

**SECTION G**

**PERSONNEL**

<b>GA</b>	<b>PERSONNEL POLICIES GOALS</b>
<b>GBA</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY</b>
<b>GBB</b>	<b>STAFF INVOLVEMENT IN DECISION-MAKING</b>
<b>GBD</b>	<b>SCHOOL COMMITTEE-STAFF COMMUNICATIONS</b>
<b>GBEA</b>	<b>STAFF CONFLICTS OF INTEREST</b>
<b>GBEB</b>	<b>STAFF CONDUCT</b>
<b>GBEBC</b>	<b>GIFTS TO AND SOLICITATIONS BY STAFF</b>
<b>GBEBD</b>	<b>ALCOHOL CONSUMPTION ON SCHOOL APPROVED TRIPS OR TRAVEL</b>
<b>GBEC</b>	<b>DRUG-FREE WORKPLACE POLICY</b>
<b>GBED</b>	<b>TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS</b>
<b>GBEE</b>	<b>EMPLOYEE APPROPRIATE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES</b>
<b>GBGB</b>	<b>STAFF PERSONAL SECURITY AND SAFETY</b>
<b>GBI</b>	<b>STAFF PARTICIPATION IN POLITICAL ACTIVITIES</b>
<b>GBJ</b>	<b>PERSONNEL RECORDS</b>
<b>GBK</b>	<b>STAFF COMPLAINTS AND GRIEVANCES</b>
<b>GCA</b>	<b>PROFESSIONAL STAFF POSITIONS</b>
<b>GCBA</b>	<b>PROFESSIONAL STAFF SALARY SCHEDULES</b>
<b>GCBD</b>	<b>PROFESSIONAL STAFF FRINGE BENEFITS</b>
<b>GCCC</b>	<b>STAFF FAMILY AND MEDICAL LEAVE</b>
<b>GCE</b>	<b>PROFESSIONAL STAFF RECRUITING/ POSTING OF VACANCIES</b>

<b>GCF</b>	<b>PROFESSIONAL STAFF HIRING</b>
<b>GCG</b>	<b>PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT</b>
<b>GCGB</b>	<b>ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES</b>
<b>GCGG</b>	<b>ARRANGEMENTS FOR TUTORS</b>
<b>GCGH</b>	<b>PROFESSIONAL STAFF SUMMER EMPLOYMENT</b>
<b>GCIA</b>	<b>PHILOSOPHY OF STAFF DEVELOPMENT</b>
<b>GCJ</b>	<b>PROFESSIONAL TEACHER STATUS</b>
<b>GCRC</b>	<b>PROFESSIONAL STAFF CONSULTING ACTIVITIES</b>
<b>GCRD</b>	<b>TUTORING FOR PAY</b>
<b>GDA</b>	<b>SUPPORT STAFF POSITIONS</b>

## **PERSONNEL POLICIES GOALS**

The District's specific personnel goals are:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments.
3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.
4. To provide for a genuine team approach to education.
5. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

Adopted: November 21, 2011

LEGAL REF.: 603 CMR 26:08 paragraphs 3,7,8,9

## **EQUAL EMPLOYMENT OPPORTUNITY**

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, national origin, disability or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Adopted: November 21, 2011

LEGAL REF.: 603 CMR 26:08

CROSS REF.: AC, Nondiscrimination

## **STAFF INVOLVEMENT IN DECISION-MAKING**

The School Committee recognizes that staff participation in the decision-making processes of the school system is a key to the creation of excellent programs, to the development of judicious policies, and to the effective implementation of both. Staff members shall be encouraged to contribute in the planning of educational programs and in the development of policies and regulations that affect both them and their work.

The School Committee acknowledges and respects the professional status of Weston teachers, their desire to work toward the improvement of education, their skill and knowledge in their fields, and their wish to have an opportunity to react to proposed policy or arrangements that will affect their professional lives. The School Committee also recognizes the essential contributions made by members of the support staff and their interest in the successful operation of the school system. Therefore, the viewpoints of staff members shall be given serious consideration in the development of policies, regulations, and programs for the school system. In keeping with the above principle, each building administrator shall maintain channels for conferring with the professional and support staff in establishing building policies, regulations, and programs.

The School Committee is vested with ultimate responsibility for making the decisions about school policy.

Adopted: November 21, 2011

CROSS REFS.: BF, Policy Development  
CE and CE-R, Administrative Councils, Cabinets, and Committees  
CH, Policy Implementation  
DBD, Budget Planning

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

### Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee from administrative decisions on important matters, except those matters that are outside the Committee's legal authority; provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

### School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

### Visits to Schools

Individual Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

Adopted:                      November 21, 2011

## **STAFF CONFLICTS OF INTEREST**

The spouse, son, daughter, brother, sister, mother, father, or other close relative of any administrator employed by the Weston Public Schools, or of any Weston School Committee member, will not be employed in any position in the school system.

Exceptions to this restriction may be made only by vote of the School Committee.

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

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

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him or her.

Adopted: November 21, 2011

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

## **STAFF CONDUCT**

All staff members have a responsibility to familiarize themselves with and abide by the laws of The Commonwealth of Massachusetts as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Adopted: November 21, 2011

LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14

## STAFF GIFTS AND SOLICITATIONS

### Gifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

In keeping with this policy,

1. No employee of the Weston Public Schools shall accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.
2. Students shall be discouraged from giving gifts to teachers and school administrators. One reason for not permitting the formal exchange of gifts between students in the classroom is to eliminate occasions where the widespread giving of personal gifts to teachers might arise.

In compliance with MGL c.268 and the Massachusetts State Ethics Commission, Weston employees are forbidden from accepting any work-related personal gifts with a combined value over \$50.00.

Adopted: November 21, 2011

CROSS REFS.: JL, Student Gifts and Solicitations  
KH, Public Gifts to the Schools

### Solicitation

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members or students through the use of school personnel, school time, and bookkeeping machinery must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members or students except with specific School Committee approval. Whenever such solicitations are made, no pressure shall be exerted to obtain contributions even though the drive is one that the School Committee has specifically approved.

Adopted: November 21, 2011

CROSS REF.: KI/KJ, Public Solicitations and Advertising in the Schools

File: GBEBD (also JICHA)

## **ALCOHOL CONSUMPTION ON SCHOOL APPROVED TRIPS OR TRAVEL**

Students on school-approved field trips or travel are to observe the same rules of behavior as if they were on school campus, and thus may not consume alcohol, even when in foreign countries where they are legally permitted to drink.

Faculty members or other adults chaperoning school-approved field trips or travel should consider themselves on duty and responsible for the well-being of the students in their charge. While interacting with students on such field trips, or travel, no faculty members or other adult chaperones should consume alcohol.

Adopted:                      November 21, 2011

## **DRUG-FREE WORKPLACE POLICY**

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

Adopted: November 21, 2011

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: JICH, Drug and Alcohol Use by Students

**TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS**

Smoking or the use of tobacco within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited.

Staff members who violate this policy will be referred to their immediate supervisor for disciplinary action, up to and including termination

Adopted: November 21, 2011

LEGAL REF.: M.G.L. 71:37H

**EMPLOYEE APPROPRIATE USE POLICY OF INFORMATION  
TECHNOLOGY RESOURCES**

Access to network resources, electronic communications, the Internet, database systems, computers and other information technology (IT) resources is essential to the mission of the Weston Public Schools (WPS). The purpose of these resources is primarily to develop quality educational materials in the pursuit of excellence in teaching and learning and to efficiently manage the day to day operations of the WPS. Toward this end, the WPS provides a number of IT services to WPS employees. Incumbent with access to these services, WPS employees are charged with the responsibility to use them appropriately and to model that usage for students.

The Superintendent, in conjunction with the Director of Technology and School Libraries shall develop appropriate regulations to govern the responsible use of information technology resources by WPS employees. Where technology is constantly evolving, these regulations shall be regularly reviewed by the Director of Technology, in consultation with the Superintendent, and revised as appropriate.

The Appropriate Use Policy and the accompanying regulations are intended to prevent illegal and/or improper use or abuse of the schools' IT resources.

Adopted:                      November 21, 2011

## **STAFF PROTECTION**

The school system will be vigorous in its protection of all employees from physical, verbal, and/or psychological abuse.

Any employee who is threatened with harm is to notify his/her Principal or other supervisor immediately, and steps are to be taken at once to protect the employee's safety.

Adopted: November 21, 2011

LEGAL REFS.: See WEA Agreement XIII, Section 4

## **STAFF PERSONAL SECURITY AND SAFETY**

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Physical examinations may also be required of bus drivers and food handlers as law or state regulations require.

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

Adopted: November 21, 2011

LEGAL REFS.: M.G.L. 71:54; 71:55B; 71:55C

CROSS REFS.: EB, Safety Program  
GCBD, Professional Staff Fringe Benefits  
GDBD, Support Staff Fringe Benefits

**STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

Adopted: November 21, 2011

LEGAL REF.: M.G.L. 71:44

## PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his or her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his written response in the file.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or in accordance with the General Laws.

Adopted: November 21, 2011

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247  
Title IV, as amended  
88 Stat. 571-574 (20 U.S.C. 1232g) and regulations  
M.G.L. 4:7; 71:42C  
WEA Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public's Right to Know

***Weston Public Schools***

## **STAFF COMPLAINTS AND GRIEVANCES**

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

Adopted: November 21, 2011

LEGAL REFS.: M.G.L. 150E:5 and 8

CONTRACT REFS.: All Contract Agreements

## **PROFESSIONAL STAFF POSITIONS**

All professional staff positions are created only with the approval of the School Committee. It is the School Committee's intent to maintain a sufficient number of positions to accomplish the school system's goals and objectives and the efficient administration of its services and programs.

Before any new position is established, the Superintendent will present to the School Committee a description of the position which specifies the qualifications required and the services to be performed. While a position may remain unfilled, only the School Committee may abolish a position it has created.

Adopted: November 21, 2011

## **PROFESSIONAL STAFF SALARY SCHEDULES**

### Teachers/

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

### Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the Committee to support recommendations for merit increases. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

### Administrators

Salaries will be reviewed annually prior to July 1.

### Individual Contracts

As the Town of Weston does not use a contract form, newly employed staff members will enter into letters of agreement with the Weston Public Schools which shall confirm their appointments and salaries and shall have the effect of a binding contract.

Adopted: November 21, 2011

LEGAL REFS.: M.G.L. 71:40; 71:43

CONTRACT REF.: WEA Agreement

## **PROFESSIONAL STAFF FRINGE BENEFITS**

Benefits in addition to basic salary are recognized by the School Committee as an integral part of the total compensation plan for staff members.

The benefits extended the professional staff shall be designed to promote their present and future economic security and shall provide the financial incentives necessary for them to devote vacation periods and free time to the types of professional development that will be of benefit to the program of the Weston Public Schools.

The benefits shall include those required by law and others established by the Town or through policy of the School Committee.

Adopted: November 21, 2011

LEGAL REFS.: M.G.L. 71:37B, 71:381

CROSS REFS.: DLC, Expense Reimbursements  
GBG, Staff Protection

## **STAFF FAMILY AND MEDICAL LEAVE**

The school system shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993 as amended. In addition, the district will comply with the mandatory provisions of the Small Necessities Leave Act of August 4, 1998. The Superintendent shall issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

Adopted: November 21, 2011

LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993" as amended  
Small Necessities Leave Act of August 4, 1998.  
MGL, Chapter 149, Section 52D

## **PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES**

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and it is the responsibility of the Principals, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the Town and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

Adopted: November 21, 2011

LEGAL REFS.: Collective Bargaining Agreements

## **PROFESSIONAL STAFF HIRING**

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will always strive to do their best, and are committed to providing the best educational environment for the children.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. Administrative responsibility for hiring staff is as follows: the Superintendent is responsible for the hiring of District-wide Administrators and Principals; Principals are responsible for the hiring of building-based personnel. The administrator responsible for the hiring of a staff member is responsible for establishing a representative screening committee. Although the administrator has the final say in determining who will be hired, it is expected that the screening committee's input will be a factor in the decision.

Adopted: November 21, 2011

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B  
Massachusetts Board of Education Requirements for Certification of  
Teachers, Principals, Supervisors, Directors, Superintendents and  
Assistant Superintendents in the Public Schools of the Commonwealth  
of Massachusetts, revised 1994  
603 CMR 7:00 and 44:00

## **PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

### Part-Time Teachers

Teachers may be employed on a part-time basis. The salary of part-time teachers will bear the same ratio to the first step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

### Substitute Teachers

Each building Principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent.

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including long-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

Adopted:                      November 21, 2011

## **ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES**

The employment and assignment of substitute teachers shall be centralized for the school system. Substitute teachers shall meet requirements of the State and of the school system for persons serving as substitutes. All substitute teachers must have a satisfactory Massachusetts Criminal Offender Information (C.O.R.I.) check prior to being added to the substitute list.

Substitutes shall be paid at per diem rates approved by the School Committee.

Principals may request a substitute not be assigned or re-assigned to their building by notifying the Human Resource Director. At the end of the first twenty (20) days of service, substitute teachers will be evaluated by Principals in whose schools they have worked. The Superintendent will, on the basis of these evaluations, determine if the substitute is eligible for continued service in Weston.

Adopted:                      November 21, 2011

## **ARRANGEMENTS FOR TUTORS**

The School Committee recognizes the need for two types of paid tutors in the schools:

1. School-provided tutors to give home instruction and specialized instruction to children with special needs. These tutors are paid with public funds.
2. Private tutors to offer students, at the request of parents, a special type of instruction not available in the regular school program, such as individual music lessons.

The following policies shall apply to the employment and compensation of tutors:

### Tutors Employed by the School System

Employment shall conform with employment policies for professional personnel. Special education tutors, including homebound tutors and others, shall be paid at a uniform hourly rate approved by the School Committee. Some exceptions, however, may be made by the Superintendent in extraordinary circumstances.

### Private Tutors

As a convenience to parents and students, the School Committee shall permit private music teachers as authorized by the Superintendent to use school premises to give private instruction to individual students. These arrangements are subject to the following conditions:

1. The fee charged by the private teacher shall be set by the School Committee.
2. The fees will be paid directly by the parent to the private teacher.
3. The Superintendent or his/her designee shall approve the tutors who may use school premises for this purpose. A list of these tutors will be provided to Principals, who will make it available to parents at their request.

Adopted: November 21, 2011

CROSS REF.: IGBEA\*, Tutorial Assistance

## **PHILOSOPHY OF STAFF DEVELOPMENT**

All staff members will be encouraged in and to the extent permitted by available financial and other resources, provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

Adopted: November 21, 2011

REF.: WEA Agreement Appropriate Sections

## **PROFESSIONAL TEACHER STATUS**

Teachers and certain other professional employees who have been licensed by the Department of Secondary and Elementary Education and have served in the School District for three consecutive years shall be entitled to professional teacher status.

1. A Year is defined as the number of contractual days.
2. Professional teacher status becomes effective upon a teacher's return to work the following school year.

The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school system. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school system in another position for which he/she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he/she is not legally qualified.

Adopted: November 21, 2011

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

**PROFESSIONAL STAFF CONSULTING ACTIVITIES**

If members of the Weston administrative or teaching staff are invited to take time from responsibilities in Weston in order to provide services to other school systems or organizations, prior permission of the Superintendent is required. If paid consultation is undertaken, the Weston School Committee shall retain the right to not pay Weston staff during the time they are employed as consultants elsewhere. If consultation is without pay, the Superintendent shall decide whether or not the staff member may receive his/her Weston Public Schools salary. The Superintendent shall keep the School Committee informed of staff consulting activities.

Adopted: November 21, 2011

CROSS REF.: LB, Relations with Other Schools and School Districts

## **TUTORING FOR PAY**

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents/guardians a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he/she or she is to be tutored.

Tutoring for pay is not to be done in school buildings.

Adopted:                      November 21, 2011

## **SUPPORT STAFF POSITIONS**

Education is a cooperative enterprise in which all employees of the school system must participate intelligently and effectively for the benefit of the children. This school system will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.

The Human Resource Director maintains copies of all support staff job descriptions and job specifications for review.

Although positions may remain temporarily unfilled or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Committee may abolish a position it has created.

Adopted:                      November 21, 2011