

THE OFFICIAL
2012-2013
STAFF HANDBOOK



MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS

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**MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS**

MILTON SCHOOL COMMITTEE MEMBERS

**Glenn Pavlicek, Chairman
Lynda-Lee Sheridan, Vice Chair
Mary Kelly, Member
Kristan Bagley Jones, Member
Leroy Walker, Member
Becky Padera, Member**

ADMINISTRATION

**Mary C. Gormley, Superintendent
John P. Phelan, Assistant Superintendent
for Curriculum and Personnel
Matthew J. Gillis, Assistant Superintendent for Business Affairs**

PRINCIPALS

**James Jette, Principal, Milton High School
Dr. Karen Spaulding, Principal, Pierce Middle School
Janet Sheehan, Principal, Collicot Elementary
Jonathan Redden, Principal, Cunningham Elementary
Drew Echelson, Principal, Glover Elementary
Marcia Uretsky, Principal, Tucker Elementary**

**MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS**

CENTRAL ADMINISTRATION STAFF

Superintendent Mary C. Gormley	-	617-696-4808
Charlene Roche, Executive Asst. to the Supt.	-	617-696-4808/09

Personnel & Curriculum

John P. Phelan Asst. Supt. for Personnel & Curriculum	-	617-696-4812
Sean Walsh, Human Resource Specialist	-	617-696-4811

Business Office

Matthew J. Gillis Asst Supt. for Business Affairs		617-696-5040 – ext. 5589
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William Ritchie Consolidated Facilities Director		617-898-4930
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Barbara Pakalnietis Payroll Dept. Head	-	617-696-5040-ext. 5585
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Nancy Mearn Accounting Dept. Head	-	617-696-5040-ext. 5587
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Jeanne Mattaliano Asst. to the Food Service Director		617-696-4470-ext. 5508
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Lisa McDonough Budget Analyst	-	617-696-5040-ext. 5584
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Special Education Department

Karen Clasby Administrator of Pupil Personnel Services		617-696-5040-ext. 5574
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Lorraine Cimildoro Secretary	-	617-696-5040-ext. 5572
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Janet Potts Secretary	-	617-696-5040-ext. 5571
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MILTON PUBLIC SCHOOLS

SCHOOL LISTING

Principal Janet Sheehan
Joanne Barker, Secretary
COLLICOT ELEMENTARY
80 EDGE HILL ROAD
MILTON, MA 02186
TELEPHONE: 617-696-4282

Principal Marcia Uretsky
Gail Chase, Secretary
TUCKER ELEMENTARY
187 BLUE HILLS PARKWAY
MILTON, MA 02186
TELEPHONE: 617-696-4291

Principal Jonathan Redden
Annie Dutton, Secretary
CUNNINGHAM ELEMENTARY
44 EDGEHILL ROAD
MILTON, MA 02186
TELEPHONE: 617-696-4285

Principal Dr. Karen Spaulding
Susan Higgins, Secretary
Sandy Wyse, Secretary
PIERCE MIDDLE SCHOOL
451 CENTRAL AVENUE
MILTON, MA 02186
TELEPHONE: 617-696-4568 X 1101

Principal Drew Echelson
Susan Doyle, Secretary
GLOVER ELEMENTARY
255 CANTON AVENUE
MILTON, MA 02186
TELEPHONE: 617-696-4288

Principal James Jette
Lisa Huban, Secretary
Colleen MacDougall, Secretary
MILTON HIGH SCHOOL
25 GILE ROAD
MILTON, MA 02186
617-696-4470X 5503

**Milton Educators Association
Union Representatives**

Margaret Gibbons, President	Milton High School
Sally Rush, Treasurer	Milton High School
John Radosta, Secretary	Milton High School
Dyanne Crowley, Bldg. Rep	Milton High School
Gregory Pullia, Bldg. Rep	Milton High School
Steve Tart, Bldg. Rep	Milton High School
John O'Leary, Bldg. Rep	Pierce Middle School
Barbara Perry, Bldg. Rep	Pierce Middle School
Karen McGrath, Bldg. Rep	Cunningham Elementary
Nancy Trifone, Bldg. Rep	Collicot Elementary
Margaret Turner, Bldg. Rep	Glover Elementary
John Desmond, Bldg. Rep	Glover Elementary
Laura Horowitz, Bldg. Rep	Tucker Elementary
Daniela Ignani, Bldg. Rep	Tucker Elementary

MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS

ANTI-DISCRIMINATION STATEMENT

The Milton School System conducts its programs and activities in conformity with Title VI, Title IX, section 504 of the Rehabilitation Act of 1973, M.G.L. c76, section 5, and the Americans with Disabilities Act. It is the policy of the Milton Public Schools not to allow discrimination on the basis of sex, race, color, sexual orientation, age, religion, national origin and handicap/disability in any of its activities.

This policy also ensures that students should be free from retaliation and/or harassment based upon any of the forgoing attributes. Anyone having a complaint alleging a violation of any anti-discrimination laws or regulations, including prosecution against sexual harassment, should immediately bring the complaint to the attention of the administration of the Milton Public Schools who will conduct a prompt and thorough investigation into the charges. In the event that the charges are substantiated, the administration will take appropriate disciplinary action.

**CORE VALUES
OF THE
MILTON PUBLIC SCHOOLS**

***HIGH ACADEMIC ACHIEVEMENT FOR ALL STUDENTS**

High academic achievement is the goal for every student –Kindergarten through grade 12 – and for every subject area and in every discipline. High expectations and the belief that all children can learn to permeate this value. The main objective is for each child to have the opportunity to reach his/her potential. Whether a child is the most gifted, average, academically or socially at risk, the schools will work to academically challenge all children to the best of their ability. Challenge activities will be in both school and homework. Students will participate in a content rich curriculum and gain the ability to clearly express ideas and to solve problems requiring multiple disciplines.

***EXCELLENCE IN THE CLASSROOM**

The heart of the school system is the classroom and interaction between teachers and students. The system has the responsibility to provide the support to establish the strongest possible teaching and learning environment that actively engages students in the learning process. This includes recruiting and hiring the very best people; providing them with professional development opportunities throughout their careers; and supervising and evaluating them in intelligent ways.

***COLLABORATIVE RELATIONSHIPS AND COMMUNICATION**

The school system strives for true collegiality among the educational community. It focuses on student to student, teacher to teacher, school to school and schools to parent and the community. The goals are to obtain and disseminate talent and community resources and to highlight and replicate effective practices to expand educational opportunities for students. A second fundamental goal is to work with all citizens to increase their belief in public education and their commitment to the importance of the schools as a key ingredient in quality of life in the community.

***RESPECT FOR HUMAN DIFFERENCES**

The Milton Public Schools is developing an atmosphere where every child and adult is valued. Each is respected, regardless of learning differences, socio-economic status, gender, racial, ethnic, cultural or linguistic background or handicapping condition.

***RISK-TAKING AND INNOVATION FOR EDUCATION**

The system will work to reward and recognize faculty members who strengthen and enliven the curriculum with the best and most creative practices and methodologies. It will strive to add and use new technologies to assist in enhancing educational opportunities for children.

The 2012-2013 school year for students in Grades 1-12 will begin on Wednesday, August 29, 2012. Kindergarten will begin on Tuesday, September 4, 2012

SCHOOL HOURS - *PUPILS – 2012-2013

High School – Grades 9-12

Classes commence at **7:50am** and dismiss at **2:19pm** daily.

Pierce Middle School- Grade 6-8

Classes commence at **7:48am** and dismiss at **2:21pm** daily.

Collicot School

Classes commence at **8:20am** and dismiss at **2:44pm** daily.

Cunningham School

Classes commence at **8:20am** and dismiss at **2:44pm** daily

Glover School

Classes commence at **8:50am** and dismiss at **3:14pm** daily.

Tucker School

Classes commence at **8:50am** and dismiss at **3:14pm** daily.

KINDERGARTEN SESSIONS:

Collicot School

Full Day sessions commence at **8:20am** and dismiss at **2:44pm**.

½ day Kindergarten sessions commence at **8:20am** and dismiss at **11:30am**

Cunningham School

Full day sessions commence at **8:20am** and dismiss at **2:44pm**.

½ day Kindergarten sessions commence at **8:20am** and dismiss at **11:30am**

Glover School:

Full Day sessions commence at **8:50am** and dismiss at **3:14pm**

½ day Kindergarten sessions commence at **8:50am and dismiss at 12:00pm**

Tucker School:

Full Day sessions commence at **8:50am** and dismiss at **3:14pm**.

½ day Kindergarten sessions commence at **8:50am and dismiss at 12:00pm**

Integrated Pre-School at the Collicot School

AM sessions commence at **8:30am** and dismiss at **11:00am**.

PM sessions commence at **12:00pm** and dismiss at **2:30pm**.

Teachers are to be in their rooms before the start of classes and are to be available in their classrooms following dismissal daily.

***PLEASE NOTE** that teachers are to be available in their classrooms – not elsewhere – following daily dismissal. This regulation is necessitated by the assurance given by our schools to parents and pupils

that teachers are available daily to assist pupils who have been absent or who need additional help. Teachers who are in the building, but not in their classrooms, are not readily available to assist pupils. Exceptions to this regulation include Fridays and days preceding vacations.

BUS REGULATIONS

1. Eligible pupils may ride to and from school free of charge.
2. No elementary school pupil who is eligible to ride a bus should be detained after school to the point he/she misses his/her bus, unless the parent is informed in advance and unless arrangements are made with the parent to transport the pupil by means other than a bus.
3. All teachers should use every opportunity to stress bus safety.
4. No teacher has the authority to prohibit a pupil from riding a school bus.
5. A pupil's right to ride a bus may be revoked only by a Principal or their assistant acting in that capacity and only after both the pupil and his/her parents have been given prior warning that a further bus offense might result in the revocation of his/her right to ride except in emergencies.

PARKING OF CARS – REGULATIONS

Milton High School

Faculty members are assigned spaces by the Principal in the school parking areas. All driveways and approaches to the building must be kept clear of vehicles.

Pierce Middle School

Parking is available in the following locations: Front Parking Lot, Back Parking Lot, Lincoln Street Parking Lot and Kelly Field Parking Lot (if necessary). Parking is prohibited on Brook Road, Central Avenue and Clapp Street. Additionally, please do not park in any of the handicapped parking spaces or the four (4) "visitors parking spaces".

Elementary Schools

Driveways and walkways must be free of vehicles, except for certain approved areas.

OPENING EXERCISES

According to Massachusetts General Law, Chapter 71, Section 69, "A flag shall be displayed in each assembly hall or other room in each schoolhouse where the opening exercises on each school day are held. Each teacher at the commencement of the firsts class of each day in all grades in all public schools shall lead the class in a group recitation of the "Pledge of Allegiance to the Flag." A flag shall be displayed in each classroom in each such schoolhouse. Failure for a period of five consecutive days by the principal or teacher in charge of a school equipped as aforesaid to display the flag as above required, or failure for a period of two consecutive weeks by a teacher to salute the flag and recite said pledge as aforesaid, or to cause the pupils under his charge so to do, shall be punished for every such period by a fine of not more than five dollars. Failure of the committee to equip a school as herein provided shall subject the members thereof to a like penalty."

PROGRESS REPORTS

Progress reports are to be sent to the parents of all pupils who are doing work of C or below as of progress report dates. Do not assume that the pupil who is not doing passing work will be passing by the end of the term and thus does not need a progress report. Whether or not he/she is doing C or below work on the progress report date should be the sole criterion for your decision to issue or not to issue a progress report. At the middle school progress reports go to all students each term.

REPORT CARDS

No report card is to be changed unless the following steps are taken:

1. No request for a change of mark shall originate with a Principal or a Department Head, except in instances where the latter is also the teacher.
2. A written request to change the mark must be given by the teacher to the Department Head. The Department Head must investigate thoroughly the circumstances prompting the request.
3. The Department Head shall then present the request to the Principal of the school.
4. Any change in the mark shall be made only after joint consideration by the teacher involved, the Department Head, and the Principal, and only after a full report in writing has been submitted to the Superintendent of Schools and to the School Committee.

JEWISH HOLIDAYS

The following list of Jewish holidays is provided so that teachers can plan tests and major assignments in a manner which takes into consideration the 2012-2013 religious obligations of students of the Jewish faith:

Rosh Hashanah	Monday, Sept. 17 th -Sept. 18 th (begins eve Sun., Sept. 16 th)
Yom Kippur	Wed., Sept. 26 th (begins eve Tues. Sept. 25 th)
Sukkot	Mon, Oct. 1 st (begins eve Sun. Sept. 30 th)
Simchat Torah	Tues. Oct. 9 th (begins eve Mon. Oct. 8 th)
Hanukkah	Sun. Dec. 9 th -Dec.16 th (begins eve on Sat. Dec. 8 th)
Passover	Tues. March 26 th -April 2 nd
Shavuot	Wed. May 15 th

EXPULSION OF STUDENTS

Chapter 71, Section 37H of the General laws gives school principals the authority to expel a student who is found in possession of a dangerous weapon or a controlled substance while on school premises or at school-sponsored or school-related events, including athletic games or who assaults educational staff, including a principal, assistant principal, teacher or teacher's aide while on school premises or at school-sponsored or school-related events, including athletic games.

Chapter 71, Section 37H ½ of the Massachusetts General Laws gives school principals the authority to suspend a student if the student is charged with a felony and the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Chapter 71, Section 37H ½ of the Massachusetts General Laws also gives school principals the authority to expel a student if a student is convicted of, is adjudicated of, or admits in court to a felony and the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Please note that the principals' authority under these provisions may be limited by state and federal special education law.

PRINCIPALS, DEPARTMENT HEADS, TEACHERS, COORDINATORS AND DIRECTORS

(Bulletins and notices should be kept on file by all personnel)

RESPONSIBILITIES OF DEPARTMENT HEADS AND DIRECTORS

1. Shall be responsible for the preparation of the annual budget for his/her department.
2. Shall be responsible for the continuing improvement of instruction within his/her department.
3. Shall be responsible for an annual written evaluation of all members of his/her department.
4. Shall be responsible for the selection of curriculum materials to be used within his/her department and for the approval by the Superintendent or her designee of all new textbooks.
5. Shall be responsible for the assignment of and supervision of student teachers.
6. Shall be responsible for enforcing school and administrative policies and regulations for students and teachers within his/her department.
7. Shall be responsible for holding regular department meetings and for submitting copies of the reports of said meetings to the Assistant Superintendent for Curriculum and to the building Principals.
8. Shall be responsible for submitting through the building Principals requests for maintenance and repairs to equipment and facilities.
9. Shall be responsible for the development of evaluation and implementation procedures for courses taught within the department and for ensuring course alignment with the Department of Education Common Core of Learning and Frameworks.
10. Shall be responsible for interviewing candidates for teaching positions and recommending top candidates to principals for interviews.
11. Shall be responsible for development of teaching assignments in his/her department in conjunction with building Principals.
12. Shall have input for approval or disapproval of student course changes within his/her department with final approval or disapproval resting with the building Principals or designee
13. Shall be responsible for carrying out any other duties assigned by the Assistant Superintendent for Personnel and Curriculum or by the building Principals.

ATTENDANCE AT MEETINGS

Principal Meetings

All faculty members are expected to attend all Principals meetings. After-school assignments should not be allowed to interfere with attendance at these meetings.

It is incumbent upon Principals to give sufficient advance notice of their meetings in order that coaches and teachers with after-school assignments can make adequate provisions to attend these meetings.

Department Heads/Directors Meetings

All department members are expected to attend all Department Heads and/or Directors meetings. After-school assignments should not be allowed to interfere with attendance at these meetings.

It is incumbent upon Department Heads/Directors to give sufficient advance notice of their meetings so that coaches and teachers with after-school assignments can make adequate provisions to attend these meetings.

PUNCTUALITY

It is the obligation of every teacher to be punctual. Individuals who are chronically tardy impose an unfair burden on their fellow teachers, as well as on their Principals, who must provide coverage for teachers' pre-school duties. In cases of inclement weather, adequate provisions should be made to compensate for unusual conditions so that punctuality can be maintained.

Principals must report all cases of chronic tardiness to the Central Office.

ABSENCES OF TEACHERS AND OTHER PERSONNEL

Teachers and other school personnel who know that they will be absent because of sickness or an extreme emergency situation should notify the Principal or designee of the school as soon as possible, preferably the day or night before. A weekly report on teacher attendance must be submitted regularly to Central Office. Excessive tardiness must be reported. Records are kept of time attendance of all personnel.

PERSONAL EMERGENCY LEAVE

Personal leave days are designed to provide an opportunity for teachers to accomplish a specific duty that cannot be fulfilled other than during the regular school day. In other words, they are intended to provide for emergency situations.

Except for very rare and occasional circumstances the need for a personal leave day usually is known in advance of the leave to be requested. Requests for personal leave days must be received by the principal at least forty-eight (48) hours prior to the day of the requested leave.

CONFERENCES AND SPECIAL MEETINGS

The 2012-2013 school year budget includes a limited amount of monies for in-state travel to conferences and/or other schools. The substitute budget also reflects the restriction on conference travel. Approval for conference travel must reflect the immediate and short-term needs of the school system.

Personnel required to use their own transportation must keep accurate records of mileage and report this mileage on a **monthly** basis to the Business Office.

TEACHER CERTIFICATION

All teaching positions are subject to the rules and regulations of the Milton School Committee, the rules and regulations of the Massachusetts Board of Education, the Massachusetts Department of Elementary and Secondary Education and the laws of the Commonwealth of Massachusetts.

It is the responsibility of teachers who are not certified as of the opening day of school to follow through with the Massachusetts Department of Elementary and Secondary Education to meet all the requirements for certification and to receive certification as soon as possible after the opening day and new teachers must pass the Massachusetts Department of Elementary and Secondary Education Teacher Test.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

There will be three (3) full days of professional development each school year.

Each teacher will be responsible for ten hours of professional development each year (July 1st through June 30th). The School Department will publish annually a list of on-site professional development offerings on the Professional Development Website. A teacher may satisfy the ten hours of professional development off-site and in small increments with the prior approval of his/her department head/coordinator and the building principal. Courses taken for lane changes will not be credited toward the ten hours of professional development. The ten hours may not be completed during the regular work day and failure to complete the ten hours by June 30th of each year will result in a deduction of the equivalent of a day's pay (1/183rd).

With prior approval of the Superintendent or designee, teachers may fulfill this professional development obligation in an alternative manner.

Please refer to the Teachers' Contract – Article XXII re Professional Development Opportunities

PROFESSIONAL IMPROVEMENT COMMITTEE

Under the terms of teachers' contract, all courses which are to be used for credit to advance to a new salary, i.e., B to B+15, M to M+30, etc., must be approved by the Professional Improvement Committee (P.I.C.). Guidelines with specific information are found in this Bulletin*. P.I.C. approval of courses is recommended before enrolling in courses. All necessary forms for making application to this committee are available in the Principal's Office of each school.

It is incumbent upon every teacher to read the Professional Improvement Committee Guidelines and to adhere to the specified dates for the submission of all forms, requests and substantiating documents.

***Please see GUIDELINES FOR PROFESSIONAL (P.I.C.) listed in directory**

COURSE CREDIT VOUCHERS

Each year we accept a number of student teachers from local colleges and universities. Most of these institutions reward us by issuing a Course Credit Voucher good for free tuition in a three semester hour course at that particular institution. These credit vouchers are issued to our teachers according to the following priority:

1. To the cooperating teacher who had the student teacher; or if he/she does not wish it –
2. To a teacher in that school at the same grade level, or in the same subject area: or if no one wishes it-
3. To any teacher in that school; or if no one wishes it -
4. To any teacher in the Milton Public Schools on a first-come first-served basis.

Each school will be notified when credit vouchers are available in the Central Office. Only written requests will be honored.

Teachers who have not had a student teacher cannot be granted more than one credit voucher per year, unless there are no other applicants for the available voucher.

CLASS PREPARATION AND PLAN BOOKS

All teachers are to properly prepare and plan for their classes. A Plan Book will be kept by each teacher with at least three (3) days of detailed advance planning and one (1) week general advance planning clearly outlined. This Plan Book will be available for use by substitute teachers and will also be available to the Principal upon request and by Department Heads, Directors or Coordinators on class visitations and conferences. Also included in the Plan Book must be class lists and seating plans, titles of textbooks and/or teaching materials being used by the classes, copy of teacher's daily schedule, including supervisory obligations, and any other pertinent information deemed necessary by the Principal of the building.

RESPONSIBILITIES OF COACHES

1. In general terms, all coaches are responsible for the physical well-being and for the decorum of the players in their charge. They are first responsible to the Principals of their schools and then to the Director of Athletics. They are also responsible for carrying out the regulations governing athletics as may be set forth by either the Principals or the Directors.
2. Coaches, with the exception of those who must accompany an athletic team to a game away from home, are expected to be in their classrooms and available to students for the required minutes daily, with the exception of those days on which they have been assigned locker room supervision.
3. Head coaches should develop schedules for supervision in which responsibility for locker room supervision rotates daily among the head Coach and his assistants. Head coaches are responsible for placing copies of this schedule in the hands of the school Principal and the Director of Athletics.

See POLICIY entitled, **“Philosophy of Athletics in the Milton Public Schools”**

PROFESSIONAL STAFF PAY DATES FOR 2012-2013 SCHOOL YEAR

NUMBER

PAY DATES

1	September 6, 2012
2	September 20, 2012
3	October 4, 2012
4	October 18, 2012
5	November 1, 2012
6	November 15, 2012
7	November 29, 2012
8	December 13, 2012
9	December 27, 2012
10	January 10, 2013
11	January 24, 2013
12	February 7, 2013
13	February 21, 2013
14	March 7, 2013
15	March 21, 2013
16	April 4, 2013
17	April 18, 2013
18	May 2, 2013
19	May 16, 2013
20	May 30, 2013
21	June 13, 2013

TAX SHELTERED ANNUITIES

All changes in tax sheltered annuity programs become **effective** on October 1st of each year. One other time for changing amounts of deduction only will be April 1st.

SUBSTITUTE TEACHERS

Central Office must be notified when a substitute teacher is employed and when a substitute teacher completes his/her assignment.

ONLY THOSE SUBSTITUTE TEACHERS ON THE APPROVED LIST ISSUED FROM THE CENTRAL OFFICE MAY BE EMPLOYED.

CONTRACT DATES

- September 15, 2012 - Return Sick Leave Bank Form
- September 30, 2012 - Deadline for changes/applications in TSA
- October 15, 2012 - PIC forms due: course credit and lane change
- Applications for Lead Teacher and Curriculum Teacher (N.B. Although no positions are funded at this time, applications may be submitted for the future)
- December 15, 2012 - Deadline for Sabbatical Leave request
- January 15, 2013 - Deadline for declaration of longevity payment Prior to retirement
- January 15, 2013 - PIC forms are due
- March 1, 2013 - Applications due for Additional Teaching Load
- March 15, 2013 - Deadline for notification of intent to return from year leave of absence
- March 31, 2013 - Deadline for changes in money amounts in TSA
- May 15, 2013 - PIC forms are due

SCHOOL COMMITTEE POLICIES:

A School Committee Policy Book is available to staff members in each school Principal's Office. An online copy of approved policies can also be found on the Milton Public School website, www.miltonps.org. You should make yourself familiar with the policies listed on the last page of this handbook.

Purchasing Policies

All purchases must have the prior approval of the Central Office of the Milton Public Schools. Purchases of school supplies at an individual's expense are not approved as official expenditures of the public schools and will not be honored. The requisitioning of school supplies, repairs, and capital outlay not included in the school budget, will not be approved.

Requisitioning of Supplies

All schools have been supplied with the necessary materials for the beginning of the school year including custodial supplies. (There may be some materials that have not yet arrived.) Principals may request to supplement these materials for these necessary items which include: custodial supplies, classroom supplies, textbooks, art supplies, etc

Gifts

Pupils are not to give Holiday gifts to teachers and teachers are not to accept gifts from students.

School Notices

All official notices or communications approved by the Milton's Central Office and sent from any Milton Public School, should include the following: Milton Public Schools, Milton, MA, name of the particular school, and date. A copy of all official notices should be sent to the Central Office. Special or unusual notices should receive the approval of the Superintendent of Schools before being released.

A copy of all notices shall be kept on file in the Principal's Office and a copy shall be forwarded to the main office for filing.

Student Book Purchases

No student shall be required to purchase books, periodicals, or any materials used in any course, nor shall any pupil be penalized for failure to acquire these materials.

Transportation

Students in Grades Kindergarten through grade six who live more than two miles from the school they are attending are entitled to be transported without charge. Students in grades K-6 who live within two miles of the school they are attending and students in Grades 7 through 12 who wish transportation can apply for seat on the bus and must complete the application and pay a \$350 user fee. Shuttle bus across expressway to and from Collicot and Cunningham School can ride the shuttle bus at a fee of \$210 per fee.

Advertising, Sales, Collections, and Distributions

No subscriptions, collections, or distribution of articles, pamphlets, or material of any description shall be allowed in the public schools, except with the authority of the Superintendent and in the manner approved by the Superintendent's office.

No materials containing advertising may be distributed to the pupils of the public schools.

No employee of the Milton Public Schools may use the schools or the pupils to advertise or to promote any non-school sponsored activity from which the employee may receive a financial gain in any form.

Field Trips

Teacher may submit field trip requests to each Principal in the spring. All trips shall be determined by the Principal to have educational value, and every effort will be made to avoid duplication of trips.

"Field trips" are activities held during school hours, and in which all students are to participate as part of the curriculum. "Excursions" are activities that are considered extra-curricular, and are conducted after school hours. "Exchange programs" may either be part of the curriculum or extra-curricular. They may involve travel or visits conducted both during and after school hours and on non-school days.

No student will be denied the opportunity to participate in a field trip because of inability to pay. If scholarship monies are not available, the field trip will not be taken.

Excursions and exchange programs are voluntary activities. Therefore, information and experience gained by students in these programs must be required of students not participating. There is no limit placed on the cost of excursions; however, the principals involved shall ensure that the costs/fees are reasonable. Exchange programs are limited to secondary students (i.e., students in grades 7 through 12).

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips to ensure that all reasonable steps are taken to protect the participants. Parental permission must be obtained in writing for their children's participation in any field trip, excursion, or exchange program.

Depending on the nature of the activity, the principal and/or teacher involved may require a dress code and special code of conduct for a field trip, excursion, or exchange program. These regulations must be reasonable in nature, and must reflect the nature of the activity. Parents will be notified in writing of any such regulations.

In accordance with the Full Day Kindergarten Grant, no student participating in the Full Day Kindergarten Program for 2012-2013 shall be responsible for paying for field trips.

See School Committee Polices: IJOA and IJOAA

MASSACHUSETTS GENERAL LAWS: Protection and Care of Children

The Law's Intent- 51A

The intent of the law is to protect children from neglect and abuse by requiring professional adults working with children to report suspected cases.

1. Most of the cases reported do not go to court. However, if it does, you should be aware that the proceeding is non-criminal (part of juvenile law). Since it is a civil action, a parent cannot be sent to jail unless a criminal complaint is filed. This rarely happens, and when it does, the criminal complaint is usually filed by the police (i.e., if a child has been brutally beaten or killed), rather than by school officials.

A. Who must report:

Teachers, school attendance officers, educational administrators, psychologists, guidance counselors, social workers, nurses, and anyone else paid to work with a child. School personnel should notify designated person. Penalty for failure to report: fine up to \$1,000.

B. Standard for mandatory reporters:

Where, in your professional capacity you have reasonable cause to believe that a child under 18 is suffering from serious physical or emotional injury resulting from abuse, including sexual abuse, or from neglect, including malnutrition or addiction at birth.

C. When to file:

Required to report serious cases of abuse; although not required should report other cases of abuse. "Serious" means all but the most negligible injuries. The threat of physical harm, even though none has occurred constitutes a reportable condition, since it is viewed as serious emotional injury.

Dept. of Family and Children Services regulations define "serious physical injury", as death, fracture of a bone, subdural, hematoma, burns, impairment of any organ, soft tissue swelling, skin bruising (depending on child's age, number of bruises).

How to Report:

Call John Phelan, Assistant Superintendent at 617-696-4812. The information will be taken and you will be contacted to fill out a Form 51A to file with the Department.

In reporting such cases, you are communicating to children your wish to protect them and helping to provide relief for parents who often are ready for help. The fact that the process is now a non-criminal proceeding makes it less "scary".

For further information, please refer to the Department of Education and Department of Social Services April 25, 1997 memo in the Principal's Office.

Department of Family and Children Services Responsibility:

According to Chapter 119, Section 51B, of the Massachusetts Laws, the Department shall:

1. Investigate and evaluate the information reported under Section 51A. The investigation shall include a determination of the nature, extent and causes of the injuries, the identity of the person or persons responsible therefore, the name, age, and condition of the other children in the same household, and all other pertinent facts or matter.
2. Evaluate the household of the child named in the report and determine the risk of physical or emotional injury to any other children in the same household.
3. Take a child into immediate temporary custody if the Department has reasonable cause to believe that the removal of the child is necessary to protect him/her from further abuse or neglect; provided however, that if any child is so taken into custody, the Department must file a petition pursuant to Section 24 on the next court day.
4. Offer to the family of any child which it has reasonable cause to believe is suffering from any of the conditions described in the report, appropriate social services to prevent further injury to the child, to safeguard his welfare, and to preserve and stabilize family life whenever possible. If the family declines or is unable to accept or to participate in the offered services, the Department, or any person, may file a petition pursuant to Section 24 requesting an appropriate order with reference to the care and protection of the child.

File in the central registry established under Section 51F, a written report containing information sufficient to identify each child whose name is reported pursuant to Section 51A or 51B. A notification shall be sent to such central registry whenever further reports on each such child are filed with the Department.

5. Utilize or purchase and utilize such protective services of private and voluntary agencies as it determines necessary.
6. In certain instances, DFC must notify the District Attorney's office. These instances include: report of child's death, criminal sexual assault on a child, sexual exploitation of a child, brain damage or serious physical abuse.

Building Staff Responsibility:

Principals will be responsible for sharing this information with building staff and for encouraging staff members to report concerns to them. It is the Principal's responsibility to sign and file the 51A form with the Protective Unit of Welfare Department.

GENERAL LAWS OF MASSACHUSETTS

CHAPTER 119. PROTECTION AND CARE OF CHILDREN, AND PROCEEDINGS AGAINST THEM.

PART I. ADMINISTRATION OF THE GOVERNMENT.

Chapter 119: Section 51A. Injured children, reports.

Section 51 A. Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, optometrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, firefighter or policeman, office for children licenser, school

attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report, may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect; the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefore; and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes

of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by section twenty B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

Milton Public Schools Emergency Response Policy

1. Guidelines specific to the response to an emergency when the nurse is available or unavailable for the Milton Public Schools. To be distributed and reviewed with school personnel at the start of the school year.
2. Emergency telephone procedure to be posted near every telephone in the school building with emergency telephone numbers.
3. Every student and all school personnel have an up to date emergency contact card at the start of every school year. One set will be maintained in the school main office and a second set will be kept in the school health office.
4. Notification protocols in emergency situations for the parent or guardian of a student, school personnel and the office of the superintendent.
5. Category of injury/condition listing life threatening and non-life threatening emergencies.
6. Guidelines specific to universal precautions will be provided to school personnel at the start of every school year.
7. Special health care needs of individual students will be identified by the school nurse through collaboration with parent/guardian and primary care provider (if appropriate). Individual Health Care Plan will be distributed to appropriate school personnel by the school nurse.
8. The school nurse will maintain first-aid equipment and supplies.
9. An in-service will be conducted at the start of every school year for school personnel to review the MPS Emergency Care Policy.
10. The school nurse will be responsible for maintaining medical information on individual students and following on all emergencies at school.

Milton Public Schools Basic Guidelines For Emergency Situations

The following guidelines are intended to provide school personnel with the necessary understanding to administer first aid in an emergency situation.

First aid is the immediate and temporary care given in case of accident or sudden illness to prevent further injury and save life until medical services can be obtained.

Good Samaritan Law; the purpose of the law is to encourage help in an emergency situation by protecting an individual from liability when providing care. The law states that any person who provides CPR/first-aid in good faith to another individual in an emergency is protected from civil liability by state law.

MG.L. c. 71 s. 55A.

Emergency situations are classified into two major categories:

1. Life threatening -can cause death or disability within minutes, requires immediate intervention and medical attention. Anaphylaxis is always a life threatening emergency.

2. Serious or potentially life threatening situation that may result in permanent damage to the victim.

* Anaphylaxis- Is an allergic reaction that may be triggered by an insect bite, drug allergy or food allergy. This generalized whole body allergic reaction requires immediate intervention, and prompt transportation to appropriate health care facility.

Signs and symptoms of anaphylaxis may include any or all of the following: skin -cold and clammy, itchy, hives, swelling of tongue and lips color -pale at first then mottled or bluish; respirations -change in voice due to swelling of larynx, feeling of fullness in throat, breathing may stop; pulse -rapid and weak; other -restlessness, headache, nausea, vomiting, loss of consciousness, swelling of eyelids.

In the event of an emergency situation, the following procedure will be implemented by the school nurse or administrator in the absence of the nurse:

When a person is found seriously impaired/injured anywhere on the school premises, activate the emergency procedure as follows:

1. The staff member who encounters the individual should immediately contact the secretary in the main office by intercom or sending the teacher from connecting classroom for help. The secretary will immediately notify the school nurse and the school administrator and, if determined by the first responder, call 911 and activate the Emergency Medical Service System.

NEVER LEAVE THE INJURED PERSON UNATTENDED/DO NOT MOVE THE VICTIM UNLESS REMAINING AT THAT LOCATION WOULD CAUSE FURTHER INJURY.

2. Send for help - call the school nurse to come to the location of the injured or seriously ill person. State the injured/ill person's name and what the emergency situation appears to be.

3. In the absence of the nurse the principal or vice-principal will active EMS.

4. The school nurse will direct the secretary/administrator to use The Emergency Telephone Procedure Form and call 911 after an assessment of illness or injury is established.

5. The school administrator will be responsible for designating a staff member to meet the ambulance and direct EMS personnel to the emergency area.
6. The school nurse will notify the parent or legal guardian that their child is being transported by ambulance to the hospital or emergency medical care. In the event the nurse cannot safely leave the injured person, the administrator will notify parent or guardian.
7. Do not delay calling EMS while awaiting the permission or arrival of a parent in cases of life threatening emergency such as anaphylaxis. For a child with a known medical condition follow the Individual Health Care Plan provided for that student.
8. After the arrival of EMS and stabilization of the ill/injured person, the school nurse will contact the person's primary care physician to provide information of the situation. The school nurse or administrator will notify the superintendent's office of the situation.
9. Designated school personnel will accompany the ill/injured person in the ambulance to the hospital. A copy of the person's Emergency Contact Card and a copy of the front page of the students health record and/or a copy of the students Individual Health Care Plan will be given to EMS to be passed on to hospital personnel.
10. The school nurse or administrator will document the emergency situation using the Milton Public Schools accident form. Send the original to the Superintendent's office, keep a copy on file in the main office and attach a copy to the student's health record.

UNIVERSAL PRECAUTIONS FOR SCHOOL SETTINGS

In our continuing efforts to provide a safe and healthful environment for the students and staff in our school system, we are-providing you with information and materials on how to implement "universal precautions" in the case of a bleeding incident. Universal precautions is an infection control concept in which all human blood and certain body fluids are treated as if they are infectious for bloodborn pathogens like HIV/AIDS and Hepatitis B. In dealing with a bleeding incident, always wear latex gloves while handling infectious or physically dangerous medical waste. Band-Aids and other dressings which are not saturated with blood as well as articles that are used for personal hygiene such as sanitary napkins or tampons should be handled with care. However, these articles are not considered dangerous medical waste and maybe disposed of as regular solid waste. Blood spills should be cleaned with a special bleach solution. The Milton custodial staff is trained in this matter.

IN THE CASE OF A BLEEDING INCIDENT:

1. Put on the pair of latex gloves provided in the ziplock baggie.
2. Attend the wound as needed, e.g., put on a band-aid.
3. When finished, place all blood stained dressings in the ziplock baggie.
4. Remove the gloves turning them inside out as you go, and place them in the baggie.
5. Ziplock the baggie and dispose in the barrel.
6. Call the custodian to clean off any blood stained surface.
7. Call the nurse for any further assistance.

If you have any questions, please ask the school nurse. Extra gloves will be left in the nurse's office in each school. .

NOTE: IN THE CASE OF SERIOUS BLEEDING INCIDENTS, CALL THE EMERGENCY MEDICAL HELP SYSTEM IMMEDIATELY.

EMERGENCY TELEPHONE PROCEDURE

Name: _____

1. Dial 911 and/or designated ambulance company.
2. State who you are: "I am _____ , a nurse/teacher/para-professional in the _____ school."

3: State where you are:

School name: _____

Address: _____

City: _____

4. State what is wrong with the child.
5. Give specific directions (e.g., which school entrance should be used, location of child).
6. Don't hang up. Ask for the information to be repeated and provide any other necessary information. Hang up when all information has been received and is correct.

7. Notify:

- a. School principal or school official in charge of the building at that time
- b. School back-up personnel

State:

"Emergency plan for _____ is in effect."

"The student is located _____."

8. The school official will:

- a. Meet the EMTs.
- b. Direct EMTs to the emergency area.
- c. Call parents and other necessary individuals (including primary care provider).

An adult should be designated to accompany the child in the ambulance.

Hospital that the child should be transported to:

[Used with permission of Project School Care, Children's Hospital, Boston, MA)

GUIDELINES FOR PROFESSIONAL IMPROVEMENT

I. Graduate Credits:

1. All dates and time periods set forth in these guidelines will be adhered to strictly. Therefore, it is important to read the guidelines carefully and to meet all requirements concerning dates, prior approval and the time periods. Although prior approval is not required, it is recommended.
2. All courses taken for advanced credit must be graduate courses from an institution granting graduate degrees. Approval will be valid for two years. If an individual has not started the course by this time, it will be necessary to re-apply.
3. Except in cases of courses sponsored or sanctioned by the Milton Public Schools, teachers may be asked to provide a brief description detailing the relevance of this course to their duties. The statement must describe observable behaviors that will occur on the job and the educational benefits that will accrue to students.
4. Final determination of course approval and classification is at the discretion of the PIC.
5. Successful completion of a course shall mean a mark of "B" or better. However, up to one (1) "C" shall be acceptable t each salary category; i.e., M, M+30, etc.
6. No final credit will be granted for a completed course until an official transcript has been received by the PIC.
7. It will be at the discretion of the PIC to grant credits where a foreign transcript is involved. The PIC will grant credits for foreign study only after careful review of the individual course requirement. Upon request of the PIC, it will be incumbent upon an applicant to provide information to assist the PIC in determining the equivalency of grades and credits on a foreign transcript.

II. In-service / Curriculum / Travel/Other Credit:

1. A career limit of fifteen (15) in-service credits per individual may be applied for advancement across the salary lanes. Voluntary unpaid curriculum and / or professional development may be given in-service credit (1 credit for fifteen (15) clock hours) **with prior approval of the PIC**. It is recommended that the teacher consult with the appropriate department head, supervisor, etc., regarding curricula development. Special courses, including but not limited to, those sponsored by approved professional organizations will be acceptable.
2. A teacher must apply for travel credit prior to travel (overseas or in the United States). An itinerary must be written. Experience or travel must be applicable to the subject area. Credit shall be granted for experiences which result in increased student benefits. It is suggested that slides, films, tapes, etc., be donated to the department involved. The PIC will determine each case individually. A career limit of six (6) travel credits per individual may be applied for advancement across the salary lanes.

III. Applications:

1. Applications for approval of a course may be filed three (3) times within the school year on PIC form -1: October 15th; January 15th; May 15th
2. Changes in salary lanes and the granting of an initial stipend for a doctorate are made only in September. The school system must make budgetary provisions well in advance for these anticipated changes by **January 15th of the calendar year in which the change is anticipated. PIC Form -2 must be completed for this change.** This notification gives the school system approximately eight month's notice for planning purposes.
3. **Exact data, including the year, must be put on the PIC Form-I. The course title on the transcript must be the same as the course title on PIC Form-I. All application forms submitted for consideration must include the original and two copies.**
4. A brief course description must accompany each application. The description should be that found in the college or university catalogue. If the school catalogue does not have a course description, a clear explanation of course subject matter must be given.
5. All teachers shall be notified within ten (10) school days after the PIC meeting of the disposition of their applications.
6. To receive credit and approval for a change in salary lane, **all regulations of the Guidelines for Professional Improvement must be followed.**

IV. Appeals:

1. An aggrieved applicant may appeal a decision of the PIC within **twenty (20) school days of the notification of the decision of the PIC.** Only one appeal will be considered by the PIC and the decision of the committee shall be considered final and binding unless there is a tie vote.
2. Should a tie vote result from the reconsideration by the PIC, one special appeal may be made to a panel. This panel shall consist of the Superintendent or his / her designee, the President of the Milton Educators Association or his / her designee and a mutually agreed upon third party. When appearing before the tripartite panel, the applicant may be represented by a party of his or her choosing, including but not limited to his / her Principal, Department Head, Director, or MEA Representative.
3. If a salary change is granted as a result of an appeal, it shall be retroactive.

MIL TON PUBLIC SCHOOLS

PROFESSIONAL IMPROVEMENT GUIDELINES (PIC-FORM 1)

Deadlines for filing (PIC Form 1): October 15th, January 15th, May 15th

APPLICATION FOR COURSE APPROVAL
(Original and **TWO** copies)

DATE: _____

NAME: _____ POSITION: _____
(please print)

SCHOOL: _____

I hereby apply for approval of the following course for professional increment as provided in the salary schedule for teachers. I understand that credit will not be awarded until the Professional Improvement Committee receives official notices of the successful completion of this course. (Please refer to the 1995 revised guidelines for successful completion requirements.)

INSTITUTION: _____

COURSE NUMBER: _____

COURSE TITLE: _____

Anticipated Credits: _____

Beginning Date: _____ Finishing Date: _____

Course Description: (from college / university catalog)

For use of PIC

Signature of applicant
(Submit original and TWO copies)

Date received by PIC: _____

*Do not submit transcript until ready for lane change.

MILTON PUBLIC SCHOOLS

PROFESSIONAL IMPROVEMENT (PIC FORM-2)

Deadlines for filing (PIC Form-2): October 15th; January 15th

Change in Salary Category or Degree Level DATE: _____

NAME: (please print) _____

SCHOOL: _____

To the Professional Improvement Committee:

I anticipate that I will have received the (check one of the following):

- | | | |
|----|---|---------------|
| 1. | Master's degree | B+30/ M _____ |
| 2. | Master's degree plus thirty credits | M+30 _____ |
| 3. | Master's degree plus forty-five credits | M+45 _____ |
| 4. | Bachelor's degree plus fifteen credits | B+15 _____ |
| 5. | Bachelor's degree plus sixty credits | B+60 _____ |
| 6. | Bachelor's degree plus seventy-five credits | B+75 _____ |

On or before September **1, 20**_____.

Related information has been submitted to the Professional Improvement Committee and courses resulting in _____ credits have been approved. I expect to participate in _____ courses resulting in _____ credits during the School year 20__ - 20__ and summer of 20_____.

Signature of Applicant
(Submit original and TWO copies)

Date received by PIC: _____

PROFESSIONAL IMPROVEMENT COMMITTEE (Lane Change Completion Form)

I, _____, have completed
(please print first and last name)

all coursework for the following lane: _____

Attached you will find:

- 1. An approved lane change form.
- 2. All approved coursework forms that total _____ credits for lane _____.
- 3. All official transcripts for the approved courses.

I have provided original transcripts to the business office to verify my completion of the coursework required for the lane change. I have retained a copy of all forms for my records and have provided a copy for the P.I.C. chairperson.

Signature: _____

School: _____

Date: _____

**MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS**

SCHOOL COMMITTEE POLICIES

**ACG – Complaint Procedure/
Resolution of Discrimination Complaints**

ACH – Bullying/Peer Aggression Policy

ACAA – Sexual Harassment

ADC-Tobacco Free School and Prolonged Idling Policy

EBC – Emergency Plans

GBEBA – Whistleblower Policy

GBEBB – Teacher-Student Relations

GBEC – Drug Free Workplace Policy

IFC – Diversity Policy

IHAMA-R- Parental Notification Relative to Sex Education

IHAMD – Wellness Policy

IJNDA – Video Usage In Classrooms

IJNDB – Internet Acceptable Use Policy

IJNDD-Social Networking Policy of the Milton Public Schools

IJOA – Field Trips

IJOAA – Overnight School Sponsored Travel

JFBB – Evidence of Residency/Guardianship

JJI – Philosophy of Athletics

JJIF – Athletic Concussion Policy

JLC – Student Health Services and Requirements

KDD – News Media Relations/News Releases