protocols and have access to the **Incident Response Plan** and **Medical Emergency Response Plan** located in each school building. These plans more thoroughly outline the protocols that are to be put in place should an intruder be spotted, or a medical emergency or crisis occurs in a school facility. The leadership team at each school will alert the staff of these procedures during the opening days of school.
- 3. Facility Repairs** – All Faculty and Staff should be utilizing the School Dude Maintenance Service and Custodial Request System with the exception of Heat Ventilation and Air Conditioning (HVAC) concerns. HVAC concerns should be reported to the HVAC help desk at ext. 7100. Whitman Hanson Regional School District uses School Dude, a web-based tool, for all maintenance service and custodial requests. To login in to School Dude account to submit service requests using the Maintenance Connection on your desktop.

- 4. Personal Attire:** All staff members are to dress in a professional manner, conducive to the grade level assigned and with an awareness of safety and health concerns.

C. Personal Well-Being

The following areas are highlighted concerns for our staff and students' well-being. Expanded district policies and procedures for addressing these and other issues are found on the policy pages of the district website. There are updates from the federal and state courts and legislatures that may impact the policies. Be aware of notices from Central office to that effect, and familiarize yourself with all changes or updates on the policies.

- 1. Drugs:** If a student is suspected of being under the influence of drugs/alcohol, a staff member shall immediately notify an administrator.
- 2. Child Abuse:** Massachusetts Chapter 119, Section 51A, defines child abuse as serious physical or emotional injury inflicted upon a child under the age of 18. The appropriate assistant principal and/or the guidance director will file 51A reports with DSS. If any member of the faculty has a concern about the health or safety of a student, the teacher should contact a counselor and/or appropriate assistant principal who may convene an emergency meeting of the school's Student and Teacher Assistance Team (S.T.A.T.). The S.T.A.T. consists of the AP, the reporting teacher (when available), the school nurse, guidance counselors, adjustment counselor, school psychologist, and TITLE IX coordinator. This protocol will help insure that Whitman-Hanson remains a place where students in need will find support and help from a caring, professional faculty. BY LAW, the following people are considered **mandated reporters** and **MUST REPORT** suspected child abuse and neglect: physicians, medical interns, medical examiners, dentists, nurses, teachers, educational administrators, guidance counselors, family counselors, probation officers, social workers, policemen, and day care supervisors (a more extensive list of persons outside of the school realm is listed on the state site). The most current mandated reporter forms are accessible on the district website.
- 3. Harassment, Prejudice, and Non-Discrimination:** The District takes the position that ALL of its students and employees have the right to work in an environment free from harassment, prejudice, and discrimination. The District takes seriously all complaints of sexual harassment and will investigate each and every complaint thoroughly and as quickly as possible. The School Committee's policy of nondiscrimination extends 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, religion, national origin, sexual orientation, gender identity or disability.
- 4. Bullying:** The Whitman-Hanson School District is committed to providing all students and staff with a safe learning environment that is free from bullying and cyber-bullying. 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. The complete Anti-Bullying policy for the district is referred to in this manual under policies and the complete district policy/procedure is listed on the district website.
- 5. Tobacco Use:** Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times. Policy may be found in the policies pages of the website and referenced in this manual's appendix GBED.

D. Human Resources

The following link will take you to the WHRSD Human Resources website where essential information concerning benefits and compensation, employment opportunities, evaluation support, references/forms, MA DESE licensure information, and collective bargaining agreements may be found.

https://whrsd.org/central_administration/district_departments/human_resources

IV. Curriculum, Instruction, & Staff Development

Curriculum, Instruction, & Staff Development is facilitated by the Assistant Superintendent working collaboratively with Curriculum Chairs and Coordinators to provide the structures whereby quality educational experiences are available for all Whitman- Hanson Regional School District students. Through the coordination of curriculum district-wide, and the organization and facilitation of professional development, assessment and instruction, data analysis, and budget management, the office provides instructional staff with the necessary tools to improve instruction and enhance learning experiences for student growth. Collaboration among staff members, and in partnerships with out-of-district programs and professional affiliations, enrich opportunities for growth for the professional educator. The breadth and depth of opportunities for professional growth, for those who avail themselves, are diverse. This office also sends alerts to all staff regarding federal and state mandates that impact the learning in the classroom and the practice of the professional educator. To maintain the integrity of the educator's professional standing in the district, it is imperative that all educators be certified in their discipline, dedicated to growth in their assignment area, and fulfill all requirements of the job as mandated by the local contract, and the state and federal statutes.

A. District-wide Programs and Affiliations

1. **Title I:** Title I is a federally funded program that is designed to support economically disadvantaged students in basic skills areas. It operates district schools with the focus on skill development. A Parents' Advisory Council, open to all parents of students in the Title I program, meets regularly.
2. **English Language Learners Program:** The Whitman-Hanson Regional School District provides Sheltered English Instruction (SEI) to identified English Language learners with limited proficiency in English (LEP). An English as a Second Language (ESL) teacher and an ESL Tutor provide supplemental services to English Language Learners.

Please note: There are two distinct DESE requirements, regarding English Language Learners.

Educators applying to renew a primary license are required to complete 15 PDPs, related to SEI or English as a Second Language.

Core Academic Teachers, assigned English Language Learners, must attain the SEI Endorsement, (RETELL) For purposes of SEI, the term "Core Academic Teachers" includes early childhood and elementary teachers, teachers of students with moderate disabilities, teachers of students with severe disabilities, and teachers of the following academic subjects: English, reading and language arts, mathematics, science, civics and government, economics, history, and geography. The definition can be found at 603 CMR §7.02.

Requirements prior to July 1, 2016 —

Only Core Academic Teachers (CAT) who were assigned an ELL or administrators who supervise/evaluate core academic teachers who were assigned ELLs during their districts' cohort years are required to obtain the SEI Endorsement prior to July 1, 2016. Under 603 CMR 7.15 and 603 CMR 14.07 those CATs who were assigned an ELL at any point during their districts' cohort years and who fail to earn an SEI Endorsement by the time designated for their cohort, will not be eligible to renew, advance, or extend their educator license when it is due for such action until they earn an SEI Endorsement.

Prior to July 1, 2016 a CAT who was never assigned an ELL during their district's cohort years is not required to earn the Endorsement.

Requirement after July 1, 2016 —

After July 1, 2016, any unendorsed CAT **who is assigned an ELL** will have 12 months from the time of that assignment to earn the SEI Endorsement.

The SEI Endorsement may be earned in through completion of an endorsement course, passing the SEI MTEL, or through a transcript reviews by the Office of Licensure at DESE. Reference: <http://www.doe.mass.edu/retell/>

- 3. Before and After School Enrichment Opportunities:** In addition to the co/extracurricular activities listed in the district contract, both middle schools and some elementary schools, provide fee based activities for students to enjoy before and/or after the school day. District staff has the opportunity to offer a program that reflects their interest or skill for the multiple week sessions offered throughout the year. Staff members are paid for their services per contract stipends or hourly rates.
- 4. Old Colony YMCA Extended Day Program:** This YMCA organization offers before and after school care programs for elementary level students in the district schools. For information about the Old Colony Y Before and After School Care Program, contact the Superintendent's Office or the YMCA coordinator at 508-583-2155 ext. 257.
- 5. Summer Programs and Opportunities:** During the summer, opportunities exist for students and staff. The programs listed are but a sampling of programs in our District:
 - Extended School Year Enrichment Programs for regular and special education students currently in pre-kindergarten-grade 12
 - Summer School- Academic course remediation for students entering grades 6-12 (fee based)
 - Site based Elementary Enrichment and Skill building Programs
- 6. North River Collaborative (NRC):** The Whitman-Hanson Regional School District is a member district of the North River Collaborative, a nonprofit educational organization located in Rockland MA. The Collaborative operates programs for special needs students, provides occupational and physical therapy to regular and special needs students, offers comprehensive professional development opportunities for regular and special education staff, procures grant funding, and coordinates representatives from member schools to address multiple educational issues.
- 7. Pilgrim Area Collaborative (PAC):** The Whitman-Hanson Regional School District is a member district of the Pilgrim Area Collaborative, a nonprofit educational organization located in Pembroke, MA. Similarly to the NRC, the PAC offers support to school children with special needs in the district.
- 8. Curriculum Leadership Council (CLC):** This organization of school districts in Massachusetts meets throughout the school year at Bridgewater State University to investigate and discuss educational topics. Member schools have access to the professional development they may also offer.
- 9. Workforce Investment Board:** The district is in partnership with this southeastern Massachusetts organization that promotes school/business partnerships.
- 10. Leadership Groups:** South Shore Superintendents, Lighthouse Superintendents and Assistant Superintendents, Massachusetts Association of School Superintendents, Massachusetts School Administrators Association.
- 11. Accreditation:** New England Association of School and Colleges (NEASC) – High School Accreditation

B. Professional Responsibilities

Whereas all professional responsibilities are outlined within the contract the following highlights are for your referral as you plan your year working with students and colleagues.

- 1. Teaching Assignments:** Once your assignments are made known to you, it is incumbent upon you to prepare instructional materials that reflect the district curriculum for the disciplines you are to teach, following Common Core standards and best practices encouraged and supported by the research. The newly purchased software

program, *Atlas Rubicon*, will be helpful in collaborating with your grade level and discipline specific colleagues in maintaining the coherence, consistency and integrity of academic expectations for all schools in a common grade, and subject area.

2. **Knowing Your Students:** Upon receiving rosters, you are expected to review all students' particular needs as specified via Individual Education Plans, 504 plans, accommodation plans and/or supports and learning styles, indicative by their past performance, standardized assessments and/ or consults with colleagues and specialists. Be aware that it is your responsibility to be knowledgeable of each specialized support that is in place for each of your students, and plan accordingly to have curriculum accessible by all students. IEPs and 504s and accommodation plans should be read thoroughly. In some cases you are to sign off having read the specific documents of students assigned to you/on your teaching rosters.
3. **District and School Goals:** You should be aware of the *District's Strategic Plan* and also your school's *Improvement Plan* for the current year. Your administrator may also articulate a specific focus for the school community. Goals articulated in these documents as well as standards in the Massachusetts Curriculum Frameworks should be reflected in your daily planning, instructional practice, and in your individual professional goals for the school year.
4. **Goals for Growth:** Per the contract and state legislature the evaluation system in place requires that you create specific goals for growth that are in place for the school year. SMART goals indicating those standards outlined in the evaluation system should be discussed with your supervisor/evaluator according to the agreed upon timelines of the contract. All documentation of this evaluation system is to be logged into *BaselineEdge*, the software program adopted by the District for assistance in facilitating the process.
5. **Professional Engagement:** Whitman-Hanson has structures in place to ensure that professional staff can engage with their colleagues by grade level, by discipline, within schools and across the district. Professional learning communities, vertical and grade level meetings, in-service days, and faculty meetings provide regularly scheduled time for teachers to dialogue and collaborate on student progress, curriculum, common assessments, and to attend to other issues of importance to the learning community. While more time is always needed, there exists opportunities for staff to interact in a professional way. Staff members are also encouraged to seek additional opportunities for professional/personal growth within or outside of the district. Your professional input is always valued as members of school councils, and/or committee members investigating specific topics, or problem solving specific concerns. Partnerships with community members and/or social networks with colleagues across the district enrich the critical and creative capacity of the learning community in serving students, families and others.
6. **Credentials and Licensure:** It is the responsibility of each professional in the district to maintain documentation and attend to all requirements for licensure, or credentials to perform their assigned duties. The Office of the Superintendent may share information with you via email alerts from the DESE regarding changes in licensure, collection of PDPs, or filing for renewal or updating of certification information. Also, the office will share opportunities for graduate credits attending District trainings, the local Collaborative offerings, or coursework, seminars, workshops or events sponsored by higher education and professional organizations, as they are made known to the office. Review your contract regarding available reimbursement of costs and procedures for securing prior approval. Many offerings are free of charge if we are a District member of an organization. Be mindful, should you need to renew licensure, upgrade your status on the pay scale, by taking a course for credit and/or requesting reimbursement, you MUST seek prior approval and complete all paperwork for the Assistant Superintendent's signature prior to registration for the course, event, or other professional development opportunity. Look to the Appendix for specific forms necessary to expedite your request. The Office of the

Superintendent is not responsible for maintaining personal documentation needed for acquiring licensure and/or its renewal; that is the sole responsibility of the educator.

7. Professional Development Requirements for License Renewal: (603 CMR 44.00: M.G.L. c. 71, §38G)

- (1) Educators applying to renew a Primary license are required to complete at least 150 PDPs including:
 - (a) At least 15 PDPs related to SEI or English as a Second Language.
 - (b) At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles.
 - (c) At least 15 PDPs in the content area of the license.
 - (d) At least 15 PDPs in pedagogy.
- (2) A minimum of 10 PDPs must be earned in a topic to count the PDPs toward license renewal.
- (3) Professional development plans must include an additional 30 PDPs for each license that an educator renews in addition to the Primary License, with at least 15 PDPs in the content area(s) of any additional license(s) to be renewed.
- (4) Additional requirements for the teacher of the deaf and hard of hearing (American Sign Language/Total Communication) license: a passing score on a test of sign language proficiency approved by the Department.
- (5) Additional requirements for the school nursing and speech, language, and hearing disorders teacher licenses: possession of the relevant registered nurse or speech language pathologist license in good standing.

8. Comprehensive Teacher Induction Program: The district offers an orientation program prior to the beginning of the school year, and an on-going induction program with graduate level professional development coursework throughout the year, for all newly hired staff. Mentors are assigned to new hires. Refer to your induction program documents and contract for the details.

9. Mandated Training: At the beginning of each school year, Massachusetts Public Schools are required to make certain that all employees have signed the Sexual Harassment Policy and have completed mandated training in the state and federal laws and regulations that pertain to public school employees. This training protects individuals and ensures that all employees know their rights and responsibilities. During the month of September, you will receive an email regarding the Mandated Training, which is updated annually. The required training must be completed by September 30, 2019.

10. Miscellaneous Notice for all staff

COPYRIGHT LAW - From the Association Publishers come these concise words of advice on reproducing copyrighted material. Teachers may: (a) make single copies of a chapter in a book, an article from a periodical, a short story, essay or poem, a chart, graph or diagram for research or class preparation and (b) make multiple copies (one per pupil) if copying meets the test of brevity (a poem of less than 259 words, complete article or essay of less than 2,500 words, an excerpt from any prose work not more than 1,000 words or 10% of short special works, such as Dr. Seuss book) and if copying meets the test of spontaneity, that is, the inspiration of the individual teacher and the decision to work is so close in time that it would be reasonable to expect a timely reply to a request for permission. Teachers may not: (a) copy to replace or create anthologies, (b) photocopy consumable works, such as workbooks, and (c) copy as a substitute for buying books.

11. Copying or Publishing/Printing Classroom Materials: All staff are encouraged to use the SMARTCentre facility for the photocopying of a class set or larger number of classroom copies. Special publications, color copies, lamination, poster enlargement, etc. are also available through the SmartCentre. Each school is allotted a finite number of jobs/copies through this resource. School based copiers are under the management of the school administration. Check with your administrator for acceptable use. Staff should not be using school machines/technologies for personal or recreational use. Materials used in the classroom should reflect best practices and district curriculum.

APPENDIX I

A. District Policies and State Laws

All policies may be found on the District's website at <https://www.whrsd.org/school-committee/w-h-district-policies> where they are updated regularly. They are organized into Sections A – L. Listed below are highlighted policies for quick reference. However, for in-depth and accurate policy information, please go to the website.

Section A	– Foundations and Basic Commitments
Section B	– Board Governance and Operations
Section C	– General School Administration
Section D	– Fiscal Management
Section E	– Support Services
Section F	– Facilities Development
Section G	– Personnel
Section H	– Negotiations
Section I	– Instruction
Section J	– Students
Section K	– Community Relations
Section L	– Education Agency Relations

Listed below are highlighted policies for quick reference. However, for in-depth and accurate policy information, please go to the website.

1. Nondiscrimination – Policy AC
2. Nondiscrimination on the Basis of Sex – Policy ACA
3. Sexual Harassment Policy – Policy ACAB
4. Policy on Free and Appropriate Public Education under Section 504/Americans with Disabilities Act – Policy ACE
5. Safety Program – Policy EB
6. Emergencies – Policies EBC and EBCD
7. Vandalism – Policy ECAC
8. Student Transportation – Policies EEA, EEAA, EEAC, EEAE, EEAEC, EEAE-R, EEAG
9. Staff Ethics/Conflict of Interest – Policy GBEA
10. Staff Conduct – Policy GBEB
11. Gifts to and Solicitations by Staff – Policy GBEB
12. Drug Free Workplace Policy – Policy GBEC
13. Tobacco Use on School Property by Staff Members Prohibited – Policy GBED
14. Staff Complaints and Grievances – Policy GBK
15. Family and Medical Leave – Policy GCCC
16. Programs for Students with Disabilities – Policy IHBA
17. Compensatory Education – Policy IHBD
18. Network Access Policy – Policy IJNBD
19. Website Guidelines and Procedures for Approval – Policy IJNDC-R
20. Student-to-Student Harassment - Policy JBA
21. Student Rights and Responsibilities – Policy JI
22. Student Conduct – Policy JIC
23. Student Dress Code – Policy JICA
24. Prohibition of Hazing – Policy JICFA
25. Bullying Prevention – Policy JICFB

26. Head Injury and Concussion – Policy JJIF
27. Student Discipline – Policies JKA and JKA
28. Physical Restraint – Policy JKAA
29. Student Welfare (51a) – Policy JL
30. Student Health Services and Requirements – Policy JLC
31. Student Records – Policies JRA and JRA-R
32. Public's Right to Know – Policy KDB
33. Public Complaints – Policies KE, KEB, KEC
34. Visitors in Schools – Policy KI

APPENDIX II

B. School Forms and Procedures

1. WHRSD Staff Development Course Approval Request Form
2. WHRSD Teacher Salary Level Change Request Form
3. WHRSD Request to Travel Form
4. WHRSD Field Trip Guidelines
 - a. WHRSD Field Trip Request Form
 - b. WHRSD Field Trip Parent/Guardian Permission Form
 - c. WHRSD Field Trip Medication Administration Consent Form
5. Fundraising Proposal Form
6. Use of the Building and Event Planning Contact Information
7. Bullying Prevention Information
8. Receipt of Sexual Harassment and Reporting Violent Acts and Threats of Violent Acts Policy ACAB Acknowledgment Form
9. Human Resource Forms: <http://www.whrsd.org/district/human-resources/forms>

WHITMAN – HANSON REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF DEVELOPMENT
GRADUATE CREDIT COURSE APPROVAL REQUEST

All professional employees of the Whitman-Hanson Regional School District must complete this form and have it signed by the Superintendent or Assistant Superintendent, at the beginning of a course for which tuition reimbursement and/or salary increments are being requested. Credit for graduate level course work will occur after the submission of an official grade report. Reimbursement for a course will occur after submission of evidence of tuition payment **and** a final grade report. Reimbursement will be paid within six months of course completion. **Please note: there will be no exceptions to these guidelines.**

In accordance with Article 24 of the Collective Bargaining Agreement, I request approval of the following course for the purposes of professional improvement:

NAME _____ SCHOOL _____

ID # (on ID card/payroll check) _____ Tuition/Books/Fees Amount _____

Course Number and Title _____ Course Date(s) _____

_____ Course Graduate Credits _____

College/University _____

Brief Course Description: (Attach description if needed)

Teacher Signature _____ Date _____

Course is taken for: (check all that apply)

Reimbursement

Graduate credit

___ Recommended _____ Date _____

___ Not recommended Curriculum Director

___ Recommended _____ Date _____

___ Not recommended Principal

___ Approved _____ Date _____

___ Disapproved Assistant Superintendent/Superintendent

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT
APPLICATION FOR ACADEMIC PREPARATION LEVEL CHANGE (Revised 6/20/2017)

Name: _____ Date: _____

School and Position: _____

A. Present Academic Preparation Level: _____

B. New Academic Preparation Level Requested: _____

C. List Graduate Level Credit in Support of the Level Change

Number & Title of Course	Credits	Grade	College/University	Semester/Year
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D. *Official transcripts are required when requesting a change in degree status. Otherwise, please submit either grade reports or unofficial transcripts for level status changes.*

NO LEVEL CHANGES WILL BE MADE UNLESS ALL DOCUMENTS ARE ON FILE.

DATE: _____ SIGNATURE OF APPLICANT: _____

Compensation for a change in salary classification may become effective on the first Unit A pay period in the school year and/or the fourteenth (14th) pay period in the school year. Notice of an imminent change in salary classification for the first (1st) pay period must be received by August 1. Notice of an imminent change in salary classification for the fourteenth (14th) pay period must be received by January 1. Grades substantiating eligibility for a salary classification change on the first (1st) pay period must be submitted by the last Friday in August. Grades substantiating eligibility for a salary classification change on the fourteenth (14th) pay period must be submitted by the last Friday in January. All grades must be for documented graduate level courses. Employees must submit course approval/lateral advancement forms. All graduate courses must be approved in advance by the Superintendent of Schools or designee.

OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE

TRANSCRIPTS RECEIVED: Date: _____ NEW ACADEMIC PREPARATION LEVEL: _____

Approved: _____

Rejected: _____

Effective: _____

Assistant Superintendent/Superintendent

Date

**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT
PROFESSIONAL DAY / REQUEST FOR TRAVEL**

The primary purpose of the staff travel program is staff professional development. It is expected that staff members, as a result of their attendance at conferences, meetings, or other educational activities off-site, will be more ably equipped to carry out their professional responsibilities when they return to their regular assignments. All requests for staff travel should be made after careful thought has been given to how the off-site experience will benefit you in terms of your own professional development, the District, and particularly your students. All REQUESTS for travel must be submitted to the Director/Principal for approval. The principal must receive the Travel Requests at least FIVE SCHOOL DAYS BEFORE the first DAY of travel requested. Travel is not authorized until the Superintendent / Assistant Superintendent grants final approval.

NAME: _____ DATE: _____

SCHOOL: _____ DEPARTMENT: _____

I hereby request permission to attend

Program Name: _____

Location: _____

Date/Time: _____

Purpose: What are the benefits of your participation? _____

Check all that apply:

- No Cost
- Cost paid by school
- Cost requested from School District (*Registration form must be completed and attached*)
- Cost paid by applicant
- Applicant has already registered

SUBSTITUTE NEEDED ___NO ___YES (If YES, how many days) _____

I have registered. There is no charge. _____

I have registered. I am paying for this myself. _____

I have NOT registered. District Office will register. Completed registration form is attached. _____

APPROVED EXPENSES	
Registration Fee: Yes, No, NA	Amount: \$ _____
Budget Source: _____	
Account # _____ - _____ - _____	
Account Name: _____	

Within ten school days of my return, I will submit a written report to my supervisor and a detailed invoice for approved reimbursable expenses.

Recommended by:

Supervisor / Curriculum Director Signature Date

Principal Signature Date

Superintendent / Assistant Superintendent / Designee Date

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

Guidelines for School-sponsored Field Trips

GENERAL

For the purposes of these guidelines, a school-sponsored field trip is defined as any student trip regardless of length of day, duration of trip, or day(s) of the week, that is organized by a student, parent/guardian, or employee of the District, uses District resources to promote, and/or is directly connected to curriculum implementation. Except under unusual circumstances, athletic trips and trips involving community service, show choir, band, and cheerleading competitions will not fit under these guidelines. All field trip organizers in the above listed activities are expected to provide appropriate, prudent supervision when away from school. Field trips scheduled out of state or overnight must be approved by the Regional School Committee. All field trips are at the discretion of the principal with final approval by the superintendent.

- Each school-sponsored field trip requires separate and appropriate approval(s) as indicated on the Field Trip Approval Form before the trip can be conducted. The only exceptions to this requirement are trips that are routinely and continuously conducted as part of the ongoing curriculum. These trips may be applied for on an annual basis and one signed Parent/Guardian Permission Form may be obtained.
- All students are eligible to participate in school sponsored trips consistent with his/her right to free and appropriate education (FAPE) under the Americans with Disabilities Act and/or the Individuals with Disabilities in Education Act (IDEA).
- All students, staff, parent/guardians, and volunteers who participate in school-sponsored trips shall comply with all policies and regulations of the District, particularly those pertaining to proper conduct and substance abuse.
- Given the primary importance of satisfactory academic achievement, no student whose name is listed on the Academic Ineligibility List or Discipline Probation List for the preceding quarter shall be allowed to participate in a school-sponsored trip beyond the normal school day. If the trip is directly related to instruction in the subject matter area in which the student's achievement is unsatisfactory, the principal may approve an exception to this statement after receiving a teacher recommendation and determining if an exception is warranted.
- At the middle and high school level, in order for a student not to be listed on the Academic Ineligibility List, he/she must be passing courses totaling sixteen credits (16).

PROCEDURES

All school sponsored field trips must be applied for in advance on the approved form, at the building level. If the trip requires travel out of state or overnight/out of country, the Regional School Committee must give final approval. Proposals to conduct a school-sponsored overnight trip for students shall be submitted at least 45 school days in advance of the trip. A registered nurse is required to attend all overnight field trips.

TRANSPORTATION: Only school-approved transportation shall be used. Staff, parent/guardians, and volunteers are not allowed to drive personal vehicles or privately transport students on any school sponsored trip unless specifically permitted by the superintendent or his/her designee.

PARENT/GUARDIAN APPROVAL: All students who participate in school-sponsored field trips must have the prior written approval of their parent/guardian using the Parent/Guardian Permission Form. This form must be received by the teacher or trip sponsor a minimum of two weeks before the trip occurs.

EVALUATION REPORT: The Sponsor of the trip shall provide the principal with a report concerning the activity within five days of the conclusion of the activity. In the event of unusual events or student/staff inappropriate behavior, the principal shall be notified immediately during the trip. The principal shall notify the superintendent or her designee. A written report on all aspects of the unusual event/inappropriate behavior shall be submitted by the sponsor within two (2) days of the conclusion of the activity.

SUPERVISION

RESPONSIBILITIES OF SPONSOR(S): The Sponsor(s) shall be responsible for the proper conduct of all parties on the trip, for insuring that an adequate number of chaperones (adult advisors) are present to monitor all trip activities, collecting and securing all funds relating to the trip, and insuring that all vendors are paid in a timely manner. An adequate number of chaperones shall be recommended by the Sponsor, and receive final approval from the principal, for each trip based on its duration, location, and number of students. For overnight and weekend trips the student/chaperone ratio shall apply except that male and female chaperones shall be in consideration of the male/female breakdown of the students. Additional chaperones may be required at the discretion of the principal or superintendent. The sponsor is required to obtain the services of a registered nurse.

CHAPERONES: Chaperones shall serve on a voluntary basis and report directly to the Sponsor for supervision. The primary function of the chaperones is to observe and monitor student behavior. If student behavior is not appropriate as determined by the chaperone, he/she has the responsibility and authority to stop the offending behavior. Every effort shall be made to enlist faculty members as chaperones. In those cases where a sufficient number of faculty members do not volunteer, parent/guardians and other adult citizens shall be requested to serve. All volunteers must receive a satisfactory CORI background investigation check before participation is granted for overnight/out of country trips. The consumption of alcoholic beverages or controlled substances by chaperones on school-sponsored trips is prohibited.

STUDENT EXPECTATIONS

STUDENT MISBEHAVIOR: During the field trip, the Sponsor may assign disciplinary action up to detentions after school for misbehavior. For more significant violations of school policy, the parent/guardian of the student who demonstrates serious misbehavior as determined by the Sponsor in charge will be notified within twenty-four hours of the misbehavior and arrangements will be made at that time, depending upon the severity of the misconduct, to send the student home at the parent/guardian's expense. The Sponsor's decision is final. Upon return to school, the principal may assign other detention, suspension(s), and/or initiate expulsion proceedings.

CRASHERS: A "crasher" is defined as any person (student or otherwise) who is not an official member of the group (does not have parent/guardian permission and Sponsor's approval) and who attempts to participate in the trip's activities in whole or in part. Crashers shall be:

- Required by the chaperones to leave the activity immediately. No exceptions shall be made.
- Removed from the activity by the local police if they refuse to leave the activity immediately.
- Reported to their parent/guardians if they are local students and parent/guardians shall be made aware of the consequences (police involvement) before the police are involved.
- Denied participation, if they are Whitman-Hanson students, in all subsequent school-sponsored trips for a nine-week period if they leave without police intervention, and for an eighteen-week period if police intervention is required. In addition, all other consequences of the District's Student Conduct Policies shall apply (i.e., suspension, expulsion).

MEDICAL CONCERNS ON Field Trips

Field trips scheduled out of state or overnight must be approved by the Regional School Committee. In addition, these field trips require the presence of a nurse, unless it has been waived by the superintendent when comparable medical care is available. Once the school nurse receives notification of the field trip, the nurse will identify any student with a special medical concern or medication need and further determine along with the building principal, whether a nurse is required to attend the trip. Except under unusual circumstances, athletic trips and trips involving community service, show choir, band, and cheerleading competitions are not subject to these guidelines. All field trip organizers in the above listed activities are expected to provide appropriate, prudent supervision when away from school.

- Field trip lists should be given to school nurses by the field trip sponsors at **LEAST** two weeks prior to the field trip date.

- Under individual specific circumstances, persons other than the nurse, at the discretion of the nurse and with the approval of the principal, may administer medication to a student on a field trip. Any medication that is being sent on a field trip must be in a labeled prescription bottle, containing **ONLY** the required number of pills or liquid to be administered on the field trip. In addition, to the parent permission slip, documentation will also include a sign-off sheet with the signatures of the parent, principal, school nurse and the person administering the medication, insuring that proper training has taken place. It will be the responsibility of the field trip sponsor to contact the school nurse to make arrangements for this training to take place **PRIOR** to the actual date of the field trip. (Policy JLCD: Administering Medicines to Students)
- When appropriate, parental sign-off for a student with a medical condition will be honored. This notification in writing will allow a student with a medical condition to attend a field trip without a nurse.
- If a student requires special medical attention that cannot be delegated for any reason, as determined by the school nurse and principal, a nurse **MUST** attend the trip. It will be the field trip sponsor's responsibility to insure this takes place.
- The expense of the nurse going on a field trip shall be considered part of the field trip cost. The district may periodically advertise to find registered nurses for field trips.

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT
STUDENT TRAVEL APPROVAL FORM

I. INSTRUCTIONS

This Approval Form must be completed by the Trip Sponsor and submitted to the principal for approval at least four weeks (twenty school days) before the beginning date of the trip. Overnight and out of state trips require 45 days' notice. Overnight and out of state trips require approval by the Regional School Committee. Trips will be requested via Triptracker by building Administrative Assistant.

II. DESCRIPTION OF TRIP (Attach additional information, i.e. itinerary)

Class/Club/Other: _____
 Date(s) of Trip: From _____ To _____
 Departure Time from School _____ Arrival Time at Destination _____
 Departure Time from Destination _____ Arrival Time back to School _____
 Destination: _____
 Purpose: _____
 Please provide cell phone # of staff member on trip for emergency contact _____
 Number of students: _____ Number of Adults _____
 Cost per Student: _____ (including cost of nurse, if applicable) Cost to District: _____
 Funding Source: Revolving Account Grant (list grant) _____ Other _____

III. NAMES OF CHAPERONES

1) _____	_____	5) _____
2) _____	_____	6) _____
3) _____	_____	7) _____
4) _____	_____	8) _____

IV. ADDITIONAL INFORMATION

1. Substitute Coverage Needed? Yes
 No Yes
 Teacher(s) Needing Substitute Coverage: _____

2. Transportation Needed? Yes No If no, Explain:

 Type of Transportation Bus (#of Vehicles) _____ Van*(# of Vehicles) _____ Other _____
*Please contact the Transportation Department if choosing this option

3. Will a School Nurse be needed for this trip? Yes No
 4. Is this Trip Handicapped Accessible? Yes No
 5. Are students participating who require Handicapped Accessibility? Yes No
 6. If yes, please describe accessibility plan: _____

V. POLICY REVIEW

I have read and understand the School-Sponsored Trips Policy. This trip will be conducted in accordance with this policy.

Signature: Sponsor Date

VI. AUTHORIZATIONS

This School Sponsored Trip is:

APPROVED	DISAPPROVED	APPROVED	DISAPPROVED
_____	_____	_____	_____
Curriculum Director	Date	School Committee Chair/Designee (Out of State/Overnight)	Date
_____	_____	_____	_____
Principal	Date	Superintendent/Designee	Date

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT
SCHOOL SPONSORED TRIPS
PARENT/GUARDIAN PERMISSION

I have read the description of the trip entitled _____

(Name of Trip)

and give permission for my son/daughter _____

(Student Name)

to participate in the activities as described.

I understand and agree that while on this trip my son/daughter _____

(Student Name)

is required to comply with all policies and regulations of the School District, particularly those pertaining to proper conduct and substance abuse.

Further, I understand and agree that, if necessary as determined by the Sponsor, my son/daughter

_____ shall be sent home. This action cannot be appealed and will
(Student Name)

be taken after I have been notified by the Sponsor of the reason(s) for this action.

During the time of this trip, I may be reached at the following address and telephone number:

Address: _____

Telephone: _____

My child _____ takes the following medication(s):

Medication: _____ Time Taken: _____

Medication: _____ Time Taken: _____

If NONE, please write NONE.

If my child has a medical concern or takes medication, a nurse would ONLY be asked to attend the field trip if deemed warranted by the building school nurse and principal. In the event a nurse is not attending this fieldtrip, every effort will be made to have trained personnel present.

Please return this completed form to the sponsor at least two weeks prior to the date of the field trip.

I agree to all of the terms above and allow my son/daughter to receive emergency medical treatment if necessary.

DATE

PARENT SIGNATURE

The chaperones for this trip are: _____

MEDICATION ADMINISTRATION CONSENT FOR FIELD TRIPS
School Personnel Consent for Administration of Medication on Field Trips

I accept responsibility for administering _____ (medication) to _____ (Student) while away from school on a class field trip on _____ (date). I have received the above medication from _____ (School Nurse) and I have been given appropriate instruction in the administration of this medication from her.

_____ (Person Designated to Administer Medication)

_____ (Principal) _____ (School Nurse)

Medication Administration Consent for Field Trips
Parent/Guardian Permission

I give permission for _____ (school personnel to administer medication) to

son/daughter _____ on the class field trip scheduled on _____ (date).

I furthermore give permission to the school nurse to share with appropriate school personnel information relative the prescribed medication and its administration. (e.g. side effects) as determined necessary for my son/daughter's health and safety. I understand that the above person has received appropriate instruction from the school nurse regarding the administration of this medication.

_____ (parent/guardian)

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT
FUNDRAISING ACTIVITIES
REQUEST FORM

INSTRUCTIONS

Fundraising activities conducted by and on behalf of students or staff for school related activities, clubs, or buildings must be approved in advance by the school administration. This Request Form must be completed by the person who assumes responsibility for supervising the activity and accounting for the proceeds at least four weeks (twenty school days) before the beginning date of the fundraiser. The Request Form must be signed by the building principal and submitted to the Superintendent's Office for final approval.

I. DESCRIPTION OF FUNDRAISER

Class/Club/Organization: _____

Date(s) of FUNDRAISER: From _____ To _____

Description: _____

Purpose: _____

Intended use of Proceeds: _____

II. POLICY REVIEW

I have read and understand the Student Fund-Raising Activities Policy (JJE). I understand that following the fundraiser, a summary of funds collected will be submitted to the Business Office.

Signature: Sponsor Date

III. Required Signatures for Approval:

APPROVED	DISAPPROVED	APPROVED	DISAPPROVED
_____ Principal		_____ Date	
		_____ Director of Business Services	
		_____ Date	

APPROVED DISAPPROVED

Superintendent of Schools

Date

EVENT MANAGEMENT – FACILITIES USE PROCEDURES

Under the direction of the Assistant Superintendent, the dedicated Building Use staff will determine the eligibility and approve the use of all school district facilities. Programs and activities of users must be of a nature suitable for a public school, must be lawful and must conform to all of the policies of the Whitman-Hanson Regional School District.

Please note: All requests will not be approved until Whitman-Hanson Regional School District events are scheduled. With regards to gym, turf and field requests, Whitman-Hanson Regional School District schedules our student events as each season begins. Any requests for these areas will not be approved until all Whitman-Hanson Regional School District Athletic schedules have been entered. Throughout each W-H Athletic season, events may have to reschedule at a moment's notice. WHRSD Building Use Coordinator works directly with WHRHS Athletic Director and we will alert groups of any changes as we receive the information.

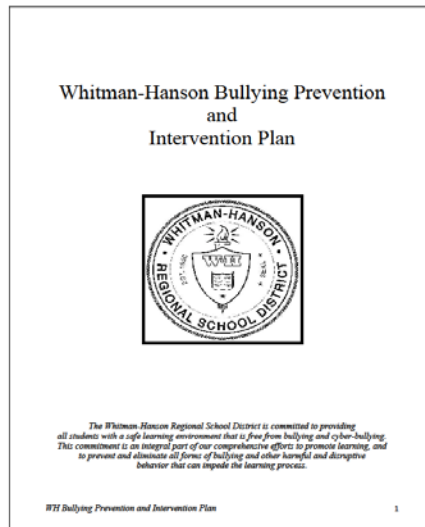
IMPORTANT: Please indicate the date, time and school requested. Applications will be accepted no later than the time frame listed above. Requests may take up to 3 weeks to process.

Along with your request, a Building Use Application and Certificate of Liability Insurance must be completed.

Joshua Torrey
Building Use Coordinator
Whitman-Hanson Regional School District
600 Franklin Street
Whitman, MA 02382
781-618-7291

Please see the complete Bullying Prevention & Intervention Plan on the WHRSD website at www.whrsd.org

This document is approved by the Massachusetts Department of Elementary and Secondary Education.





TO: All District Employees
FROM: Jeffrey Szymaniak, Superintendent of Schools
RE: Policy ACAB: Sexual Harassment Policy and
Policy for Reporting Violent Acts and Threats of Violent Acts

It is the policy of the Whitman-Hanson Regional School District that all employees receive a copy of, read, and understand the District’s Sexual Harassment Policy and its Policy for Reporting Violent Acts and Threats of Violent Acts under District Policy ACAB. In addition, if you have any questions or concerns, you have the opportunity to discuss these policies with me or your immediate supervisor to have your questions or concerns answered.

After you have completed the above and are satisfied that you have been fully informed, please sign below to so indicate. Thank you for your attention to this matter.

I have received a copy of the Sexual Harassment Policy and a copy of the Policy for Reporting Violent Acts and Threats of Violent Acts. I have read and understand these policies. I have had an opportunity to discuss these policies for clarification.

Signature

Date

Print Name Here

File: School Based Personnel File

Annual Mandated Training

Annual training is mandated by the Massachusetts Department of Elementary and Secondary Education. All employees are required to participate. This training protects individuals and the district and ensures that all employees know their rights and responsibilities.

If you have questions about any information in this training, please contact the Central Administration Offices or a building administrator.

Staff members will be sent an e-mail message to which they must respond by the specified date indicating they have read and understood the contents of this presentation through the Employee Self-Service online program at <https://employee.whrsd.org/MSS/>

Federal Training

- Non-discrimination and Equal Opportunities Act
- Title VI of the Civil Rights Act
- Title IX of the Education Amendments
- Title II of the Americans with Disabilities Act
- IDEA (2004)- Individuals with Disabilities Act
- Section 504
- ESSA
- McKinney-Vento
- FERPA

Massachusetts General Law and Universal Precautions, W-H Background Check Requirements, Code of Excellence

- Conflict of Interest Law
- Discrimination
- Length of School Year
- Attendance
- Mandated Reporting (51A)
- Chapter 71
- Chapter 71A
- Chapter 77
- Chapter 149
- Chapter 54
- Right to Know, Chapter 111F
- Universal Precautions
- Fingerprinting Requirements
- Employee Code of Excellence (ECOIE)

Annual Training through the Employee Self Service

In 2017, the District rolled out Employee Self Service (ESS) which is a feature in MUNIS that allows employees to view and check a variety of information related to their pay/benefits. With this initial launch, employees were able to view current/historical pay advices, prior year W-2s, and access/review documentation such as licensure information. At this point in time, we have added even more on line features that will allow you to make changes to your personal information and acknowledge the annual mandated employee training documents.

The Whitman-Hanson Regional School District now processes the annual employee mandated training via Employee Self Service. This initiative will not only streamline the acknowledgement process, but further help reduce paper processed documentation.

Employees must have a valid login to access the ESS application. If you have not already setup your ESS account, your User Name is your four digit employee number and your initial Password is the last four digits of your Social Security Number.

For security purposes, we highly recommend you change your Password after your first login to ESS. Your new Password must be a minimum of six digits.

Please make sure that you set up your account as soon as possible to avoid response and acknowledgment issues with the Annual Mandated Training Documents.

You will receive an email from “Munis System Administrator” stating “A document has been added to ESS Required Reading that requires your attention. Please log in to ESS within 30 days of your hire date to review and acknowledge the required material.”

You will then log into your ESS account and click on the bulleted items under “Required reading”, open each document and click the Acknowledgement button. See example below.

All Required reading must be completed within 30 days of your hire date.

tyler
Munis Self Service
Resources

Home

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Time Off

Welcome to Employee Self Service

! You have documents that need to be read and acknowledged.

Announcements

Please review all sections to ensure that the information is accurate. Contact Betsy Low in the Central Office with any questions by calling 781-618-7420.

Required reading

- [On Line Ethics Training](#)

Personal information

As you become familiar with ESS, you will notice additional functionalities that include the ability to make changes to your personal information. This includes direct deposit bank changes, name and address changes, and tax withholdings. More information will be sent to you regarding those processes at a later date.

For access to the ESS Mobile App go to the App Store and get the “Munis ESS Mobile” App. Scan the QR code located at the bottom of the first page when you login on your computer to your ESS account or simply enter the URL <https://employee.whrsd.org/MSS>.

We hope this tool will be valuable to you and provide easy access to information you need. Please reach out to Central Office if you have question related to Employee Self Service. You can also access Employee Self Service at the below link an on the District Website under “For Staff”/ Employee Self Service.

<https://employee.whrsd.org/MSS>

**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT
INFORMATION / DIRECTIONS**

You have recently been appointed as a substitute in the Whitman-Hanson Regional School District. **Substitutes should report to school 15 minutes prior to the start times listed below.** The following schools are part of the Whitman-Hanson Regional School District:

WHITMAN ELEMENTARY AND MIDDLE SCHOOL LOCATIONS

Whitman Middle School - Interim **Principal, Kerri Sandler**
Interim **Assistant Principal, Leanne Law**

Administrative Asst., Mrs. MacDonald

Telephone 781-618-7035

School Hours 7:40-2:15

Location: 100 Corthell Avenue, Whitman - from Rte. 27 S from Brockton, take right at blinking traffic signal at Corthell Avenue; from Rte. 27 N from Rte. 18, take left at blinking traffic signal at Corthell Avenue.

Conley Elementary School - **Principal, Karen Downey**
Assistant Principal, Christine Ahearn

Administrative Asst., Mrs. Molito

Telephone 781-618-7050

School Hours 8:40-2:45

Location: 100 Forest Street, Whitman - from Rte. 27 S from Brockton, take left at blinking traffic signal to High Street, then take third right which is Forest Street.

Duval Elementary School - **Principal, Darlene Foley**
Assistant Principal, Daniel Mulhall

LT Sub Administrative Asst., Mrs. Fedele

Telephone 781-618-7055

School Hours 9:15-3:20

Location: 60 Regal Street, Whitman - from Rte. 18 to Rte. 27; go east on South Avenue when Rte. 27 takes sharp right; go straight and take first left to Regal St. From Hanson on Rte. 27, at end of Franklin Street where Rte. 27 takes a sharp left take a right onto South Avenue, take first left onto Regal St.

HANSON ELEMENTARY AND MIDDLE SCHOOL LOCATIONS

Indian Head Elementary School - **Principal, Garry Pelletier**
Assistant Principal, Jennifer Costa

Administrative Asst., Mrs. Andrews

Telephone 781-618-7065

School Hours 9:05-3:10

Location: 726 Indian Head Street, Hanson - located at the intersection of Rte. 58 and Rte. 14 in Hanson

Hanson Middle School - **Principal, William Tranter**
Assistant Principal, Josh Belvis

Administrative Asst., Mrs. LaFerriere

Telephone 781-618-7575

School Hours 7:40-2:15

Location: 111 Liberty Street, Hanson - Rte. 58, west of Shaw's supermarket plaza

REGIONAL HIGH SCHOOL AND PRESCHOOL ACADEMY LOCATION

W-H Regional High School -

Principal, Christopher Jones
Assistant Principal, David Floeck

Administrative Asst., Mrs. Horton

Telephone 781-618-7020 School Hours 7:05-1:35

Location: 600 Franklin Street, Whitman - on Rte. 27 at the Whitman/Hanson town line. From Rte 18 in Whitman take Rte. 27 East (South Avenue) go through Whitman center and take first right after railroad track (Franklin Street). About 2 miles down Franklin, school entrance is second left.

Preschool Academy at High School - Principal, **Patricia Poirier-Collins**

Administrative Asst., Mrs. Hurstak

Telephone 781-618-7018

School Hours 9:05-3:10

Location: 600 Franklin Street, Whitman - on Rte. 27 at the Whitman/Hanson town line. From Rte 18 in Whitman take Rte. 27 East (South Avenue) go through Whitman center and take first right after railroad track (Franklin Street). About 2 miles down Franklin, school entrance is second left.

**CENTRAL OFFICE ADMINISTRATION OFFICES ARE LOCATED AT THE REGIONAL HIGH SCHOOL
SECOND FLOOR, ROOM 200**

Michelle Lindberg, Executive Assistant to the Superintendent
Telephone: 781-618-7412 E-mail: michelle.lindberg@whrsd.org