



File: GBD (Also BHC) - 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 School 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 School Committee's legal authority, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the School Committee policy on complaints and grievances. Staff members are also reminded that School Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the School 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 School Committee's problems, concerns, and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will make arrangement 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.

First Reading: TBD

Second Reading: TBD



File: GBE - STAFF CONDUCT

The Framingham School Committee has a strong commitment to provide a safe work place and to establish programs promoting high standards of employee health for all Framingham School Department, staff. Consistent with the spirit and intent of this commitment, the School Committee has established this policy regarding drug and alcohol use and/or abuse.

1. The illegal use, sale, or possession of narcotics, drugs (including alcohol) or controlled substances while on the job or school property is an offense warranting discharge. Any illegal substances will be turned over the appropriate law enforcement authority.
2. Employees who possess or are under the influence of alcohol, narcotics, drugs, or controlled substances either on the job or when reporting to work, will be subject to administrative action up to and including termination of employment. Employees, may be required to undergo drug and/or alcohol screening tests, if it is suspected they are under the influence of drugs or alcohol.
3. Any employee may voluntarily request to participate in the Employee Assistance Program (EAP), if they need assistance in dealing with a drug or alcohol problem. This program may be accessed confidentially by the employee.
4. If an employee chooses to notify the School Department or requests assistance from the School Department regarding a drug or alcohol problem, such notice will not jeopardize ~~their/his/her~~ continued employment provided the employee stops the abuse and maintains appropriate job performance. While the Employee Assistance Program is a valuable resource in dealing with personal problems, participation in the program will not prevent disciplinary action for a violation of this policy.
5. All individuals, whether or not they are Framingham School Department employees, are subject to the provisions of Massachusetts General Laws, Chapter 272, Section 40A.

CROSS REF: Policy [ADC: Tobacco and/or Marijuana Use on School Premises](#)

First Reading: TBD

Second Reading: TBD



File: GBH - STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

Instructional Staff-Community Relations

The employee as an individual holds the position of a community relations agent for the school. Every day each member of the staff is actively engaged in building community relations, whether or not ~~they~~~~he/she is~~~~are~~ aware of it. If these relations are good, the employee and the school will derive many benefits. The employee makes favorable or unfavorable impressions on ~~their~~~~his/her~~ pupils, co-workers, parents and the community in general.

Favorable opinions toward education are usually based upon confidence in employees. As the employee is judged, so is the District. The success of each individual will depend largely upon the type of community relations ~~they~~~~he/she~~ conducts. Each one has a personal responsibility to be an agent of good will for the schools.

First Reading: TBD

Second Reading: TBD



File: GBI - 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 ~~their-his/her~~ 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.

LEGAL REF.: M.G.L. [71:44](#)

First Reading: TBD

Second Reading: TBD



File: GBJ - 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 ~~their-his/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.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

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](#)

Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: [KDB](#), Public's Right to Know

First Reading: TBD

Second Reading: TBD



File: GBJA - PROVIDING EMPLOYMENT REFERENCES

The District will maintain information regarding current and former employees as confidential within the limits of the law. Only the Superintendent or a person or persons specifically designated by the Superintendent may respond on behalf of the District to a reference request for a current or former employee. District employees must direct reference requests to the Superintendent or designee. Upon request, employees will assist the Superintendent or designee with the preparation of accurate reference information.

Employees other than the Superintendent or designee may provide personal references at the request of a current or former employee, but by doing so, they are acting outside of the scope of their employment. Employees may not use District letterhead or otherwise indicate that the reference is sponsored by the District. The District will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

First reading: ~~January 3, 2017~~

Second reading: ~~January 10, 2017~~



File: GBJA-R - PROVIDING EMPLOYMENT REFERENCES - REGULATIONS

DEFINITIONS

Employee - Any staff member or student teacher of the Framingham Public Schools.

Former Employee - An employee who was terminated or resigned or whose contract was non-renewed; an employee who has been notified that his or her contract with the District will not be renewed or that the District is pursuing termination, even if the process has not been completed.

Potential Employer - Another school District, business or person seeking to hire a current or former employee or screening the current or former employee for a volunteer position, internship or other activity.

Reference - Information regarding the employment of, or services provided by, a current or former employee including, but not limited to, specific information regarding:

1. Names
2. Positions
3. Salary
4. Length of service

Release Form - A form that an Employee or Former Employee signs granting Framingham Public Schools the right to share information beyond its regular Reference policy as stated herein and absolving Framingham Public Schools from any and all liability as a result of the giving of such information.

Sexual Misconduct - Engaging in any conduct with a student, on or off District property, that constitutes the crime of sexual misconduct; illegal sexual harassment as defined in policy [ACAB-E](#), as determined by the District; or child abuse involving sexual behavior, as determined by the Department of Social Services (DSS).

A Former Employee may sign a Release Form that acknowledges that a Former Employee has been informed that it is Framingham Public School's general policy to disclose in response to a Potential Employer's request only the following information about Employees or Former Employees:

1. Names
2. Positions
3. Salary
4. Length of service

By signing the Release Form, the Employee or Former Employee voluntarily requests a departure from this general policy in responding to reference requests from any Potential Employers and authorizes Framingham Public Schools to disclose to such Potential Employers any employment-related information that Framingham Public Schools, in its sole discretion and judgment, may determine is appropriate to

disclose, including any personal comments, evaluations, or assessments that Framingham Public Schools may have about the Employee's or Former Employee's performance or behavior as an Employee. This information may include the following:

1. Work performance record
2. Ability to form effective working relationships with others
3. Technical skills
4. Job title and job description
5. Salary information
6. Eligibility for re-employment
7. Disciplinary matters supported by appropriate documentation
8. Reason for leaving employment

In exchange for Framingham Public Schools' agreement to depart from its general policy and to disclose additional employment-related information pursuant to the Employee's or Former Employee's request, the Employee or Former Employee agrees to release and discharge Framingham Public Schools and Framingham Public Schools' School Committee, Ssuperintendent, the Ssuperintendent's designees, and any other Framingham Public School Employees for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Framingham Public School's disclosure of employment-related information to Potential Employers. This Release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

CONTENT

In accordance with law, the following information about employees will be provided to any member of the public upon request:

1. Names
2. Positions
3. Salary
4. Length of service

Unless otherwise required under this policy or by law, before providing a reference for a current Employee or Former Employee, the Ssuperintendent or designees will verify that the Employee or Former Employee consents to the release of further information in accordance with the Release Form.

Disclosing Allegations of Sexual Misconduct to Other Public Schools

If a potential public school employer requests a reference regarding a Former Employee whose job involved contact with children, the District will, in accordance with state law, notify the Potential Employer if the Employee or Former Employee was terminated, non-renewed or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the DSS's child abuse and neglect review board. If a Potential Employer contacts the District for a reference for any Former Employee about whom the DSS has

investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the District will provide the results of the DSS investigation to the Potential Employer, regardless of whether the Employee's job involved contact with children.

The District must provide these notifications regardless of whether the Former Employee has authorized the release of information. The District will provide due process as required by law prior to releasing information in accordance with this section, if feasible.

The Superintendent or designee is authorized to contact the District's attorney for advice on implementing this policy in accordance with law.

RECORDKEEPING

When the District is contacted for a reference for a current Employee or Former Employee, the Superintendent or designee will document the date, the name of the person and entity requesting the information, the person responding to the request, the method of disclosure, the information provided and, when applicable, the existence of a Release Form.

In accordance with law, if the District responds to any requests by letter, the District will forward a copy of the reference letter to the current Employee or Former Employee at the Employee's last known address.

NOTICE

The District will notify all current Employees of this policy.

The Superintendent or designee will provide notification of the existence of this policy to all Potential Employers who contact the District for a reference. The notification must also include a statement that the District's responses are limited to the scope of this policy. The notification need not be in writing. The District will also provide copies of the policy to Former Employees upon request.

IMMUNITY

Any District Employee who is permitted under this policy to respond to requests for references regarding Former Employees and who communicates only the information authorized by this policy in good faith and without malice is entitled to immunity against any civil action for damages brought by the Former Employee arising out of the communication of such information, in accordance with law.

First Reading: TBD

Second Reading: TBD

File: GBJA-E - FRAMINGHAM PUBLIC SCHOOLS REFERENCE RELEASE FORM

I acknowledge that I have been informed that it is Framingham Public Schools' general policy to disclose in response to a prospective employer's request only the following information about current or former employees: 1. Names; 2. Positions; 3. Salary; 4. Length of service.

By signing this release, I am voluntarily requesting that Framingham Public Schools depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize Framingham Public Schools to disclose to such prospective employers any employment-related information that Framingham Public Schools, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that Framingham Public Schools may have about my performance or behavior as an employee. This information may include the following:

1. Work performance record
2. Ability to form effective working relationships with others
3. Technical skills
4. Job title and job description
5. Salary information
6. Eligibility for re-employment
7. Disciplinary matters supported by appropriate documentation
8. Reason for leaving employment

In exchange for Framingham Public Schools' agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge Framingham Public Schools and the Employee or Former Employee agrees to release and discharge Framingham Public Schools and Framingham Public Schools' School Committee, Superintendent, the Superintendent's designees, and any other Framingham Public School Employees for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Framingham Public School's disclosure of employment-related information to Potential Employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

This release sets forth the entire agreement between Framingham Public Schools and me, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document.

Name: _____ Signature: _____ Date: _____

This has been provided by legal counsel at Morgan, Brown & Joy, ~~November 1, 2016.~~

File: GBCAAA - SICK LEAVE BANK

The Framingham School Committee authorizes the establishment of a voluntary Sick Leave Bank. The policies regulating the Sick Leave Bank shall be voted by the School Committee and any recommended changes in this policy must be approved by the School Committee.

It shall be the responsibility of the employees to implement and administer the Sick Leave Bank. The Sick Leave Bank shall be administered by the Sick Leave Bank Committee through the Office of the ~~Assistant Superintendent for Human Resources~~ ~~Director of Human Resources~~ **Assistant Superintendent for Human Resources**.

The ~~Assistant Superintendent for Human Resources~~ ~~Director of Human Resources~~ **Assistant Superintendent for Human Resources** will be a voting member of the Sick Leave Bank Committee.

First Reading: TBD

Second Reading: TBD



File: GCEB - ADMINISTRATOR RECRUITING

Administrative vacancies for positions not covered under collective bargaining

It is the policy of the Framingham School Committee to attract the highest caliber candidates when administrative vacancies occur. The Superintendent, in conjunction with the ~~Assistant Superintendent of Human Resources~~ ~~Director of Human Resources~~, will establish a fair and equitable recruitment program for each administrative vacancy that attempts to attract a pool of qualified candidates. Advisory committees representing all appropriate segments of the school community will be established to give the District input on the selection of the most qualified candidates. The Superintendent will make the final decision on all administrative appointments except the positions of Superintendent, Assistant Superintendents, ~~Executive Director for Finance and Operations~~ ~~Business Manager~~, and Director of Special Education in which case the final decision will rest with the School Committee.

First Reading: TBD

Second Reading: TBD

File: GCI - PROFESSIONAL DEVELOPMENT POLICY

"The purpose of high quality professional development is to enhance student learning by promoting increased knowledge, skill, and renewal of District educators, substitutes, and other members of the educational community. High quality professional development provides a wide variety of opportunities for ongoing growth that enhance an individual's ability to perform as an educator and promote coherent, systemic approaches... to educational improvement."

(Massachusetts Statewide Plan for Professional Development, p. 3.)

The Framingham School Committee is committed to supporting the professional growth of all staff by offering opportunities which will help achieve one or more of the following goals:

Improve student performance and achievement

Recognize and utilize the expertise and innovative efforts of staff

Develop educational leadership

Provide staff with activities necessary for recertification

Promote connections with higher education, professional organizations, and other organizations which provide professional development

The Administration ~~and the Curriculum Advisory Council Staff Development Sub-Committee~~ will be responsible for development and communication to staff of a comprehensive professional development plan for each school year. Elements of this plan will include inservice programs of general interest to staff, extension courses requiring participation, guided practice, and reflection, and opportunities for individual, collaborative, or peer modeling involvement in District initiatives focusing on organizational change. All of these activities can be incorporated into an individual professional development plan for recertification.

Subject to the approval of the Superintendent or his/her designee, salary credit will be granted for successfully completed graduate level courses that have been approved by an accredited college or university. Undergraduate courses may be considered for salary credit when they are consistent with furthering District goals and are approved in advance by the ~~Office of Teaching and Learning Director of Curriculum and Staff Development.~~

A yearly summary of professional development activities, including content, level of participation, and evaluations, will be presented to the School Committee by the ~~Office of Teaching and Learning Director of Curriculum and Staff Development.~~

First Reading: TBD

Second Reading: TBD



File: GCJ - PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served with all necessary DESE licenses for their position in the School District for three consecutive and full academic years shall be entitled to professional teacher status. 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 ~~their/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 ~~they are~~~~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 ~~they are~~~~he/she is~~ not legally qualified.

LEGAL REFS.: M.G.L. [71:38](#); [71:38G](#); [71:38H](#); [71:41](#); [71:42](#); [71:43](#)

First Reading: TBD

Second Reading: TBD



File: GCJA - PROFESSIONAL STAFF TIME SCHEDULES

Daily School Hours

- ~~1. All teachers must be on duty ready to receive their pupils fifteen minutes before the opening of school in the morning.¶¶~~
- ~~2. Monday through Thursday of each school week, all teachers will be required to be in their respective classrooms or in areas assigned to them for a period of one-half hour after the closing time of their respective school day. This time shall be used for student help and/or for the purpose of conferring with parents. It is not the practice for principals to excuse teachers from this regulation to attend courses at the various colleges. Arrangements should be made so that such courses do not interfere with the after-school duties. Coaches and others who may have other activities should not allow these extra activities to interfere with the proper carrying out of the above duties.¶¶~~
- ~~3. It shall be the right and responsibility of a principal to request any and all teachers to remain longer than the usual one-half period at such time as he/she deems best for his/her particular school and for such purposes as are determined by him/her.¶¶~~
- ~~4. The entire staff or any portion of it shall attend post-school session meetings whenever the Superintendent of Schools or his/her designee requests such a meeting.¶¶~~
- ~~5. All teachers may leave their respective buildings at the close of school each Friday and days before holidays, at such time when the room or areas are in good order and as long as there are no students in their respective classrooms.~~
- ~~6. Teachers are requested to plan their group meetings or personal needs at such times as to prevent conflicts with their job requirements heretofore stated. If, however, an emergency arises and they/he/she must leave at an earlier hour than has been determined by the regulation, the individual is to seek permission from their/his/her respective principal. If the meeting has been called by the School Committee, Superintendent of Schools, or by a member of the Central Administration, then permission shall be requested from the person who called the meeting.~~

First Reading: TBD

Second Reading: TBD



File: GCL-R - PROFESSIONAL STAFF TIME SCHEDULES

Instructional Staff-Tardiness in Arrival for Duties and Departure From Duties After School

Both as an example to students and as a necessary means of effective operation, teachers are to be promptly on duty as designated by their building principals in accordance with policy of the School Committee as to the length of the teacher's day.

REGULATIONS

~~All teachers are to be on duty at least fifteen minutes prior to the opening of the school day and, except on Friday of each week, are to remain on duty for thirty minutes after the close of school.~~

In cases of teacher tardiness, a Principal should speak to the teacher orally about the infraction on the first instance and indicate to the teacher that if such tardiness continues, reports of subsequent infractions will be forwarded to the Superintendent of Schools for inclusion in the individual's personnel file.

When such notice is forwarded to the Superintendent, a copy shall be given to the teacher concerned.

If three avoidable cases of tardiness occur within a one-month period, the teacher will be asked to meet with the Superintendent of Schools or ~~their~~ his/her designee.

These regulations refer to avoidable cases of tardiness as determined by the building Principal in consultation with the individual teacher.

First Reading: TBD

Second Reading: TBD



File: GCO - STAFF EVALUATION

It shall be the policy of the Framingham School Committee that every staff member shall be evaluated at least once each year by ~~their~~^{his/her} direct supervisor in writing.

For staff members who are represented by a bargaining unit, the form used for the evaluation shall be agreed upon by the bargaining unit and the School Committee. For non-bargaining staff members, the form used for evaluation shall be developed by the Superintendent and the supervisor with input from the individual being supervised.

During the spring of each year, unless otherwise stated in a contract, the annual evaluation shall be completed and discussed with the person evaluated, whose comments shall be solicited.

First Reading: TBD

Second Reading: TBD



File: GCQD - RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Professional staff members may discontinue their service in the school system during the school year by submitting a written notice of intent to resign to the appropriate hiring authority.

Such written notice of intent to resign will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.

When a resignation is accepted by the Superintendent, the employee may be expected to continue in service at ~~their~~^{his or her} assigned duties for a period of 30 days after submission of the resignation.

First Reading: TBD

Second Reading: TBD



File: GCV/GDV - NON-SCHOOL EMPLOYMENT BY STAFF MEMBERS

When a person is hired on a regular, full-time basis, the School Department considers that it has given ~~their/him/her~~ full-time employment. Therefore, the School Department shall expect all employees to give the responsibilities of their positions in the District precedence over any type of outside part-time work.

An employee will not perform any duties related to an outside job during ~~their/his/her~~ regular working hours, nor will an employee use any District facilities, equipment or materials in performing outside work.

First Reading: TBD

Second Reading: TBD



File: GDD - SUPPORT STAFF VACATIONS AND HOLIDAYS

Holidays

The school calendar, as adopted by the School Committee, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Employees who work on a 12-month basis will be granted paid holidays on all legal holidays and such other holidays as designated by the School Committee. They will also be expected to report to work during school recess periods unless days during these periods are considered official and designated as paid holidays by the Committee.

To qualify for holiday pay, the employee must be at work on the day before and the day following the holiday, unless his absence is approved on the basis of current leave policies.

Vacations

Unless otherwise indicated by a collective bargaining agreement or personnel agreement all 12-month employees will be eligible for paid-vacations in accordance with the following:

0-1 year --accrued at one day per month worked

1-5 years -- two weeks vacation

6-10 years -- three weeks vacation

After 10 years -- four weeks vacation

Support staff members employed on 10-month basis will be granted two weeks' paid vacation after completing 10 full years of services in the school system.

SOURCE: MASC

LEGAL REFS.: M.G.L. [4:7](#); [136:12](#)

CONTRACT REFS.: All support staff contracts

First Reading: TBD

Second Reading: TBD



File: GDO - EVALUATION OF SUPPORT STAFF

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable work loads, and establish wage and salary policies that encourage employees to put forth their best efforts. The evaluation of employee achievements and the provision of a good atmosphere are some of the major duties of the Superintendent.

The evaluation will cover the major areas of the employee's responsibilities and may include the following:

1. Specific work assignment
2. Attitude toward students
3. Attitude toward public education
4. Attitude toward supervisors, teachers, and fellow employees
5. Work habits

Each employee will be informed of the basis upon which ~~they are~~ ~~he/she is~~ to be evaluated in advance of evaluation.

CONTRACT REFS.: All support staff agreements

First Reading: TBD

Second Reading: TBD