



Pembroke Public Schools
School Committee Policy Manual

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POLICY 3.13: COLLECTIVE NEGOTIATIONS

The School Committee retains as its legal prerogative the sole right to designate policy on all matters not subject to the negotiation procedure and the responsibility to effectuate any policies which are not limited by contractual agreement which, in the opinion of the School Committee will enhance the total educational program of the public schools. Where such policies of the School Committee at any time may conflict with the agreements in the same matters reached under collective negotiation, the contractual agreement shall supersede.

Adopted January 9, 2007



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POLICY 3.14: FRATERNIZATION BETWEEN EMPLOYEES AND STUDENTS

The school committee believes that its employees individually and collectively possess the wisdom, judgment and professionalism necessary to conduct themselves in a manner which is educationally sound and acceptable, both within the professional community and community at large. It is therefore assumed that any contact between an employee and a student will have a legitimate purpose consistent with the school's role as educator and caretaker of minor students.

include Any contact between employees and students should serve a valid educational purpose which meet's the student's needs, not those of the staff member. Instances of inappropriate contact which is initiated, encouraged, practiced or tolerated by employees may result in disciplinary action which may dismissal.

The purpose of this policy is provide all employees with guidance and direction with respect to such contact between employees and students at school and during school related functions.

The Pembroke School Committee policy specifically prohibits fraternization between students and staff member as follows:

1. Transporting students in a private staff vehicle without explicit documented permission from the school administration and the parents/guardian of the student.
2. Kissing, hugging or other physical contact with students in a private setting.
3. Sexual contact between any staff member and a student.
4. Arranging of private meetings or visitations between staff and minor students outside of school and beyond the school day or year, prior to graduation, without parental permission. Additionally, the school administration shall be notified in writing of any such meetings between a staff member and student.
5. Entertainment of students by a staff member at the staff member's private home unless specifically approved by the school administration in writing and with parental consent.
6. Communication via electronic devices utilizing the internet or any other means between students and faculty for social purposes and or any other purpose which are not directly related to the staff member's assigned responsibilities with respect to the student in questions are prohibited.

In the event an unforeseen event occurs, the staff member is expected to formally notify the school administration in writing. Nothing in this policy prohibits faculty or staff from accepting invitations from parents/guardians to attend events at their home or in venues outside the home.

Adopted September 6, 2005; Revised 1/9/07



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POLICY 3.16: STAFF CONFLICT OF INTEREST

No employee of the Pembroke School Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system; nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any time where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not engage in work of any kind where information concerning customer, client or employer originates from any information available to them solely through school sources.

Adopted January 9, 2007



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POLICY 3.17: DRUG FREE WORKPLACE

It is the policy of the Pembroke School District to maintain an alcohol –free and drug-free workplace. Further, Federal law, know as the Drug –Free Workplace Act requires the Pembroke School District to certify that it maintains a drug-free workplace as a condition of receiving federal contract s and grants.

Therefore, the unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol, while on duty or on school department grounds, is prohibited. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal. The Pembroke School District has an obligation to notify the appropriate federal agency within (10) days of disciplinary action taken.

It is a condition of employment that each employee abides by this policy and notify the Superintendent of any criminal violation occurring in the workplace_within five (5) days of such a conviction.

Adopted/Revised January 9, 2007



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POLICY 3.18: STAFF HEALTH AND SAFETY

The Pembroke School Committee requires that prior to entering a position in the District, prospective candidates must file with the Superintendent's Office a record of having passed a physical examination not more than 30 days prior to the date of employment. Additional physical examinations will also be required of bus drivers and food handlers as required by law or state regulations.

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

Adopted January 9, 2007



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POLICY 3.19: WORKMEN'S COMPENSATION INSURANCE

Whenever an employee is absent from school as a result of injury caused by an accident or an assault occurring in the course of employment, the employee may, if s/he so elects, be paid his/her full salary (less the amount of any workmen's compensation award made for temporary disability due to such injury) to the extent of the employee's available accumulated sick leave.

Adopted January 9, 2007



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POLICY 3.21: PHYSICAL CONTACT WITH STUDENTS

The purpose of this policy statement is to provide all employees with guidance and direction with respect to physical contact between employees and students at school and during school sponsored functions. The committee believes that this is an area of educational policy, judgment and law which is fraught with changing circumstances and changing standards. What constitutes appropriate physical contact in one circumstance may be totally inappropriate in another. The committee expects that its employees individually and collectively possess the judgment and expertise to conduct themselves in a manner which is educationally sound and acceptable both within the professional community and the community at large.

General Principles:

1. Any physical contact between employees should have a valid educational purpose and objective which meets only the student's needs.
2. The use of physical force or contact in order to impose a staff member's will upon a student, except in an emergency situation, is strictly prohibited.
3. Employees who observe physical contact between students and employees which they deem to be inappropriate are expected to report such observations to the building principal and/or the Superintendent of Schools immediately if possible. If the contact is perceived to be immediately harmful by the observer, prompt and appropriate intervention to prevent further harm is expected.
4. Questions about the appropriateness of physical contact are to be determined by the context of the case and on a case-by-case basis. Issues such as intent, context, location, circumstances, age and sex are all considerations which may be relevant.
5. Touching a student's underclothing, or in the genital areas, or on the buttocks or breasts, except in an emergency situation, is prohibited.
6. Whether or not a situation is to be considered an emergency depends upon an objective assessment of the situation rather than a subjective standard.
7. Any instance of inappropriate physical contact initiated, encouraged, practice and/or tolerated by employees will result in disciplinary action which may include dismissal.

Summary:

Given the complexity of this issue, the School Committee recognizes that some employees may deal with it by implementing a practice of never touching students. This is not the School Committee's intent or objective. However, it is expected that any physical contact between an employee and a student will have a legitimate purpose consistent with the schools' role as educator and caretaker of minor children. (Additional situations are covered in policy 3.54. Refer to policy on Fraternization Between Employees and Students).

Adopted: March 6, 2007



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POLICY 3.22: COMMUNICATION BETWEEN STAFF AND STUDENTS

The Pembroke School Committee believes that all verbal and written communication between students and staff members must be respectful and appropriate. It is the committee's belief that adults need to model this behavior in their interactions with students and that there is an expectation that students will also exhibit the same in their communications with the adults in the school. The uses of sarcasm, profanity and /or ridicule have no place in such communications in the school community and are prohibited.

Adopted : March 6, 2007; Revised June 5, 2007



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**POLICY 3.23: EQUAL EMPLOYMENT OPPORTUNITY AND NON
DISCRIMINATION**

Pembroke School District is an equal opportunity employer. It is the school department's goal to provide equal employment opportunities for all employees, and to prevent any unlawful discrimination on the basis of sex, race, religion, color, disability or national origin in all of its educational programs and activities as required by Title IX of the 1972 Federal Educational Amendments, Chapter 622 of the State Acts of 1971 and Section 504 of the Rehabilitation Act of 1973.

Chapter 622 states that “ No person shall be excluded from or discriminated against an admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex (including pregnancy), religion, national origin or sexual orientation.

Title IX states, “No person shall on the basis of sex , be excluded from participation in, be denied the benefits or activity receiving Federal Financial Assistance.” Inquiries regarding compliance with Title IX, M.G.L. Chapter 76, Sec. 5 may be directed to the Superintendent /designee of the Pembroke Public Schools.

If a student, parent or employee does have a grievance, the suggested procedures for prompt and equitable resolution are as follow:

1. Students, parents or employees should bring any allegations of discrimination to the attention of the building principal, supervisor or Central Office Administrator.
2. If the matter is not resolved within seven days, the individual may appeal in writing to the Title IX Coordinator. (Refer to Faculty Handbook)
3. If, at the end of fourteen days, the matter remains unresolved the individual has the right to appeal to the Superintendent of Schools. All allegations of discrimination which are the subject of the appeal are to be communicated in writing to the Superintendent of Schools.
4. The Superintendent shall investigate the complaint and respond in writing, or meet with complainant(s) no later than fourteen days after having received the complaint.
5. If the matter remains unresolved, the complainant(s) has the right to invoke the complaint procedure for Chapter 622 of the Acts of 1971.

Adopted March 6, 2007



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POLICY 3.24: PERSONNEL RECORDS

District personnel records are required for each individual employed in the Pembroke School System to assist in the daily administration of the school district. The Superintendent will develop and maintain a comprehensive and efficient system of personnel records maintenance and control with the following guidelines.

1. A personnel file for each present and former employee will be accurately maintained in the office of the Central Administration.
2. The Superintendent or their designee will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent or their designee to use the files for the reasons cited above.
4. Each employee will have the right upon written request and two days notice to review the contents of his/her own personnel file.
5. Lists of school employees' names and home addresses will be released only as required by law.

Adopted March 6, 2007



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POLICY 3.25: STAFF COMPLAINTS AND GRIEVANCES

Note: For pertinent information, please refer to the applicable negotiated agreements with the collective bargaining units.

Adopted March 6, 2007



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POLICY 3.27: MILITARY LEAVE

Military leave, including the difference between the his/her regular pay and military pay for (2) weeks, will be granted to any teacher who is inducted, or is called, or enlists after being notified for his/her pre-induction physical, in any branch of the armed forces of the United States. The period of such leave shall be the initial period of continuous service or any involuntary extension required by such induction. Upon return from such leave, such teacher will be placed on the salary schedule at the same level s/he would have achieved if s'/he had not been absent up to a maximum of four (4) years.

Adopted March 6, 2007



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POLICY 3.29: EMPLOYEE ARREST

In the event an employee of the Pembroke School department is arrested on criminal charges, the situation will be addressed on a case-by-case basis and judged by the Superintendent or their designee after an investigation which will include, but not be limited to, the following:

1. The extent and seriousness of the charges against the employee.
2. The level of effect on the employee's ability to perform his/her duties.
3. Whether the charges against the employee involve moral turpitude.

After an investigation conducted by the Superintendent or their designee, the employee may receive disciplinary action including reprimand, suspension with or without pay, or termination of employment.

Adopted March 6, 2007



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POLICY 3.31: RESIGNATION OF EMPLOYEES

The superintendent is hereby authorized to accept resignations from employees of the Pembroke School District on behalf of the Pembroke School Committee and shall report said resignations to the Committee at its next regular meeting.

Resignations shall be submitted in writing to the superintendent and all employees are required to complete all necessary paperwork and exit interviews as requested in order to receive their last salary check from the district.

Adopted March 6, 2007



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POLICY 3.3: NEGOTIATIONS

The School Committee recognizes that education is a public trust. It is therefore dedicated to providing the best possible educational opportunities for the young people of the Pembroke School District. In negotiations the committee believes that this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The School Committee believes that the best interests of public education will be served by establishing procedures which provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

Adopted March 6, 2007



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POLICY 3.34: PROFESSIONAL STAFF POSITIONS

All professional staff positions will be created initially with the approval of the Pembroke School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives to provide equality of outcomes based on the Town Meeting approved budget. Although such positions may remain temporarily unfilled, on the Committee may abolish a position it has created.

Each time a new position is established by the Committee the Superintendent will present for the Committee's approval a job description for the position which specified the job holder's qualifications and the job performance responsibilities. The Superintendent or designee will maintain a comprehensive set of job descriptions for all positions.
(See also: Policy on Position Control).

Adopted March 6, 2007



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POLICY 3.37: CONTROVERSIAL INSTRUCTIONAL MATERIALS

The Pembroke School Committee believes that instructional materials appropriate to the needs of the school program must be available to each student and teacher. These materials will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those which meet the following criteria will be approved by the committee:

1. All materials must present a balanced view of international, national local issues and problems of the past, present and future.
2. All materials must provide accurate factual knowledge and stimulate growth in aesthetic and ethical values.
3. Instructional materials must help students develop their abilities in critical reading and thinking.
4. Instructional materials will help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. Instructional materials must provide for all students and effective education which does not discriminate on the basis of race, age, color, religion, national origin, sex, physical disabilities or sexual preference.
6. Instructional materials must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

M.G.L. 71:48; 71:49; 71:50
Adopted March 6, 2007



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POLICY 3.39: TUTORING OF STUDENTS BY TEACHERS

The Pembroke School Committee views the practice of teachers being paid to tutor their own students as a potential conflict of interest and prohibits it.

Tutoring is defined as giving private instruction or help to an individual or group during the school year for which the teacher receives remuneration other than through the School Committee.

Teachers interested in tutoring students for a fee shall only tutor those students who are not in their classes and only on their own time. Additionally, use of school facilities for tutoring or counseling services by staff members employed by the school department, or by any other outside agencies or persons, except as approved by the Superintendent in writing, is prohibited.

For further information on Staff conflict of Interest see School Committee Policy 3.16 above.

Adopted March 6, 2004



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POLICY 3.40: TEACHER GRADING POLICY

Each teacher at the beginning of the school year or at the outset of a second semester course will explain expectations and the examination and grading policies of the course to students enrolled. Students who enroll late in the course are responsible for making themselves aware of these expectations.

For additional information, refer to the appropriate staff and student handbooks.

Adopted March 6, 2007



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POLICY 3.41: TEACHER REVIEW OF STUDENT FILES

To provide the most effective instructional program for each student, teachers are expected to review at the beginning of the school year the cumulative folders, student IEP requirements, Title I Reports and any other information relating to the academic, emotional and medical concerns of each student in their classes

Adopted March 6, 2007



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POLICY 3.42: CLASSROOM SUPERVISION

Teachers are expected to maintain appropriate classroom supervision and safety at all times in order to insure the welfare of all students in the room and to create an appropriate learning environment for students. Teachers are not permitted to leave classrooms or homerooms unattended. If it is necessary for a teacher to be absent from a room when it is occupied by students, an administrator is to be notified and proper provisions for student supervision shall be made.

Adopted March 6, 2007



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POLICY 3.43: PROFESSIONAL DEVELOPMENT, COURSE REIMBURSEMENT AND DEGREE STATUS CHANGES

The Pembroke School Committee recognizes that it is in the best interests of the student learning, teacher performance improvement and education in general for teachers to continue their studies in their certification area or in specifically related fields. Additionally, it recognizes that teacher recertification under Ed. Reform MGL Chapt.71, requires that teachers engage in professional development activities on an on-going basis so as to remain current in their field and to qualify for renewal of their certification and teaching license in accordance with the law.

Toward those ends a sum of money for the purpose of professional development of staff shall be allocated in each school year's budget specifically for the purpose of professional development.

Course work successfully completed by a teacher may be submitted for advancement on the collectively bargained salary schedule under the following conditions.

1. Courses to be used for increments towards advanced degrees will be from institutions which are recognized by the New England Association of Colleges and Secondary Schools, or by one of the five other regionally accrediting institutions which are the agencies given the responsibility for accrediting school programs by the US Office of Education.
2. Advanced written approval by the Superintendent is required in order for a teacher to take a course for salary credit. The teacher shall submit a Course Approval Request form to the Superintendent for signature. Failure to obtain advance approval shall be cause to reject course credits for salary credit and reimbursement will not be provided.

All teachers covered by the collective bargaining agreement between the School Committee and Pembroke Teacher's Association will have their compensation for credits set by the terms of the agreement.

Reimbursement for coursework completed shall also be governed by the collective bargaining agreement. Upon completion of the course, a transcript or copy of the transcript showing successful completion of the course shall be submitted to the superintendent.

Regulations for Degree Status Change:

The teacher shall submit to the Superintendent a formal request in writing to initiate a degree status change as a result of successful completion of coursework along with the evidence of having completed the coursework and the superintendent's approval of courses being applied towards a change in degree status.

No in-service programs shall be counted toward degree status change.

Changes in degree status shall be implemented at the start of the school year and at the mid year, providing the application has been received and approved prior to those dates.

Adopted March 6, 2007



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POLICY 3.44: PROFESSIONAL STAFF RE-APPOINTMENT AND PROFESSIONAL STATUS

A teacher, school librarian, school adjustment counselor, school psychologist or guidance counselor or social worker who has served in the public school of Pembroke for three consecutive years shall be entitled to professional teacher status as provided in MGL Chapt.71, Sec.41. The Superintendent of Pembroke Public Schools, upon the recommendation of the appropriate building principal, may award such status to any teacher who has served in the principal's school for not less than one year, or to a teacher who has obtained such status in any other public school district in the Commonwealth of Massachusetts.

A teacher without professional teacher status shall be notified in writing on or before June fifteenth whenever such person is not to be employed for the following school year. (MGL Chapt.71, Sec.41.)

Adopted March 6, 2007



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POLICY 3.45: PROFESSIONAL STAFF MEETINGS ATTENDANCE

It is mandatory that all teachers attend all monthly faculty and departmental meetings unless otherwise excused by the building Principal for reasons that would justify absence or tardiness from a regular session of school. The schedule of these meetings will be determined by the administrator.

Adopted March 6, 2007



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POLICY 3.46: PROFESSIONAL DEVELOPMENT ACTIVITIES, CONFERENCES AND WORKSHOPS

The Superintendent may grant permission to school personnel to visit schools or attend education conferences and workshops when the best interests of the district will be advanced. The Superintendent may request from personnel, after such visits, a report of their observations in order that the other personnel of the District may profit by them.

Adopted March 6, 2007



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POLICY 3.47: TEACHER EVALUATION

The Pembroke Teacher Evaluation program was developed with a commitment to providing students with the highest quality instruction possible. An open and honest communication between the evaluator and the teacher is essential to accomplishing that goal and the process much be conducted in a positive, constructive and supportive manner.

The purpose of teacher evaluation and observation will be to improve the teacher's ability to provide quality classroom instruction; to promote professional growth of staff; to foster professional satisfaction among the teaching staff ; to enhance communication between evaluators and teachers; to accumulate data in an objective, accurate manner as a prerequisite for personnel decisions; and to verify that district educational goals and curricula are being implemented and achieved.

All Pembroke teachers will be evaluated in accordance with the provisions established in the collective bargaining agreement.

NOTE: For pertinent information, refer to the negotiated agreement.

Adopted March 6, 2007



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POLICY 3.49: PART TIME AND SUBSTITUTE PROFESSIONAL EMPLOYMENT

All substitute teachers shall be approved by the Superintendent and must have completed all necessary paperwork and a successful CORI check. Principals are expected to obtain substitute teachers from the approved district list. Teachers shall in no case appoint substitutes.

Substitute teachers employed by the Pembroke Schools shall be whenever possible, certified by the Commonwealth of Massachusetts in the area in which they are employed to teach. Exceptions may be granted by the Superintendent when there is a shortage of certified substitutes. In no case shall a substitute teacher have less than two years of college to be eligible for a substitute teaching position in the district.

Compensation for substitute teachers is determined by the Pembroke School Committee as follows:

1. Daily substitutes will be paid at the rate of \$70 for days 1 – 30 and \$80 per day for days 30 – 60. When a substitute has worked more than 60 days throughout a specific school year in Pembroke Public Schools, the pay will be \$90 per day thereafter.
2. Paraprofessionals, tutors and other instructional support personnel who serve as per diem substitutes will be employed under the following conditions:
 - a. The work day will be considered 7 hours.
 - b. The employee will be paid their regular hourly rate of pay up to a maximum of 4100 per day. Employees who work part of a day will be paid on a pro rata basis using the 7 hour figure.
2. Long Term Substitutes:
 - a. Certified teachers, paraprofessionals taking over a classroom in which they have been assigned to work with the teacher and Title One Tutors will be paid \$100 per day for the duration of the assignment.
 - b. All others will be paid \$80 per day for the first 30 days and \$100 per day thereafter.
 - c. In the case of consecutive long term assignments, the rate of \$100 per day will be paid from the first day in each subsequent assignment.

The Superintendent may waive any of the above salary placements for substitute employees as the need arises.

Adopted February 6, 2007



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POLICY 3.51: DISTANCE LEARNING FOR ONLINE PROFESSIONAL DEVELOPMENT

The School Committee recognizes that online distance learning opportunities are increasingly available for faculty and students. The committee also believes that, while online distance learning opportunities can offer significant advantages for teachers, it also poses significant challenges. Such coursework requires a high degree of self-motivation as well as the ability of the participant to communicate effectively through reading and writing. It can also pose problems if the course is poorly designed or if the instructor is inexperienced.

Requests for approval made by faculty to the superintendent or building principal to enroll in online distance education courses for the purposes of recertification and professional development will be individually evaluated utilizing the following criteria as recommended by the Massachusetts Department of Education.

1. The content of the course is consistent with state and local educational goals and is equivalent in rigor to traditionally delivered courses.
2. The course makes the best use of available technology and online resources to enrich the content. Face to face or other real-time meetings are provided for any content that cannot be effectively delivered on line.
3. The course provides frequent and timely interactions between participants and the on-line instructor, as well as among the participants.
4. The course provides ways to assess participants' involvement and achievement of learning goals.
5. The online instructor is fully qualified in the content area being taught.
6. The online instructor has been trained and is skilled in methods of teaching online.
7. The online course provider employs staff which manages technical and administrative issues.
8. The learning environment and course materials are universally designed, making them available to all learners.
9. The learning environment is easy to navigate, allowing participants to focus on the content rather than the technology.
10. The course provider has established the necessary hardware, software, Internet connectivity and support services to deliver the program of instruction.
11. Participants' rights and responsibilities are recognized and upheld within the course structure.
12. Participants are notified in advance of course requirements (including time and participation requirements), technical requirements and the skills needed to be successful in distance learning.



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13. Courses must be offered by institutions accredited to offer the course in question.

Adopted March 6, 2007



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POLICY 3.52: EMPLOYEE POSITION CONTROL

The Pembroke School Committee shall approve a list of all existing full and/or part time positions in the Pembroke Public Schools each year. A unique identifier (position control number) will be assigned to each approved position as its permanent identifier.

No position without a position control number may be filled until the School Committee has approved the position and a position control number has been assigned. Positions may not be split or combined without the approval of a new number by the School Committee.

The Superintendent or his/her designee is authorized to fill any vacancy in a funded position with an existing control number without further authorization; except that in no case will the replacement of authorized staff in budgeted positions exceed the approved dollars for that position as contained in the position control document without School Committee approval.

Notwithstanding the provisions set forth above, the Superintendent may make emergency appointments for a period not to exceed four (4) weeks when required to meet the educational needs of the system. The Superintendent is authorized to make appointments to fill positions of employees on approved leaves of absence for periods not to exceed one (1) year.

The Finance and Personnel Office will annually prepare a position control schematic for the district which displays authorized personnel distribution by assignment to various cost centers and programs.

Adopted: October 9, 2006



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POLICY 3.53: PROFESSIONAL DEVELOPMENT PLANS FOR PROFESSIONAL STAFF

The Pembroke School Department shall develop and implement a professional development plan for all professional staff members employed by the district. Such plans shall be annually updated and a budget shall be set forth for professional development within the confines of the budget approved at the annual Town Meeting. Said plan shall include training in curriculum and instruction, parent education, and training for members of school councils where appropriate pursuant to Section 59c of Chapter 71, MGL.

Adopted March 6, 2007