

ANNA WARE JACKSON SCHOOL

STAFF HANDBOOK

2019 - 2020



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PLAINVILLE PUBLIC SCHOOLS ADMINISTRATION

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Office of the Anna Ware Jackson Elementary School

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Plainville, MA 02762
(508) 699-1304

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Robin Roberts-Pratt, Principal
72 Messenger Street
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(508) 699-1312

Office of Special Education

Edward Clarke, Administrator of Special Education
68 Messenger Street
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(508) 699-1309

Office of Technology

Stephanie Whittaker, Technology Systems Administrator
68 Messenger Street
Plainville, MA 02762
(508) 699-1307

Business Office

Caron Ketchum, Business Administrator
68 Messenger Street
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Food Services

Judy White, Food Service Director
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(508) 699-1329

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Robert Stone, Director of Maintenance & Custodial Services
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Plainville School Committee

Linn Caprarella, Chair
Kristen Conrad-Garrity, Vice Chair
Michele Sharpe
Amy Abrams
Heather Townsend

INTRODUCTION

Welcome to a new school year at the Jackson School. Our primary goal is to provide the children of Plainville with the finest education possible. You are the most important part of this goal because you affect the daily lives of the children in your care. Research has shown that the most important factor in school learning is the attitude of the teacher.

Whether you are a veteran teacher or new to our system, this handbook has been developed as a quick and easy reference to the daily routines, schedules, and procedures. Other information about the Jackson School is also included. It is my hope that many of your questions and concerns will be answered by reading this handbook. Please keep in mind that we have a team of professionals ready and willing to assist you in any way possible. Another important goal is to ensure your success in the Plainville Public Schools system.

In addition to the information in this handbook, please familiarize yourself with the Plainville Teachers' Contract, Special Education regulations, student record regulations, district policies, and the Student/Parent Handbook. Together these documents provide a comprehensive look at the total plan under which our system operates. As teachers you are also responsible for understanding and covering the Massachusetts State Curriculum Frameworks for each subject area that you teach.

As the school year progresses, please make note of changes that occur in the information in this document. Each June this handbook will be reviewed and updated for the following year. I appreciate your input in making this handbook helpful in ensuring that all staff members know the procedures and practices we use in the Jackson School.

Have a wonderful school year!

Kate D. Campbell
Jackson School Principal

PLAINVILLE PUBLIC SCHOOLS MISSION STATEMENT
(draft)

The mission of the Plainville Schools is to promote lifelong learning through the community and to prepare students to become responsible, contributing members of a changing society, by providing a challenging, rigorous, educational program.

MISSION STATEMENT OF THE ANNA WARE JACKSON SCHOOL
(draft)

The mission statement of the Anna Ware Jackson School is to inspire students to learn as they think, connect, and build independence as they develop into confident, life-long learners and contributing members of their community.

The Jackson Pledge is said together as a school each and every day. Our school values are embedded into the pledge and are part of our everyday expectations and culture. We expect to see these values practiced every day.

**Jackson Students choose to be:
Safe and Secure,
Respectful and Responsible,
Positive and Productive,
Kind and Courteous.
Work hard, be nice, make a difference.
To be the BEST you can BE!**

PROFESSIONAL RESPONSIBILITIES

Attendance and Tardiness

Staff who are going to be absent for any reason should telephone Suzanne Roberts **no later than 6:00 A.M.** The subline telephone number is (774) 364-0968. Staff who know in advance that they will be absent should inform Suzanne as soon as possible to facilitate the hiring of a substitute teacher.

It is expected that all teachers will arrive at school punctually. In the event of an unusual circumstance that would result in tardiness, please contact Kate Campbell, Principal at (508-272-3595) as soon as possible so arrangements for classroom coverage can be made.

Child Abuse/Neglect Mandated Reporters

Child Abuse Mandated Reporters

According to Massachusetts law, staff members are mandated reporter of suspected child abuse or neglect. Based on legal requirements of Chapter 119, Section 51A of the Massachusetts General Laws, guidelines, procedures and information memoranda have been prepared to provide direction for school staff members in identifying and reporting suspected child abuse/neglect cases. Personnel should be aware that by state statute they are immune from civil or criminal liability when reporting suspected child abuse/neglect cases. Failure to report suspected abuse or neglect may result in a fine of up to \$1000.00.

Plainville Public School teachers or other employees who suspect a child is being abused or neglected shall **report the following information to the principal as soon as possible.**

1. Name and address of the child and parent (or guardian)
2. Child's gender
3. Nature and extent of the child's injuries, abuse or neglect
4. Any evidence of prior injuries, abuse or neglect
5. Action, if any, taken to treat, shelter, or assist the child
6. Information reported by the child
7. Other pertinent information

School employees shall not contact the child's family or any other persons to determine whether the child is in need of protection. However, it should be noted that nurses and school staff should carry out their normal duties in talking with families about actions and physical concerns of children.

Any personal interview or physical inspection of the child should be conducted in a professional manner with two staff members present.

Definitions of Abuse and Neglect

Abuse means the infliction, by other than accidental means, of physical harm upon the body of a child. Neglect means the failure to provide necessary food, care, clothing, shelter, or medical attention for a child.

Cases of reported abuse or neglect are to remain **confidential**. Discussion of these situations is limited to appropriate meetings with school staff members who have a need to know or authorized personnel from the Department of Public Welfare or the Children's Protective Services.

Procedures for Reporting Cases of Child Abuse

The following procedures are to be used in referring suspected child abuse:

Any school staff member who suspects that a child has been abused shall report this as soon as possible to the principal and/or the school nurse on the day of observation. After notification from the staff member the principal or nurse will notify the Department of Children and Families (DCF) by telephone (1-781-641-8500) and within two (2) working days submit a written report (Form 51A) to:

Department of Children and Families (DCF)
30 Mystic Street
Arlington, MA 02474

Classroom Coverage

Please note that you are responsible for providing supervision for your classroom at all times. If you must leave your classroom, you must ask a fellow staff member to watch your class. If no one is available to cover your class, please call the office to secure another adult in the building who can supervise your class until you return. Under no circumstance should you leave your class unsupervised.

Classroom Maintenance

All classrooms should be neat and attractively decorated since the environment affects student performance and motivation. All decorations must be hung on bulletin boards in accordance with fire regulations.

No papers may be taped or stapled to the walls—tape and staples damage walls!!

Lights should be turned off when no one is present. The principal should be informed in writing (or verbally) of any problems with temperature control, lighting, and general maintenance. Please also use the online Maintenance Request system.

Contractual Responsibilities

Each teacher and educational service provider is expected to be familiar with and adhere to the contract between the Plainville Education Association and the Plainville School Committee.

Discipline Procedures

Students are expected to show respect to all staff members and fellow students. All students have the right to an education. No student should prevent that from taking place. Students need to be guided in how to follow school rules, respect authority and the rights of others. Following the School Wide Behavioral Protocol is expected of all staff members.

Corporal Punishment

Corporal punishment is strictly prohibited by the Plainville Public Schools. Corporal punishment includes but is not limited to the use by any staff member of any type of physical force or contact, physical redirection, verbal abuse, or demeaning of an individual student or group of students in a classroom or at a school sanctioned event. Corporal punishment also includes the damaging or destroying of a student's personal property or school property assigned to a student.

Upon receipt of a complaint of corporal punishment, the Superintendent of Schools or his/her designee will conduct an investigation in accordance with Massachusetts General Laws.

Mandatory Reporting of Bullying Incidents

All school personnel are required by the Massachusetts Bullying Prevention Law (Chapter 92) to report incidents of bullying that they witness or that children report to them. Please fill out the incident report form to document the behavior that was witnessed or reported. The school principal then has the obligation to follow up on all these reported incidents.

Electrical Appliances

Teachers must not use microwaves, toaster ovens, or coffee pots in their classrooms because of fire hazards. If a teacher wishes to use an electrical appliance for a special classroom activity, he/she must receive permission from the school principal prior to the use of the appliance. All students must be kept away from any appliance that could cause injury.

Emergency Evacuation Procedures

All school personnel are required to familiarize themselves with the information contained in the Multi-Hazard Emergency Response Plan Manual. This manual shall be placed on the hook of the teacher's closet so that they are immediately accessible in case of emergency yet are not visible to outsiders. Teachers **shall** take these handbooks with them to all fire drills.

Evaluation Procedure

The evaluation procedure for teachers as well as all other staff can be found in their specific contracts.

Expectations for Ethical Conduct

All school personnel are expected to behave ethically at all times both within the school walls and while outside of the school. The confidentiality of the school personnel and students must be maintained throughout the day and outside of school. Student names should not be spoken of in public especially using the children's first and last names for privacy sake. Also children's behavior and academic ability are not to be subjects for discussion outside of school.

Ethical behavior also means that we respect children as individuals and also respect the cultural and ethnic diversity that we have in Plainville. Teachers also need to support the bond between the child and his/her family. Staff is expected to treat each other respectfully following the same expectations we have of children.

Fire Drill Procedures/Lock Down

All staff should know what to do in case of fire or other similar emergency in the school building. Please make sure that any support staff or parent volunteers in your classroom are aware of the fire exits and procedures.

A copy of the fire drill procedures shall be posted in each classroom. The important things to remember are:

1. If you see a fire, sound the alarm in the building.
2. Evacuate the students. Use the nearest exit. Remain with the students unless you are ordered to do otherwise. If the nearest exit is blocked, make certain that you know the secondary exit to take.
3. Remember to take your emergency bag with you (or your Surface). This contains your class list and the students' home phone numbers. Identify any students who cannot be accounted for and use the walkie-talkie to inform the principal immediately. Students should be silent and facing away from the building.

Health Procedures

The Jackson School provides a safe, healthy environment for students. In case of accident or sudden illness, school personnel will administer necessary first aid. If warranted, the parent or guardian will be called to take the student home or to his physician. In serious emergencies, the student will be transported to the nearest hospital by ambulance, and the parent will be notified. The Principal or the school nurse will remain with the student until a parent/guardian arrives.

No treatment other than first aid will be given in school.

Students who complain of illness must see the school nurse. If a teacher feels that the student should be dismissed due to illness, he/she must discuss those concerns with the school nurse.

Any student returning to school following an illness should be completely recovered and able to participate in the total school program including physical education and recess. If any modification of the child's program is necessary, the parents and physician should inform the school accordingly. Both school and health personnel are ready to assist any student who has a health problem in their adjustment to school routines.

Upon the student's return to school, parents must send a note explaining the nature and duration of his/her illness. If the student had a communicable disease, Board of Health regulations must be followed.

Medication Policy

The Plainville Public Schools medication policy requires that a signed Parent/Guardian Consent for Medication Administration Form and a signed Medication Order Form must be on file in the child's health record before any medication can be given at school. All medication is dispensed or taken under the supervision of the school nurse.

Meetings

Staff or Faculty Meetings

All professional staff members are expected to attend the Jackson School monthly staff meetings. These meetings are held on the **first Wednesday of the month** beginning at 3:20 P.M. The meetings should last no longer than 45 minutes. Staff members are encouraged to contribute items to the meeting agenda and to use this time to share ideas that they have learned at conferences and workshops or academic successes and best instructional practices.

Grade Level Meetings

Time is set aside on early Tuesday mornings for collaboration with grade level, special subject, or special education colleagues and for PLC work as well as cross-grade-level meetings when needed. PLC agendas are requested to be shared with the team and principal the night before the meeting. Notes should be kept and shared digitally after each meeting.

Parent Contact

Please make a habit of regular contact with parents, especially when the news is positive. It strengthens your rapport with parents and improves student achievement. All teachers are required to offer on-going communication with families to keep them informed about classroom activities and curriculum being taught. Staff members are also encouraged to have a grade-level website for parents to access curriculum and grade level information. Please contact the principal for advice before talking to parents about a serious problem.

Personal Days

Please see assigned contracts for details. Request forms are in the office in the Forms drawer.

Plan Book/Digital Plan Book

Plan books should include your daily schedule including times of classes, medical alert list, easily understood plans, substitute information, emergency procedures, and any other information you feel is necessary in the event of your absence. Plans should be made several days in advance and be readily available during observation sessions as well as easily accessible to substitutes.

Progress Reports and Report Cards

Reporting student progress to parents is an important aspect of a teacher's responsibility. Please familiarize yourself with the progress report and report card for your grade level. Please see Stephanie Whitaker if you have any concerns about the student reporting system that we use. Progress Reports and Report Cards are to be completed one week prior to parent release for peer review.

Sexual Harassment Policy

Plainville Public Schools promotes a workplace that is free of sexual harassment. Please read the policy regarding sexual harassment on the district website.

Special Education and 504 Plan Guidelines

All school personnel are responsible for understanding their obligations under state and federal special education regulations. Please familiarize yourself with the IEP and 504 Plans for all children in your class and make the modifications necessary to accommodate the students' special academic, health, or behavioral needs.

Student Records

Please familiarize yourself with the regulations pertaining to student records. It is the teacher's responsibility to update the students' permanent records and to accurately record the required information.

Non-Custodial Parents' Rights to Records

Non-custodial parents must submit a written request each year to have their child's records (report cards, progress reports) sent to them. The principal will contact you when this process has been completed. Please do not send out any records to non-custodial parents until you have checked it with Mrs. Campbell.

Substitute Folders

Please keep the following items available for substitute teachers and the principal:

1. Seating chart
2. Supply of daily attendance/lunch count forms
3. Absentee Folder for Absence Notes
4. Folder containing pertinent notes for a substitute such as medical problems in the classroom, special needs students' schedules, daily class schedule, etc.
5. List of how each child is to get home—bus, walk, etc.
6. List of children who attend the Champions afterschool program based at the Jackson School as well as any other programs.

Testing Program

A preschool screening program is available to all three and four year old children throughout the school year at parent request. A specialized individual test for each child in the areas of basic concepts, speech and language, small and large muscle coordination is administered.

Students entering kindergarten are initially screened each spring in the areas of basic concepts, speech and language, and small and large muscle coordination.

State mandated MCAS reading and mathematics tests are currently administered to Grade 3 students. Students in Grades 4, 5, and 6 also take content area MCAS tests in the spring of each year. All grade level teachers are responsible for covering the curriculum material necessary for the students to do well on these MCAS tests.

Work Day

Classroom teachers must be in the hallway outside of their classrooms at 8:40 A.M. to greet students and supervise students walking to their classrooms from the buses. Non-classroom teachers may be assigned supervisory duties at this time.

All teachers shall remain at school five minutes after the student dismissal time which is 3:15 P.M. Therefore, teachers are free to leave at 3:20 P.M.

The school day for teachers shall be six hours and forty minutes. On workshop/curriculum days the teacher workday shall be six hours and thirty minutes. On Tuesdays, with the exception of those weeks when parent/teacher conferences are scheduled, the school day for teachers shall be seven hours and twenty-five minutes. Teachers shall arrive on Tuesday at 7:55 A.M.

Work Year

The work year for all professional employees shall consist of 184 days.

Jackson School Procedures

Abuse of Alcohol, Controlled Substances, Weapons, and Assault

Please read the Student/Parent Handbook entry about these problems carefully. You must be aware of the procedures to follow in the event that a student violates these rules.

Accident Reports

An accident report shall be completed for all children and adults injured on school property. If there is any doubt as to whether the injured person has sustained a concussion, broken bone, or internal injury, do not move them. Send for help immediately. Accident reports shall be completed on the day the injury occurs. The forms are available from the school nurse or the office.

Assemblies

Teachers shall receive advance notice of any special programs and their times. Kindly wait for an announcement to bring your class to the cafeteria or gym. Please stay with your class and keep the children orderly. Specialists are expected to attend if an assembly occurs during their teaching period. Please remind the children to wait until the principal or person conducting the assembly indicates that it is time to leave so that they do not begin the dismissal procedure prematurely.

Teachers wishing to reserve the cafeteria or gym for a special event need to fill out the Use of Facilities form on the computer.

AV Equipment

Please log into School Dude to request any equipment such as laptops, laptop cart, screen, digital cameras, etc. Please make your request at least **one day** in advance of when you need the equipment.

Bus Duty

The bus duty schedule is given to each teacher at the beginning of the school year. It is important to be at your assigned post on time. Please remember that parents cannot take students off the bus or out of line without signing them out at the office. Your supervision is critical until every child is safely out of the building. Please be especially vigilant while walking children out of the building to the buses. Bus duty schedules will switch on day 90. The longest and the shortest lines will alternate.

Cafeteria Procedures

Classroom teachers shall bring their students to the cafeteria for lunch. Supervisory paraprofessionals shall supervise the serving lines and supervise the general behavior of the students during lunch. Students shall remain in their seats unless they have permission to get up from one of the paraprofessionals. Students are not allowed to leave the lunchroom without permission. Children should only use the restroom during lunch if absolutely necessary—please encourage children to use the restroom before the lunch recess. Students are expected to eat, talk in a quiet voice to peers at the table and to clean up their tables after they are finished. Throwing of food, napkins, straws, etc. is expressly forbidden. A child violating this rule will be sent to the principal.

Changes in Transportation

Families must send written permission for a student to change his/her regular transportation plans. Please send the note to the office and a copy will be made and sent back to the classroom. In the event that a parent calls to change plans, the school secretary shall inform you of those changes.

Classroom and Hallway Decorations

All decorations must be placed only on the bulletin boards provided. No decorations may be hung on the walls or doors of the classrooms or on the hallway walls. No decorations may be hung from the lights or ceiling since this violates the fire regulations. Tape and other adhesives will damage the finish on the doors and paint on the walls. Thank you for your cooperation.

Computers in the Classroom

Please note that no food or drinks are allowed near any computer. Please report any malfunctioning computer equipment to Stephanie Whitaker using the online technology request form. This form is also used to request new printer cartridges.

Copier Use

Copiers for teachers' use are located in assigned rooms. Please follow all procedures for copier use very carefully and plan ahead in case of copier breakdown. Please be responsible for keeping this room neat and organized. If you mess it up- clean it up- if you take something, return it.

Dismissal Procedures

During School

Students shall not be dismissed during the school session without a signed note from a parent or guardian, or without permission from the principal. No oral request from students shall be accepted. A student shall not be dismissed into the custody of a person unknown to school personnel without a note from home, even if the student recognizes the person.

A student shall not be permitted to wait for parents or others outside the school building. All students who are dismissed during the school day must be dismissed through the office, and they will wait in the office until their parent or guardian arrives. Parents or guardians must sign the dismissal log.

End of School Day

Children who are being picked up will wait in the Art Room. Parents must come into the school and sign their children out. Please send children to the Art Room promptly at 3:00 P.M. to expedite the dismissal procedure.

Students attending Champions afterschool program shall be sent to the cafeteria at the start of dismissal. Students should arrive between 3:00 p.m. – 3:02 p.m. so Champions can sign their students in to avoid bus/Champions confusion. Grade levels should decide how/if these students should be escorted to the cafeteria.

Classroom teachers will escort children who are riding home on the buses to their assigned bus line in the gym. The students shall sit on floor or stand by bus number and wait quietly until their bus line is dismissed. The entire line can sit or stand (determined by bus line staff). Children waiting to enter the gym in the hallways must stand quietly. Staff will be assigned to specific lines to monitor and load buses using DOOR #5 of the gym. (If more exit space is needed we will also use door #6).

Door Security

Staff are required to be aware of closing all doors when entering or exiting the building. Individual badges are required for entrance into the school. Staff are requested to remind all student they are never to open the doors for anyone. Staff also should not be opening doors for any visitors. People entering the building need to enter through the main entrance and sign in at the front office. All non-employees in the building need to be identified by a VISTOR pass. If doors are found unlocked or any non-identified individual is seen, the office is to be contacted immediately. All doors are monitored by the Security Assistant throughout the day for safety.

E-Mail Procedures

All professional staff members are required to check their email at least once a day, preferably in the early morning.

Field Trips

Only educational field trips that are closely related to the grade level curriculum shall be approved. The principal must approve all field trips. Please follow the field trip procedure which includes a checklist and a generic permission slip. Permission slips shall be collected for any trip that requires the children to leave the school grounds (except for walks to the Wood School). There has been money budgeted for field trips in the school budget. Any additional money required for field trips shall be requested from PTO. Please see Mrs. Campbell/office staff to get the field trip forms before planning any field trips and allow at least 2 months to complete all parts of the field trip procedure especially if your field trip requires funding from the PTO.

Homework Policy

The purpose of homework is to support classroom learning through practice, pre-learning, processing, or checking for understanding. Homework provides feedback to the teacher and the student about how learning is progressing.

Because homework is completed independently, assignments must be differentiated in order to ensure that students can be academically successful. Homework assignments shall include time to read for pleasure and time to practice mathematics.

Nightly homework time increases with each grade level. An average range for grades kindergarten-three is 10-30 minutes. An average range for grades four-six is 40-60 minutes.

When homework is graded, students and parents will be notified of its weight prior to or at the time of the assignment. Parents will be contacted when assignments are not regularly completed so that they might provide direction and support to their student; however, no student shall miss recess to complete a missing assignment.

Homework may be assigned each weekday evening with the exception of Friday or the last school day of the week. Friday evenings, as well as Saturdays, Sundays and holidays are considered family time with no homework responsibilities.

Lavatory Use

The preschool classrooms and most kindergarten classrooms have individual bathrooms. Children in grades 1 to 3 may use the bathroom on an individual basis—no “buddy system” is required. Children in grades 2 and 3 should sign out of their classroom when using the restroom with their name and the time that they used the bathroom. Using the bathrooms as a class group is discouraged unless the children are on their way to a special. Children should be reminded of the rules of using the lavatory including flushing nothing down the toilets that does not belong there. Climbing on the fixtures, writing on the walls, or other destructive behavior will not be tolerated. Please report any violation of these rules to the principal.

Mailboxes/Wipe Off Board

Teachers should check their mailboxes every morning in the main office. There will be a white board across from mailboxes that should be checked daily. Please do not send children down to check mailboxes because often they take mail from the wrong box and also there are often confidential materials in the mailboxes. Also check the wipe-off board in the Teacher’s Lunch Room for other school/district information.

Open House

The annual Jackson School Open House is an opportunity for students, parents, and the community to visit the school. It will be held September 25, 2019 from 6:00 p.m. to 7:00 p.m. All teachers are required to be present for this evening.

Parent Notices

Most forms/notifications will be electronically sent to families. Every other week the Principal Corner is sent out by Mrs. Campbell which lists important events/notifications occurring in the upcoming weeks. This is also sent to all staff.

Recess

All teachers are responsible for explaining the recess rules to their students. Teachers must drop off and pick up their students at the **playground door**, supervisory paraprofessionals are responsible for supervising the children on the playground.

If the weather is inclement, recess will be held indoors. The supervisory paraprofessionals will walk between the classrooms to monitor the students’ behavior. Teachers should have procedures in place for indoor recess so that the students are clear on the expectations.

Classroom teachers are responsible for following up on discipline issues that may arise out at recess. The principal should be called when more serious incidents occur.

Sign Out Sheet

If you need to leave the building during the day, please make sure that you notify the office staff and sign out on the red clipboard that is located in the front office.

Special Subject Schedule

The specialists' schedule is very tight; therefore, it is essential that teachers drop off and pick up their students on time.

Staff Weekly Update

A Sunday Update is sent out Sunday night during the school year. Please read by Monday so you are aware of upcoming information with events, changes, meetings or principal requirements.

Storage of Materials/Heat Vents

The classroom uni-vents are not designed to be a shelf for the storage of teaching supplies. When they are used for storage, the circulation of air through the vents becomes blocked and uneven temperatures are experienced in the room. This eventually leads to the breakdown of the vents themselves because the motors are strained to produce the heat being called for.

More importantly, the materials on the vents can overheat and lead to spontaneous combustion which can cause considerable damage not only to your classroom and materials but potentially to the entire school.

Therefore, NO MATERIALS should be placed on top of the heaters or on the vents on the rest of the shelves.

Unscheduled Early Dismissal

In the event that school must close unexpectedly, the Superintendent will make an automated phone call to the children's families using the districts notification system.

Voice Mail/Telephone Procedures

Each classroom and office telephone is equipped with voice mail capability and the ability to make outside calls. Teachers should only make local calls from their classroom telephones. Teachers are required to have their name and message on their voicemail message. This needs to be checked and updated regularly.

During school hours, the office staff will only put through calls to your classroom from family members and anyone else you have requested to have us put through immediately. You will receive telephone messages in your mailbox.

Teachers should not be on their cellphones during classroom time. Teachers should not have cellphones on their desks nor should they be texting at any time in the classroom while children are present. Phone calls should be returned during lunch/recess or prep times. If there is any emergency, please arrange for your class to be covered so that you can take care of the emergency situation and speak on the phone outside of the classroom setting.

Teachers should check their voice mail at least once a day and return any phone calls received as soon as possible.

School Groups and Organizations

Building Educational Support Together (BEST) Team

The Jackson School BEST Team meets once monthly to discuss the needs of students who have been referred by their teachers because of academic or social difficulties in school. This Team, which consists of the principal, the school psychologist, the speech/language pathologist, the occupational therapist, the physical therapist, the reading specialist, the student support specialist, one teacher from each grade level, a special subject teacher, and the two special education teachers, evaluates the needs of the students and recommends a plan of services and/or modifications to the child's program. If necessary, the Team may also refer the child for a special education evaluation. If you wish to refer a child to the BEST team, please see Mrs. Campbell for instructions and fill out the forms which can be found on website.

Plainville Education Association

The Plainville Education Association (PEA) is the local association which represents the Massachusetts Teachers Association (MTA), the National Education Association (NEA), and the Norfolk County Teachers Association (NCTA). It provides service to its members such as negotiating contracts and overseeing the contract to see that it is being followed.

Plainville Parent-Teacher Organization

The Plainville PTO meets monthly from September to June. There are currently no PTO dues so all teachers and families are members. This organization funds many worthwhile programs for our school through its fundraising activities.

School Council

The Jackson School Council is a representative, school building-based committee composed of the principal, 3 parents, 2 teachers, and 1 community member pursuant to the Massachusetts General Laws Chapter 71, Section 59C.

The legislation specifies that the council is to consist of parents of students attending the school, teachers, and "other persons drawn from such groups or entities such as municipal government, business and labor organizations, institutions of higher education, human services agencies or other interested groups, including those from school-age child care programs."

The School Council members assist the principal by reviewing the school building budget and developing activities and opportunities for the Jackson School students. Plainville Pride Night as well as Welcome Baby programs are sponsored by the School Council.

The current Jackson School Council members are:

Kate Campbell, Principal (Chair)
Anne Marie Morris, (Community Representative)
Jenn Skazinski- (Staff Representative)
Rebecca O'Malley - (Parent Representative)
Carlee Kettell - (Parent Representative)
Katie Weeman - (Parent Representative)
Patricia Gallerani – (Community Representative)

Special Education Parent Advisory Council (SEPAC)

The Special Education Parent Advisory Council (SEPAC) is made up of parents and guardians of children who receive special education services as specified in their IEP's. Teachers, specialists, paraprofessionals, administrators, and all other school officials as well as any interested local community members are welcome to attend the SEPAC meetings. The meetings occur on a monthly basis and are included on the monthly calendars as well as on the district webpage.

Teacher Liaisons

One teacher per grade, one special educator per building, and one specialist per building has the opportunity to work in partnership with the Principal to coordinate curriculum, instruction and assessment practices; to assist in matters related to budgeting and equipment purchases, and to foster communication between and among the grade level/department members and administration. This team works collaboratively to lead, encourage and support a professional climate and school culture that supports successes academically, socially and emotionally.

Systemwide Programs

Enrichment Program

The Plainville Public Schools Enrichment Program provides all staff with the opportunity to share their expertise with students and to provide extra support in the areas of reading, math, and other curriculum enhancing activities. The program, administered by teachers and staff members, offers courses in the fall and in the spring. We encourage all teachers to participate in this program.

Mentoring Program

The Plainville Public School's Mentoring Program pairs our veteran staff members with newly hired teachers. The veteran teachers selected for this program become trusted advisors for the new staff members. Mentors will be expected to build a collegial relationship with their mentees and help them become effective professionals in their classrooms. They can also help familiarize the new teacher with the procedures and policies of the Plainville Public Schools.

Professional Development Program

The Plainville Public Schools Professional Development Program offers workshops for teachers after school. Teachers receive PDP's toward recertification by attending these workshops. Please select the Professional Development link on our website for information about the workshop offerings. We welcome ideas from staff about new workshops and welcome staff as instructors for these workshops.

Student Mentoring Program

This program pairs adults with students who will benefit from an adult mentor. If you are interested in participating in this program, please contact Susan Rieger in the Superintendent's office.