July 1, 2019 - June 30, 2020

The Athol Teachers Association

School Committee and

Athol-Royalston Regional

Contract Between The
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The size and makeup of the workforce
levels of expenditures
whether or not to fill vacancies
for purposes of economy or efficiency
positions as a result of legitimate recognition
creating new positions and abolishing existing

Includes, without limitation, the following:
educational services and to establish educational policies
The Committee's exclusive right to determine the levels of

business without hindrance or interference by the Association.
other customary functions of management in carrying out its
Royall-Rowley Regional School District's operation and to exercise the
hiring of employees; and generally to control and supervise the activity
of employees and to maintain discipline and efficiency among them, to lay
focus on to maintain discipline and efficiency among them, to lay
discipline, to assign, suspend, discipline, discharge or
terminate employees;

determine the necessity for filling a vacancy;
to transfer employees

A. Under the law of Massachusetts, the Committee, elected by the citizens

accomplishment of that purpose, we the undersigned parties to the Committee, declare
within the teaching staff of the Athol-Rowley Regional School District is essential to
quality for the children of Athol and Rowley, Massachusetts, and that good morale

PREAMBLE

Recognizing that the prime purpose is to provide education of the highest possible

Association.

Committee, and the Athol Teachers Association (hereinafter referred to as the
Rowley Regional School District (hereinafter sometimes referred to as the
contract is made this 11th day of July 2019, by the School Committee of the Athol-
pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this

CONTRACT
Article I

Recognition

see the above adopted.

E. To give effect to these declarations, the following principles and procedures

F. And other conditions of employment for the teaching staff; and so the

G. The teaching staff of the public schools of the Alto-Roxo-Station Regional

H. By the School Committee.

B. The Superintendent of Schools of the Alto-Roxo-Station Regional School

C. The teaching staff of the public schools of the Alto-Roxo-Station Regional

D. fulfillment of these respective responsibilities can be facilitated and

A. For the purpose of collective bargaining with respect to wages, hours, and other

Teaching principals, school doctors, and substitute teachers.

Massachusetts), excepting assistant superintendents, assistant principals, principals,

such employees as are defined in section 1 of chapter 1 of the general laws of

such employees as are defined in section 1 of chapter 1 of the general laws of

such employees as are defined in section 1 of chapter 1 of the general laws of
The Association and the Committee.

The Association and the Committee shall consider the best interests of the students.

The Association and the Committee shall make a decision on a particular practice.

If the Association finds that the Committee did not negotiate in good faith and make the affected employees whole.

If the Association finds that the Committee did not negotiate in good faith, then the arbitrator shall resolve the practice to status quo.

If the Association determines that any “past practice” as defined in this article meets the definition of “past practice” as set forth in this article.

The arbitrator shall consider whether the particular practice at issue.

The arbitrator will issue a final decision within thirty (30) days of the completion of bargaining.

Following the completion of bargaining, the parties may request an attempt to reach agreement or to impasse.

The parties agree to bargain in good faith for a reasonable period of time.

The parties agreed to resolve any disputes over the application of this Article by a responsible period of time.

The parties agreed to resolve any disputes over the application of this Article by a responsible period of time.

For purposes of this Article, the term "wages, hours, and other conditions of employment" shall include the following:

The parties agreed to resolve any disputes over the application of this Article by a responsible period of time.

The parties agreed to resolve any disputes over the application of this Article by a responsible period of time.

For purposes of this Article, "existing compensation and other conditions of employment" shall include the following:

Subject to the provisions of this Article.

EXISTING COMPENSATION AND OTHER CONDITIONS OF EMPLOYMENT

ARTICLE 2
of the Association.

whole. Attendance of individuals outside of the bargaining unit shall be at the discretion of cernonies/New Teacher Orientation/Convocation to address the bargaining unit as a whole. The Association shall be afforded no less than one-half hour of time during opening day.

Representatives of the Association shall be allowed to meet with newly hired employees, the employee to any third parties unless required by law or court order.

Employee’s home address, home or personal phone numbers, or personal email address of any other than the Association, the employee may release the employee’s work address, and any personal email address on the public record.

Employee, date of hire, work email address, and any personal email address on file with the public record. Any home and personal cellular telephone numbers on file with the public record. Employee’s name, job title, workplace location, home address, work telephone number, and hire date.

The employee shall notify the Authority Teachers Association of each hiring decision in the bargaining unit.

operations.

such activities do not unreasonably interfere with the school day.

For the purpose of addressing workplace issues or bargaining with employees during their lunch and after work premises outside of the bargaining unit. The District shall not prohibit or otherwise interfere with the Association's activities.

**ASSOCIATION RIGHTS**

**ARTICLE 4**

Payment of dues duly authorized by employees covered by this contract, the general laws of Massachusetts, and in accordance with the provisions of Section 17C of Chapter 150 of the General Laws of Massachusetts. The Committee hereby accepts the provisions of Section 17C of Chapter 150 of the General Laws of Massachusetts.
Committee a written statement of grievance.

The association and the Chairman of the Professional Rights and Responsibilities
employee may, within five (5) regular business days following the date the grievance shall not have been disposed of to the employee's satisfaction, the

LEVEL FOUR If at the end of five (5) regular business days next following such presentation.

Presentation shall be made within fifteen (15) school days of fifteen (15) regular business

preferably immediately supervisor. At the option of the employee, this

and a member of the Professional Rights and Responsibilities Committee to the

employee. This presentation shall be made within ten (10) school days or ten (10) regular

immediately supervisor, the grievance shall then be presented orally by the employee

verifying receipt of the letter and presenting meeting dates, which shall be

date. The principal/other appropriate immediate supervisor shall respond in writing by

date. The principal/other appropriate immediate supervisor responds in writing by

Association shall inform the principal/other appropriate immediate supervisor in writing that

the employee's satisfaction by such discussion. The

LEVEL THREE: If not disposed of to the employee's satisfaction, the

employee should have responsibilities become aware of the occurrence.

the occurrence of the grievance, or following the occurrence of the grievance, or following the date on which

Employee, this presentation shall be made within ten (10) school days or ten (10) regular

supervisor with the objective of settling the grievance informally. At the option of the

Professional Rights and Responsibilities Committee to the principal/other appropriate immediate

Professional Rights and Responsibilities Committee of the Association.

LEVEL ONE: The aggrieved employee shall discuss the grievance with a member of the

Grievance in writing, which grievance shall not be unreasonably withheld:

The time limits that follow will be considered maximum unless extended by mutual

federal holidays, and state holidays.

administration office is closed on weekends, administrative office is open. The central administration office is open. The central business days are days when the central

school is in session for students; regular business days are days when the central

For purposes of counting days to advance a grievance, school days are days when

employee.

shall prevent any such employee from individually presenting any grievance of the

shall prevent any such employee from individually presenting any grievance of the

The purpose of the procedure is set forth herein for the use of employees covered by this contract

the Contract. The Committee and the Association therefore, and nothing in this Contract for the grievances involved in the proceeding. The following procedures, and complaints subject to those procedures, shall be as normal and comparable as may be applicable.

The Grievance Procedure.

ARTICLE 5
American Arbitration Association, written notice of the advancement of the grievance to the American Arbitration Association in accordance with the applicable rules of the American Arbitration Association, at the expiration of fifteen (15) regular business days, following the expiration of the above-mentioned period of fifteen (15) regular business days next following the conclusion of the grievance hearing, and within fifteen (15) regular business days next following the conclusion of the grievance hearing, and within fifteen (15) regular business days next following the conclusion of the grievance hearing, and within fifteen (15) regular business days next following the conclusion of the grievance hearing.

In advance of the meeting of the School Committee, the grievance shall be deemed to be waived, except in those instances of grievances for which the grievance is not presented at the meeting, except in those instances of grievances for which the grievance is not presented at the meeting, except in those instances of grievances for which the grievance is not presented at the meeting, except in those instances of grievances for which the grievance is not presented at the meeting, except in those instances of grievances for which the grievance is not presented at the meeting.

The aggrieved employee shall be at the School Committee meeting, and shall be represented by the Association.

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NO STRIKE PROVISION

ARTICLE 6

The Association recognizes the rights of the Association to the class action or association grievances on behalf of the bargaining unit.

The Committee, unless mutually agreed,

is acclaimed by mutual agreement.

F. Any grievance may be initiated at the level where the cause of the grievance shall be filed in the personnel file maintained by the Association.

G. No written communication, other document, or record relating to

any employee involved in presenting such grievance shall be considered.

H. If any grievance shall be considered by the specified level, a single

grievance shall be submitted to the Association.

I. If any employee covered by this contract shall present any

grievance following the procedures outlined above,

the Association shall be notified immediately by the School Committee and the

Association.

All expenses for arbitration shall be shared equally by the School Committee and the

Association. If two or more named employees believe that they share a similar

grievance arising from the same or similar facts, the grievances shall be resolved as a single
consultations will be subject to the following stipulations:

A. The association will be consulted in the preparation of the annual school calendar.

B. The school calendar effective within the duration of the contract shall become an addendum to this contract.

C. If any provision of this contract is held to be contrary to law by an appropriate court or

LEGITIMACY OF PROVISIONS

ARTICLE 8

The association will reimburse the Committee for the number of copies they receive. The total cost of preparation will be broken down to a per-copy cost and the advance of printing, the number of copies they wish to receive.

ARTICLE 7

The responsibility for the final preparation of the contract for distribution will rest with the Committee. All arrangements for printing, including such items as the choice of a printer/publisher will rest solely with the Committee.

ARTICLE 6

School Calendar

ARTICLE 9

Contract as an Addendum. Upon the agreement of the Committee and the Association will be reduced to writing and added to the contract. Any such amendments mutually agreed to provision to meet the requirements of the law. Any such amendments mutually agreed upon by the Committee and the Association will meet the purpose of amending the illegal and the legal to all other provisions of this contract will continue in full force and effect, and the
1. CORI checks will be conducted one (1) time during every three (3) year period for
385 of the Acts of 2002:
The following applies to Criminal Offender Record Information (CORI) pursuant to Chapter

CRIMINAL OFFENDER RECORD INFORMATION
ARTICLE 12
Time during the life of an existing collective bargaining agreement.

PERFORMANCE STANDARDS
ARTICLE 11
Appropriate administrative official.
Nothing will be placed on the agenda unless it has been discussed with the

C. nothing in this agreement shall prevent the parties from arriving at joint

D. employees
and other educational issues exclusive of wages, hours and conditions of
curriculum development, personnel and material needs, student problems,
definite of the subjects that may be discussed in these consultations are:

B. it is further agreed that the provisions of this article will in no way be construed

A. The association agrees that at least one week before the date scheduled for

The association agrees that the association will meet and that the consultation will be conducted to subjects on that
written agenda of subjects about which either desires to consult is the
subject: the association of the committee will submit to the other party a
said consultation the association of the committee will submit to the other party a

the committee and the association shall jointly petition the
If the parties shall have failed to reach an agreement by the March 15th next

Otherwise, the agreement remains in full force and effect without change.
the other within notice of its desire to modify or terminate this agreement
which the agreement expires, either the committee or the association shall give
meetings on any occasion during any school year, and
whichever day comes first, and shall thereafter automatically renew itself for
This agreement will be effective as of July 1, 2019, as the first day of school.

**ARTICLE 13**

their own finger printing.

Pursuant to the provisions of Chapter 77 of the acts of 2013, employees are subject

Your (4) above on the Central Office.

between the individual employee or the persons referenced in provision number

All communications regarding CORI’s will remain confidential, and will go directly

been requested by the district.

An individual employee will be notified within 48 hours after his/her CORI report has

reference in provision number one (1) above, and/or the law.

the respective collective bargaining agreements for those employee groups.

Any citation taken regarding a CORI, will be in accordance with the agreement,

request to the Superintendent.

The Superintendent and Administrative Assistant will be the only persons authorized

Personal record.

files for each employee. Said files will not be made part of the employee’s

All CORI reports will be maintained in the Central Office in Individual Confidential

of said report.

A copy of the results of any individual employee’s CORI report, regardless of the

Substantial evidence that said CORI was necessary.

An additional CORI may be requested within the three (3) year period based on
and seals as shown below.

IN WITNESS WHEREOF, the parties agree to this contract on July 1, 2019 having entered into said contract on said date, all such terms and conditions to be considered as fully executed as of the date of execution hereof.

If the parties shall fail to reach an agreement by the March 1st, the following shall be executed:

A. The agreement will be effective as of July 1, 2017, for the first day of school attendance.

B. Remains in full force and effect without change.

C. Pursuant to the provisions of Chapter 150 of the General Laws of Massachusetts, section 9 of Chapter 150 of the Division of Labor Relations, the parties agree to the provisions of this agreement. Furthermore, the agreement shall be in effect for the duration of the calendar year preceding the calendar year in which the agreement expires, where the agreement shall be effective for the calendar year preceding the calendar year in which the agreement expires, unless the agreement is modified or terminated by mutual agreement of the parties. The agreement shall be in full force and effect until the first day of school attendance.

D. All communications regarding CORI shall remain confidential and shall be delivered to the individual as set forth in the CORI communications form.

E. An individual employee shall have the right to review and/or access to their own record.

F. All CORI reports shall be maintained in the Central Office in individual confidential files for each individual employee.
8. AHS - 7:40 - 2:05

The student day for each school will be:

A. All members of Unit A are required to report no later than fifteen minutes before the start of
classroom preparation.

B. The second day teachers report two days prior to the start of school. The first day shall be designated for
professional development. The second day teachers report shall be designated for
building level staff meetings (not to exceed three hours when necessary) and for teacher
preparation.

The teachers shall report for a minimum of four (4) additional days that will be continuous to the school year.

The teacher school year shall be 184 days each year of the contract. For the 2016-2017

TEACHING HOURS AND TEACHING LOAD

ARTICLE I

APPENDIX A
There will be one approximately 31 minute advisory block each seven day cycle. This time during approximately 34 minutes of the 84 minutes long block. Additionally, there will be a designated intervention period which will be approximately 50 minutes in duration, and one which will be approximately 54 minutes in duration. These will be an intervention period, which will be approximately 60 minutes in duration, and one which will be approximately 5 minutes.

The high school schedule shall consist of six (6) periods per student day. Five minutes or until the bus arrives.

Consider the best to incorporate these additional 6 minutes.

The high school schedule shall be reviewed with the ASEA and high school faculty to begin their workday at 7:25 AM. The student day shall begin at 7:40 AM and end at 2:05 PM. The high school teachers' day ends at 2:10 PM the bus arrives. Seventeen minutes prior to the start of the school day and PM duty shall last ten minutes. All members of Unit A shall perform AM and PM duties as assigned by the building principal on a daily equitable and rotating basis. AM duty shall not start more than 15 minutes prior to the start of school. The teacher must stay for an additional 30 minutes Monday – Thursday. A member of Unit A is required to stay in their rooms for 5 additional minutes.

D. RCS - 8:30 - 3:05
C. ACESS - 8:30 - 3:05
B. ARMS - 7:30 - 1:55
A. AHS - 7:40 - 2:05

B. All members of Unit A are required to report no later than fifteen minutes before the start of the student day. The student day for each school will be:

Three hours when necessary and for teacher classroom preparation.

C. Teachers' report shall be designated for building level staff meetings (not to exceed 2 hours per day) and be dedicated for professional development. The second day to the school year. Teachers shall report two days prior to the start of school. The school year will be 180 student days and four (4) additional days that will be contiguous to the school year, teachers shall report four (4) days prior to the start of school. The teachers' school year shall be 184 days each year of the contract.

Teaching Hours and Teaching Load

Article 1

Appendix A
1. Teachers will perform a curriculum-packing in August. Teachers are required to use NEASC's performance outside school time.

NEASC - Teachers will be paid $300 per hour for work regarding NEASC when

2. Teachers will be paid $300 per hour for work regarding NEASC when

3. Teachers will be paid $300 per hour for work regarding NEASC when

NEASC - Teachers will be paid $300 per hour for work regarding NEASC when

annual salary and the length of the teachers' work year.

Compassion will be provided per item based on the counselors' full

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year). Compassion will be provided per item based on the counselors' full
AHS Alternative School Teachers: The alternative school teachers need to be licensed in English, Math, Science, Social Studies, or Special Education. Each teacher would work for approximately two hours a day after school approximately one day per week. These teachers would facilitate the online coursework that the students in the alternative program would be taking. The rate of compensation will be $30/hour.

Speech Language Pathologist: This position will have the same expectations and benefits provided for teachers under the CBA with a salary that is 85% of Bachelor’s column for the appropriate step based on years of service.

DUTY-FREE LUNCH PERIODS

All teachers with self-contained classes shall have a daily duty-free lunch period of at least twenty-five (25) minutes. All teachers in departmentalized programs shall have a duty-free lunch period of at least the length of the students’ lunch period. All teachers in the middle school shall have a duty-free lunch period of at least the length of the students’ lunch period. In counting, time spent in escorting students to the cafeteria shall not be included.

STAFF MEETINGS

After school staff meetings will be scheduled by administrators as needed, not to exceed four (4) hours per month, and not to exceed forty (40) hours per school year per employee. The content of these staff meetings is solely determined by the School Administration. Coaches may be exempt from this requirement.

P.D.P.’s will be granted for those staff meetings that qualify for P.D.P.’s.

One week notice will be provided to the staff of any scheduled meeting (except in the case of an emergency). Teachers will be required to attend unless excused by the principal or in an emergency.

High School and Middle School employees are expected to attend three (3) regularly scheduled evening meetings (1.5 hours each) annually for the purpose of increasing school-parent, school-community communications, unless excused in writing by the building principal.
IN-SERVICE EDUCATIONAL CONFERENCE TIME

ARTICLE 6

1. Elementary school and lunch duty is paid at the rate of $25 per hour.
2. Employees shall not be required to be present in school buildings during non-school hours.
3. Beginning of the school year.
4. To the extent possible, teachers shall be utilized to teach the courses which take place away from the school building.
5. To the extent possible, without additional cost.
6. Teachers shall not be required to perform the following duties:

NON-TEACHING DUTIES

ARTICLE 5

1. Teachers shall not be required to perform educational testing.
2. Teachers shall be appropriately trained and trained to perform educational testing.
3. Educational testing during the school day is being performed.
4. Teachers shall be released from educational testing of students.
5. Teachers may be required by administration to perform educational testing of students.

EDUCATIONAL TESTING

ARTICLE 4

1. Principal.
2. Elementary employees are expected to attend these regularly scheduled meetings outside of the building, unless excused by the building principal.
3. The principal shall not be required to perform the purposes of in-service conferences.
4. Meetings shall be held for the purpose of parent-teacher conferences beyond the school day, but no longer than 1 hour.
5. Meetings shall begin at 3:30 p.m. for the purpose of in-service conferences.
6. Meetings shall begin at 3:30 p.m. and end at 5:00 p.m.

THE COMMITTEE AND THE ASSOCIATION ACKNOWLEDGE THAT A TEACHER'S PRIMARY RESPONSIBILITY IS TO TEACH AND NOT TO PERFORM NON-TEACHING DUTIES.
1. Sick Leave

The Superintendent, at his/her discretion, may require the employee to be allowed to begin uninterrupted accumulation of sick leave when an employee attains professional teaching status. When a teacher, who is in the final year of the school year on a one-for-one basis, such pay is reduced at the end of the school year, a one-for-one basis, pay due to non-accumulation of the time of absence, may have pay due to two accumulations of the time of absence. Sick leave may not be docked without professional teaching status. Any unused sick leave above docked time of absence will be ceded to the year, which is the year the teacher is in professional teaching status, may be used in the year of professional teaching. Teachers without professional teaching status may be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September. Teachers with professional teaching status will be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September. Teachers with professional teaching status will be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September.

2. The Superintendent, at his/her discretion, may require the employee to be allowed to begin uninterrupted accumulation of sick leave when an employee attains professional teaching status. When an employee attains professional teaching status, any unused sick leave will be docked when a teacher, who is in the final year of the school year on a one-for-one basis, such pay is reduced at the end of the school year, a one-for-one basis, pay due to two accumulations of the time of absence, may have pay due to non-accumulation of the time of absence. Sick leave may not be docked without professional teaching status. Any unused sick leave above docked time of absence will be ceded to the year, which is the year the teacher is in professional teaching status, may be used in the year of professional teaching. Teachers without professional teaching status may be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September. Teachers with professional teaching status will be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September. Teachers with professional teaching status will be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September.

3. In a given year, employees will be compensated $22 per use of zero (0) sick days.

4. Consecutively, days of sick leave.

5. The Superintendent, at his/her discretion, may require the employee to be allowed to begin uninterrupted accumulation of sick leave when an employee attains professional teaching status. When an employee attains professional teaching status, any unused sick leave will be docked when a teacher, who is in the final year of the school year on a one-for-one basis, such pay is reduced at the end of the school year, a one-for-one basis, pay due to two accumulations of the time of absence, may have pay due to non-accumulation of the time of absence. Sick leave may not be docked without professional teaching status. Any unused sick leave above docked time of absence will be ceded to the year, which is the year the teacher is in professional teaching status, may be used in the year of professional teaching. Teachers without professional teaching status may be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September. Teachers with professional teaching status will be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September. Teachers with professional teaching status will be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September.

6. Sick Leave

Employees, such as committee members, may be allowed to begin uninterrupted accumulation of sick leave when an employee attains professional teaching status. When an employee attains professional teaching status, any unused sick leave will be docked when a teacher, who is in the final year of the school year on a one-for-one basis, such pay is reduced at the end of the school year, a one-for-one basis, pay due to two accumulations of the time of absence, may have pay due to non-accumulation of the time of absence. Sick leave may not be docked without professional teaching status. Any unused sick leave above docked time of absence will be ceded to the year, which is the year the teacher is in professional teaching status, may be used in the year of professional teaching. Teachers without professional teaching status may be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September. Teachers with professional teaching status will be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September. Teachers with professional teaching status will be allowed unlimited accumulation 13 days. Sick leave shall be allowed and credited at one day per school month in September.

7. Compressed Leaves

A. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

B. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

C. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

D. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

E. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

F. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

G. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

H. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

I. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

J. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

K. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

L. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

M. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

N. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

O. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

P. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

Q. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

R. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

S. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

T. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

U. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

V. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

W. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

X. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

Y. Teachers will be provided with four full days for purposes of professional staff development in-service programs.

Z. Teachers will be provided with four full days for purposes of professional staff development in-service programs.
6. Any sick leave granted under the provisions of this article shall expire at the end of the applicable school year.

5. The Superintendent's office will record the number of those units a teacher participates in or contributes to the Sick Leave Bank.

4. Each school year, prior to October 1, the ATA will solicit employees for notice to the Superintendent of Unit A employees' contributions to the Sick Leave Bank.

3. The decision of the Sick Leave Bank Committee will be final and binding and not subject to appeal through the grievance and arbitration process contained in this contract. All decisions will result from a majority vote of the committee.

2. The Sick Leave Bank Committee shall be responsible for the administration of the Sick Leave Bank. The Sick Leave Bank Committee shall determine eligibility for use of the bank, and decide the amount of leave to be granted.

1. The Sick Leave Bank shall be maintained by the Association in accordance with the provisions of the Sick Leave Bank Agreement. The agreement shall be consistent with the provisions of the Sick Leave Bank Agreement.

C. SICK LEAVE BANK

- $2500
- 150-249 sick days
- $1500
- 100-149 sick days
- $1000
- Less than 100 sick days
- No payment

- $250 plus
- $1500
- 100-149 sick days
- $1000
- Less than 100 sick days
- No payment

The School Year Following the Retirement

This benefit in future years shall be subject to the following conditions:

For this benefit, if the teacher retires at the conclusion of a school year, the teacher shall be eligible to receive notice by November 1 of the year in which they intend to retire. Teachers who are only eligible
7. Upon return from extended sick leave during which benefits were received through the Sick Leave Bank, the recipient shall be entitled to commence a new series of accumulated sick leave in accordance with the provisions of the collective bargaining agreement on the same basis as other teachers.

8. Days which remain in the Sick Leave Bank at the conclusion of the school year shall be carried over in the Sick Leave Bank to the successive school year.

9. When the number of days in the Sick Leave Bank reaches a level which is critically low, it may, at the discretion of the Sick Leave Bank Committee, be replenished by the contribution of one (1) additional day of sick leave by each member of Unit A covered by this Agreement, from their accumulated sick leave.

Eligibility to draw days from the Bank shall be as follows:

1. A teacher must have contributed to the sick leave bank to be eligible for a grant from the sick bank.
2. A teacher must have exhausted all of his or her accrued sick leave days.
3. The teacher must have been on active duty.
4. The teacher must have been on active duty on the date they were admitted to the Sick Leave Bank.
5. The maximum number of work days for which a participating teacher who is disabled from working due to personal illness or injury may draw days from the Sick Leave Bank Committee, which may consist of Administrative Personnel, will be determined as follows:

<table>
<thead>
<tr>
<th>Full School Years of Employment</th>
<th>Number of Consecutive Work Days</th>
<th>Maximum Number of Days a Teacher is Eligible to Draw Days from Sick Leave Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 1 and not more than 5</td>
<td>15 days</td>
<td>30 days</td>
</tr>
<tr>
<td>More than 5 and not more than 10</td>
<td>30 days</td>
<td>60 days</td>
</tr>
<tr>
<td>More than 10 and not more than 15</td>
<td>45 days</td>
<td>90 days</td>
</tr>
</tbody>
</table>

6. A teacher's physician must certify that the teacher is disabled from working due to personal illness or injury, and that such disability is expected to continue so that it will be necessary to draw on the bank.

A majority of the Sick Leave Bank Committee has approved the teacher's request to draw from the Sick Leave Bank. The Sick Leave Bank Committee shall consist of two (2) members appointed by the Association, and 2 members appointed by the School Committee, which may consist of Administrative Personnel.
School District for the wages of the individual using this association leave.

The Superintendent may grant the A.T.H. Teachers Association President or
The President will notify the Superintendent in advance of the intent to use

Conducting association business that must be conducted during the school
day. The Superintendent will submit the request for the purposes of
his discretion, there (3)ieve days during the school year for the purpose of
the Superintendent may grant the A.T.H. Teachers Association President or

The Superintendent may be granted for emergency purposes without the 48
hours before the leave starts. Personal leave due to illness, which are
approved by the immediate supervisor for

written leave request will be submitted to the Superintendent.

Personal leave may be granted for emergency purposes without advance
notice after the day before the day of the day that must be conducted during the school day. Personal leave due to illness, which are
approved by the immediate supervisor for each academic

There will be two (2) calendar days for personal leave in each academic

C. PERSONAL LEAVE

The district and the A.T.H. will create a mutually agreed upon sick bank request
form. In the total amount that can be drawn from the bank.

The maximum amount from the sick bank. Thus the penalty for a waiver is a reduction
in the sick leave. In the event a sick bank request would require a waiver of the number of sick days
used to replace the waived sick bank days. These days would still count against

Each time a teacher uses days from the bank such days shall be deducted from
the number of sick days

When the teacher’s physical condition is demonstrated from the total sick bank

For purposes of this provision, a serious health condition is demonstrated

Before the teacher can draw on the bank for days needed due to such serious

The Committee will make the decision if (60) day waiting period expired.

In circumstances in which a teacher who has completed more than thirteen (13) full school

60 days

120 days

More than 15 years
C. Military Leave

A student's absence may be granted according to provisions of Chapter 71.

D. Sabbatical Leave

The committee agrees to compensate employees for jury duty by paying the

E. Jury Duty

accumulated sick leave.

1. In any given year, employees shall choose whether to be compensated $75

2. Bereavement leave shall not be deducted from accumulated sick leave.

3. Bereavement leave shall be granted for five (5) days for the death of a parent,

4. The Superintendent may grant additional bereavement leave for

   a. Parents, stepparents, and stepchildren of the employee.

   b. Grandparents, stepparents, and stepchildren of the employee.

   c. Immediate family as referred to in Section 1 includes parent-in-law.

   d. Spouse or child (children).

   e. Upon the death of an immediate member of the family as listed in section

   f. Bereavement leave granted to 5 (five) work days for the death of a parent,

   g. Bereavement leave, which may be extended at the discretion of the Superintendent.

   h. Three bereavement leave days granted. Bereavement leave.

   i. Bereavement leave shall not be deducted from accumulated sick leave.

   j. Bereavement leave shall be granted in 5 (five) work days for the death of a parent,

   k. Bereavement leave shall not be deducted from accumulated sick leave.

   l. Bereavement leave shall not be deducted from accumulated sick leave.

   m. Bereavement leave shall not be deducted from accumulated sick leave.

   n. Bereavement leave shall not be deducted from accumulated sick leave.

   o. Bereavement leave shall not be deducted from accumulated sick leave.

   p. Bereavement leave shall not be deducted from accumulated sick leave.

   q. Bereavement leave shall not be deducted from accumulated sick leave.

   r. Bereavement leave shall not be deducted from accumulated sick leave.

   s. Bereavement leave shall not be deducted from accumulated sick leave.

   t. Bereavement leave shall not be deducted from accumulated sick leave.

   u. Bereavement leave shall not be deducted from accumulated sick leave.

   v. Bereavement leave shall not be deducted from accumulated sick leave.

   w. Bereavement leave shall not be deducted from accumulated sick leave.

   x. Bereavement leave shall not be deducted from accumulated sick leave.

   y. Bereavement leave shall not be deducted from accumulated sick leave.

   z. Bereavement leave shall not be deducted from accumulated sick leave.
Immediate family includes parents, grandparents, siblings, brothers, sisters, in-laws, and marital status. For the purpose of computing for a sick member of the employee's immediate family, a leave of absence without pay or increment of up to one (1) year will be granted.

D. FAMILY CARE

Teacher Inclement, if it is outside the scope of employment and prior to election to professional teacher status, and receipt of professional requirements that the student will be required to fulfill for professional teacher requirements, all teachers (including nonprofessional teacher status) must fulfill all academic requirements in the system during the period of his/her absence up to a total of ninety (90) days. Upon return from such leave, a teacher shall be placed on the salary schedule at the level he/she held prior to the leave.

C. MILITARY LEAVE

A leave of absence without pay will not be granted to any teacher or administrator who is

B. PEACE CORPS-TEACHER CORPS

A leave of absence without pay for up to two (2) years will be granted to the Committee agrees that up to three (3) employees designated by the

A. ASSOCIATION ACTIVITY

The following leaves of absence may be granted at the discretion of the

UNCOMPENSATED LEAVES

ARTICLE 8

between the teachers' pay and the reserve pay. During a school period, the teacher shall only receive the difference

The following leaves of absence may be granted for and granted by the

All requests for leaves will be applied for and granted or denied in writing.
Article 9

The Small Necessities Leave Language for the Bargaining Unit is attached to this Agreement.

Article 10

The Family and Medical Leave Language for the Bargaining Unit is attached to this Agreement.

E. Parental Leave

Entitled to reemployment, employees who have been granted career leave must notify the committee of their intentions two weeks prior to August 15 of the same year. If said notification is not given, the employee shall be entitled to unpaid leave of absence of up to one year for the purpose of entitlement to an alternative career. The employee shall not be entitled to receive paid leave of absence in accordance with the requirements of this Agreement. The committee of their intentions two weeks prior to August 15 of the same year. If said notification is not given, the employee shall be entitled to an alternative career. The employee shall not be entitled to receive paid leave of absence in accordance with the requirements of this Agreement. E. Career Leave

Entitled to reemployment, employees who have been granted career leave shall be entitled to reemployment within the school district. Employees who have been granted career leave must notify the committee of their intentions two weeks prior to August 15 of the same year. If said notification is not given, the employee shall not be entitled to reemployment.

F. Parental Leave

Entitled to reemployment, employees who have been granted career leave must notify the committee of their intentions two weeks prior to August 15 of the same year. If said notification is not given, the employee shall be entitled to an alternative career. The employee shall not be entitled to receive paid leave of absence in accordance with the requirements of this Agreement. E. Career Leave

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G. Family and Medical Leave

The Family and Medical Leave Language for the Bargaining Unit is attached to this Agreement.

H. Small Necessities Leave

The Small Necessities Leave Language for the Bargaining Unit is attached to this Agreement.

Article 11

The Parental Leave Language for the Bargaining Unit is attached to this Agreement.
Administration.

Article 11

Reduction in Force

When the absence of a teacher requires a substitute, every reasonable effort will be made to obtain such substitute.

Substitute Teachers

Article 10

Elementary employees, any employee not complying shall forfeit that day's pay.

Absence in the case of secondary employees, and before 7:30 am. in the case of
not to hire any new employees unless
while members of the bargaining units continue on lay-off, the committee agrees

C.

employment upon recall will terminate this option.

F.

 laid-off employees may continue group insurance coverage during the recall period

Laid-off employees retain recall benefits.

automatically remove that employee from the recall benefit.

employees to accept a position for which he/she is certified while on recall shall

employees to accept a position for which he/she is certified while on recall shall

one of the following: recall benefits to which an employee was entitled to at the
given preference for positions as they develop in the inverse order of their
removal employment within the recall period.

removal employment shall be notified by certified mail to their last address of record,

employees who have been laid-off shall be entitled to recall rights for a period of

remove employees who have been laid-off shall be entitled to recall rights for a period of

D.

loyalty.

Employees who are to be affected by reduction in staff must be notified in writing

or recall shall be given to the employee who has achieved the highest level of

in cases involving employees who have identical seniority, preference for retention

are equal.

Seniority is only used as a tie-breaker when the fractions contained in (1) (c) above

Committee shall publish a preliminary seniority list setting forth the seniority of each

Committee which publishes a preliminary seniority list shall include the

Classifications

Employment Date

Name

1)

2)

3)

following:

For purposes of this article seniority means an employee’s length of service in years,

B.

seniority. In each subject area the preliminary seniority list shall include the

seniority. In each subject area the preliminary seniority list shall include the

seniority. In each subject area the preliminary seniority list shall include the

seniority. In each subject area the preliminary seniority list shall include the
If a teacher must be relieved of his/her regular teaching duties during the school day and no substitute is available, a teacher may be requested to cover a class by the principal.

School Committee.

The ultimate authority rests with the School Committee. The decision of the Committee will be made with teachers' concurrence. The School Committee will make any final decisions in building subject assignments in the elementary schools, and in building subject assignments in the secondary schools.

To the extent possible, changes in building and grade assignments in the fields of study, good cause, outside the scope of their teaching certificate, their major or minor areas of competence, teachers will not be assigned, except by temporary and for reasons for the school year. Teachers will be informed of this by the principal or the last day teachers are required to present the employee's assignment. The teacher will present the employee's assignment. The teacher will present the employee's assignment. The teacher will present the employee's assignment.

Article 12

TEACHER ASSIGNMENTS

No employee on lay-off is certified to fill the position or vacancy. No employee on lay-off is certified to fill the position or vacancy.

An attempt will be made to notify teachers in writing by August 1, prior to layoffs, of any professional teaching status employees. The School Committee shall meet with representatives of the ATA in order to determine which jobs can be served by an assistant upon postponement of any scheduled wage or benefit calculations.
Whenever a vacancy occurs during the school year, it will be advertised in writing. Employees desiring to apply for such positions shall submit their applications to the Superintendent or his/her designee within the time limits specified in the notice. No application shall be considered after the deadline for submitting applications has passed. Employees desiring to apply for such positions shall submit their applications to the Superintendent or his/her designee within the time limits specified in the notice. No application shall be considered after the deadline for submitting applications has passed.

Article 13

Transfers, Vacancies, and New Positions
A teacher, when a complaint is received by any principal, of any incident which took place in the classroom, shall upon receipt of the complaint, call the attention of the student or students, or other persons, if any, concerned, to the complaint. If a teacher, in the course of his/her duties, has reasonable cause to believe that a student or student has committed a violation of the rules and regulations of the school, he/she shall immediately notify the principal, who shall conduct an investigation. If the principal determines that a violation has occurred, he/she shall notify the teacher in writing of the charges and the teacher shall have the right to a hearing. If the teacher is found to have committed the violation, he/she shall be subject to disciplinary action, including, but not limited to, reprimand, suspension, or dismissal.

Any complaints regarding a teacher made to any member of the administration or any employee of the school shall be referred to the principal for investigation.

If a complaint is received by the principal, he/she shall conduct an investigation and notify the teacher of the results of the investigation. If the principal determines that a violation has occurred, he/she shall notify the teacher in writing of the charges and the teacher shall have the right to a hearing. If the teacher is found to have committed the violation, he/she shall be subject to disciplinary action, including, but not limited to, reprimand, suspension, or dismissal.

The Evaluation of Teachers

Article 14

Notice will appear in the school newspaper. In case of a vacancy of any position during the summer, the Superintendent of the School shall prepare a list of qualified candidates who may be appointed as substitutes.

In accordance with the "Teacher Evaluation and Professional Development" plan, all teachers shall be evaluated annually. The evaluation shall be based on a variety of factors, including, but not limited to, student achievement, classroom management, and professional development. The evaluation shall be conducted by a team of experienced educators who are knowledgeable in the subject matter.

The evaluation instrument shall be provided to all teachers in advance of the evaluation. Teachers shall be encouraged to participate in the evaluation process. Teachers shall be provided with the opportunity to address any concerns or issues related to the evaluation.

The School Board shall review the evaluation instrument and ensure that it is fair and equitable. Any substantive changes must be ratified by both parties.

In accordance with the "Teacher Evaluation and Professional Development" plan, all teachers shall be evaluated annually. The evaluation shall be based on a variety of factors, including, but not limited to, student achievement, classroom management, and professional development. The evaluation shall be conducted by a team of experienced educators who are knowledgeable in the subject matter.

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The School Board shall review the evaluation instrument and ensure that it is fair and equitable. Any substantive changes must be ratified by both parties.
It is understood that any complaints brought under the district's Sexual Harassment or Parental Complaint policies by any employee may be considered by the terms of this agreement which occur within the scope of an employee's professional duties. It is also understood that no employee shall be disciplined or rebuked in any manner by any supervisor for making any report (including a report of a violation of the application of the following policies) or for filing complaints under these policies.

When a complaint is made by a parent, student, or other person against an employee, the employee shall:

1. be notified of the charges or charges made against him/her, and the identity of the complainant or complainants.
2. be notified in writing of, and have the right to attend any and all meetings and/or hearings related to the complaint.
3. have the right to appeal any disciplinary or other adverse employment action taken against him/her.
4. have the right to appeal any disciplinary or other adverse employment action taken against him/her.

The Association recognizes the authority and responsibility of the principal for disciplining or reprimanding a teacher for delinquency of professional performance.

All decisions made on an administrative level that affect the teaching staff directly will be put into writing and posted on faculty bulletin boards as soon as practicable after the decision has been made.
rehabilitating existing buildings, the Committee will provide:

To the extent feasible in existing buildings and in designing new buildings and

**Specialist Facilities**

**Article 18**

1. Space in each classroom in which teachers may safely store instructional

building, the Committee will provide in each school building.

2. A teacher workroom containing adequate equipment and supplies to aid in

preparation of instructional materials.

3. An appropriately furnished room to be used as a lounge.

4. Well-lighted and clean teachers' rest rooms with functional facilities.

5. A system whereby teachers can effectively and expeditiously communicate

with the principal or main office in event of an emergency.

**Teacher Facilities**

**Article 17**

A. Materials will be collected prior to the last day.

B. A reasonable time limit for check-out procedures on the final day of the

school day will be established in advance by the school principal. If the teacher

check-out procedures which will be specified in writing at least one week in

advance of the final day by individual school principals.

A. Teachers will be checked-out as soon as they have completed the prescribed

check-out.
The administration has authority to review the teacher’s grades.

C. In any case where a question arises regarding a student’s grade during the summer, the principal will contact the teacher either by telephone or by registered letter. Return receipt requested. To arrange an appointment for the teacher, the parent, guardian/student to discuss the grade in question.

B. At the close of school in June, the teacher will submit final grades on appropriate forms as part of check-out procedure. During the school year, and throughout the summer, class grades will be maintained in x:or district electronic database at all times.

CLASS RANK BOOKS

ARTICLE 21

All teachers involved will be included in the selection and adoption of textbooks.

TEXTBOOKS

ARTICLE 20

Materials, lounge for the purpose of displaying notices, circuits, and other association needed by faculty, and areas to be used by the association. There will be bulletin board space available in each school building in the faculty lounge for the purpose of displaying notices, circuits, and other association.

A. The association will have the right to use school buildings of reasonable times for meetings, subject to availability and occurs on non-work time. The facilities use meetings will be open to the building principal. Notice of such meetings will be given to the building principal.

USE OF SCHOOL FACILITIES

ARTICLE 19

1. A suitable room in each school to be used as a classroom for specialists if such space is available.

2. Materials, and ensuring privacy for counseling and therapy, confidential materials and adequate storage space for confidential materials, a suitable office, containing lockable filing cabinet, and other association.

D. For each specialist, a suitable office, containing lockable filing cabinet, and other association.
LONG TERM DISABILITY

ARTICLE 24

The School District is implementing a Flex Spending Account for employees.

E. The School District is implementing a pretax savings account for employees.

and life insurance paid with pre-tax earnings.

The Committee shall continue to provide dental insurance, dental insurance.

Pursuant to the provisions of Chapter 697 of the Acts of 1987, the Committee agrees

C. The Committee will pay 70% of the cost of a ten thousand dollar

$10,000 (group life insurance policy).

The Committee will pay 50% of the cost of a ten thousand dollar

The Committee will pay 20% for the plan and the employer shall pay 20% of the plan.

Committee will pay 80% of the plan and the employer shall pay 20% of the plan.

Continuation in this plan will be subject to negotiations. The parties agree that the

A. Continuation in the current contract language will prevail.

employees are covered for health insurance under the Massachusetts State group

ARTICLE 23

INSURANCE

IN the current contract, the contract language will prevail.

If provisions do exist in faculty handbooks that are in conflict with existing provisions

B. No provisions will be added to faculty handbooks that are in conflict with existing

provisions in the current contract.

A. Faculty Handbooks

ARTICLE 22
unfrozen at that time.

their current pay with their wage rate. The most closely approximates
unfrozen and placed on the step within that range. Any teacher
subsequent year. Any teacher who remains frozen at the conclusion of FY19 will be
be considered unfrozen. Any teacher who is not caught up by FY19 will be placed
the current pay scale. Once a teacher spends one year at the appropriate scale
on the FY19 pay scale, any unfrozen teacher who is not caught up by FY20 will be placed
the current pay scale. Once a teacher spends one year at the appropriate scale
they are caught up to the current pay scale. Each year a teacher who is unfrozen will
be placed on the same step that they were on in FY16 until
not move a step. They will remain on the same step that they were on in FY16 until
the step that the teacher is on in FY16. Teachers who are frozen will remain frozen
unfrozen. All employees will automatically move up a step each year. This will start in FY17.

A. Course Approval

CONTINUING EDUCATIONAL REQUIREMENTS AND REGULATIONS GOVERNING

ARTICLE 27

A. Committee

Committee representatives, by the President, and two (2) ATAA representatives, shall be
formed to access safety information and make recommendations to the
representatives, and two (2) ATAA representatives. The committee will be formed
comprised of two (2) ATAA representatives.

B. A decision has been made.

A. All regulations and procedures addressing the safety of students, teachers, and
school faculty will be posted on faculty bulletin boards and provided at the

ARTICLE 26

HEALTH AND SAFETY

A principal and the superintendent of schools in writing.

report all cases of assault suffered by them in conjunction with their employment. If their
immediately and such absence will not be deducted from sick leave. Employees will
sent an amount of workers. Complaints of assault occurring in the course of his/her employment, if the employee is paid for

ARTICLE 25

PERSONAL INJURY

Whenever an employee is absent from school for a result of personal injury caused by an
Course Approval

1. Employees will receive credit for salary purposes for individual courses that meet any of the following requirements upon satisfactory completion of said courses:

a. Courses that are creditable toward an advanced degree in education or related to the employee's professional assignment, provided the employee has received approval of the degree from the Superintendent. A newly hired employee working on an advanced degree at the time of employment is required to notify and receive approval from the Superintendent of his/her degree program within thirty (30) school days of employment.

b. Individual courses, approved by the Superintendent, that are awarded credit by a college or university, accredited by the NEASC or its regional counterparts.

Requests for approval of individual courses from other accredited institutions not included above will be determined by the Superintendent on a case-by-case basis. Such courses shall be reasonably related to the teacher's professional assignment, or to the attainment of certification in an additional area. Employees are required to notify the Superintendent of their intentions to enroll in a course in advance or within seven days after enrollment.

c. An employee seeking a change in his/her educational assignment may apply for approval of an advanced degree program in the area of his or her interest. The Superintendent will approve such a program, if deemed to be within the field of education.

d. For all courses described in Subsections a., b., and c., the employee will submit a transcript or other official record from the institution attended to the Superintendent upon successful completion of the course(s) taken.

Payment for courses completed during the spring/summer sessions will commence at a time during the subsequent school year as soon as such records of completion of the courses are received by the Superintendent. Such records must be received by the Superintendent.
34

Indicate: The duration of the course. The teacher of record, the time

course during the school year the approved process must clearly

If there is a student assigned to online course or credit recovery

Such decisions must be approved by the building principal.

However, sometimes it becomes necessary to assign a student to an

Credit Recovery

compensation as outlined in the AEA until a contract for their time

clearly be stipulated and teachers should receive the $30 per hour

It is understood that it is preferred to have credit recovery programs

4.

Each employee will be entitled to one self-directed training

Exceed a total of $35,000.

3.

Reimbursement for Course Credit

completed all requirements for that degree.

2.

Any employee who attains a master's degree will be placed on the

The Superintendent prior to March 1.

1.

The Superintendent must be received by

Reimbursement to the Superintendent that he or she has successfully

Evidence must be presented on a school schedule once he or she has presented

The District shall establish an account with a total of $50,000 for continuing

Education. Teachers shall be reimbursed up to $500 annually on a

First come, first served basis, It is a school year basis. It is recommended

The Superintendent prior to October 1.
Other payments from the School Committee.
Teachers are required to have direct deposit of paychecks, stipends and any

DIRECT DEPOSIT

ARTICLE 30

force during the contract period.
Contract from the state minimum shall prevail and the ratio schedule shall remain in full
in the event that the state legal minimum exceeds the minimum indicated in the

LEGISLATIVE SALARY

ARTICLE 29

Term for all council members will be established at the individual sites.

1. Councils in each school shall be called "School Councils" and shall meet all
during the Education Reform Act.

2. Teachers in each building shall establish procedures for the election of teachers to

SCHOOL COUNCILS

ARTICLE 28

signs by the principal.
Teacher shall act as a teacher of record unless an agreement is
member must submit a timesheet to the building principal and then the staff
completed and signed by the building principal and then the staff
receive this compensation a credit recovery course from should be
either the appropriate tuition at the time or eligible grant funding. To
in which they are a teacher of record. This funding shall come from
compensation of $300 per hour for two hours per week for each course
Thus any teacher serving as a teacher of record shall be eligible for

Two hours per week.
It is approximately that these duties would work out to approximately
additional duties such as preparation and grading that come with it. It
is understood that even through these interactions may occur

Together,
and location in which the student and teacher of record will work
These positions shall be posted annually.

Special Education Grades 6-12
Guidance Grades K-12
United Arts Grades K-12
Science and Technology Grades 6-12
Social Studies and Foreign Language Grades 6-12
Math Grades 6-12
English Grades 6-12

Intended department configurations would be:

exact configuration of departments may change from year to year; however, the
monthly IL meetings and serve as a content expert resource for the entire district. The
principal attends part of the district instructional leadership team. Department Chairs must attend

Days should be scheduled in advance with the department chair, building principal,
supplement teachers in the department at various locations throughout the district. These
substitute coverage one day per month (up to 10 days or coverage) in order to
position will NOT be granted an additional prep period, however, he/she will be provided
schedule and two hundred dollars ($200) per teacher under his/her supervision. This
and support. Compensation for this position will be 5% of their amount on current salary
additional preparation (in a non-evaluative manner) to provide feedback

This position serves as the instructional and curriculum leader for all within the department.

SALARY FOR DEPARTMENT CHAIR

ARTICLE 32

Receive an additional fifty dollars ($50.00) per classroom.

B. Effective September 1, 1993, in addition to the base amount, Lead Teachers will

A. Lead Teachers shall be compensated a ratio of 1.25 to their base salary.

SALARY FOR LEAD TEACHER

ARTICLE 31
<table>
<thead>
<tr>
<th>Amount</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>$728.28</td>
<td>Junior Class Advisor (2)</td>
</tr>
<tr>
<td>$520.20</td>
<td>Sophomore Class Advisor (2)</td>
</tr>
<tr>
<td>$520.20</td>
<td>Freshman Class Advisor (2)</td>
</tr>
</tbody>
</table>

and the A.T.A. will primarily agree upon a stipend based on the existing positions.

In the event that other clubs or activities need to be added during the life of this contract, ARSD

The following represents the stipend that will be paid to the individual(s) who hold the following

### Stipend Positions:

Teachers will be paid $32 per hour for work outside the school day.

### Duties/Additional Work:

### AVAILABILITY AND COMPENSATION FOR SPECIFIED SERVICES

**Article 34**

Grade level leaders will be compensated an annual amount of $1,800.

**Professional Development:**

Leadership Team meetings that focus on curriculum, instruction, assessment, and professional development.

Grade level leaders will be expected to attend quarterly district-wide instructional

Additionally, grade level leaders will be responsible for updating and maintaining the

### SALARY FOR GRADE LEVEL LEADERS

**Article 33**
<table>
<thead>
<tr>
<th>Clubs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School Accounts</td>
<td>$2,601.00</td>
</tr>
<tr>
<td>A-Z Club (LEAG)</td>
<td>$520.20</td>
</tr>
<tr>
<td>Project 84 Advisor</td>
<td>$520.20</td>
</tr>
<tr>
<td>Piano Accompanists</td>
<td>$520.00</td>
</tr>
<tr>
<td>Fall Play Director</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>Spring Musical Director</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>TAB</td>
<td>$2,322.00</td>
</tr>
<tr>
<td>Ski Club</td>
<td>$3,322.00</td>
</tr>
<tr>
<td>Science Fair</td>
<td>$520.20</td>
</tr>
<tr>
<td>School Store</td>
<td>$520.20</td>
</tr>
<tr>
<td>Environmental Club</td>
<td>$520.20</td>
</tr>
<tr>
<td>Drama</td>
<td>$520.20</td>
</tr>
<tr>
<td>Peer Mediator</td>
<td>$520.20</td>
</tr>
<tr>
<td>Writing Club (2)</td>
<td>$520.20</td>
</tr>
<tr>
<td>Art Club</td>
<td>$520.20</td>
</tr>
<tr>
<td>SADD</td>
<td>$520.20</td>
</tr>
<tr>
<td>Peer Educators</td>
<td>$520.20</td>
</tr>
<tr>
<td>Video</td>
<td>$520.20</td>
</tr>
<tr>
<td>High School Color Guard</td>
<td>$4,16.16</td>
</tr>
<tr>
<td>Secondary Music Director</td>
<td>$5,716.74</td>
</tr>
<tr>
<td>Freshmen Math Team Coach</td>
<td>$4,16.16</td>
</tr>
<tr>
<td>Math Team Coach</td>
<td>$5,40.40</td>
</tr>
<tr>
<td>Honors Academy (2)</td>
<td>$520.20</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>$6,24.46</td>
</tr>
<tr>
<td>Student Council Advisor</td>
<td>$3,96.36</td>
</tr>
<tr>
<td>Senior Class Advisor (2)</td>
<td>$3,32.32</td>
</tr>
<tr>
<td>Club</td>
<td>Advisor</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Peer Educators</td>
<td>$321.22</td>
</tr>
<tr>
<td>Writing Club</td>
<td>$322.72</td>
</tr>
<tr>
<td>Coordinating Committee</td>
<td>$832.32</td>
</tr>
<tr>
<td>Nature's Classroom</td>
<td></td>
</tr>
<tr>
<td>Student Council</td>
<td>$322.72</td>
</tr>
<tr>
<td>Ace</td>
<td>$520.20</td>
</tr>
<tr>
<td>Science Club</td>
<td>$520.20</td>
</tr>
<tr>
<td>Garden Club</td>
<td>$520.20</td>
</tr>
<tr>
<td>Writing Club</td>
<td>$520.20</td>
</tr>
<tr>
<td>Peer Educators</td>
<td>$520.20</td>
</tr>
<tr>
<td>Student Council</td>
<td>$520.20</td>
</tr>
<tr>
<td>ACES</td>
<td>$520.00</td>
</tr>
<tr>
<td>Spelling Bee Coordinator</td>
<td>$322.72</td>
</tr>
<tr>
<td>Ski Club</td>
<td>$520.20</td>
</tr>
<tr>
<td>Debate Club</td>
<td>$520.20</td>
</tr>
<tr>
<td>Model UN Advisor</td>
<td>$520.20</td>
</tr>
<tr>
<td>Robotics Club</td>
<td>$520.20</td>
</tr>
<tr>
<td>Intramural Floor Hockey</td>
<td>$459.00</td>
</tr>
<tr>
<td>Intramural Basketball</td>
<td>$449.60</td>
</tr>
<tr>
<td>Intramural Volleyball</td>
<td>$275.40</td>
</tr>
<tr>
<td>Mathematics</td>
<td>$520.20</td>
</tr>
<tr>
<td>Music Director</td>
<td>$520.20</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>$520.20</td>
</tr>
<tr>
<td>Yearbook Coordinator</td>
<td>$520.20</td>
</tr>
<tr>
<td>Drama</td>
<td>$520.20</td>
</tr>
<tr>
<td>SADD</td>
<td>$520.20</td>
</tr>
<tr>
<td>Peer Educators</td>
<td>$520.20</td>
</tr>
<tr>
<td>Science Fair</td>
<td>$520.20</td>
</tr>
<tr>
<td>Coordinating Committee</td>
<td>$832.32</td>
</tr>
<tr>
<td>Nature's Classroom</td>
<td></td>
</tr>
<tr>
<td>Washington Trip Coordinator</td>
<td>$832.32</td>
</tr>
<tr>
<td>Student Council</td>
<td>$520.20</td>
</tr>
<tr>
<td>ARMS</td>
<td></td>
</tr>
</tbody>
</table>
should be given to faculty personnel in building where position is open.

The building principal should recommend interviewees and select the candidate to

Positions will be posted in accordance with the collective bargaining agreement.

The principal or assistant principal

middle school intramural sports program advisors will be carried out annually by

A written evaluation of the middle school intramural sports program and the

middle school intramural hockey program advisor

middle school intramural basketball program advisor

middle school intramural volleyball program advisor

compensated in accordance with the schedule below:

Persons employed to perform extracurricular activities as advisors will be

MIDDLE SCHOOL INTRAMURAL PROGRAM

ARTICLE 36

00
00
00
00
00
30 years
25 years
20 years
15 years

$320.00
$320.00
$320.00
$320.00
$320.00

additional increment of:

After teaching 15, 20, 25 and 30 years in the district, the teacher will be granted an

LONGEVITY

ARTICLE 35

<table>
<thead>
<tr>
<th>Science Club</th>
<th>S320.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Club</td>
<td>S320.00</td>
</tr>
<tr>
<td>MCA Prep</td>
<td>S320.00</td>
</tr>
</tbody>
</table>
The Committee shall provide the Association with copies of job descriptions of all positions in Unit A.  

ARTICLE 39

JOB DESCRIPTIONS

According to G.L. Chapter 71, Section 42, the Committee, however, may be terminated only by mutual consent or in accordance with a contract. The contract, however, may be terminated only by mutual consent or in accordance with G.L. Chapter 71, Section 42. Any teacher who signs a contract with the School District is obliged to honor that contract.

B. The chairman of the school committee or that time, retaining their contracts within two (2) weeks must submit a letter of explanation to the Committee. All teachers with professional teaching status not弟兄 or transferred to the Superintendent's Office within two (2) weeks or two (2) weeks after the teacher status, contracts not signed or transferred to teachers with non-professional status will be considered as null and void at the time they were signed and referred to the Superintendent's Office no later than two (2) weeks.

ARTICLE 39

TEACHERS' CONTRACTS

Closing day of school in June. All monies earned but withheld during the school year will be paid in full on the closing day of school in June.

B. The closing day of school, in June, provided that written notice of such election is given to the school committee, May receive July and August checks and assume their closing day of school status as of July 1, all equal payments. Beginning in September and ending in June, or twenty-six (26) equal payments over the school year.

A. Teachers may elect to receive their salary in twenty-six (26) equal monthly payments over the school year. All monies earned but withheld during the school year will be paid in full on the closing day of school in June.
ARTICLE 42

EXECUTIVE SESSION WHERE SUCH MINUTES REMAIN PRIVILEGED.

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EXECUTIVE SESSION WHERE SUCH MINUTES REMAIN PRIVILEGED.

EXECUTIVE SESSION WHERE SUCH MINUTES REMAIN PRIVILEGED.
ADDITIONAL NURSES
A. SICK LEAVE (NURSES)

COMPENSATED LEAVES

ARTICLE 4

of previous Continuing Education Contact hours or Undergraduate/Graduate credits.

1. All nurses start on Step 1 of the salary schedule the first year of employment regardless.

2. For school nurses without a baccalaureate degree, Continuing Education Contact Hours

3. May be used to advance on the salary schedule as follows:

TEACHER ASSIGEMENTS

ARTICLE 3

required to attend unless excused by the principal or in an emergency. Notice will be provided the staff of any scheduled meeting. Teachers/nurses will be

STAFF MEETINGS

ARTICLE 2

performed, and the teachers will be paid for that period.

DUTY FREE LUNCH PERIODS

ARTICLE 1

required to fill out a timesheet at the end of the same week when the work was

The student lunch. If teachers are required to work during their free lunch, they are

Each nurse will be given a 30-minute duty free lunch period to be taken other than during

contact shall also be applicable to nurses. allowed unlimited acumulation. The sick leave use bonus provisions of the teachers

Following the third year of nurses' employment, they will be at the time of absence, he/she may have such pay restored at the end of the school year. School year a nurse has unused sick leave but was docked pay due to non-acumulation per school month with four (4) days being credited in September. If at the end of the

Thirteen (13) days sick leave shall be allowed in an academic year credited at one day
Registered nurses are required to take a minimum of fifteen (15) continuing education units (ceu) to maintain their license. A total of 45 continuing education contact hours or 3 additional college credits are required for renewal.

In order to advance from step 3 to step 4, nurses must attain:

CONTINUING EDUCATIONAL REQUIREMENTS AND RECERTIFICATION

ARTICLE 5
ADDITIONAL APPENDIX
MENTOR/INDUCTION
TEACHER
Regulations:
The Massachusetts Education Reform Act of 1993 calls for the establishment of district-based induction programs to support, supervise, and evaluate beginning teachers. As of September 1997, every district in the Commonwealth of Massachusetts must have an induction program in place in order to employ a beginning teacher. In order to ensure that these are quality programs, the Massachusetts Department of Education will review and approve all plans and programs. The Athol-Royalton Regional School District's induction program will include all aspects defined by the Massachusetts Department of Education.

Standards for DOE Approval of Teacher Induction Program:

A. Every beginning teacher shall be provided a mentor teacher. Teachers new to the district, but with professional teacher status from another district, will be exempt from this standard but may elect to participate in the program.

B. The mentor shall be selected through an open and equitable process and shall have completed state-approved mentor training. The district shall compensate the mentor for his or her services. A mentor shall not be responsible for more than one mentee within any academic year.

C. Before assuming teaching responsibilities, the District shall provide the new teacher an orientation to the school and District, including:

   1. Evaluation process, and
   2. Resources in the building.

D. At the beginning of the regular teacher's work year, the new teacher shall meet with the school principal, the mentor, and other support team members to discuss their roles and responsibilities. The building administrator shall:

   1. Allot the beginning teacher and the mentor a reasonable amount of released time for professional development activities; and
   2. Provide for regular opportunities throughout the year for the beginning teacher and mentor to observe each other teach.

Mission Statement:
Our mission is to provide support and training in order to assist beginning teachers to develop and use quality instructional techniques, maintain high levels of content acquisition, and appreciate and adapt to the community's, district's, and school's culture.
8. Be located in the same building as the new teacher.
7. Teach at approximately the same grade, subject, and certification.
6. Be knowledgeable about resources in the school and district.
5. Be due to maintain a confidential relationship.
4. Otherwise participate in the program.
3. Be willing and able to invest time to develop mentoring skills and strategies.
2. Be open-minded and appreciative of different learning styles.
1. Be a friendly and energetic person.

Teaching reflects the Principles of Effective Teaching:
- Be an experienced teacher, having taught a minimum of five years, whose
  Application attached will be followed using the following criteria.

Requirements for positions as Mentor Teachers will complete a mentor training program.

Timelines:

1. Appropriate administrative.
   Teaching performance with the mentor's knowledge with the
   students is at risk. The mentor may discuss the mentor's
   and development, social well-being, or physical safety of
   the mentor's professional judgment, the academic growth
   of the students is at risk.

2. Physical safety of the students is at risk.
   Academic growth and development, social well-being, or
   the mentor's professional judgment, the academic growth
   of the students.

3. A mentor, with his/her mentor's knowledge, may discuss the
   mentoring teacher performance with appropriate
   professionals whose job it is to help teachers.

4. Mentors, with their mentors advance knowledge, may discuss
   the following conditions:

   1. Including school and district administrators, except under the
   2. A mentor will not discuss their mentees' teaching performance with anyone.
Semester of teaching:

C. One monthly visitation and meeting during the first month of teaching.

B. One biweekly visitation and meeting during the first year of teaching.

A. Including workshops, in-school activities, and other opportunities.

To pursue professional development activities together.

A maximum of two released days for each mentor and beginning teacher.

Minimum:

Mentors will meet regularly with their mentees. A suggested schedule might include at least:

Schedule:

and a review of procedures.

Prior to the first day of school, new staff will attend an orientation day with their

School:

C. A Welcome Packet which will include — names and telephone numbers of

B. A Welcome Packet which will include:

The Teacher Induction Program for all new teachers entering the district will include:

D. Supported by a minimum one letter of recommendation.

C. For consideration as a mentor teacher, the application of the teacher must be for a minimum of one full year as a mentor.

B. Selection Committee meets to select applicants to participate in mentor training.

A. Prerequisites: A teacher's certificate and two years of teaching experience.

Information as necessary.

B. Information about the following materials useful to a beginning teacher and other:

A. A Welcome Packet which will include:

The Teacher Induction Program for all new teachers entering the district will include:

D. Supported by a mentor teacher, the application of the teacher must be for consideration as a mentor teacher. The application of the teacher must be

C. To pursue professional development activities together.

B. Including workshops, in-school activities, and other opportunities.

A. One monthly visitation and meeting during the first month of teaching.

Semester of teaching:

C. One monthly visitation and meeting during the first month of teaching.

B. One biweekly visitation and meeting during the first year of teaching.

A. Including workshops, in-school activities, and other opportunities.

To pursue professional development activities together.

A maximum of two released days for each mentor and beginning teacher.
The following responsibilities are in relationship to the Mentor Training Program:

**Mentor Program**

The current teacher evaluation process over the next school year agreement by the parties to create a Union-Management team to re-write and improve evaluations. The current teacher evaluation process is not and the Superintendent (or his/her designee) is responsible for short Building administration and the Title I Supervisor, the Title I Supervisor, the Director of Pupil

**Supervision and Evaluation**

provided: Coverage for teachers to visit each other and to meet to discuss observations will be.

Mentor Teachers (Beginning July 1, 1997): $500.00 stipend (for mentoring one teacher).

2-year program:

Teacher Induction Course:

45 PDPs and 3 increment credits.

Mentor Training Course (Summer):

45 PDPs and 3 increment credits.

**Compensation for Positions**

and making them available for loan in each building.

The District will begin the first steps toward development of Teacher Resource Centers in individual buildings by purchasing teacher materials appropriate for beginning teachers.

**Teacher Resource Centers**

with the selection committee may be included in the process. An interview representative, and one mentor teacher will meet to select candidates. An interview curriculum and planning, one administrator at the appropriate grade level, one ARA curriculum and planning, a committee consisting of the assistant superintendent for curriculum and planning. Applications for mentor positions will be submitted to the assistant superintendent for

**Mentor Selection**

A. Visitation is necessary and appropriate during the second semester.

b. Continuation of mentoring as follows:

Winter and Spring
Responsibilities of the Mentee:
1. To seek out help. This includes a willingness to approach support team members (administrators, mentor, peers) with questions and classroom concerns and remaining open to feedback;
2. To observe experienced teachers at work;
3. To meet with other beginning teachers and consider their suggestions;
4. To make rational decisions based upon teacher's own judgment with consideration to mentor suggestions.

Responsibilities of the Mentor:
1. To provide instructional support through visitations, offering suggestions for improvement, modeling good teaching practices, and assisting in lesson preparation;
2. To provide professional support about school policies and procedures, handling relationships with school and district administrators, parents, and members of the community, and working with students;
3. To maintain a confidential relationship;
4. To maintain a journal of mentoring activities. This will be updated based on mutual agreement to ensure compliance with D.E.S.E. mentor/induction guidelines.

Responsibilities of Department Heads:
1. To formally evaluate the new teacher, using the District's evaluation instruments; To provide subject specific assistance;
2. To review content of those courses for which those teachers will be responsible; and
3. To regularly check with the new teacher and mentor teacher.

Responsibilities of the Building Administrator:
1. To formally evaluate the mentee using the District's evaluation instruments;
2. To ensure reasonable working conditions by attempting to provide a moderate teaching load;
3. To organize building level orientation activities including:
   a. Thorough introduction to the building, faculty, and administration;
   b. Overview of the school's mission, history, and student population.
4. To resolve differences between mentors and mentees.
Responsibilities of the Assistant Superintendent:

1. To arrange the District’s new teacher/administrator orientation program.
2. To provide curriculum information to new teachers.
3. To provide ongoing professional development in areas related to the curriculum frameworks and effective teaching practices.
4. To discuss recertification options with new teachers.
5. To provide budgetary assistance and support in funding substitutes, supplies, and mentor time.
6. To visit classrooms.
7. To inform the community, school board, and school councils about the program.
8. To approve assignment of mentors and mentees, based on principal’s recommendation.
9. To assess the impact of the program.
10. To coordinate the selection process for mentors (application, etc.) and provide training.
11. To serve as a resource person to building principals, mentors, and mentees.
4. Discuss your degree of familiarity with the principles of effective teaching. Curriculum frameworks, multiple intelligences, and learning styles.

3. Confidentially, is or was your most important in our district. How would you maintain this with your mentor?

2. Describe your teaching style.

1. What skills do you possess or special training have you completed that would be beneficial in your role as a mentor?

Please respond to the following questions on a separate sheet of paper.

Areas of Certification:

Present Teaching Assignment (school, grade, subject):

Total Years Teaching:

Name:

Mentor Application
Arlot-Royalton Regional School District
ADDITIONAL COACHES
If an assistant coaching position is not filled, the remaining members of that varsity sport will be held in abeyance until such a coach can be located.

If a suitable and qualified head coach cannot be employed to handle a certain sport agreeable by both parties, the coach will have one year to satisfy the first aid requirements. If a coach is hired after the Red Cross course has been offered, then the knowledge specializing in the recognition and handling of athletic injuries for all athletes will be met the certification requirements of the American Red Cross. Annually the athletic director will evaluate each coach's ability to obtain a current Red Cross first aid course that

Each coach must have or agree to obtain a current Red Cross first aid course that

In coordination with the principal of the school, the athletic director will evaluate the principal will be recommended in writing the information of the sport and select the

The athletic director is considered to be management personnel charged with the

Structure

C. To aid the committee in planning their annual budgets.
B. To maintain stability in the coaching staff by encouraging capable coaches to
A. To direct capable coaches in the district.

Purpose

Funding in the budget or in federal or state programs.

Preamble

Coaching
E. There will be four (4) steps in the coaches' salary schedule to be determined as follows:

1. Every coach will be given one step for every two (2) years of experience as a coach of the activity in question.

2. When a coach moves from assistant coach to head coach in a sport, he/she will be given one step for every two (2) years of experience as an assistant coach in that sport.

F. Varsity coaches may be given a three year contract after their first full year in that position. The school committee reserves the right to make appointments on a one-year basis, notifying fall and winter coaches by April 15th and spring coaches by July 15th.

A. Coaches who are Unit A employees must adhere to the requirements specified in Appendix A, article III, Section A, Staff Meetings.

B. Coaches must supervise those students who remain in school before a practice or game begins and for those students whose transportation is delayed after a game.
P.1 110-181, 'National Defence Authorization Act'
P.1 103-3, 'Family and Medical Leave Act of 1993'

LEGAL REPS.

employees of personal oversight and delegation.
ensure compliance with those regulations either personally or by delegation, or by some combination
P.1 567-4, 'Family and Medical Leave Act of 1993' and its subsequent amendments. The Superintendent shall
The Autism Delaware Regional Public Schools shall comply with the mandatory provisions of the

EMPLOYEE FAMILY AND MEDICAL LEAVE
because of a need for family or medical leave.

Child means a son or daughter, whichever biological, adoptive, foster child, a

4. Definitions:

A. Leave Without Pay:

When available by agreement of employee and employer, leave is available for the birth of a child, for the adoption of a child, for any childbirth or medical condition arising out of the fact that the employee is the biological or adoptive mother of the child, or to care for a sick or injured child, or any other reason for which leave without pay is approved by the employer.

B. Eligibility for Leave:

An eligible employee may take up to twelve weeks of family or medical leave within any twelve (12) month period. The leave period begins on the first day of the leave. The leave period is not limited to any single period of time.

C. Continuity of Employment:

An employee is not entitled to leave without pay unless:

1. The employee is a citizens of the United States and is employed by an employer.

2. The employee has been employed by the school for at least twelve (12) months and has worked at least 1,250 hours in the previous 12 month period of the

3. Employment is not reduced to leave without pay unless:

A. Leave Without Pay
condition that would likely result in a period of incapacity of more than three (3) days is not needed.

(e) Any absence of 72 hours per work week or 36 hours per work day of an employee.

(f) "Reduced leave schedule" means a leave schedule that reduces the usual number of hours worked by a part-time employee or an employee working a shift.

3. "Part-time" means a part-time employee, who works for an individual who is not a health care provider.

4. "Health care provider" means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state where the doctor practices or in the state in which the doctor is located.

5. A period of incapacity that is determined by the Secretary of Labor to be capable of providing health care services.

6. A period of incapacity that is determined by a health care provider for a non-occupational illness or injury.
If the Superintendent may require a medical certification from the employee:

(a) The Superintendent may require an employee on medical leave where paid or

In answering the question above:

(c) The Superintendent may require an employee on medical leave where paid or

The health care provider giving the second opinion may not be a person

The information in question above:

The health care provider giving the second opinion is a person who:

1. A statement that the employee is unable to perform the functions of

receipting the condition,

the appropriate medical leaves within the health care provider's knowledge

the probable duration of the condition,

the date on which the health condition began;

Health care provider, stating—

The Superintendent may require a medical certification from the employee's

Medical Certification:

before taking leave without pay,

An employee must exhaust all available sick leave, vacation and personal days,

To perform the functions of this or her job.

I. Types of Leave Without Pay:

A. Personal Medical Leave Without Pay:

1. Personal Medical Leave Without Pay:

B. Twelve Month Period: The preceding twelve-month period from when the leave

C. "Twelve Month Period" means a husband or wife, as defined by state law.

D. "Twelve Month Leave" means a husband or wife, as defined by state law.
A. Medical Certification

Family Medical Leave Without Pay: The Superintendent may grant a medical certification for the health condition.

In the event of the death of a spouse, child, or parent, the employee's absence without pay for such a leave will be considered FMLA leave. The Superintendent may grant a medical certification for the health condition. Before the employee may resume work, the employee must present his or her medical certification for the health condition.

B. Notice and Request

The employee must provide notice as soon as practicable – generally, either the same or next business day, unless unusual circumstances make such notice impracticable. If the employee's absence is in observance of the School, written notice shall be given to the employee's principal or designee. The employee or principal may agree to a shorter period in advance, the health care provider's written certification shall be due within thirty (30) days of the employee's leave or the employee's principal or designee shall promptly inform the employee that the leave will begin in less than thirty (30) days of the employee's leave or the employee's principal or designee shall promptly inform the employee that the leave will begin in less than thirty (30) days of the employee's leave.

C. Reinstatement

The employee must return to the job that was held or to an equivalent job with equivalent pay within the required time frame.
When medically necessary:

The employee may take intermittent leave or take leave on a reduced leave schedule.

1. If the necessary leave is not foreseeable, the employee must provide notice to the employee supervisor or the employee's immediate supervisor at least thirty (30) days in advance of the leave.

2. If the necessary leave is foreseeable, the employee shall provide such notice as practicable—generally, either the same or the next business day.

3. If the necessary leave is not foreseeable, the employee shall provide such notice as practiceable.

4. If the necessary leave is foreseeable or the employee has been notified of the need to begin leave in less than thirty (30) days, the employee shall provide such notice as practicable.

5. An employee may take up to thirty (30) work days of paid leave under this policy.

6. The Superintendent may require an employee on medical leave to provide medical certification at reasonable intervals.

b. If the necessary leave is foreseeable based on planned medical treatment, the

1. Employee leave, and personal days before taking leave without pay.

2. Leave has been paid, and the employee has taken all eligible sick leave.

3. An employee may take up to thirty (30) work days of paid leave under this policy.

4. The Superintendent may require an employee on medical leave to provide medical certification at reasonable intervals.

The Superintendent may require an employee on medical leave to provide medical certification at reasonable intervals.

If the second opinion conflicts with the first, the Superintendent may require the employee to provide medical certification at reasonable intervals.

If the Superintendent has reason to doubt the validity of the medical certification.

The Superintendent may require the employee on medical leave to provide medical certification at reasonable intervals.

If the second opinion conflicts with the first, the Superintendent may require the employee to provide medical certification at reasonable intervals.

If the Superintendent has reason to doubt the validity of the medical certification.
employee must provide notice to the employer as soon as practicable under the facts.

1. A written explanation of the need for foreseen leave due to a qualified experience must be submitted by a copy of the covered

2. Certification of the existence and nature of the need.

3. Leave for a qualified experience must be supported.

4. 4. Certification of employee and employer.

5. Additional activities not encompassed in the other categories, but agreed to by the employer and the employee.

6. Provisions for leaves:

   a. Disability leaves:

   b. Maternity leaves:

   c. Parental leaves:

   d. Organizational and administration leaves:

   e. Military leaves:

   f. Military leaves:

   g. Studies:

   h. Adoption:

   i. Family leaves:

   j. Leaves for serious illness or injury:

   k. Military leaves:

   l. Military leaves:

   m. Military leaves:

   n. Military leaves:

   o. Military leaves:

   p. Military leaves:

   q. Military leaves:

   r. Military leaves:

   s. Military leaves:

   t. Military leaves:

   u. Military leaves:

   v. Military leaves:

   w. Military leaves:

   x. Military leaves:

   y. Military leaves:

   z. Military leaves:
to care for a covered service member when on active duty in the Armed Forces, including a member of the National Guard or Reserves.

A covered service member includes a member of the Armed Forces, including a member of the National Guard or Reserves who is a spouse, son, daughter, parent, or next of kin of a covered service member.

The employer's policy must be taken into consideration for a qualifying exigency.

4. Leave may be taken intermittently for a qualifying exigency.

5. Usual and customary notice requirements.

Provide notice for unforeseeable leave within the time prescribed by the employer.
The following rules apply to any employee who takes leave without pay under this policy.

1. Rules Applicable to Injurious in Periods Near the Conclusion of the Academic Term:

C. Special Rules.
4. Employment and Benefits upon Return to Work:

- Employees shall be restored to the or her former job or
- Leave shall be entitled, on return from leave.

Any employee who takes leave under this Policy for the intended purpose of the

Employees and Benefits upon Return to Work:

- Employees shall be excluded from the Group Health Plan.
- If the employee makes the monthly payment, then the employee need not make the monthly payment.
- If the employee fails to make such payments, then the employee must
- If the employee normally has a monthly payment to the plan, the employee must
- While the employee is on leave, the District shall provide Public Schools'

3. Benefits during Leave:

instead take the entire period as FMLA leave.

- If a teacher takes intermittent leave or a reduced leave schedule which is for more
- If a teacher does not give the School Committee the required thirty (30) days' notice

4. Employment position of the employee:

- (a) Which better accommodates occasional periods of leave than the regular
- (b) Which was spelled out, and benefits, and
- (c) For which the employee is qualified,
- (d) Which is offered by the Superintendent,

- Temporarily to an available alternative position

Medical leave, the Superintendent may recall the employee to

- If the intermittent leave or reduced leave schedule is foreseeable based on planned

2. Interim Leave and Reduced Leave Schedule:

- Nevertheless during FMLA Leave.

- Teachers' FMLA allocation/coverage during the extension, the additional time is
- The extended leave is counted against the teacher's FMLA allocation. If the
No employee of the school shall discriminate against any individual on the basis of color, race, age, sex, or national origin.

Prohibited Acts:

1. Entertain any individual for opposition to or exercise of any right provided under this policy.
2. Entertain any individual for opposition to this policy.

6. Other circumstances beyond the control of the employee:

a. The employee fails to return to work for a reason other than:
   - The employee is entitled to rehire without pay or at the previous rate of pay and:
   - The employee has been given notice of the intention to rehire under this policy after the period of leave.
   - The employer has made written notice of the intention to rehire under this policy.
   - The employee is entitled to rehire with pay.

b. Prohibited: No employee shall accrue credit or be placed in an equivalent position with equivalent benefits, pay, and other benefits of any employee under this policy or under any other policy.

2. To be placed in an equivalent position with equivalent benefits, pay, and other benefits of any employee under this policy or under any other policy.

For a reason that does not qualify as FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status.

However, based on the discretion of the employer, the leave may not be counted against the employee's FMLA leave.

VA Code 8 221-303
Department of Labor Regulations, 29 C.F.R. Part 825
29 U.S.C. § 2601 et seq.
P.L. 103-3, "Family and Medical Leave Act of 1993"

LEGAL REPS.

In no provision under this policy:

(3) Testifying or being about to testify in any inquiry or proceeding relating to any
proceeding relating to any inquiry or proceeding under this policy,
or

(2) Giving or being about to give, any information in connection with any inquiry or
proceeding under this policy,
or

(1) Filing any charge, instigating or causing to be instituted any proceeding under or