Para-Educator Mentee Guide

❖ Welcome

Congratulations on becoming a member of the Mascoma School District employee team. By accepting this opportunity, you are committing your talents and skills to the task of developing well-educated, productive and responsible adults. The work you do now is an investment in the future of our students.

❖ District Mission Statement

"We are a community that values creativity, curiosity and the pursuit of excellence, cultivating our strengths and interests to inspire partnerships in the district, community and the world beyond."

❖ District Vision

Mascoma Inspires! Build the path you want to take

❖ Non-discrimination Notice

The Mascoma School District does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. For inquiries regarding nondiscrimination policies, please contact:

Supervisory Union 62 Office
547 US Route 4
Enfield, NH 03748
(603) 632-5593 TTY/V

Mascoma School District is an *Equal Opportunity Employer* that offers *Equal Educational Opportunities* to all students.

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Who's Who in the District?

	Mascoma High	Indian River	Canaan Elem.	Enfield Elem.
Principal	Tom Fitzgerald	Kevin Towle	Leah Wheelan	Harrison Little
Assoc. Principal	Colleen McIntyre	Tina Fleming		
Admin. Assistant	Deb Davis	Tina Buckwold	Tammy Daley	Carol Bostwick
Social Workers	Cynthia Collea and Caroline Christie			
Guidance	Ayla Steere Eric Rammage Stephanie Cooney	Ted Kilton Laura Donica	Amy Reiter	Shaina Plumley
Special Ed. Staff	Rick Simula Lori Sanborn Monica Cashin Peter Attisano Malachy Flynn	Margaret Adams Dawn Frost Aaron Finley Sheena Campbell Erin Mills Patricia Guitar	B.J. Foster-Zehr Lisa Nevins Cassie Johns Todd Rudis	Stacey Hyjek Hana Massecar Julie McHugh-Kramer
Behavior Coach		Julie Moulton		
Sp. Ed. Co-ord	Geoff McLean		Brooke Ross	
Nurse	Stephanie Pluhar	Sarah Boas	Mary Doucette	Robin Lobb
Resource Officer	Matthew Bunten, Canaan PD			
Psychologist	Matthew Winslow	Matthew Winslow	Laurie Hanks	Nancy Brightman
Speech/Language			Heather Aube	Aaron Dow
Occupational Therapy	Rita Boyce Laura McCullough	Rita Boyce Lisa Knott	Rita Boyce Lisa Knott	Rita Boyce Laura McCullough
Physical Therapy	Francine Prosser-Reisen			
Technology Assistance	Craig Suttie Roger St. Hilaire Koby Van Beest	Craig Suttie Roger St. Hilaire Koby Van Beest	Craig Suttie Roger St. Hilaire Koby Van Beest	Craig Suttie Roger St. Hilaire Koby Van Beest
Communications	Kamala Gunn	Kamala Gunn	Kamala Gunn	Kamala Gunn
Custodian	Matt Oliver	Dan Grant	Jack Kelly	Barry Laraway
Food Service	Anton Prikazchikov			

SAU Staff

Superintendent	Amanda Isabelle
Admin. Assistant to the Superintendent	Martha McDonald
Special Education Director	Christopher Beeso
Admin. Assistant to the Sp.Ed. Director	Danielle Pushee
Technology Director	Craig Suttie
Curriculum Director	Nancie Murphy
Pre-School Special Education Director	Bonnie McCouch
Business Administrator	Debra Ford
Facilities Director	Corrado Paramithiotti
Title IX Co-coordinator	Diane Adam
Homeless/Foster Care Co-coordinator	Cynthia Collea
Human Resources/Payroll	Kendra Withington
Accounts Payable/Receivable	Candida Young-Burnham
Court Liaison-Attendance Officer	James Eastman

School Board Members

Kathleen Stacy	Orange	
Danielle Thompson	Enfield	
Hope Stragnell	Canaan	
Timothy Josephson	Canaan	Vice-Chair
Candace Frye	Enfield	
Claudette (Cookie) Hebert	Dorchester	Chair
Brewster Gove	Grafton	

Para Assignments (4 School Directory as of 9/11/20)

Canaan Elem.	Enfield Elem.
Margaret Battis	Lisa Bill
Natalia Callaghan	Lawrence Blais
Dawn Frenzel	Melanie Brown
Brandie Gray	Jody Bunnell
Brenda Hall	Sally Disbrow
Alix Hurley	Martha Doelle
Cassidy Jansch	Mary-Catherine Edson
Mary Langlands	Kelly Filiaut
Serena G. Lyman	Lisa Gardner
Katie Marshall	Sara Hammond
Jenna McAlister	Becky Jennings
Michelle Monfette	Bridget LaValette
Linda Pendleton	Kayla Satmaria
Lee Ann Wilson	Vicki Schomburg-Jones
	Jessica Selby
Darla Sterett	Lois Stenger
Kelly Poland	Lori Stevens
	Suzanne Swanson
	Dorinda Washer

Indian River	Mascoma High
Lauri Allen	Heather Clough
Bobbi Barney	Jennifer Fitzgerald
Candace Carter	Kathy Hardan
Jennifer Churchill	Cathy Hoeg
Heather Dozier	Jennifer Kahn
Marissa Ignacio	Katharine Labrecque
Mary Ignacio	Ann Labrie
Samantha Lashua	Kimberly Moulton
Jeanine Laundry	Haley Torrey
Kathy Lund	Christina Webster
Lisa Martin	
Denise Moriearty	
Carol Morrison	
Shannon Poitras	
Charlotte Rissala	
Ann Stellar	
William Stone	
Todd Thompson	
Susan Truman	
Gary Wood	

Highlighted names are your para mentors! See your mentor with questions about professional development or any item contained in this handbook.

General Responsibilities

Para responsibilities run the gamut, and differ by building and assignment.

- One-on-One Paras have the responsibility of working with a single child. The special education case manager will oversee the para and the student's Individualized Education Plan (IEP) will guide the work of the para.
- Cluster Paras have the responsibility of working with a small group of students in a classroom. A cluster para is overseen by special education case managers and classroom teachers. A cluster para generally provides assistance to students in his/her small group. This may be:
  - reteaching a concept that a teacher covered, but a student did not quite understand
  - pre-teaching a concept or set of vocabulary words that will be used in a lesson later in the day
  - reviewing a concept that may be important for an upcoming lesson to make sure that the student has not forgotten the concept
  - providing background information to make a concept more memorable
  - clarifying concepts or assignments
  - helping with executive function skills-using an agenda, making sure school tools are readily accessible to students, assisting students in reading and understanding directions, etc.

  Cluster paras are responsible for bus duty (arrival/dismissal), recess duty, lunch duty, etc. Each school will have different duty rules. Please see your mentor for clarification of your duty responsibilities.
- General Paras have the responsibility of working as assigned. The principal and several classroom teachers oversee general paras. A general para may be assigned as a Literacy Partner and work with a classroom teacher during reading and writing instruction-having the responsibility of teaching reading to small groups or to individuals. Later in the day, the general para may work with another teacher in a math class, and be responsible for helping students with math practice or setting students up to work on a digital math program while the teacher instructs a different group of students. Later the para may go on to work in the library, shelving books or spend some time in the office assisting the administrative assistant with answering the phone or distributing notices.
  General paras are responsible for bus duty (arrival/dismissal), recess duty, lunch duty, etc. Each school will have different duty rules. Please see your mentor for clarification of your duty responsibilities.
- Specialized Paras- A few paras have a specialized job, such as Library Assistant, Special Ed. Clerical, or Title I tutor. These paras are directed by the Librarian, Special Education Co-coordinator, or the Title I Director and they have specific duties per the job description.

School Board Policies

On the Mascoma Valley Regional School District web page you can find the full list of school board policies. Here are just a few of the more important policies for staff.
A quick explanation of each policy is included, for more information please go to the website and click on *School Board Policies*.

- GBEA: Staff Ethics- Recently the NH Legislature passed a bill governing the ethical behavior of school employees. When you were hired, either your principal or the Human Relations Manager gave you a small white booklet. This is the Code of Conduct and Code of Ethics for School Employees. Please read through the booklet so that you are aware of the expectations for paras.
- GBEAB: Mandatory Code of Conduct Reporting- If you observe a school employee violating the Code of Ethics or the Code of Conduct you are required by law to report this to your principal (or if the principal was the violator-to his/her supervisor).
- GBEB: Staff Conduct- See Staff Ethics section
- GBEBA: Staff Dress Code- All staff are expected to observe a *Business Casual* form of dress. Also consider safety when selecting clothing and shoes. Clothing with provocative or inappropriate language or sentiments is not allowed. Tattoos with provocative or inappropriate language or inappropriate pictorial representations must be covered.
- GBEBB- Staff Conduct with Students- No inappropriate conduct with students, either digital or in-person will be tolerated. Violators will be reported to the police and the NH Department of Education. If you know that, or even suspect that, a school employee is behaving inappropriately with a student you must report it immediately to your principal (or if the principal was the violator-to his/her supervisor).
- GBEBD-Employee Use of Social Networking Sites- Please refrain from friending students on social media while they are active students and for 12 months after the student's graduation. When on any social media, observe strict confidentiality rules- do not mention students or staff members by name, do not post photographs of any students on your social media sites, and do not use your site to vent about your job.
- GBEC: Tobacco Products Ban and GBED: Drug Free Workplace- No tobacco products or illegal drugs are allowed on school property
- GCCAC: Family Medical Leave If you or a family member are ill and require the FMLA protection afforded to you by law, please make an appointment with the Human Relations Manager.
- GCQA: Outside Employment- Staff members may seek outside employment, but the additional job is not to interfere with school responsibilities.
- JHCCA-R: Handling of Bodily Fluids in School- Please ensure that you have watched the Mandatory Training Video on Blood borne Pathogens and Personal Protective Equipment.

- JICK: Bullying- Please ensure that you have watched the Mandatory Training Video on Bully Prevention and use the form in the appendix if you observe a Bullying incident. All suspected bullying must be reported to your supervisor immediately.
- JLDDB: Suicide Prevention- Please ensure that you have watched the Mandatory Training Video on Suicide Prevention. Never leave a suicidal child alone. Please contact your school crisis team, guidance counselor or principal if you suspect (or know) that a student is suicidal.
- JLF: Reporting Abuse and Neglect- Please ensure that you have watched the Mandatory Training Video on Mandatory Reporting of Abuse and Neglect. Contact your principal immediately if you suspect (or know) that a student is being abused. Your principal will either sit with you while you make the DCYF call or have the guidance person sit with you. See the appendix for the form to fill out prior to making a call so that you can ensure that DCYF has all of the information that they need to respond and keep the child safe.

School Expectations:

1. Time Clocks

The District uses time clocks for hourly employees.
Actual hours worked should be keyed in daily.
Para-educators are authorized to work the 180 days that students are present plus two preparation days before school begins.
Para-educators working additional hours or days **must be authorized in advance** by the building principal and the hours worked must be clocked in.
Hourly employees are required to complete the appropriate iVisions forms if they are to be absent from work. Your mentor will help you navigate iVisions. If additional help is needed, please contact the Human Relations Manager.

2. Identification Badges

All district employees are required to wear Mascoma School District identification badges. The badges will be provided by the district. Please report the loss of your badge immediately, so that a replacement can be obtained.

3. School Phone Tree

Any decision to delay or close school due to inclement weather will be announced by 6:30 a.m. on local radio and TV stations. You will receive a phone call from the Superintendent on the *School Messenger System* to notify you of the closing.
Some emergencies, such as a student accident or death, or the death of a staff member are not handled by the digital system, a personal message is required. In those cases, we have a "Phone Tree", where calls come from one employee to the next. When you receive your copy of the tree, please keep it handy because If you have phone tree responsibilities; you must call the next person on the phone tree. If you do not get a person, leave a message and go to the next number on the list until you reach a live person.

4. Notification of a Change in Personal Information

The district is legally required to keep accurate employee information. Please contact Human Relations, at the SAU office and your principal if you change your name, your address or your phone number. The information is for district use only and is not available to the public.

5. Insurance Changes

Insurance benefit or insurance enrollment changes must be made during Open Enrollment by contacting the Human Resources person at the SAU office. You must notify him/her in case of ANY insurance changes (dropping or adding a family member to your policy, changing policy levels, name changes, etc.).

6. Pay Checks

(Collective Bargaining Agreement- CBA: Article 14) Method of Payment:
Paras and Library Aids, at their option, shall be paid in one of the following manners:

- Anticipated annual wages divided by 26- which equals 25 bi-weekly checks and one reconciliation payment issued the last pay period in June.
- Anticipated annual wages, divided by 22, which equals 21 biweekly checks and one reconciliation check during the pay period after the last day of school.
- Full pay for hours actually worked during a pay period.

7. Direct Deposit

Direct deposit of paychecks into bank accounts is optional. Instead of a check, a statement listing earnings, deductions, and all other pertinent payroll information will be available on-line (i-visions site). To enroll in direct deposit, employees must stop by the SAU office for the appropriate paperwork. Bring a voided check from your account with you.

8. Secondary Deposit

You may also choose a secondary deposit, such as a savings account, loan repayment or a credit union
account.

Collective Bargaining Agreement:

Fair Treatment (Article 8)
Paras will be notified of any job deficiencies in a timely manner and in writing. Paras have the right to bring an Association Rep to any meeting with an administrator. Paras have due process protection and non-discrimination protection.

Evaluation (Article 9)
Annual evaluations will be completed with the forms in Appendix A. Evaluations are the responsibility of the administrator supervising the Para.
Within 2 working days of the evaluation, a meeting will be held with the evaluator and the employee to discuss the evaluation. The evaluator may include suggestions for improvement. The completed evaluation will be signed by both parties. If the employee disagrees with statements made in the evaluation, he or she may write a rebuttal that will be attached to the evaluation.
Teachers are generally asked for input concerning the para assigned to their classroom. These documents are examined by the principal and factored into the final evaluation. Evaluations are generally completed in the spring of the year, but may be used more often for new paras or for those on an improvement plan.

State law requires all materials concerning the evaluation of an employee be kept in a confidential file in the school office. No material relating to your job performance will be placed in the file until you have read and signed it. By signing a document, you merely signify that you have read it, not that you agree with it.
You may submit a written reply to any document about your performance, and it will be added into your file.
Any letter or records of phone calls made anonymously will not be put into your file without your knowledge.

You may see the contents of your file by making an appointment with the superintendent or his/her designee.

Grievances (Article 10) All grievances will start with a notification to your Association Representative. He/She will use Article 10 to guide you through the Grievance Process.

Insurance (Article 12)
Insurance for all paras begins on Sept. 1 and runs through August 31.
If you are contracted to work 30+ hours each week, you are eligible for district health and dental insurance. The district covers 96% of the cost of your health insurance and gives you access to a flexible medical spending account. If a para chooses to not take the health insurance benefit, please see the Human Relations Manager so that he/she may enroll you in the Insurance Cash Back benefit.
Life, accidental death or dismemberment Insurance and Long Term Disability are offered by the district to all employees working 20 or more hours per week.

Working Hours (Article 14)
Working hours are set by each principal-para pair on an as-needed basis. For example, some paras may come in at 7:30 and leave at 1:00, others may come in at 10:00 and leave at 3:30.
Paras may work up to 2 hours as a substitute teacher during each shift.
If school is delayed or released early- hours missed are to be made up during the same or the subsequent pay period. Work to cover the missed hours must be approved by the principal.

Holidays (Article 15)
Paras receive the following holidays: Labor Day, Veterans' Day, Thanksgiving and the day after, Christmas Eve and Christmas Day, New Year's Day and Memorial Day.

Leave (Article 17)
Sick Leave: 15 days of sick leave per year. Members may accumulate up to 115 days. Sick leave may be used for the para or a family member. A note from a physician may be requested after 3 consecutive days of sick leave. The *Family Medical Leave Act* (FMLA) provides additional protection for employees needing to take a lengthy amount of time for their own care or to care for an immediate family member. *Long Term Medical Leave* provides another level of protection for individuals.
Bereavement Leave: 5 days of bereavement leave are available
Emergency Leave: 5 emergency days are available. The first 2 days are not charged, the last 3 days are charged to sick leave if any is available. The superintendent may grant additional emergency leave at his/her discretion.
Personal Leave: 2 personal days are provided for legal, business or family matters. Personal leave may be taken to extend vacation or holiday periods if the conditions in the CBA are met and administrative approval is received from the Superintendent prior to taking the days.
Professional Leave: 1 day of professional leave is available for professional development use.
Jury Duty: All employees are entitled to jury duty leave for the period required. The employee will be paid the portion of his/her wages combined with Jury Duty Compensation to equal the employee's regular pay check.

Sick Bank
A "Sick Bank" of days is available to Para-educators. You may be asked to donate a day or two to the sick bank. The purpose of this is to provide a pool of days that can be drawn upon in the case of a catastrophic illness or injury that requires more time than the employee currently has available. You may request necessary days from the Sick Bank Committee. Your Union Representative will assist you in this process.

Certification

Every para must be certified to work at the school. If you are working directly with Special Education, Title I, or any Indian River students you must be a Para II.

In order to become a Para II, you have three options:

- Complete two years of study at an approved college (need at least 48 semester hours with a grade point average of 2.0 or better)
- Obtain an Associate's Degree
- Receive a passing score on the Para Pro (Given at Steven's High School. Contact: Tammy Morse.)

In order to become a Para I, a person is required to have a high school diploma. A Para I does not provide direct instruction or supervise groups of students. A Para I may act as a scheduling clerk, or provide clerical support for teachers or administrators.

Once a para is Certified and/or Highly Qualified, they must complete the 50 CEUs (Continuing Education Units) of professional development work required by the Professional Development Standards Board in order to remain certified.

If you have questions see:

Ann Labrie at the High School

Bobbi Barney at Indian River School

Dorinda Washer at Enfield Village School

Margaret Battis at Canaan Elementary School

Professional Development

Professional Development is important. You can tailor your professional development to your own needs, interests and learning style. You can also use professional development to improve areas that show up as areas of need on your annual evaluation.
The Growth Plan is signed by the building principal and then submitted to the Professional Development Committee in each building.
Check with your building representative for the drop off point.
The P.D. Committee will keep a folder for you with your plan and a record of your clock hours. However, it is an excellent idea for you to keep a file yourself. We suggest you keep all your receipts and certificates in your Professional Development Binder.

All paperwork must be turned into the committee within 60 days of completing the activity.
The district wide committee will meet each September and allocate the professional development money available for each para. If you complete an activity that requires money, you will need to:

- Get the activity approved prior to completion
- Turn in all required forms with receipts, certificates or transcripts
- If the activity cost more than the set amount per person, you will be asked to re-submit your paperwork in the spring of the year. If money is available it will be divided among the people resubmitting forms.

At the end of each school year, the P.D. Committee in each building will give you a sheet showing how many clock hours you have accumulated.

If you do not have enough hours for re-certification at the end of three years, the district will not rehire you.

Frequently Asked Questions

1. What about my schedule?
   Schedules will be given to you by the building principal or the special education building coordinator. You are expected to meet the schedule requirements. Please notify the administrative assistant in the building if you are unable to comply with your schedule.

2. What about calling in sick?
   Each school has a slightly different procedure for calling in sick. If you know that you have a scheduled medical appointment and will not be at school, please fill out the i-visions request and notify your administrative assistant as soon as possible. (She does not receive i-vision requests).
   If you are unable to attend school because of a sudden illness you need to follow the procedure for your school. Some schools have you call the principal, some have you call the administrative assistant and some have you call the school and leave a message in the general mailbox.

3. What about Early Release Days?
   On Early Release Days you are expected to fulfill your contract obligations. You must not leave before the end of your contract day. The district may have planned some Professional Development work for you, and the expectation is that you will attend these workshops. However, if the workshop lasts until 3:00 pm and your contract day ends before that time, you may leave at the time your day ends.

4. What about Delayed Openings?
   You are expected to see your principal to arrange for how you will make up the time missed due to delayed openings. The time must be made up during the current or following pay period.

5. COVID 19 Questions- please see the Hybrid Reopening Plan on the District website and check with your administrative assistant for any building specific items.

   MASKS ARE REQUIRED. SOCIAL DISTANCING EXPECTATIONS ARE IN PLACE.
   GLOVES AND FACE SHIELDS ARE AVAILABLE IF YOUR JOB REQUIRES THEM or if you feel
   more comfortable using them.
   A DISTRICT WIDE HEALTH SCREEN IS AVAILABLE ON ANY COMPUTER IN THE DISTRICT,
   PLEASE FILL IT IN AND SUBMIT IT BEFORE STARTING WORK EACH DAY.

Appendix

A. Evaluation Form
B. Appendix B of Contract (pay schedule)
C. Calendar
D. Bullying Policy Form
E. Mandatory Reporting of Abuse or Neglect form
F. Para-educator Certification Information
G. Professional Development Master Plan

Appendix A: Evaluation

APPENDIX D – CURRENT EVALUATION FORM

Name _____ **Date** _____

School _____

PARA-EDUCATOR PERFORMANCE RATING

Ratings:
I = Independent – Para-educator performs this task with no guidance
D = Developing – Para-educator performs this task with some cues, prompts, guidance
E = Emerging – Para-educator performs this task with significant guidance, assistance
U = Unable to perform – Para-educator does not perform this task, even with guidance, assistance
N/A = Not applicable

Teacher/Para-educator/Principal will complete form separately.

	Teacher	Para-educator	Principal
1. Delivery of Instruction	_____	_____	_____
2. Activity Preparation/Follow-up	_____	_____	_____
3. Supervision of Groups of Students	_____	_____	_____
4. Behavior Management	_____	_____	_____
5. Personal Attention to Students	_____	_____	_____
6. Ethics	_____	_____	_____
7. Team Participation/Membership	_____	_____	_____
8. Clerical Work	_____	_____	_____
9. Work Characteristics	_____	_____	_____

Summary or Additional Comments:

_____

_____

_____

_____

_____

_____ _____

Signature of Para-educator **Date**

_____ _____

Signature of Supervisor **Date**

(See reverse side for specific tasks associated with each evaluation area.

Appendix A: Evaluation page 2

Delivery of Instruction	**Activity Preparation/Follow-up**
- Helps students in drill & practice lessons	- Find/arrange materials/equipment
- Read/repeat tests or directions to students	- Help prepare and clean up snacks
- Listen to students read orally	- Help students clean up after activities
- Help students w/workbooks, written assignments	- Distribute supplies/materials/books to students
- Tape record stories, lessons, assignments	- Collect completed work from students
- Read to students – texts, materials, stories	- Organize classroom supplies/materials
- Help students work on individual projects	- Operate equipment (e.g. tape recorders, VCR's)
- Assist students to compose original work – stories, essays, reports	- Modify or adapt materials/equipment for particular students
Supervision of Groups of Students	**Behavior Management**
- Supervise groups of students on arrival/departure	- Give positive reinforcement & support as directed by plans, IEP's
- Supervise groups of students during lunch	- Circulate in classroom to provide behavioral support
- Supervise groups of students during breaks	- Enforce class and school rules
- Supervise groups of students loading/unloading buses	- Assist students who are self-managing behavior
- Monitor students during passing periods	- Teach pro-social skill lessons
- Escort groups of students to bathroom, library, gym	- Facilitate appropriate social interactions
	- Assist other students in coping with behaviors of a specific student
Personal Attention to Students	- Help students develop self-monitor organizational skills
- Help students get dressed/undressed	- Provide cues, prompts to students who are mediating conflicts
- Help students eat	- Observe and chart individual student behavior
- Help students with toileting	
- Help students to get to other locations	**Ethics**
- Assist students with grooming, cleanliness	- Maintain confidentiality of all information regarding students
	- Protect the privacy of students during personal care
Team Participation/Membership	- Respect the dignity & rights of every child at all times
- Meet with team as scheduled	- Abide by school district policies, school rules & standards
- Participate in team meeting appropriately	- Communicate with parents & families as indicated by team
- Participate in team meeting by listening carefully to others	- Provide accurate information about students to team members
- Engage in appropriate problem-solving steps to resolve problems	- Carry out all assigned duties responsibly in timely manner
- Respect the privacy/dignity of other adults	- Protect the welfare & safety of students at all times
	- Maintain composure/emotional control while working with students
	- Demonstrate punctuality, good attendance – handle absences appropriately
Clerical Work	**Work Characteristics**
- Take attendance, record grades, collect fees	- Is flexible: Has the ability to adapt to new situations w/a minimum amount of effort
- Make copies, sort & file student papers	- Adjusts readily to unclear situations
- Correct assigned student lessons/homework	- Is well organized and has the ability to set priorities and complete work schedule
- Help w/paperwork to facilitate parent/teacher appointments	- Has the ability to offer suggestions in a constructive and positive manner
- Inventory materials & fill out routine forms	
- Maintain files for IEP's, assessment reports, other reports	
- Maintain databases of student information	

Appendix B: Pay Scale

Mascoma Valley Regional Support Staff

Pay Scale 2019-2020	1.25%					
	1	2	3	4	5	6
Step	Secretary	Para-One	Custodians	Para-Two & Library	Maintenance	NECC 1:1
	0.04	0.04	0.04	0.04	0.04	0.04
1	16.06	14.35	14.35	15.81	15.81	16.06
2	16.70	14.92	14.92	16.44	16.44	16.70
3	17.37	15.52	15.52	17.09	17.09	17.37
4	18.06	16.14	16.14	17.78	17.78	18.06
5	18.79	16.78	16.78	18.49	18.49	18.79
6	19.54	17.46	17.46	19.23	19.23	19.54
7	20.32	18.15	18.15	20.00	20.00	20.32

Pay Scale 2020-21	1.25%					
	1	2	3	4	5	6
Step	Secretary	Para-One	Custodians	Para-Two & Library	Maintenance	NECC 1:1
	0.04	0.04	0.04	0.04	0.04	0.04
1	16.26	14.53	14.53	16.00	16.00	16.26
2	16.91	15.11	15.11	16.64	16.64	16.91
3	17.59	15.71	15.71	17.31	17.31	17.59
4	18.29	16.34	16.34	18.00	18.00	18.29
5	19.02	16.99	16.99	18.72	18.72	19.02
6	19.78	17.67	17.67	19.47	19.47	19.78
7	20.57	18.38	18.38	20.25	20.25	20.57

Pay Scale 2021-22	1.25%					
	1	2	3	4	5	6
Step	Secretary	Para-One	Custodians	Para-Two & Library	Maintenance	NECC 1:1
	0.04	0.04	0.04	0.04	0.04	0.04
1	16.46	14.71	14.71	16.20	16.20	16.46
2	17.12	15.30	15.30	16.85	16.85	17.12
3	17.81	15.91	15.91	17.52	17.52	17.81
4	18.52	16.54	16.54	18.23	18.23	18.52
5	19.26	17.21	17.21	18.95	18.95	19.26
6	20.03	17.89	17.89	19.71	19.71	20.03
7	20.83	18.61	18.61	20.50	20.50	20.83

Appendix C: Calendar

MASCOMA VALLEY REGIONAL SCHOOL DISTRICT

2020 - 2021 School Calendar - **APPROVED 8/6/20 (revised)**

	M	Tu	W	Th	F
August	17	18	19	20	21
0	24	T	T	T	X
	T				
September		T	T	T	X
17	X	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		
October				1	2
21	5	6	7	8	**9ED**
	X	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
November	2	3	**4EDC**	5	6
17	9	10	X	12	13
	16	17	18	19	20
	23	24	X	X	X
	30				
December		1	2	3	4
16	7	8	9	10	11
	14	15	16	17	18
	21	22	X	X	X
	X	X	X	X	
January					X
19	4	5	6	7	8
	11	12	13	14	**15ED**
	X	19	20	21	22
	25	26	27	28	29

	M	Tu	W	Th	F
February	1	2	3	4	5
15	8	9	10	11	12
	X	X	X	X	X
	22	23	24	25	26
March	1	2	3	4	5
23	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
April				1	2
17	5	6	**7EDC**	8	9
	X	X	X	X	X
	19	20	21	22	23
	26	27	28	29	30
May	3	4	**5ED**	6	7
20	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	X				
June		1	2	3	4
12	7	8	9	10	11/**G**
	14	15	16	**S**	**S**
	S	**S**	**S**	**S**	**S**

August 25th-27th	Teacher Work Days	Graduation: June 11, 2021 TENTATIVE DATE
August 31st & September 1-3	Teacher PD Days	(depending on the number of snow days)
Date TBD	9th Grade Orientation	
September 4th-7th	No School/Labor Day Weekend	ED = Early Dismissal
September 8th	First Day of School	EDC = Early Dismissal/Parent Conferences (Elementary)
October 12th	No School/Columbus Day	X = No School
November 11th	No School/Veteran's Day	T = Teacher Work Days (No School)
November 25th - 27th	No School/Thanksgiving	S = Possible Weather Day Make-Up
December 23rd - January 1st	Holiday Vacation	First Quarter Ends: Thursday, November 5th (45 days)
January 18th	No School/MLK Day	Second Quarter Ends: Tuesday, January 26th (45 Days)
February 15th - February 19th	Winter Vacation	Third Quarter Ends: Tuesday, April 6 (45 Days)
April 12th - April 16th	Spring Vacation	Year Ends: June 16th (if no snow days) (45 days)
May 31st	No School/Memorial Day	
June 16th	Last Day of School (if no snow days)	
June 23rd	Last Teacher Day (with 10 snow days)	

Appendix D: Bullying Reporting Form

BULLYING REPORT FORM Definition – Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

1. Physically harms a pupil or damages the pupil's property;
2. Causes emotional distress to a pupil;
3. Interferes with a pupil's educational opportunities;
4. Creates a hostile educational environment; or
5. Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Historically this has included a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics.

Policy Statement – The Mascoma Valley Regional School Board is committed to providing all pupils a safe and secure school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyber bullying will not be tolerated, and is prohibited.

Further, in accordance with RSA 193-F, the Mascoma Valley Regional School District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Disciplinary Consequences – The Mascoma Valley Regional School District reserves the right to impose disciplinary measures or appropriate measure against any student, teacher, staff member, administrator, volunteer, or school district agent who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

Policy Reference – The full School Board Policy JICK – "Pupil Safety and Violence Prevention Bullying" can be referenced on the district website www.mascoma.k12.nh.us.

Reporting – I the undersigned have read the above information and am reporting an act of bullying.

Print Name: _____ Date:_____

Signature: _____

Relationship to Victim – Please indicate on the appropriate line.

Self _____ Student _____ School Volunteer _____ Anonymous _____

Parent _____ Staff Member _____ Other _____

Contact Information:

Address: _____

Phone: _____

Email: _____

Bullying Incident – Please list all incidents. You may add additional pages as necessary.

When?	
Where?	
Who?	Alleged Victim of Bullying: _____ Alleged Perpetrator of Bullying: _____
What Happened?	
Witnesses?	Name(s): _____ Contact Information, if available: _____ _____

How do you feel this incident adversely affected the student's education or educational environment?

Received by: _____

Date: _____

Time: _____

Reviewed by Board: 12/14/10

Appendix E: Abuse or Neglect Reporting Form

DCYF REPORT FORM

DATE: _____ **SCHOOL:** _____

COMPLAINT:

- ☐ Alleged Abuse
- ☐ Alleged Neglect

Identifying Information:

Child(ren) Name(s)	Date of Birth	Grade

ADDRESS: _____
Street Town State Zip Code

TELEPHONE: _____

PARENT(s): _____

ALLEGED PERPETRATOR: _____

RELATIONSHIP: Parent _____ *OR* Other _____

Name of DCYF Intake Worker: _____

Complaint/Concern: (include date, description, child statement, etc)

_____
Signature

Appendix F: Certification

- Go to the NH DOE Credentialing Website
- Click on the Knowledge Base
- Read the Section on *Para-educators* and then follow the Application Instructions listed below.

Created by Christine Zinkand
Feb 17, 2020
1 min read

Electronic application decreases processing time compared to paper applications. Please only submit a paper application if instructed to by our office or if you must pay by check/money order.

1. Fees are non-refundable. Please read the documentation in this knowledge base for your application type carefully before applying. Fee Schedule
2. Login or create an account at myNHDOE to submit your application and fee (MasterCard/Visa only).
3. Determine if you are eligible for an Experienced Educator License (EEL).
4. Upload documents.

Appendix G: Professional Development Master Plan

Beginning on next page in binder
Also available on the District Web Site on the Professional Development page.

School Specifics

Each school has specific programs and procedures in operation. Your principal or administrative assistant will provide you with the following information:

- Social Emotional Learning information: Some schools use Responsive Classroom, some use PBIS, some use Choose Love. Your mentor will share particulars for your school.
- Sunshine Fund/Donation envelopes: Some schools collect money in a fund at the beginning of each year and use it for cards, flowers, etc. during the school year. Other schools pass a collection envelope each time a donation is needed.
- Voice mail, e-mail, phone use: Each school has multiple computer stations so that e-mail can be retrieved. Craig Suttie will provide you with a password and log-in so that you may retrieve your mail.
  Some schools have voice mail capacity for para-educators; other schools use an old-fashioned message system. Check with your mentor to find out how your school operates.
- Schedules (Daily Duty, Daily Operating, and Early Dismissal): Schedules are available from your mentor.
- Safety Information (Lock Down, Evacuation, Fire Drill, and Reverse Evacuation): Safety information is available from your mentor or the administrative assistant.
- Substitute plans: Your mentor or administrative assistant will let you know where to leave a folder with a list of your daily duties. This folder is for the person who substitutes in your absence.