

**Marblehead Community  
Charter Public School**

*Navigators*

**Teacher Handbook**

2020-2021



Peter Cohen, Head of School

Matt Cronin, Principal

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### **Mission Statement**

MCCPS fosters a community that empowers children to become capable, self-determining, fully engaged individuals who are critical and creative thinkers committed to achieving their highest intellectual, artistic, social, emotional, and physical potential. We are dedicated to involving, learning from, participating in, and serving our school community and the community at large.

### **Important Dates**

**Professional Meetings - Hold Every Wednesday Afternoon 2:30-4:30PM**

#### **Professional Development Days**

Tuesday August 25-Friday August 28 - 8:30-3:30

Monday August 31-Thursday September 3 - 8:30-3:30

Tuesday September 8- Wednesday September 9 - 8:30-3:30PM

**SEPAC & ELPAC Meetings - Dates/Times to be determined**

Picture Days - To Be determined

**Coffee with the Leadership Team - Dates TBD**

#### **Universal Screening, ACCESS, & MCAS Testing Windows**

I-Ready & SEL screeners	Math: September 14-25	Literacy: September 14-25
ACCESS	January-February 2021	Specific Dates TBD
MCAS	TBD	

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**General Responsibilities and Work Day / Work Year for All Employees:**

1. Employees will act as stewards of the School's Charter and Mission. They will honor and respect the stated goals and objectives of the MCCPS Charter, Accountability Plan, and Strategic Plan.
2. Employees will comply with the expectations of the Head of School and their administrative designee(s).
3. Employees will work collaboratively and in a collegial manner with all other employees and volunteers to ensure the best possible educational program for all students and the best possible working environment for each other.
4. Employees will strive to continually enhance the school's educational program and will nurture a culture of respect that enables the children and the adults of the school to reach their highest potential.
5. Employees will act as professional representatives of Marblehead Community Charter at school and school related events.
6. Employees will be present and prepared for all student contact days, professional development days, Exhibitions, meetings, and school events as scheduled by the Head of School or their designee.
7. Employees are expected to be present and prepared for several evening/weekend events and asked to attend and participate in a variety of others. See list of required [events](#) and encouraged events below.
8. All employees are expected to sign-in/out everyday at the front office. Whenever an employee leaves the school grounds during school hours (including scheduled field trips), they must sign-out at the front desk before leaving the building and sign-in upon return to school. This process tracks attendance and ensures that in the case of an emergency, the administration is aware of who is in the building. Additionally, signing in certifies that you are well enough to be here and have not been recently exposed to positive COVID-19 cases.
9. Employees are expected to cover classes and supervisory duties for each other when necessary. It is in the best interest of the children to be instructed and supervised by those with whom the children have a relationship and for whom the children demonstrate trust and respect. In most cases, substitute teachers from outside the school's faculty/staff will not be used; teaching teams will support the students by covering for each other in the event of a colleague's absence.
10. All employees are expected to know, understand, and adhere to the contents of this *Handbook* and the current *Student/Parent Handbook*.

### **Accident Reports**

Every accident involving a student should be brought to the attention of the Head of School, the Principal, and the School Nurse. The incident must be documented. The date, time, circumstances, and the extent of the injury should be included in the report. This report should be submitted the day of the accident or incident to the head of school and to the principal.

### **Advisory**

Advisory takes place at the start of each day and serves as a homeroom for students. Attendance must be taken and submitted via the PowerSchool student information system. Additionally, advisory is a time to listen carefully to announcements. Advisors must establish the routines so that this is not a time for students socializing in the hallway, particularly while morning announcements are taking place. While silent reading can be one activity, it is recommended that time also be used to frame the day, share information, and check-in on students to continuously build peer-to-peer and teacher-student relationships.

### **After School Student Attendance**

As a safety precaution and for student accountability, anyone working with students after dismissal (3:20PM) needs to have students sign in on a sign-in form indicating the student stayed with a teacher for a club/activity, a conference, after school help etc. No student should be in the building without a staff member supervising them. All students should be out of the building by 5:30pm.

### **Announcements**

Most announcements will be made during a Community Meeting or at Lunch. During the remote learning or hybrid learning stages, announcements may be made over the P.A. system, through video conferencing, or through a CharterTV message/video. The Head of School or the Principal will make announcements with assistance from students. This will include the pledge of allegiance. If you have an announcement, please notify the staff member in charge of the community meeting. Every effort is made not to use the P.A. system during scheduled class time.

### **Attendance**

The official attendance is taken daily, during advisory and submitted using PowerSchool. Attendance should also be taken at the beginning of each class via Schoology to be able to track student engagement during remote, hybrid, or in-person learning.

## **Benefits of Employment**

All benefits for part-time employees are proportional to their specific FTE. The Head of School reserves the right to make adjustments on a case-by-case basis.

### **A. Medical & Dental Insurance**

- Medical and dental insurance shall be available to all full-time and 4/5 faculty and staff positions.
- The medical and dental insurance plans shall be selected by MCCPS and shall be a certified insurance carrier.
- For those qualifying faculty and staff members who opt to take advantage of the insurance benefit, MCCPS will pay 75% of the insurance premium and the employee will pay 25% of the insurance premium. No alternative insurance benefit or compensation is available to those staff members who opt not to take advantage of the MCCPS insurance plan.
- Under the current health plan, only employees, their spouses and/or dependents enrolled on the plan are eligible for coverage of deductibles. The deductible payments are not considered part of the medical insurance but a benefit of employment by the school.
  - Please refer to the insurance booklets for policy details.
  - The Business Manager is available to answer questions in person or via email.

### **B. Short & Long Term Disability Insurance**

Full-time MCCPS employees are covered under the school's Short and Long Term disability policy - please read your contract to see if this applies to you. There is a small (\$25,000) Life/AD&D rider on this policy. The coverage is provided at no cost to the employee. Please refer to the insurance booklet for policy details or contact the Business Manager regarding questions.

## **Calendar of Events**

A calendar is maintained on the MCCPS website. All clubs, sports events, field trips, special activities, etc. are included. Additions to the calendar should be given to the Office Manager via email.

## **Cell Phones & Smart Watches**

We at MCCPS recognize that the majority of our students own a cell phone. While cell phones may be brought to school, they may not be used during the school day. They should be turned off upon entering the school and not turned on again until after dismissal from school. Cell phones may be stored in a students' advisory classroom for the day or kept in a backpack. Parents are discouraged from sending text messages to students during the school day, as cell phones should not be in use during school hours. Cell phones should not be used during the school day for any reason including, but not limited to text messages, social media, or phone calls. Violation of this practice will result in progressive discipline consequences. Repeated violations will result in articles being confiscated with students allowed to pick items up at the end of the school day. For

further offenses, the item will be held until a parent can pick it up. In addition, students are not permitted to take pictures or record video with cell phones on school property or at school-sponsored events without teacher/chaperone/coach permission.

Smart watches that have the capability to send and receive text/voice messages or phone calls should not be used during school hours.

### **Classroom Management/Discipline**

Every effort is made at all levels to help our students assume responsibility for managing their own affairs within the school setting. Teachers have the responsibility for maintaining order both inside and outside their classrooms. A teacher is expected to develop reasonable procedures and measures for maintaining and solving their own discipline problems. The teacher should try to resolve a problem by utilizing classroom disciplinary measures.

Discipline at MCCPS should be progressive and instructive: teachers should use a variety of resources, strategies and tools to enlist students to help resolve any classroom issues. Research in adolescent development strongly notes the importance of including students in active problem solving in order to attain an environment of mutual respect.

When working with a student keeping the following questions in mind may help the student to take responsibility for their behavior:

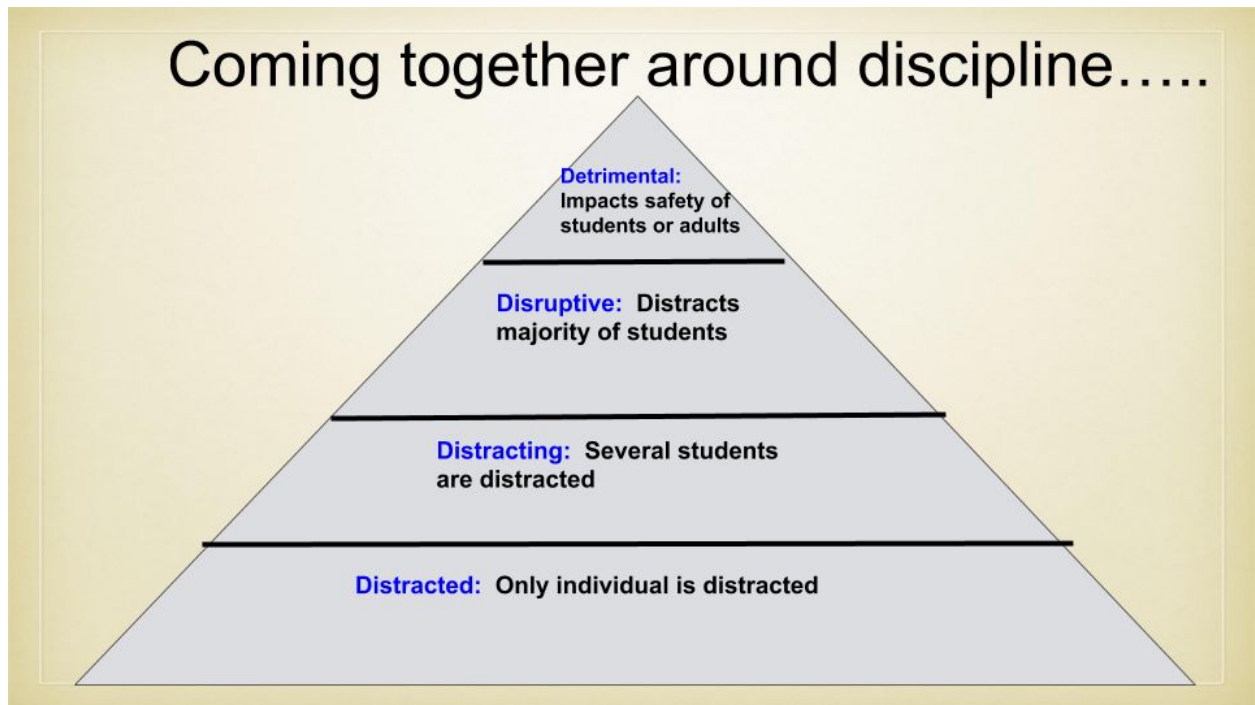
- What happened to bring you here?
- Is this behavior helping you?
- What could you have done differently in this situation?
- What do you do well to gain recognition in a positive way?
- How can I help you to change this behavior?

It is recommended that each grade level team develop consistent, team expectations for the classroom.

If a problem persists remember a team approach may be extremely helpful and is recommended. Seek the help of your team, the Guidance Counselor or School Adjustment Counselor, parents, the Principal, or the Head of School. Violations listed in the Student Handbook should be referred to the Principal.

**Removal From Class:** Sometimes, a student may be asked to leave a particular class where, in the teacher's judgment, the student's presence is a persistent disruption to the academic process. The office should be alerted by walkie-talkie and the student should be escorted to the office. The student will meet with the Principal or a School Counselor depending on the issue. Counselors should be utilized to help reset an agitated student, but not for discipline reasons. Classroom ejections should be used sparingly. See chart below. For students who exhibit

behaviors that indicate they are distracted or distracting others, these incidents should be handled by the classroom teacher or other support personnel in the room. For incidents where students are disruptive or exhibit detrimental behavior, the student should be removed from the classroom for a meeting with the Principal. The Head of School will be notified in case consequences are appealed by a parent or guardian. If the Principal is unavailable, contact the Head of School.



### **Contacting Parents/ Parent Meeting Procedure**

Effective communication is a primary goal at Marblehead Community Charter Public School. Teachers are encouraged to keep in close communication with students and parents regarding student progress and behavior. Communication should reflect both the positive and the areas for needed improvement or growth. Contacting a parent directly is the most useful action that can be taken to improve student behavior and classroom grades. It lets parents know we care about their child and can greatly improve how parents perceive the staff and the school. Teachers are to contact parents via phone or face-to-face meeting whenever a student is in danger of failing, when progress has seriously deteriorated, or when there is a disciplinary problem. Teachers should call parents frequently with good news as well as concerns. If parents contact a teacher, they should receive a response within 24 hours and never longer than 48 hours later.

Parents and teaching teams may schedule a meeting with one another at a mutually agreed upon time. These meetings may be coordinated directly by the teacher or through the Guidance Counselor. In addition to conferences, teachers are strongly encouraged to continue communication through phone calls, emails, and additional progress reports when needed. While keeping the PowerSchool and Schoology grade books up to date is required, it does not take the place of direct communication with parents.

Phone calls and face-to-face meetings are highly encouraged in place of email.



During remote and hybrid learning, every student will be assigned a teacher or learning specialist as their point person. Parents should receive a phone call or email at least every other week to share progress and updates on student engagement on projects and assignments, as well as participation in video conferences. During the first contact, work with the parent to determine the most effective method of communication.

### **Copy Machines**

Copy machines are available for teacher use in the teacher copy room. Teachers should not attempt to fix a malfunctioning copier, but should immediately report it to the MCCPS front office. Please make every effort to go paperless by posting documents online. However, during remote and hybrid learning we can and should provide packets of information and assignments for students during this unusual learning period.

### **Daily Teacher Procedure**

Upon arrival at school, each teacher should sign in to indicate that you are present, on time, and are well. By signing in, you are stating that you have not been experiencing any COVID-19 related symptoms or been around a positive COVID case.

Each employee is encouraged to check their mailbox in the cafe area. Please notify the office ASAP if a colleague is not present and no coverage has arrived. A reminder that it is the responsibility of each employee to arrange for coverage of their classes and duties when absent.

Before the start of the school day, it is also expected that each teacher will check their email as important communications for the day are often sent the evening before or early in the morning from the office. This includes your Gmail account (@marbleheadcharter.com), and Google Classroom or Schoology where we will share resources. It is recommended that these accounts be set up on your cell phone and that you have notifications for Google Classroom and Schoology turned on so as not to miss up to date information.

During in-person learning days, all staff are expected to be present in the Community Room for our community meeting. You should arrive at school no later than 7:30am and be already in the community room by 7:45am each day.

Normal professional school operational hours for teachers are Monday, Tuesday, Thursday, and Friday from 7:30 A.M.-3:30 P.M. and Wednesday from 7:30 A.M.- 4:30 P.M.

Normal professional hours for administrators are Monday, Tuesday, Thursday, and Friday from 7:00 A.M.- 4:00 P.M. and Wednesday from 7:00 A.M.- 4:30 P.M.

**Opening Procedures:** All students should be in the community room by 7:45 a.m., prepared to listen to the announcements and presentations. Students will then report to Advisory for attendance.

The following will take place each morning:

- The Pledge of Allegiance will precede announcements.
- Announcements will be made either at the community meeting or over the P.A. system when we cannot have large group gatherings due to COVID restrictions.
- Students are to be quiet and attentive as important information is given during this time.

Teachers must submit their daily attendance through Powerschool by 8:15am.

During remote and hybrid learning, attendance should be taken during the virtual Advisory meeting and recorded in PowerSchool.

**Corridor Supervision (Ongoing):** Research shows that teacher presence in the corridors reduces the instance of bullying and other violence in schools. With this in mind, teachers are to be visible in the corridors especially during the changing of classes. Teachers are responsible for the supervision of students in and around their classrooms during the changing of classes as well as the time surrounding the lunch and recess blocks. When possible, teachers should escort students from class to class. At least one teacher should be present in the hallway during each passing time and ideally all teachers will be present with “eyes on the street.”

**End of the Day Procedure:** At 3:20p.m. students are to be dismissed from last period. At this time, students may go to their advisory room to collect belongings (coats) and/or leave the building. All teachers should assist with hallway supervision at this time. Teachers are expected to stay in the hallway surrounding their classroom/supervisory area until 3:25p.m. Supervision of the lobby and exits will be assigned as duties each afternoon to clear the hallways of students efficiently. These procedures will be updated for the use of multiple exits during COVID-19.

### **Dropped Off Items**

All materials brought to school by parents for students will be left in the front office. Students are to check in at the front office. Except in time sensitive situations, classes will not be interrupted for messages.

### **Duties**

Members of the faculty and staff may be assigned to supervise drop-off, pick-up, early arriving students, and/or recess. Specific guidance will be shared regarding each duty as assigned by the Principal or Head of School. Please report to your assign duty on time, with a walkie-talkie, and find coverage if you need to be late or absent.

### **Electronic Devices**

Students may bring electronic devices such as cell phones, iPods, etc. to school, but should be turned off during the school day. The only exception to this rule is if a teacher has given specific students permission to use their cell phone as part of an instructive, educational and supervised activity within their classroom. An electronic device that is being used without explicit staff permission for educational purposes may be confiscated and given to the front office. Confiscation should only take place when phones are used to text or photograph without teacher permission, therefore presenting a distraction to the class. See updated Cell Phone policy above.

**Educator Evaluation**

The priority at MCCPS is for every educator to receive regular feedback from peers, department chairs, and the leadership team. A system for formal feedback and evaluation will be developed as a professional community.

**Email**

Teachers should check their @marbleheadcharter email accounts every morning as there is often important and time sensitive information posted. Email should be checked periodically during the summer months. This includes your Gmail account (@marbleheadcharter.com), Schoology, and Google Classroom. It is recommended that these accounts be set up on your cell phone and that you have notifications for Schoology and Google Classroom turned on so as not to miss up to date information.

**Evening/Weekend Expectations\***

*See the school calendar for dates and times.*

<b><u>Column A</u></b>	<b><u>Column B</u></b>	<b><u>Column C</u></b>	<b><u>Column D</u></b>
FULL FACULTY/STAFF presence is necessary for these events.	A faculty/staff presence is needed at each of these events.	A faculty/staff presence would be helpful at these events.	A faculty/staff presence is important to fulfill these governance functions.
<b>Back to School Night</b> <b>Exhibitions</b> <b>Graduation</b>	<b>Saturday Open Houses</b> - at least 1 member from each team is needed	<b>Assist with or attend a Music Extravaganza or Play Performance</b>	<b>Board of Trustees or Committees - Join or attend a meeting</b>
	<b>Assist with or attend a Fundraiser or Development Event</b> - a presence from each grade level and department is helpful	<b>Assist with or attend Sporting Events</b> - Dates TBD	<b>PTO / Community Building Events</b>

\* Part-time employees are expected to attend a % of the events relative to their hours.

### **Expectation Letters**

At the beginning of the year it is recommended that each teacher and/or team send home a letter of expectation for their class describing the course, expectations, grading procedures, list of supplies, make-up policies, etc. These letters should set a positive tone because, in most instances, this is the first communication from the teacher to the family. Letters can be posted on websites and/or emailed home. It is not necessary to send them home via snail mail. Please provide a copy of this letter for the Principal. Reminder, homework may not count for more than 10% of a student's trimester grade. Additionally, a pacing guide or curriculum map should be completed and posted on the website for every course at MCCPS. Submit updated pacing guides via Google or Word to the Principal each year. This work will be completed collaboratively in 2020-2021 to align curriculum units and lessons to the new Criteria for Excellence.

### **Extra Help for Students**

Extra help after school is an accepted part of every teacher's professional responsibilities and is to be offered to all students whether or not it is requested. Teachers should find time to be available for video conferencing help with individual students and small project groups. Teachers may work with students before school but must coordinate this with the students and parents. When possible, keep a logbook to record this extra support. A teacher may require a student to stay after for extra-help if the student is in academic crisis. If we partner with parents, we can mandate attendance at after school hours extra-help sessions.

### **Faculty Meetings**

Teacher attendance at Faculty Meetings is mandatory unless previously excused by the Principal or Head of School. Therefore, all appointments or other non-school related obligations should be scheduled for alternative days. In addition, all teachers are expected to stay until the end of each meeting unless previously arranged with the Principal or Head of School. Please note that meetings will be held each Wednesday from 2:30-4:30pm, and you should have that time blocked off on your calendar. These times may be adjusted during remote and hybrid learning. Teachers who are coaches for sports teams are excused from faculty meetings on game days, but practices should be canceled for faculty meetings unless cleared in advance with the Principal or Head of School.

### **Failing Students**

If a student is in danger of failing a class for the trimester or for the year, a phone call must be made to the parents/guardians notifying them of their child's status at least two weeks prior to the close of the trimester and four weeks prior to the end of the year. The Principal and Guidance Counselor must also be notified via email of a potential student failure. If the student is on an IEP, the Director of Student Services should also be notified of a potential failure.

It is also advisable to contact the parent/guardian via an additional progress report, phone call or email, if a student's grade takes a serious dip in a term (i.e. from a C to a D- or an A to a B-, etc.).

### *Field Trips*

Teachers requesting a field trip must do so using the proper forms. Teachers must submit their requests at least three weeks in advance of the trip. Organizers of the trip should check in with the Business Manager early on in the planning process. Arrangements for transportation are to be made by the teacher. Money collected from the students should be given to the Office Manager or Business Manager who will deposit the money in the appropriate account. Please keep all cash and/or check payments in a locked drawer or cabinet until you turn the money into the Business Manager. Please be sure to follow all of the procedures as outlined on the form before turning it into the office. Be sure to notify everyone (integrated arts teachers, kitchen, etc.) of field trips as soon as they are scheduled.

Educational field trips should be planned and conducted in accordance with the MCCPS Field Trip and Student Travel Policy. Below are guidelines to be followed when planning a field trip:

1. The teacher will review the value of the trip with the Principal or Head of School and receive approval prior to making arrangements for the trip.
2. A parental permission slip is required for each child participating in trips that present inherent risks or includes driving.
3. The teacher will provide the parents with information concerning the purpose and destination of trip, cost, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
4. Participating students will pay a pro rata share of costs for any special transportation, admission fees, etc. However, funds may be available for students needing assistance with such expenses.
5. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the Principal or Head of School. Teachers are responsible for informing accompanying adults of their responsibilities.
6. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of children. Students who cannot be controlled may be excluded from field trips. All school conduct policies must be followed during school-sponsored field trips.
7. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
8. Students' safety will be a primary consideration, with first-aid kits required on all field trips.

9. Should an emergency situation occur, the teacher is responsible for notifying the school office or principal by telephone as soon as possible.
10. School or Coach buses ordinarily will be used for transportation. The use of private vehicles by staff members for transporting small groups of students may be authorized, provided the driver has the required liability insurance.
11. Requests for bus transportation will be channeled through the office to the business office. Any requests for special transportation will be submitted to the school Principal.

### **Grading System**

Students receive a numeric grade for each class using the following parameters:

A	90 or Above
B	80-89
C	70-79
D	65-69
F	Below 65

When a student is absent for a prolonged period of time near the end of a marking period, they may receive an “I” (Incomplete) on their report card. The mark is temporary and must be remedied by the end of the next trimester. Any Incomplete mark not remedied by the end of the following grading period will be changed to a Failure (60).

### **Homework**

Homework is most effectively used as practice of concepts learned in class as opposed to introduction of new material. Students should be assigned reasonable amounts of homework each school night in every appropriate class (this might include reading, writing in a journal, application of concepts learned in class, continuation of work on a project, interviewing someone for information, library/web research, etc.). In the spirit of professional courtesy, notify your colleagues if you plan to assign a homework assignment or project that exceeds normal expectations and will require extra time spent out-of-school. Homework may not count for more than 10% of a student’s trimester grade on the report card. In terms of time, a student on any given night should have no more than:

- 4<sup>th</sup> Grade = 40 minutes of homework
- 5<sup>th</sup> Grade = 50 minutes of homework
- 6<sup>th</sup> Grade = 60 minutes of homework
- 7<sup>th</sup> Grade = 75 minutes of homework
- 8<sup>th</sup> Grade = 90 minutes of homework

### **Informal Progress Reports**

In addition to the trimester progress report at mid-trimester, teachers may choose to send home additional progress reports at any time during the marking period. It is extremely important to keep parents proactively apprised of their child's progress throughout the trimester. If a student exhibits a significant change in performance or attitude, there should be communication with the home through an email, a phone call, a note, an additional progress report etc. Additionally, the guidance counselor should be notified. *Rule of thumb: No report card grade should ever come as a surprise to a parent.*

### **Leave Request**

When needing to take a day or half day for personal or medical reasons (workshops, personal days, medical/sick day, jury duty, etc.), staff members are required to fill out the Request for Leave form prior to the requested day. The form can be found online at <https://faculty.marbleheadcharter.com/> Teachers will also need to notify the Office Manager to confirm the plan for coverage. If a staff member is out for an unexpected absence, the form must be filled out upon return to school. Coverage must be arranged by the staff member.

### **Leaving the Building (Staff)**

During the teaching hours of 7:45am to 3:30pm, teachers who need to leave the building for emergencies or school-related business are to notify the front office before leaving and sign out/in.

### **Letters of Employment Agreement, Non-Renewal**

1. Most MCCPS faculty/staff members are employed under a one or two-year contract.
2. At the June MCCPS Board of Trustees meeting of each academic year, the Head of School will notify the Board of Trustees of their determinations regarding the rehire, probation, or non-renewal of the faculty/staff for the following academic year.
3. Any faculty/staff member who, in the opinion of the Head of School, is in danger of receiving a probationary contract or a notice of non-renewal will be so informed by the Head of School prior to June 1<sup>st</sup> of the current academic year.
4. In cases of probation or non-renewal, the Head of School will arrange for a meeting with the individual faculty/staff member to discuss the reasons for the non-renewal or probation. Other parties may attend this meeting as needed and/or requested.
5. Unless otherwise indicated, all offered letters of agreement should be signed and returned to the Head of School no later than one week after the date of issuance. Requests for extensions of this due date may be requested of the Head of School. Approval of said requests is at the discretion of the Head of School.

6. All unsigned letters of agreement shall be considered void two weeks after issuance unless an extension has been granted in writing by the Head of School.

### **Library**

The new Library serves faculty only until COVID-19 restrictions are lifted.

### **Maintenance Requests**

When a staff member observes the need for a repair to the facility or a piece of equipment, they are requested to submit a Maintenance Request via email to the Business Manager or the Head of School. If after one month the repair has not taken place, please notify the Head of School. Requests should not go directly to the facilities department.

### **Maternity/Paternity Leave - FMLA**

Under the Massachusetts Maternity Leave Act, only those employees who have completed the initial probationary period are eligible for maternity/paternity leave benefits. Additionally, leave under the FMLA is unpaid. Maternity/paternity leave is available for full-time employees who give birth to a child or whose spouse gives birth to a child, who adopt a child under the age of eighteen, or who adopt a child under the age of twenty-three if the child is mentally or physically disabled.

1. An unpaid leave of absence shall be granted for maternity purposes to full-time female employees. Such leave shall not exceed eight weeks unless approved by the Head of School.
2. An unpaid leave of absence shall be granted for paternity purposes to full-time male employees. Such leave shall not exceed eight weeks unless approved by the Head of School.
3. Unpaid extended leave may be granted for maternity/paternity purposes by the Head of School at their discretion.
4. Employees requesting maternity/paternity leave must request the leave via a "Time-Off Request" form, giving as much advance notice as possible prior to the leave (at least 4 months). Leave may be denied if an employee provides less than two weeks notice.
5. Employees who return to work within eight weeks from the commencement of a maternity/paternity leave will be restored to the same position held at the time the leave was granted or will be placed in another position with the same status, pay, length of service credits, etc.
6. Pregnant full time employees may apply for up to six weeks of partial compensation through the school's short-term disability policy in the event of an approved maternity leave. All requirements, details and provisions of the policy in effect at the time of the application apply. The school does not guarantee that the application will be approved by



the carrier nor is the school responsible for any employee compensation during the period of leave.

7. The employee remains responsible for appropriate contributions to the school's health and/or dental plan as well as any other obligations in place during the period of leave.

8. Female employees with at least five years of consecutive employment on the date on which they begin an approved maternity leave may be paid for up to six weeks of such leave.

### *Movies*

Only videos of educational value are to be used during class time. It is the administration's opinion that very few feature films contain the educational value to justify using substantial class time.

Movies are a valuable educational tool that enhance student understanding when used properly. Oftentimes, the most powerful message can be relayed in the viewing of a series of clips, while at other times it is beneficial for a class to watch an entire movie. It is critical that when planning for the use of movies in the classroom, teachers keep in mind the following questions:

- What is the overarching objective of the unit/lesson?
- Is student learning enhanced by watching this film?
- Would showing a series of short clips achieve the same objective?
- How is the movie introduced? What activities are done prior to the showing of the movie to provide the appropriate background information?
- How will the movie be processed by students and applied to the overall unit of study?
- What will the parent perception be of the validity of this movie?

Once the teacher has previewed the movie, keeping these questions in mind, they should get permission from the Principal before showing the film. No film that is rated R should be shown in the classroom. If approval is granted, the teacher must have a signed permission slip from each parent before students may view the film.

Feature films are not to be used as a reward during class time. Movies are not to be shown as filler or right before a vacation unless there is to be appropriate and meaningful follow up which is difficult to attain when a week has elapsed.

### *Nurse*

The Nurse is available from 7:45 a.m. to 3:30 p.m. Please radio the Nurse if you are sending a student to the clinic. If a student is feeling dizzy the teacher should send an adult escort with the student or call the front office for assistance. The Nurse should evaluate any student who is not feeling well before a call is made to request dismissal from school.

The Nurse should administer all medications unless they delegate medication administration to another adult. Students are not allowed to have any form of medication in their possession except Epipens and inhalers when ordered by a physician. If a teacher notices any medication, over-the-counter or prescription, the teacher should take that item and deliver it to the clinic. Feel free to contact the nurse if you are concerned about a student.

Please review full [Nurse's Office Procedures](#) here.

### ***Personal Days/Professional Days***

1. Employees may be granted paid/unpaid time off from school with the approval of the Head of School or their designee.
2. Requests for time off should be made electronically via the "Time-Off Request" form and should be submitted to the Head of School at least 2 weeks in advance. Failure to submit the request at least two weeks in advance may result in the voiding of the request.
  - Two (2) personal days (or the equivalent thereof) per year may be allowed. (*Half-time employees are eligible for 1 personal day.*)
    - Requests for additional personal time off, if granted, will result in a deduction of one day's wage (1/195 of the salary for 10 months employees or 1/215 for 11 month employees) for each additional personal day.
3. Faculty/staff are encouraged to pursue professional development activities outside of the school's scheduled professional development program. At the discretion of the Head of School or designee and within the budgetary constraints of the school, employees may be granted time away from school to attend conferences, visit other schools, and/or attend professional development activities.
4. For all approved time-off from school, faculty/staff must arrange their own coverage for all teaching and/or supervisory duties (including Enrichment), must communicate their substitution plans directly to their grade level team members and those covering the duties, and should identify who has agreed to substitute for them via the "Time Off Request" form.

### ***Press Releases***

Events in school, no matter how small, are important news to the students and to the community. The faculty is encouraged to promote MCCPS as much as possible to maintain and to foster our positive image in the community. All releases should be given to the Principal or the Head of School for distribution to various news and social media sources. If you want to promote something on social media, please notify the Office Manager who will coordinate posts on Facebook, Instagram, and Twitter. Please use #MarbleheadCharter and #EdThatAddsUp whenever posting on Twitter or Instagram. If your classes are doing something you want

highlighted, contact the Head of School or Principal and they will contact the appropriate news sources.

### **Purchases**

All requests for purchases must be submitted to the Business Manager.

### **Retirement**

1. Most faculty/staff members are required by state law to be members of the Massachusetts State Teachers' Retirement System (MTRS). Information about this program is available on their website and/or from the Business Manager.
2. Participation in other retirement and/or tax sheltered annuity programs is at the discretion of the faculty member.

### **School Evacuation**

During a fire drill or evacuation of any type, everyone is required to leave the building. All teachers should read and be familiar with the crisis plan that will be reviewed at the start of each year.

Please also familiarize yourself with the fire drill procedure, which should be clearly posted in your classroom. Make sure that as you leave your room all windows and doors are shut and that you have your class roster. Teachers are to remain with their classes during the entire drill.

### **Section 504 Accommodation Plans**

The MCCPS Guidance Counselor is the 504 Coordinator for our school. The Guidance Counselor will circulate 504 Plans at the commencement of the school year. Within the first week of school, staff will be required to sign a form verifying they have read the 504s for students they have in their class.

### **School Doors**

All outside doors are to remain locked during the school day and should not be propped open at any time. Groups who go outside are to check out with the front office and take a walkie-talkie.

### **Student Handbook**

Advisory teachers are encouraged to schedule time during the opening days of school to review the Student Handbook with students. Please discuss as a team how to best accomplish reading and reviewing our school's expectations with students.

### **Teacher Attendance & Sick Leave**

In the event a teacher is unable to attend school and a substitute is needed, it is their responsibility to arrange for coverage. Please also notify the Office Manager as early as possible to ensure that the Leadership Team is aware of the absence and plans for coverage.

It is recommended that every teacher complete an emergency substitute teacher folder. This folder should be kept in an easy to locate spot in your classroom.

This folder will be utilized by a colleague who is covering for you in the event of teacher absence where current plans are unavailable and should therefore contain the following:

- Class rosters
- Class schedule
- Seating charts
- One copy of three generic lesson plans to be used in the event of an unplanned absence

1. In order to maintain a healthy work environment, please stay home when feeling ill. Please complete the [leave request form](#) as soon as possible when you know you will be out.

- Employees may request a sick day(s) for illness, either of the employee or of the employee's parent, spouse, or child(ren).
- Sick days may not be used for any other purpose. The use of sick days to rest, catch-up on paperwork, or to extend a vacation/holiday is prohibited. Employees who violate this policy may be subject to disciplinary action, including but not limited, to a deduction in pay.

2. If sick time is approved, the employee must contact their team members and arrange for coverage of all classes and duties.

3. The employee must provide a substitute plan (via e-mail or text) and should indicate all coverage that is needed to address teaching and/or supervisory responsibilities for the day.

4. Medical verification by a physician may be required for an absence of *three consecutive days* unless notification of the need to quarantine has been provided. If quarantine is required, the staff member is still expected to work remotely. If the employee is too ill to teach remotely, medical documentation will be required.

- In the case of absence of three or more consecutive sick days for which there is no medical verification by a physician, the absence shall be considered unpaid leave and a deduction of salary may result.

5. If an employee becomes ill during the school day, they must report to the Nurse for evaluation. If it is determined that they must go home for the day, the Head of School or their designee will be informed. Symptoms may be documented for contact tracing purposes. The employee must then arrange for coverage of any additional duties for the day (or ask a colleague to do so). They must then sign out at the front desk before leaving the building for the day.

6. All employees are limited to a maximum of 10 paid sick days each year. (*Half-time employees are eligible for 5 sick days.*) If an employee takes more than their allowed days, a deduction in pay equivalent to a day's wage for each additional day taken will occur.

7. Before/upon returning to school after being out sick, employees must complete a Time Off Request and indicate the date(s) missed due to illness and who provided coverage of classes/duties.

**Bereavement:**

Faculty members may take bereavement time of up to 3 days for immediate family with approval from the Head of School or their designee. A "Time-Off Request" form should be completed before time is taken for bereavement when possible or before 3:00PM on the day of return after taking time off for bereavement.

**Termination of Employment**

- The Head of School may terminate a faculty/staff member's employment immediately and without further payment obligation in the event that any dishonest or fraudulent act against the school is committed.
- The Head of School may terminate a faculty/staff member's employment for incompetence or dereliction of duty. The Head of School may only effectuate such a procedure after notification in writing of the faculty member's lack of adequate performance.
- The Head of School may terminate a faculty/staff member's employment for immoral behavior or for insubordination.
- The initial 90 days of employment shall be considered probationary for all new employees and employees in new/different positions. The Head of School may terminate a new faculty/staff member's employment during this period without cause or explanation.

**Trimester Grade & Progress Reports**

Grades are to be completed in PowerSchool. Report cards will be issued for all students in all areas all three trimester marking periods. The trimester Progress Report is used to inform students and parents of the student's achievement level midway through the marking period. See above for recommendations on communicating with parents. Grades should be entered in PowerSchool at least once every 10 school days.

**Acknowledgment of receipt/acceptance of the**

**MCCPS Faculty/Staff Handbook,**

Directions: Put a completed copy in the mailbox of the Head of School. Thank you.

My signature below indicates that ***I have access to and have read the current MCCPS Faculty/Staff Handbook.*** I understand that it is my responsibility to know, understand, and adhere to the contents of the current *MCCPS Faculty/Staff Handbook.*

Further, I understand that although every effort has been made to include within the *Handbook* the necessary and useful information, descriptions, and expectations for the proper and reasonable functioning of the school, it should not be considered exhaustive. ***I understand that the Administration reserves the right to amend the contents of this handbook and/or revise school policies and/or procedures as needed.***

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Name (please print)

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Signature

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Date