

**MASHPEE PUBLIC SCHOOLS
SCHOOL COMMITTEE REGULAR MEETING
OF MARCH 4, 2015
Quashnet School Library
6:30 pm**

Agenda ***

- I. Call Meeting to Order 6:30**

- II. Pledge of Allegiance 6:31**

- III. **Public Comment 6:35**

- IV. Update from student liaison- Frederick Hanna III 6:45**

- V. Update on Kenneth C. Coombs School – Wendy Lithwin 6:55**

- VI. Update on Indian Education- Carla Riley 7:05**

- VII. Report from Liaison to Board of Selectman – Mike Richardson 7:15**

- VIII. *Approval of February 4, 2015 regular minutes 7:25 (p. 1-2)**

- IX. Report of the Superintendent 7:30**
 - 9.1 Administration Reports (p. 3-8)
 - 9.2 Personnel Report (p. 9)
 - 9.3 Enrollment (p. 10)
 - 9.4 *FY 16 calendar (p. 11)
 - 9.5 *FY 15 calendar (p. 12)
 - 9.6 *Update on school choice (p. 13)

**Vote required*

***Public Forum – A total of 20 minutes will be allowed for this agenda item per School Committee policy BEDG*

****The listing of matters are those reasonable anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion.*

**MASHPEE PUBLIC SCHOOLS
SCHOOL COMMITTEE REGULAR MEETING
OF MARCH 4, 2015
Quashnet School Library
6:30 pm**

- X. New Business 7:50 (p. 14-27)**
 - 10.1 *School committee policies ADDA, ADDA-R, GCCD, and non-discrimination language.

- XI. Specifically unassigned/unfinished business 8:10**

- XII. Sub-Committee Reports 8:15**

- XIII. Events/Happenings 8:20**
 - 13.1 Calendars (p. 28-31)

- XIV. *Adjournment 8:25**

**Vote required*

***Public Forum – A total of 20 minutes will be allowed for this agenda item per School Committee policy BEDG*

****The listing of matters are those reasonable anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion.*

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**School Committee Regular Meeting
Minutes
February 4, 2015**

Present were: Chris Santos, Don Myers and Scott McGee. Also present was Brian Hyde, Superintendent.

I. Call Meeting to Order

Mr. McGee called the meeting to order at 7:00pm.

II. Pledge of Allegiance

III. Public Comment

No public comments.

IV. Update from Student Liaison – Frederick Hanna

No report tonight.

V. Update on Special Education

Michele Brady presented an informative power point outlining the Special Education Program at Mashpee Public Schools.

VI. Report from Liaison to Board of Selectman – Mike Richardson

Mike Richardson gave an update on the events in the Town.

VII. *Approval of January 7, 2015 minutes

Mr. Myers made a motion, seconded by Mr. Santos to approve the minutes of January 7, 2015.

Roll Call Vote: In favor – Mr. Santos, Mr. Myers and Mr. McGee; opposed – none.

VIII. Report of the Superintendent

8.1 Administration Report

Mr. Hyde reviewed the administration reports with the Committee.

8.2 Personnel Report

New Hires

Tracy Sikut – 1.0 paraprofessional, KCC

Stephanie Burke - .95 paraprofessional, KCC

Sarah Alves – Teacher, MMS/MHS

Nitana Greendeer – Indian Education, District-wide

Morgan Peters – Indian Education, District-wide

8.3 Enrollment

KCC-468; QS-532; MMS-270; MHS-444; total – 1714.

8.4 *School Choice for FY16

Mr. Santos made a motion, seconded by Mr. McGee to approve the FY16 School Choice enrollment as presented.

Roll Call Vote: In favor – Mr. Santos, Mr. Myers and Mr. McGee; opposed – none.

8.5 *FY16 Calendar

The Committee will review the calendar further and bring back for a vote at the next meeting.

IX. New Business

Mr. Myers spoke about his morning visit to the High School. He was extremely impressed with how smoothly everything ran as well as all the good things that happen at the High School.

X. Specifically Unassigned/Unfinished Business

None.

XI. Sub-Committee Reports

Mr. Myers gave a report from the Health Advisory Committee.

Mr. McGee gave a report from the Cape Cod Collaborative Committee

XII. Events/Happenings

12.1 Calendars and menus

Calendars and menus are in the packet.

XIII. Adjournment

Mr. Myers made a motion, seconded by Mr. Santos to adjourn the meeting at 8:45pm.

Roll Call Vote: In favor – Mr. Santos, Mr. Myers and Mr. McGee; opposed – none.

Respectfully submitted by,

Catherine E. Loyko
School Committee Recording Secretary

KENNETH C. COOMBS SCHOOL
Wendy Lithwin
February 2015

3.

Grade	Total	Class #1	Class #2	Class #3	Class #4	Class #5	Class #6	Class #7
P	98	20	19	14	19	26		
K	112	19	16	19	19	20	19	
1	129	20	19	17	19	18	18	18
2	128	21	21	21	22	21	22	
Total	467							

As of February 13, 2015

Enrollment Withdrawal

	Enrollment	Withdrawal
Pre-K		
K		
1		
2		1

Attendance for the month is 91%

Acknowledgments:

- Many thanks to MaryKate O'Brien for organizing the Family Math Night on February 12 and to the staff who worked to support this event.
- Thank you to Eileen Manganella, Guidance Counselor and Selby Nickerson, Adjustment Counselor, for organizing the kindness drive providing blankets, toys and food to the MSPCA.
- Congratulations to Margie Mitchell and the students that participated in Jump Rope for Heart fundraiser. \$3,400 was donated to the American Heart Association.
- Congratulations to Eileen Manganella on her receipt of the Cape Cod 5 mini-grant. This grant will be used to purchase a "Friendship Bench" to be placed on the playground.

Major Events:

- February 4 – Principal Coffee and Chat
- February 4 – *Read to Me* Volunteers Visit Preschool
- February 5 – Souza/Tessicini Visit Cotuit Center for the Arts
- February 9 – Preschool Screening by Appointment Only
- February 11 – PTO Meeting
- February 12 – Jones Visits Cotuit Center for the Arts
- February 12 – Math Night
- February 16-20 – School Vacation
- February 21 – CPCE-sponsored *Our Healthy Body* at MPL
- February 24 – School Council Meeting
- February 27 – PTO-sponsored *Family Movie Night*

Upcoming Events

- March 2 – Early Release for Students – PD for Staff
- March 2 – Dr. Seuss Day
- March 3 – Principal Coffee Chat
- March 4 – Read to Me volunteers visit
- March 5 - Science Night
- March 11 – PTO Meeting
- March 13– St. Patrick's Dance PTO
- March 18 -Term 2 Ends
- March 18 – Read to Me volunteers visit
- March 18– School Committee Finance meeting
- March 21 – CFCE-sponsored *Spring Weather* at MPL
- March 25 - Report Cards
- March 31 – School Council Meeting
- March 31 – Last Day to Return Kindergarten Registration Packets

Quashnet School--Principal's Report—FEBRUARY 2015—Patricia DeBoer

Enrollment

Grade	IN	OUT	TOTAL	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
3	0	0	107	3AR—20	3BR—16	3CA—15	3GR—20	3SC—19	3SO—17	—
4	0	0	139	4LO—21	4MN—21	4MA—19	4MC—20	4PA—18	4PU—20	4ST—20
5	0	0	133	5BE—18	5BL—20	5MA—19	4MC—19	5PI—21	5WE—20	5WH—16
6	0	-1	152	6BB—23	6BA—22	6GE—20	6GI—21	6JO—22	6LA—23	6OB—21
Total	0	-1	531							

Attendance for the month is **531** students—27 Homerooms—**94.6%** Students in Attendance (Through 2/23/15)

Acknowledgements:

Congratulations to the following Quashnet School Staff members for being awarded grants from the Cape Cod Five Cents Charitable Foundation:

- Mary Stickley**—\$160.00 for the Grade 3 "Whale in the Classroom" program
- Coleen Blount**—\$450.00 for our greenhouse project
- Margaret Morrison**—\$500.00 for the Buddy Bench project

Email received (2/19) from Carly Brady—Americorps Hazmat Volunteer—regarding the Water Festival for fifth graders held at Quashnet on 2/13/15:

"Thanks so much for an awesome WetFest Friday! The students were so polite and respectful (probably the best so far). Americorps members wanted me to tell you how great the students were to them too!"

Thank you to Assistant Principal **Tim Rumberger** and the many **Quashnet School staff members** who volunteered their time to provide our students and their families with an outstanding Math Night on Thursday, 2/26.

Events—FEBRUARY 2015	Events—MARCH 2015
2/2-2/6: KINDNESS WEEK #2 2/2: NO SCHOOL—SNOW DAY 2/3: Quashnet School Council meeting—3:15 PM (rescheduled) 2/4: QS Parent Coffees (7:00 - 7:45 AM and 5:15 - 6:00 PM) 2/4 and 2/5: GREAT Program—Grade 5 2/4: School Committee Meeting—6:30 PM 2/5: Progress Report Day for Quashnet (adjusted due to snow days) 2/5: Boys and Girls Basketball games vs. Monomoy (away) 2/6: Grade 6 vs. Staff Annual Floor Hockey Game (8:30 AM) Postponed to Friday, April 17 th . 2/10: Indian Ed. Parent Meeting—6:00 PM at MHS 2/11 and 2/12: GREAT Program—Grade 5 2/13: Water Festival—Grade 5 2/16 - 2/20: Presidents' Day and School Vacation Week 2/26: Math Night (6:00 - 7:30 PM)	3/2: Half Day for Students—Staff PD in the afternoon 3/2: Read Across America Day 3/3: Quashnet School Council Meeting (3:15 PM) 3/3: Celebration 280 Dinner at MHS 3/4: QS Parent Coffees: 7:00 AM - 7:45 AM and 5:15 PM - 6:00 PM 3/4: School Committee Meeting (6:30 PM) 3/8: Daylight Savings Time—Turn Clocks ahead one hour 3/10: Indian Education Parent Meeting—6:00 PM (MHS) 3/12: SEPAC Meeting—QS Library (6:30 PM) 3/12: "Music in our Schools" Month—Concert (Gr. 4-12) at MHS—6:30 PM 3/16 - 3/20: PARCC TESTING—GRADE 3 3/18: Finance Committee Meeting (6:30 PM) 3/19: Quashnet PTO Meeting—6:00 PM 3/23 - 3/27: PARCC TESTING—GRADE 4 3/25: Term 2 ends (adjusted by 5 days due to snow days) 3/30 - 4/3: PARCC TESTING—GRADE 5 4/1: Term 2 Report Cards are issued (adjusted by 5 days due to snow days) 4/6 - 4/10: PARCC TESTING—GRADE 6

**Mashpee Middle High School
February 24, 2015
Principal's Report**

Enrollment:

Grade	Total	New Enrollments	Withdrawals
7	124		2
8	144		
9	116	1 New	
10	118	3 New	
11	104	1 New	
12	111		
Total	717		

High School Average class size: English 19.3, Math 17.6, Science 17.8 and Social Studies 22.
Middle School Average class size: English 19, Math 15.8, Science 17.6 and Social Studies 22.4.
MHS Attendance for the month is 94.43%.
MMS Attendance for the month is 96.08%.

Suspensions:

Grade	Out-of-school suspension/reason
7	
8	
9	1 Verbal Abuse of Staff
10	
11	1 Left School Grounds
12	2 Inflammatory Behavior

Acknowledgments:

- Congratulations to Stephen Ross for making it to the 2015 Massachusetts All-State Music Festival. Not only did Stephen have to first qualify to audition, he also had to score high enough to be selected.
- Congratulations to Hannah Schoonmaker whose watercolor painting of Robert Manry's sailboat the "Tinkerbell" was a winner of the 2015 Cape Cod LIFE Art Contest.
- Congratulations to the following teachers who received a Cape Cod Five Educational Mini Grants – Debra Troyanos's *Digital Arts Tools*, Fran Laporte and Michael Looney's *Mashpee Makerspace*, Lisa Holmes and Effie Purdy's *Live Well Mashpee Newsletter*, Annemarie Finn, Jennifer Murphy and Kari Pon's *LOVE2READ*, and Meaghan McCauley's *The Art of Writing History*.
- Congratulations to Colleen Terrill and Suzanne Pettengill who attended a 3 days hands-on, exciting and fast paced workshop sponsored by MassCan, using the computer coding program known as Bootstrap.
- Congratulations to Sal Nocella, Tech Ed Teacher, who will be starting the Virtual Classroom program with CCCC. This is the SMART Education Initiative in 3D Mechanical Design that has been funded by the Cape Cod Economic Development Council.
- Congratulations to Andy Troyanos and the Mashpee High School jazz band and MAJE for hosting the Cape Cod Coastal Jazz Festival. The Gold Medal winners proceed to the State finals in March.
- Thank you to Theresa Kallipolites and her students whose photo appeared in the Mashpee Enterprise regarding the successful operation of their Falcon Café which is opened every Friday mornings at the high school. Looking forward to the Falcon Cafe's continued success for the remainder of the school year.
- Congratulations to Deb Troyanos and her Key Club members who helped the community by feeding lunch to over 100 homeless people. They prepared, served the food and cleaned up.

Major Events:

February 2-3	MCAS Biology (Grade 12)	February 5	Program of Studies Night
February 4	2 nd Term Report Cards	February 7	ACT Test Date
February 4	School Committee Meeting	February 16-20	Vacation
February 5	Program of Studies Night	February 24	School Council Meeting

Upcoming Events:

March 2-4	MCAS ELA Retest	March 13-14	Spring Musical
March 3	Faculty Meeting	March 19	SAT Test Date
March 3	Celebration 280	March 19	MHS Annual College Fair
March 4	Principals' Advisory Council	March 24	National Honor Society Induction
March 5-6	MCAS Math Retest	March 24-26	MCAS ELA Grade 10
March 11	Third Term Progress Reports Issued		

6.

MASHPEE PUBLIC SCHOOLS

Administrator's Report: Michele Brady, MSW, LICSW, Administrator of Special Education
Month/Date: February 2015
School/Assignment: Special Education Department

Special Education Accountability:

- Prepared out of district monitoring plans and budget.
- Arranged tutors for students unable to attend school.
- Presented to School Committee, Special Education overview/update February 4, 2015.
- Met with DESE for CPR February 6, 2015.
- Attended DSAC meeting to discuss the district's accelerated improvement plan on February 24, 2015.
- Attended team meeting with school attorney February 26, 2015.

- **Special Education Enrollment: February - 2015**

School	ACTIVE IEPs
KCC prek	37
KCC	58
Quashnet	117
MMS/MHS	128
Out of District	24
Itinerant Services	0
Other	2
Total Special Ed Students	366

1. Teaching and Learning:

- **Daily Activities:** Team meetings (in-district and out-of-district), meetings with Department Chairs, teacher observations, administrative meetings, responding to parent calls and meetings.
- Attended a webinar on Special Education evaluation February 24, 2015.
- Attended Special Olympic meeting February 26, 2015.
- Attended a practicum meeting with a teacher and her advisor on February 27, 2015.

2. Community Connections:

- Attended Kiwanis Meeting on February 26, 2015.
- Attended OOD Team Meeting at READS Academy, Norton, MA February 27, 2015.

To: Brian Hyde, Mashpee Superintendent of Schools

From: Matt Triveri, Mashpee Middle School and High School Athletic Director

RE: February 2015 Department Report

Final Varsity Team Records

Boys Basketball: 10-13

JV Boys Basketball 7-12

Freshmen Boys Basketball 5-13

Girls Basketball: 8-14

JV Girls Basketball 5-12

Boys Hockey: 11-3-1

Girls Hockey (BMW combined team): 6-7-5

Girls Track: 2-5

Boys Track: 1-6

Gymnastics: 11-3

Middle School Basketball Boys "A" Team: 11-3

Middle School Basketball Boys "B" Team: 3-3

Middle School Girls Basketball: 2-11

Middle School Boys Basketball "A" Team: 6-8

Middle School Boys Basketball "B" Team: 4-4

Athletic Department Notes

- The Falmouth/Mashpee Gymnastics Team finished 3rd in the MIAA south team competition, and will compete at states with the opportunity to go to New England's.
- Falmouth-Mashpee gymnastics was awarded the MIAA Educational Athletics Achievement Award in Community Service for their Cancer Awareness Meet
- Varsity boys' basketball beat Carver in their final game to qualify for the MIAA Tournament Division III as the 2nd place finisher in the South Shore League Small Division.
- Varsity girls' basketball won 8 of its final 11 games, including 4 wins against tournament opponents.

- Mashpee/Monomoy boys hockey claimed the 4 seed in the Division III hockey tournament.
- BMW girl's hockey tied Division II #5 ranked Pembroke 1-1 but just fell one point short of the MIAA tournament.
- Spring sports begins March 16th

**MASHPEE PUBLIC SCHOOLS
PERSONNEL SUMMARY REPORT**

March 2015

Middle/High School

Andre King - .2 fte Technology Teacher

Daily Schedules
 Middle/High 7:30-2:00 (1/2 day 10:45 dismissal)
 Quashnet 8:15-2:45 (1/2 day 11:30 dismissal)
 Coombs 8:20-2:50 (1/2 day 11:35 dismissal)

DRAFT 2015-2016 MASHPEE PUBLIC SCHOOLS CALENDAR-

Rev.02/23/15

11.

Grades Pre-K through Grade 6
Progress Reports Issued (Gr. 3-6 only)
 -Term 1
 -Term 2
 -Term 3
Term Ends:
 -Term 1
 -Term 2
 -Term 3
Report Cards Issued:
 -Term 1
 -Term 2
 -Term 3

5-Early release-all schools
 9-No school -professional day
 12-Columbus Day- no school
 (20 school days)

7-Early release- all schools
 24-31 Vacation-no school
 (17 school days)

1-Early release- all schools
 15-19 Vacation- no school
 (16 school days)

4-Early release-all schools
 18-22 Vacation- no school
 (16 school days)

6- Early release- all schools
 17-Early release/tentative last
 day of school for students(with
 no snow days)
 21/22-No school-professional day
 24-Tentative last day with 5
 snow days
 7/4- 4th of July- closed
 (13 school days)

AUGUST '15						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '15						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '15						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '15						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '15						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '16						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '16						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH '16						
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20	21	22	23	24	25	26
27	28	29	30	31		

APRIL '16						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY '16						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE '16						
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19	20	21	22	23	24	25
26	27	28	29	30		

JULY '16						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31&1-Teacher prof. days
 2-School begins grades 1-12
 3-School begins pre-K and K
 4-No school- closed
 7-Labor Day-no school
 (19 school days)

2-Early release-all schools
 11-Veterans Day- no school
 19& 23-Early release Coombs &
 Quashnet only (conferences)
 25-27 Vacation-No school
 (17 school days)

1-Vacation- no school
 18-M.L. King, Jr. Day- no school
 (19 school days)

7-Early release-all schools
 25- Good Friday-No school
 (22 school days)

2-Early release-all schools
 30-Memorial Day- no school
 (21 school days)

Grades 7-12
Progress Reports Issued Gr 7-12

Term Ends
Report Cards

2014-2015 MASHPEE PUBLIC SCHOOLS CALENDAR (rev. 02/23/15)

12.

Grades Pre-K through Grade 6
Progress Reports Issued (Gr. 3-6 only)
 -Term 1 October 15
 -Term 2 January 28
 -Term 3 May 7
Terms Ends:
 -Term 1 December 3
 -Term 2 March 18
 -Term 3 June 19
Report Cards Issued:
 -Term 1 December 10
 -Term 2 March 25
 -Term 3 June 19

AUGUST '14						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER '14						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8/27 & 8/28- Teacher Prof. Days
 1-Labor Day-no school
 2-School begins grades 1-12
 3-School begins pre-k and k
 8- Half day- all schools
 (21 days)

6- Half day- all schools
 10-No school- professional day
 13-Columbus Day- no school
 (21 days)

OCTOBER '14						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER '14						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3- Half day- all schools
 10-No school-professional day
 11-Veterans Day- no school
 20/24- Half day for Coombs and Quashnet only(conferences)
 26-28-Vacation- no school
 (15 days)

24-31-Vacation-no school
 (17 days)

DECEMBER '14						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY '15						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Vacation- no school
 16- No school-professional day
 19-M.L. King, Jr. Day- no school
 (18 days)

2- Half day- all schools
 16-20-Vacation- no school
 (15 days)

FEBRUARY '15						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH '15						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2- Half day- all schools
 (22 days)

3-Good Friday- no school
 20-24- Vacation - no school
 (16 days)

APRIL '15						
S	M	T	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

MAY '15						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4- Half day- all schools
 25-Memorial Day- no school
 (20 days)

1-Half day- All schools
 6-MHS graduation
 26-Tentative Last Day (with 5 snow days)
***Last day of school will be a half day**
 (20 days)

JUNE '15						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY '15						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Grades 7-12
Progress Reports Issued Gr 7-12
 1st term Oct 3 / 2nd term Dec 17
 3rd term March 11 / 4th term May 18
Terms Ends
 1st term Nov 7 / 2nd term Jan 30
 3rd term April 10 / 4th term June 19
Report Cards
 1st term Nov 13 / 2nd term Feb 4
 3rd term April 15 / 4th term -mailed home

TO: School Committee
FROM: Brian Hyde
RE: Update on School Choice for FY 16
DATE: March 4, 2015

At the February 4 school committee meeting, the committee accepted the recommendation for school choice seats for FY 16. The recommendation was also to close school choice as of August 3. After further consideration, I recommend we close choice as of July 15, 2015. This earlier date is beneficial to allow a lottery to be held (if required) and to allow appropriate time for students to submit all required paperwork to begin classes on time.

All students who move outside of Mashpee during the school year will be required to attend the school in the town where they reside. The only exception to this will be if a student moves out of Mashpee during the last term of school. In this case, the parent/guardian of the student may request in writing to have their student finish the academic year in Mashpee.

TO: School Committee
FROM: Brian Hyde
RE: School Committee Policies
DATE: March 4, 2015

The committee needs to review and approve three policies-Background Checks, Domestic Violence Leave, and Non-Discrimination Language.

I. Background Checks ADDA & ADDA-R (fingerprinting)

I have provided the MASC policy ADDA and ADDA-R on background checks. As part of the adoption of the new fingerprint-based national background check regulations, school committees must consider which personnel will be required to obtain a back ground check. Based on information from other districts, the following is my recommendation:

- **Employees**
 - All employees (new, current, and all substitutes) are nonnegotiable- they must have the fingerprinting done per the new act. All parties below will still be CORI in accordance with the state law and school committee policy.
- **Day volunteers/In classroom volunteers/ Day field trip volunteers**
 - I recommend *not* require day to day or in classroom volunteers complete and submit to the new Act Relevant to Background Checks with the understanding and in accordance with the law they will continue to submit a regular CORI check.
- **Over Night Field Trip Volunteers**
 - I recommend *to require any* volunteer/chaperones participating in an overnight school related activity (i.e. field trip, Washington D.C., Europe, etc) to complete a Background Check in accordance with the new Act Relevant to Background Checks.

- **Coaches/Volunteer Coaches**
 - I recommend requiring anyone coaching an athletic team in any capacity – paid or unpaid (voluntary) be *required* to complete a Background Check in accordance with the new Act Relevant to Background Checks

- **Subcontractors – construction/maintenance personnel**
 - I recommend to *not require* subcontractors- such as construction or maintenance personnel to complete a Background Check in accordance with the new Act Relevant to Background Checks and will be addressed in policy.

- **School Committee Members**
 - I recommend to *not require* all school committee members to complete a Background Check in accordance with the new Act Relevant to Background Checks.

- **Student Teachers/Student Observers/(Pre)Practicum Students**
 - I recommend to *require* all students completing an internship, practicum, and/or observations to complete a Background Check in accordance with the new Act Relevant to Background Checks.
 -

- **Transportation**
 - Currently our transportation for students is provided on a subcontractor basis- through the Cape Cod Collaborative and Cape Destinations. I recommend to *require* all transportation providers to require their drivers to complete a Background Check in accordance with the new Act Relevant to Background Checks. These results will be shared with the Mashpee Public Schools.

The committee also must consider if it will allow hardship waivers. I recommend the committee not allow any waivers that will impact budgetary appropriation or grants.

II. Domestic Violence Leave

I have provided MASC policy GCCD on domestic violence leave. I recommend the committee vote to accept the policy as written. It is up to the employer to decide if this leave will be paid or unpaid. My recommendation is that employees will be able to use any paid time they have accrued (vacation, personal, sick time) toward this leave. If they have no paid off time accrued, this leave will be unpaid.

III. Non-discrimination

In order to be in compliance with non-discrimination, the district needs to review existing policies, handbooks, employment applications and other written materials to ensure that they are updated to reflect the new law. At a minimum, this means including the category of “gender identity” within the identification of legally protected characteristics. For example:

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 or sexual orientation.

We will add the appropriate language in all existing documents relating to non-discrimination.

BACKGROUND CHECKS

It shall be the policy of the school district that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The School Committee shall only obtain a fingerprint background check for current and prospective employees for whom the School Committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the School Committee shall review the results of the national criminal history check. The Superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children. The School Committee, Superintendent or Principal, as appropriate, may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the School Committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available Criminal Offender Record Information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI (Criminal History Record Information) checks

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts

File: ADDA

Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

Determining Suitability

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

File: ADDA

A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school employer received the national criminal history check results; and,
- The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Relying on Previous Suitability Determination.

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI;
- and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter 151B, S. 4,(9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal

references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

- Subject Name;
- Subject Date of Birth;
- Date and Time of the dissemination;
- Name of the individual to whom the information was provided;
- Name of the agency for which the requestor works;
- Contact information for the requestor; and
- The specific reason for the request.

Reporting to Commissioner of Elementary and Secondary Education

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the Superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

Who is required to be fingerprinted?

As part of the adoption of the new fingerprint-based national background check regulations, school committees must consider which personnel will be required to obtain a back ground check. Based on information from other districts, the committee recommends the following

- **Employees**
 - All employees (new, current, and all substitutes) must have the fingerprinting done per the new act. All parties below will still be CORI in accordance with the state law and school committee policy.

- **Day volunteers/In classroom volunteers/ Day field trip volunteers**
 - Day to day or in classroom volunteers will not require fingerprints, but will continue to submit a regular CORI check.
 -
- **Over Night Field Trip Volunteers**
 - All volunteer/chaperones participating in an overnight school related activity (i.e. field trip, Washington D.C., Europe, etc) must complete a Background Check in accordance with the new Act Relevant to Background Checks
- **Coaches/ Volunteer Coaches**
 - Anyone coaching an athletic team in any capacity – paid or unpaid (voluntary) be *required* to complete a Background Check in accordance with the new Act Relevant to Background Checks
- **Subcontractors – construction/maintenance personnel**
 - Subcontractors- such as construction or maintenance personnel are not required to complete a Background Check in accordance with the new Act Relevant to Background Checks and will be addressed in policy.
- **School Committee Members**
 - School committee members are not required to complete a Background Check in accordance with the new Act Relevant to Background Checks.
- **Student Teachers/Student Observers/(Pre)Practicum Students**
 - All students completing an internship, practicum, and/or observations must complete a Background Check in accordance with the new Act Relevant to Background Checks.
 -
- **Transportation**
 - All transportation providers that provide regular transportation to students must complete a Background Check in accordance with the new Act Relevant to Background Checks. These results will be shared with the Mashpee Public Schools.

Hardship/Waivers

The committee will not grant hardship waivers that will impact budgetary appropriation or grants.

C.O.R.I. REQUIREMENTS

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice informational services on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, "Direct and unmonitored contact with children" means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent had determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with

children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REFS.: M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100A
P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)
42 U.S.C. § 16962
603 CMR 51.00
803 CMR 2.00
803 CMR 3.05 (Chapter 149 of the Acts of 2004)
FBI Criminal Justice Information Services Security Policy
Procedure for correcting a criminal record
FAQ – Background Checks

SOURCE: MASC October 2014

NOTE: The Department of Criminal Justice Information Services (DCJIS) has adopted regulations requiring that it maintain a model CORI policy and that any written policy must meet the minimum standards as found in the model. Therefore, MASC recommends that school districts retain both the school district specific policy incorporated here and the DCJIS model policy attached as ADDA-R.

DCJIS MODEL CORI POLICY

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, the following practices and procedures will be followed.

CONDUCTING CORI SCREENING

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that a new CORI check will be conducted.

ACCESS TO CORI

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

CORI TRAINING

An informed review of a criminal record requires training. Accordingly, all district personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

DETERMINING SUITABILITY

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

SOURCE: MASC May 2014

DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee , or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking unpaid domestic violence leave.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

SOURCE: MASC October 2014





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FOLLOW THE FALCON FIVE

BE RESPECTFUL, BE RESPONSIBLE, BE READY, BE CARING, AND BE SAFE

MARCH 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HALF DAY OF SCHOOL (11:30 AM Dismissal) Read Across America 	3 Day 2 School Council Mtg. 3:15 - 4:15 PM Celebration 280 Dinner at MHS (6:30 pm)	4 Day 3 QS Parent Coffees 7:00 - 7:45 AM 5:15 - 6:00PM School Committee Meeting 6:30 PM QS Library	5 Day 4	6 Day 5	7 Day 6
8  Turn clocks ahead 1hour.	9 Day 6	10 Day 1 Indian Ed. Parent Meeting 6:00PM - MHS	11 Day 2	12 Day 3 SEPAC Meeting Quashnet Library, 6:30PM "Music in our Schools Month" Concert—MHS (6:30 PM)	13 Day 4	14 Day 5
15	16 Day 5 PARCC TESTING: GR. 3	17 Day 6 PARCC TESTING: GR. 3 	18 Day 1 PARCC TESTING: GR. 3 School Committee Finance Meeting 6:30PM (QS Library)	19 Day 2 PARCC TESTING: GR. 3	20 Day 3 PARCC TESTING: GR. 3 	21 Day 4
22	23 Day 4 PARCC TESTING: GR. 4	24 Day 5 PARCC TESTING: GR. 4	25 Day 6 PARCC TESTING: GR. 4 TERM 2 ENDS	26 Day 1 PARCC TESTING: GR. 4	27 Day 2 PARCC TESTING: GR. 4	28 Day 3
29	30 Day 3 PARCC TESTING: GR. 5	31 Day 4 PARCC TESTING: GR. 5	April 1 Day 5 PARCC TESTING: GR. 5 TERM 2 REPORT CARDS	April 2 Day 6 PARCC TESTING: GR. 5	April 3 Day 1 PARCC TESTING: GR. 5	

Stay connected:
<http://qsmashpee.blogspot.com/>
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<https://twitter.com/PrincipalQS>













In partnership with parents, families, and the community, our mission is to educate, support, and celebrate all students.
 Our focus: Being a High-Performing School

29.

☆ 2015 ☆

K. C. COOMBS SCHOOL

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
 Read Across America <small>Oh, the places you'll go.</small>	2 11:30am -Early Release for Students; Staff Professional Day; Dr. Seuss's Birthday	3 Principal's Coffee and Chat 	4 	5 Science Night 5:30pm-7:30pm 	6 	7 	
8 REMEMBER? Set Your Clocks Ahead!  	9 	10 	11 6:30pm PTO Meeting	12 	13 	14 	
15 	16 	17  PATRICK'S DAY	18 Term 2 Ends; School Committee Finance Meeting	19 	20  Spring is here!	21  10 Science Program, "Spring Weather" with Miss Kim at Mashpee Public Library	
22 	23 	24 	25 Report Cards Issued 	26 	27 	28 	
29 	30 	31 3pm-School Council Meeting; Last Day to Return Kindergarten Registration Packets	<div style="border: 1px solid black; padding: 5px;"> <p>Don't let anyone rob you of your imagination, your creativity, or your curiosity. It's your place in the world; it's your life. Go on and do all you can with it, and make it the life you want to live. Mae C. Jemison, first African-American woman astronaut</p> </div>				And we all shine on... 

30,

« February	March - 2015 - Mashpee Middle School						April »
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p>1</p>	<p>2 Testing <u>MCAS ELA</u> <u>Retest</u> (Mar 2-Mar 4)</p>	<p>3 Testing <u>MCAS ELA</u> <u>Retest</u> (Mar 2-Mar 4)</p> <p>Special Event <u>Celebration</u> <u>280</u> 6:30 PM</p>	<p>4 Meeting <u>School</u> <u>Committee</u> <u>Regular</u> <u>Meeting</u> 6:30 PM</p> <p>Testing <u>MCAS ELA</u> <u>Retest</u> (Mar 2-Mar 4)</p>	<p>5 Testing <u>MCAS Math</u> <u>Retest</u> (Mar 5-Mar 6)</p> <p>Special Event <u>PARCC</u> <u>Preview Night</u> <u>Gr. 7&8</u> 6:00 PM</p>	<p>6 Testing <u>MCAS Math</u> <u>Retest</u> (Mar 5-Mar 6)</p>	<p>7</p>	
<p>8 Special Event <u>Daylight</u> <u>Saving Time</u> <u>Begins</u></p>	<p>9</p>	<p>10 Meeting <u>Indian</u> <u>Education</u> <u>Meeting- @</u> <u>MHS (room E</u> <u>102)</u> 6:00 PM</p>	<p>11 Bldg. Event <u>Third Term</u> <u>Progress</u> <u>Reports</u> <u>Issued</u></p>	<p>12 Meeting <u>SEPAC</u> 6:30 PM</p> <p>Special Event <u>Fundraiser at</u> <u>Ninety-Nine</u> <u>Restaurant</u> 5:00 PM - 9:00 PM</p>	<p>13 Performing Arts <u>Spring Musical</u> (Mar 13-Mar 15)</p>	<p>14 Performing Arts <u>Spring Musical</u> (Mar 13-Mar 15)</p>	
<p>15 Performing Arts <u>Spring Musical</u> (Mar 13-Mar 15)</p>	<p>16 Testing <u>Grade 7</u> <u>PARCC</u> <u>Testing (ELA)</u> (Mar 16-Mar 18)</p>	<p>17 Testing <u>Grade 7</u> <u>PARCC</u> <u>Testing (ELA)</u> (Mar 16-Mar 18)</p>	<p>18 Meeting <u>School</u> <u>Committee</u> <u>Finance</u> <u>Meeting</u> 6:30 PM</p> <p>Testing <u>Grade 7</u> <u>PARCC</u> <u>Testing (ELA)</u> (Mar 16-Mar 18)</p>	<p>19 Testing <u>Gr. 7 PARCC</u> <u>(ELA) make-</u> <u>up test</u></p>	<p>20</p>	<p>21</p>	
<p>22</p>	<p>23 Testing <u>Gr. 8 PARCC</u> <u>Testing (ELA)</u> (Mar 23-Mar 25)</p>	<p>24 Testing <u>Gr. 8 PARCC</u> <u>Testing (ELA)</u> (Mar 23-Mar 25)</p>	<p>25 Testing <u>Gr. 8 PARCC</u> <u>Testing (ELA)</u> (Mar 23-Mar 25)</p>	<p>26 Testing <u>Gr. 8 PARCC</u> <u>(ELA) makeup</u> <u>test</u></p>	<p>27</p>	<p>28</p>	
<p>29</p>	<p>30 Testing <u>Grade 7</u> <u>PARCC</u> <u>Testing</u> <u>(Math)</u> (Mar 30-Mar 31)</p>	<p>31 Testing <u>Grade 7</u> <u>PARCC</u> <u>Testing</u> <u>(Math)</u> (Mar 30-Mar 31)</p>					

31.

« February	March - 2015 - Mashpee High School					April »
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p>	<p>2</p> <p>Bldg. Event <u>Half Day</u></p> <p>Testing <u>MCAS ELA Retest</u> (Mar 2-Mar 4)</p>	<p>3</p> <p>Testing <u>MCAS ELA Retest</u> (Mar 2-Mar 4)</p> <p>Special Event <u>Celebration 280</u> 6:30 PM</p>	<p>4</p> <p>Meeting <u>School Committee Regular Meeting</u> 6:30 PM</p> <p>Testing <u>MCAS ELA Retest</u> (Mar 2-Mar 4)</p>	<p>5</p> <p>Testing <u>MCAS Math Retest</u> (Mar 5-Mar 6)</p> <p>Special Event <u>PARCC Preview Night Gr. 7&8</u> 6:00 PM</p>	<p>6</p> <p>Testing <u>MCAS Math Retest</u> (Mar 5-Mar 6)</p>	<p>7</p>
<p>8</p> <p>Special Event <u>Daylight Saving Time Begins</u></p>	<p>9</p>	<p>10</p> <p>Meeting <u>Indian Education Meeting- @ MHS (room E 102)</u> 6:00 PM</p>	<p>11</p> <p>Bldg. Event <u>Third Term Progress Reports Issued</u></p>	<p>12</p> <p>Meeting <u>SEPAC</u> 6:30 PM</p> <p>Special Event <u>Fundraiser at Ninety-Nine Restaurant</u> 5:00 PM - 9:00 PM</p>	<p>13</p> <p>Performing Arts <u>Spring Musical</u> (Mar 13-Mar 15)</p>	<p>14</p> <p>Performing Arts <u>Spring Musical</u> (Mar 13-Mar 15)</p> <p>Testing <u>SAT Test Date</u></p>
<p>15</p> <p>Performing Arts <u>Spring Musical</u> (Mar 13-Mar 15)</p>	<p>16</p> <p>Testing <u>Grade 7 PARCC Testing (ELA)</u> (Mar 16-Mar 18)</p>	<p>17</p> <p>Testing <u>Grade 7 PARCC Testing (ELA)</u> (Mar 16-Mar 18)</p>	<p>18</p> <p>Meeting <u>School Committee Finance Meeting</u> 6:30 PM</p> <p>Testing <u>Grade 7 PARCC Testing (ELA)</u> (Mar 16-Mar 18)</p>	<p>19</p> <p>Testing <u>Gr. 7 PARCC (ELA) make-up test</u></p>	<p>20</p> <p>Special Event <u>MHS Annual College Fair</u></p>	<p>21</p>
<p>22</p>	<p>23</p> <p>Testing <u>Gr. 8 PARCC Testing (ELA)</u> (Mar 23-Mar 25)</p>	<p>24</p> <p>Testing <u>Gr. 8 PARCC Testing (ELA)</u> (Mar 23-Mar 25)</p> <p><u>MCAS ELA Gr. 10</u> (Mar 24-Mar 26)</p> <p>Special Event <u>National Honor Society Induction</u> 6:00 PM</p>	<p>25</p> <p>Testing <u>Gr. 8 PARCC Testing (ELA)</u> (Mar 23-Mar 25)</p> <p><u>MCAS ELA Gr. 10</u> (Mar 24-Mar 26)</p>	<p>26</p> <p>Testing <u>Gr. 8 PARCC (ELA) makeup test</u></p> <p><u>MCAS ELA Gr. 10</u> (Mar 24-Mar 26)</p>	<p>27</p>	<p>28</p>

32.

29	30 Testing <u>Grade 7</u> <u>PARCC</u> Testing (Math) (Mar 30-Mar 31)	31 Testing <u>Grade 7</u> <u>PARCC</u> Testing (Math) (Mar 30-Mar 31)				
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