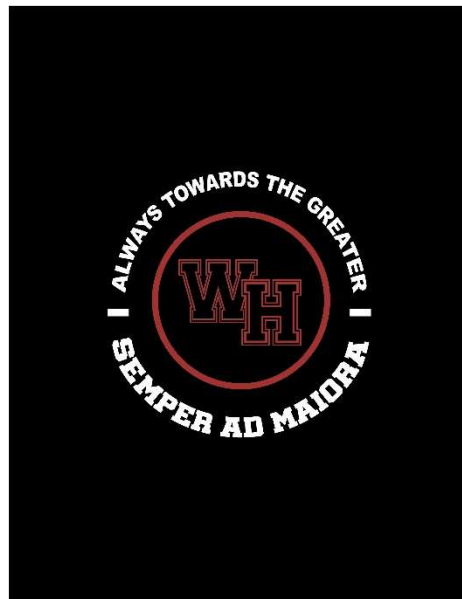


Whitman-Hanson Regional School District

Faculty Handbook 2022-23 SY



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

Updated: March 2023

TABLE OF CONTENTS

I.	District Overview	3
	A. Mission Statement	
	B. Guiding Principles	
	C. Vision Statement	
	D. Core Values	
	E. WHRSD ECOE and Annual Mandated Training	4
	F. Non-Discrimination Statement	4
II.	WHEA Association Membership	
	Communications: District Information and Procedures	
	A. Essential Contact Information	5
	1. Whitman-Hanson Central Office and Leadership	
	2. District Personnel Directory	
	3. School Intercom Systems	
	4. School Announcements	
	5. Printed Announcements	
	6. No-School Announcements	
	7. Faculty Directories	
	B. Routine Procedures	7
	7 1. Faculty Phone and Email Access	
	a. Faculty Absence Procedures	
	b. Leaving the Building	
	2. Publicity and Dealing with the Media	
	3. Chain of Command	
III.	Health, Safety and Security, Personal Well-Being	8
	A. Health Resources	
	1. Clinics	
	2. Employee Assistance Program (EAP)	
	B. Safety and Security Procedures	8
	1. I.D. Badge and Locked Facilities	
	2. Routine Safety Drills	
	3. Facility Repairs	
	4. Personal Attire	
	C. Personal Well-Being	9
	1. Drugs	
	2. Child Abuse	
	3. Harassment, Prejudice, and Non-Discrimination	
	4. Bullying	
	5. Smoking	
	D. Human Resources	10
IV.	Curriculum, Instruction and Staff Development	
	A. District-wide Programs and Affiliations	10
	B. Professional Responsibilities	12
V.	APPENDICES	
	I. District Policies and State Laws	15
	II. School Forms and Procedures	17
	III. Annual Mandated Training	18
	IV. WHRSD School Locations and Information	19

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A. Mission Statement

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

B. Core Values

The Whitman Hanson School Community supports an inclusive environment that:

- makes all decisions in the best interest of students.
- is committed to providing a safe, secure, and healthy environment.
- sets high standards that provide an opportunity for each student to achieve personal success.
- model's responsible citizenship based on equity, diversity and inclusion.
- provides student-centered learning environments where successes and mistakes are valued as part of the learning process.
- supports the continual professional growth of staff.
- shares the responsibility for education with students, families and community.
- recognizes technology as an essential part of teaching and learning.

C. Vision Statement

The Whitman-Hanson Regional School District provides a safe learning environment and comprehensive student-centered learning opportunities that are relevant and challenging. In supportive partnership with all stakeholders, our district is committed to developing an academic foundation that emphasizes social-emotional learning, critical thinking, creativity, and communication skills.

Each student, as a life-long learner, is prepared to face the opportunities of the future with the skills needed to become a responsible citizen.

D. Theory of Action

If we...

Continue to foster a learning environment that provides social, emotional and academic growth for all students,

Establish and maintain a cohesive curriculum,

Enhance instruction to improve student learning for all,

Establish a safe and secure learning environment, and Focus on engagement and communication in all forms, Then...

Each student, will be prepared to face the opportunities of the future with the skills needed to become a responsible citizen.

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

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

Employee Annual Mandated Training

Annual training is mandated by the Massachusetts Department of Elementary and Secondary Education. All employees are required to participate. Annual mandated training includes:

- WHRSD Annual Employee Training (District will email staff a link and acknowledgement form)
- Policy ACAB- Harassment (District will email staff a link and acknowledgement form)
- MA State Ethics Commission Conflict of Interest Training at <https://massethicstraining.skillburst.com/User/index.php>
 - Online Ethics Training - Every two years
 - Summary of the Conflict of Interest - Annually

F. Non-Discrimination Statement

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

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

G. WHEA ASSOCIATION MEMBERSHIP

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

II. Communications: District Information and Procedures

A. WHRSD ESSENTIAL CONTACT INFORMATION

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

Name	Title	E-Mail Address	Telephone
Jeffrey Szymaniak	Superintendent of Schools	Jeffrey.Szymaniak@whrsd.org	781-618-7412
George Ferro	Assistant Superintendent	George.Ferro@whrsd.org	781-618-7413
Michael Losche	Director of Special Education	Michael.Losche@whrsd.org	781-618-7428
John Stanbrook	Director of Business and Finance	John.Stanbrook@whrsd.org	781-618-7417
Gideon Gaudette	Director of Technology	Gideon.Gaudette@whrsd.org	781-618-7493
Nicole Semas-Schneeweiss	Director of Equity & MTSS	Nicole.Semas-Schneeweiss@whrsd.org	781-618-7460
Timothy Holley	Director of Facilities	Timothy.Holley@whrsd.org	781-618-7435
Nadine Doucette	Director of Food Services	Nadine.Doucette@whrsd.org	781-618-7477

School/Times	Address	Telephone/Fax	School Principal	Admin. Asst.
Louise A. Conley Elementary 8:40 AM – 2:45 PM	100 Forest St Whitman MA	781-618-7050 (Fax) 781-618-7092	Karen Downey Karen.Downey@whrsd.org	Kelly Molito
John Duval Jr. Elementary 9:15 AM – 3:20 PM	60 Regal St Whitman MA	781-618-7055 (Fax) 781-618-7096	Dr. Darlene Foley Darlene.Foley@whrsd.org	Allison Brandon
Hanson Middle 7:40 AM – 2:15 PM	111 Liberty St Hanson MA	781-618-7575 (Fax) 781-618-8815	William Tranter William.Tranter@whrsd.org	Leoné Laferriere
Indian Head Elementary 9:05 AM – 3:10 PM	726 Indian Head St Hanson MA	781-618-7065 (Fax) 781-618-7094	Dr. Joel Jocelyn Joel.jocelyn@whrsd.org	Lyndsay McCarthy
Whitman Middle 7:40 AM – 2:15 PM	100 Corthell Ave Whitman MA	781-618-7035 (Fax) 781-618-7091	Paul Duprey Paul.Duprey@whrsd.org	Sharon MacDonald
Whitman-Hanson Regional High School 7:05 AM – 1:40 PM	600 Franklin Street Whitman MA	781-618-7020 (Fax) 781-618-7084	Dr. Christopher Jones Christopher.Jones@whrsd.org	Siobhan Horton and Anna Costa
Preschool Academy 9:05 AM – 3:10 PM	600 Franklin Street Whitman MA	781-618-7018 (Fax) 781-618-7093	Patricia Poirier-Collins Poirier-Collins.Patricia@whrsd.org	Sara Wayman

District Curriculum Directors

Academic Curriculum Chairs	Content Area	Telephone/Fax	Email
Robert Davidson	History/Social Studies Chair 6-12	781-618-7443 (Fax) 781-618-7084	Robert.Davidson@whrsd.org
Amy Floeck	English Language Arts Chair 6-12	781-618-7453 (Fax) 781-618-7084	Amy.Floeck@whrsd.org
Deborah Caruso	Mathematics Chair 6-12	781-618-7442 (Fax) 781-618-7084	Deborah.Caruso@whrsd.org
Theresa Scott	Science Chair 6-12	781-618-7441 (Fax) 781-618-7084	Theresa.Scott@whrsd.org
Kristen Thomas	Foreign Language & Related Arts Chair 6-12	781-618-7461 (Fax) 781-618-7084	Kristen.Thomas@whrsd.org
Shelly Ferro	Elementary Curriculum Coordinator	781-618- 502	Shelly.Ferro@whrsd.org
Laura Lander	Secondary Special Education Curriculum Coordinator	781-618- 187	Laura.Lander@whrsd.org

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

- District Personnel Directory:** Central Office uses the personal information you share with the district to communicate with you by mail/email and telephone when needed. **If your address, marital status, email or telephone number, or direct deposit information should change during the school year, notify the Central Office in writing within thirty days. NOTE: Information is kept confidential and placed in the school's database for district use only.**
- School Intercom Systems:** The purpose of the system is to disseminate information of interest to the student body and faculty. In case of emergency, it will be used as a method of rapid communication. It is used only through expressed knowledge of the administrator in charge.
- School Announcements:** Announcements are made at the beginning and end of each school day, in the assigned building, by the school administrator, or designee(s). Exceptions are made if and when pertinent information arises during the course of a day. Please ensure that all students are attentive during the announcements. Included in the morning announcements will be the Pledge of Allegiance.

4. **Printed Announcements:** To conserve paper, hard copies of all announcements are to be printed judiciously. Whenever possible, the number of hard copies of announcements should be limited to one posting in each homeroom and office area. Any flyers from community or district clubs or organizations promoting special events or fund raisers must first be approved by Central Office prior to distribution to students and faculty.

5. **No-School Announcements:** No-school announcements are made on the following radio stations: WATD and WPLM and on the following television stations: FOX, WCVB (5), WHDH (7), WBZ (4), 98 on local cable and on our district website: www.whrsd.org. All staff and students will also be notified through our **School Messenger** automated telephone system and on social media applications (Facebook/Twitter).

6. **Faculty Directories:** Staff directories are compiled by the school in which they work and listed on the individual school websites, the district website directory, or via the parent portal of Infinite Campus. Staff may be contacted within the district via email, system voicemail, or by phone extensions (published in-house annually). Community members, parents or colleagues outside the district may contact staff via the directory, leaving messages during the school day with the voice mail number for the individual, emailing staff via the individual school email address, or leaving a message with the administrative assistant at the building in which the staff member works. **Please note that unless there is an emergency:** *No staff member will be contacted directly while working with students during the school day. Direct contact will be facilitated if prearranged times have been scheduled for a conference call, parent meeting, or call pertaining to the expressed, timely, needs of a particular student.*
Staff are expected to check their school email, voice mail, and school mailboxes at least once a day.

II. Communications: District Information and Procedures

A. ROUTINE PROCEDURES

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

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

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

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

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

- All publicity matters are to be handled through the office of the principal at each school.
- The Superintendent or designee must approve a copy of all press releases.
- Only the Superintendent/Designee will speak with the media.
- Only prepared statements should be read to the media.
- At no time should the media be allowed to talk to students while on school grounds.
- An area will be designated for the principal to speak with the media.
- Faculty members are discouraged from speaking with the media.

3. **Chain of Command:** All staff members are expected to communicate with and through the building principal in addressing any issues and/or concerns related to their professional responsibilities.

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

1. **Clinics:** The clinic in each school is staffed by a registered nurse, and in some instances a health aide, to assist students and staff with medical problems that arise during the school day/year. Routines screenings of students are performed by the district nurses as well as mandated trainings for personnel on such use of Epi-pens, and Awareness of Blood Borne Pathogens. The district works in cooperation with local vendors for optional trainings for CPR and Defibrillator certifications. CPI and Restraint trainings may also be offered with the support of the health staff and local first responders. The names and location/contact information of personnel who are trained in CPR, CPI, (Restraint Training) and use of the defibrillator are to be posted in each classroom and office.

Employee Assistance Program (EAP): The Whitman-Hanson Regional School District has a new Employee Assistance Program (EAP) called Perspectives.

Perspectives EAP is a highly respected organization founded in 1981 and dedicated to providing employees and their family members assistance with issues in everyday living. Access to a variety of information and resources is at your fingertips, is confidential and at no cost to you. <https://www.perspectivesltd.com/>

Click on Individual & Family Login

At this screen, the username is: MEGA

The password is: perspectives

No one in the district is privy to who contacts them or what services are accessed by an employee. This program is in addition to and not in place of the health benefit options provided through the contract. The finance officer in the district will share the monthly EAP newsletter with all employees during the school year.

B. Safety and Security

1. **ID Badges and Locked Facilities:** To ensure safety and security of all staff and students, the district has assumed the protocol of securing all buildings once the school day has started and in the off-school hours. Outside and some inside video security cameras are also used 24 hours, seven days a week. ALL employees of the district should have their district provided photo ID on their person at all times. Also, these badges, with individual passwords/code numbers, are also used as swipe cards to enter locked facilities and/or specific locked areas of the facilities on the district's time restricted schedule. Main entrance doors are staffed by personnel who will 'buzz' visitors into the building after viewing the television monitors. ALL visitors must sign into the main office and identify their business in the building. NO person whether a staff member, parent, community member, or vendor should be in the hallways, offices or classrooms of the district without express permission and clearance by the main or Central Office. All staff members are to report unfamiliar or unidentified persons to the office immediately. No locked doors should ever be propped open. Visitors will be given access only through the main entrance protocol.

2. **Routine Safety Drills:** As required by law, the district will work with the local officials to conduct Fire Alarm drills; Lock Down, Stay in Place, and Intruder Drills are also conducted during the school year. Each teacher or staff member must post the fire alarm, locked down and stay in place procedure card near the door of his/her classroom or office. All staff should review the protocols with their students the first day of school. *First Student*, our district's transportation vendor, also works with local officials to conduct mandated bus evacuation drills with our students on school property. All staff should be aware of protocols and have access to the **Incident Response Plan** and **Medical Emergency Response Plan** located in each school building. These plans more thoroughly outline the protocols that are to be put in place should an intruder be spotted, or a medical emergency or crisis occurs in a school facility. The leadership team at each school will alert the staff of these procedures during the opening days of school.
3. **Facility Repairs** – All Faculty and Staff should be utilizing the School Dude Maintenance Service and Custodial Request System with the exception of Heat Ventilation and Air Conditioning (HVAC) concerns. HVAC concerns should be reported to the HVAC help desk at ext. 7474. Whitman Hanson Regional School District uses School Dude, a web-based tool, for all maintenance service and custodial requests. To login in to School Dude account to submit service requests using the Maintenance Connection on your desktop.
4. **Personal Attire:** All staff members are to dress in a professional manner, conducive to the grade level assigned and with an awareness of safety and health concerns.

C. Personal Well-Being

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

1. **Drugs:** If a student is suspected of being under the influence of drugs/alcohol, a staff member shall immediately notify an administrator.
2. **Child Abuse:** Massachusetts Chapter 119, Section 51A, defines child abuse as serious physical or emotional injury inflicted upon a child under the age of 18. The appropriate assistant principal and/or the guidance director will file 51A reports with DSS. If any member of the faculty has a concern about the health or safety of a student, the teacher should contact a counselor and/or appropriate assistant principal who may convene an emergency meeting of the school's Student and Teacher Assistance Team (S.T.A.T.). The S.T.A.T. consists of the AP, the reporting teacher (when available), the school nurse, guidance counselors, adjustment counselor, school psychologist, and TITLE IX coordinator. This protocol will help insure that Whitman-Hanson remains a place where students in need will find support and help from a caring, professional faculty. BY LAW, the following people are considered **mandated reporters** and MUST REPORT suspected child abuse and neglect: physicians, medical interns, medical examiners, dentists, nurses, teachers, educational administrators, guidance counselors, family counselors, probation officers, social workers, policemen, and day care supervisors (a more extensive list of persons outside of the school realm is listed on the state site). The most current mandated reporter forms are accessible on the district website.
3. **Harassment, Prejudice, and Non-Discrimination:** The District takes the position that ALL of its students and employees have the right to work in an environment free from harassment, prejudice, and discrimination. The District takes seriously all complaints of sexual harassment and will investigate each and every complaint thoroughly and as quickly as possible. The School Committee's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity or disability.

4. **Bullying:** The Whitman-Hanson School District is committed to providing all students and staff with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. The complete Anti-Bullying policy for the district is referred to in this manual under policies and the complete district policy/procedure is listed on the district website.
5. **Tobacco Use:** Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times. Policy may be found in the policies pages of the website and referenced in this manual’s appendix GBED.

D. Human Resources

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

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

IV. Curriculum, Instruction, & Staff Development

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

A. District-wide Programs and Affiliations

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

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

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

Core Academic Teachers, assigned English Learners, must attain the SEI Endorsement, (RETELL) For purposes of SEI, the term “Core Academic Teachers” includes early childhood and elementary teachers, teachers of students with moderate disabilities, teachers of students with severe disabilities, and teachers of the following academic

subjects: English, reading and language arts, mathematics, science, civics and government, economics, history, and geography. The definition can be found at 603 CMR §7.02.

Requirements prior to July 1, 2016 —

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

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

Requirement after July 1, 2016 —

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

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

3. **Before and After School Enrichment Opportunities:** In addition to the co/extracurricular activities listed in the district contract, both middle schools and some elementary schools, provide fee-based activities for students to enjoy before and/or after the school day. District staff has the opportunity to offer a program that reflects their interest or skill for the multiple week sessions offered throughout the year. Staff members are paid for their services per contract stipends or hourly rates.
4. **Old Colony YMCA Extended Day Program:** This YMCA organization offers before and after school care programs for elementary level students in the district schools. For information about the Old Colony Y Before and After School Care Program, contact the YMCA coordinator at 508-583-2155.
5. **Summer Programs and Opportunities:** During the summer, opportunities exist for students and staff. The programs listed are but a sampling of programs in our District:
 - Extended School Year Enrichment Programs for regular and special education students currently in prekindergarten-grade 12
 - Summer School- Academic course remediation for students entering grades 6-12 (fee based)
 - Site based Elementary Enrichment and Skill building Programs
6. **North River Collaborative (NRC):** The Whitman-Hanson Regional School District is a member district of the North River Collaborative, a nonprofit educational organization located in Rockland MA. The Collaborative operates programs for special needs students, provides occupational and physical therapy to regular and special needs students, offers comprehensive professional development opportunities for regular and special education staff, procures grant funding, and coordinates representatives from member schools to address multiple educational issues.
7. **Pilgrim Area Collaborative (PAC):** The Whitman-Hanson Regional School District is a member district of the Pilgrim Area Collaborative, a nonprofit educational organization located in Pembroke, MA. and offers support to school children with special needs in the district.
8. **South Shore Educational Collaborative (SSEC):** The Whitman-Hanson Regional School District is a member district of the South Shore Collaborative, a nonprofit educational organization located in Hingham, MA. and offers support to school children with special needs in the district.
9. **Regional Educational Collaborative (READS):** The Whitman-Hanson Regional School District is a member district of the South Shore Collaborative, a nonprofit educational organization located in Hingham, MA. and offers support to school children with special needs in the district. This will be in effect in the 2023-24 school year.

10. **Curriculum Leadership Council (CLC):** This organization of school districts in Massachusetts meets throughout the school year at Bridgewater State University to investigate and discuss educational topics. Member schools have access to the professional development they may also offer.
11. **Workforce Investment Board:** The district is in partnership with this southeastern Massachusetts organization that promotes school/business partnerships.
12. **Leadership Groups:** South Shore Superintendents, Lighthouse Superintendents and Assistant Superintendents, Massachusetts Association of School Superintendents, Massachusetts School Administrators Association.
13. **Accreditation:** New England Association of School and Colleges (NEASC) – High School Accreditation

B. Professional Responsibilities

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

1. **Teaching Assignments:** Once your assignments are made known to you, it is incumbent upon you to prepare instructional materials that reflect the district curriculum for the disciplines you are to teach, following Common Core standards and best practices encouraged and supported by the research.
2. **Knowing Your Students:** Upon receiving rosters, you are expected to review all students' particular needs as specified via Individual Education Plans, 504 plans, accommodation plans and/or supports and learning styles, indicative by their past performance, standardized assessments and/ or consults with colleagues and specialists. Be aware that it is your responsibility to be knowledgeable of each specialized support that is in place for each of your students, and plan accordingly to have curriculum accessible by all students. IEPs and 504s and accommodation plans should be read thoroughly. In some cases, you are to sign off having read the specific documents of students assigned to you/on your teaching rosters.
3. **District and School Goals:** You should be aware of the *District's Strategic Plan* and also your school's *Improvement Plan* for the current year. Your administrator may also articulate a specific focus for the school community. Goals articulated in these documents as well as standards in the Massachusetts Curriculum Frameworks should be reflected in your daily planning, instructional practice, and in your individual professional goals for the school year.
4. **Goals for Growth:** Per the contract and state legislature the evaluation system in place requires that you create specific goals for growth that are in place for the school year. SMART goals indicating those standards outlined in the evaluation system should be discussed with your supervisor/evaluator according to the agreed upon timelines of the contract. All documentation of this evaluation system is to be logged into the software program adopted by the District for assistance in facilitating the process.
5. **Professional Engagement:** Whitman-Hanson has structures in place to ensure that professional staff can engage with their colleagues by grade level, by discipline, within schools and across the district. Professional learning communities, vertical and grade level meetings, in-service days, and faculty meetings provide regularly scheduled time for teachers to dialogue and collaborate on student progress, curriculum, common assessments, and to attend to other issues of importance to the learning community. While more time is always needed, there exists opportunities for staff to interact in a professional way. Staff members are also encouraged to seek additional opportunities for professional/personal growth within or outside of the district. Your professional input is always valued as members of school councils, and/or committee members investigating specific topics, or problem solving specific concerns. Partnerships with community members and/or social networks with colleagues across the district enrich the critical and creative capacity of the learning community in serving students, families and others.

6. Credentials and Licensure: It is the responsibility of each professional in the district to maintain documentation and attend to all requirements for licensure, or credentials to perform their assigned duties. The Office of the Superintendent may share information with you via email alerts from the DESE regarding changes in licensure, collection of PDPs, or filing for renewal or updating of certification information. Also, the office will share opportunities for graduate credits attending District trainings, the local Collaborative offerings, or coursework, seminars, workshops or events sponsored by higher education and professional organizations, as they are made known to the office. Review your contract regarding available reimbursement of costs and procedures for securing prior approval. Many offerings are free of charge if we are a District member of an organization. Be mindful, should you need to renew licensure, upgrade your status on the pay scale, by taking a course for credit and/or requesting reimbursement, **you MUST seek prior approval and complete all paperwork for the Assistant Superintendent's signature prior to registration for the course, event, or other professional development opportunity.** Look to the Appendix for specific forms necessary to expedite your request or log in to SMARTPD at <https://app.smartedu.net/whr/pd/default.cfm?%20> The Office of the Superintendent is not responsible for maintaining personal documentation needed for acquiring licensure and/or its renewal; that is the sole responsibility of the educator.

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

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

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

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

10. Miscellaneous Notice for all staff

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

Teachers may not: (a) copy to replace or create anthologies, (b) photocopy consumable works, such as workbooks, and (c) copy as a substitute for buying books.

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

APPENDIX I

A. District Policies and State Laws

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

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

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

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

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

APPENDIX II

B. School Forms and Procedures

All forms with regard to professional Development may be found on the SMARTPD website at <https://app.smartedu.net/whr/pd/>

- WHRSD Staff Development Course Approval Request Form
- WHRSD Teacher Salary Level Change Request Form
- WHRSD Request to Travel Form

Please see the school site administrative assistant for the following forms:

- WHRSD Field Trip Guidelines ○ WHRSD Field Trip Request Form ○ WHRSD Field Trip Parent/Guardian Permission Form ○ WHRSD Field Trip Medication Administration Consent Form
- Fundraising Proposal Form
- Use of the Building and Event Planning Contact Information
- Bullying Prevention Information

Annual Mandated Training

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

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

Staff members will be sent an e-mail message to which they must respond by the specified date indicating they have read and understood the contents of the presentation.

Federal Training

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

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

➤ Conflict of Interest Law ➤ Discrimination ➤ Length of School Year ➤ Attendance ➤ Mandated Reporting (51A) ➤ Chapter 71 ➤ Chapter 71A ➤ Chapter 77 ➤ Chapter 149 ➤ Chapter 54

- Right to Know, Chapter 111F
- Universal Precautions
- Fingerprinting Requirements
- Employee Code of Excellence (ECOЕ)

Administrative Asst., Mrs. LaFerriere

Telephone 781-618-7575

School Hours 7:40-2:15

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

REGIONAL HIGH SCHOOL AND PRESCHOOL ACADEMY LOCATION

W-H Regional High School -

Principal, Christopher Jones

Assistant Principal, David Floeck

Administrative Asst., Mrs. Horton and Anna-Rita LaPietra-Costa

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

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

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

Administrative Asst., Mrs. Wayman

Telephone 781-618-7018

School Hours 9:05-3:10

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

CENTRAL OFFICE ADMINISTRATION OFFICES ARE LOCATED AT THE REGIONAL HIGH SCHOOL

SECOND FLOOR, ROOM 200

Jennifer Kroese, Administrative Assistant to the Superintendent

Telephone: 781-618-7412 E-mail: Jennifer.kroese@whrsd.org