



Haverhill Public Schools

New Hire Handbook

2025-2026





Haverhill Public Schools
 New Hire Handbook
 2025-2026

Table of Contents

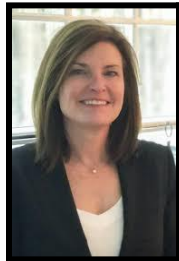
Welcome.....	3
Vision, Mission, Civil Rights Statements.....	3
Confidentiality: Student Records, FERPA, Mandated Reporter.....	4
Dress Attire.....	5
School Leadership.....	6
School Directory - Address, Phone, Hours, Administrators.....	8
Other Buildings.....	9
Important Contact Names by Building.....	10
School Calendar Pre K-12__.....	11
School Closures and Delayed Opening.....	12
School Brains My Info Tab.....	13
Benefits.....	14
Pay Schedule.....	17
School Safety - Announcements, A.L.I.C.E., 911, Missing Student, Fire Drills...	18
Procedure: Reporting to Assignment	22
When Students Arrive, Classroom Management	
Additional Information.....	24
Frequently Asked Questions.....	26
Acronyms.....	27
ETFs.....	32

This employee handbook serves as a general guideline for all staff members. Nevertheless, for those employees who are covered by a Collective Bargaining Agreement (CBA), the stipulations and conditions outlined in the CBA will govern their employment relationship. Should there be any discrepancies between the handbook and the CBA, the CBA will prevail. It is important to note that this handbook does not establish a contract of employment, and the employer retains the right to amend its contents.



Haverhill Public Schools
New Hire Handbook
2025-2026

Welcome to the Haverhill Public Schools
Dr. Margaret Marotta, Superintendent of Schools



Thank you for joining the Haverhill Public Schools. This handbook was created to guide you through the process and to give you some basic information about our schools in order to become a successful team player.

Haverhill has a student population of over 8,000, from many diverse backgrounds. Whether your time is short-term or long-term, a teacher or a custodian, your first responsibility is to ensure a safe educational environment for students. We ask that if you see something, hear something, to say something immediately. Creating a safe and supportive environment for our students and staff is paramount and the top priority of the Haverhill Public Schools.

Thank you again for being part of our team and making the difference in the lives of the children of Haverhill. If you have any questions, please do not hesitate to contact the building/department administrator or the Human Resource department at 978-374-3411.

Vision Statement

In partnership with our community the Haverhill Public Schools is committed to excellence in education and will meet and exceed the academic and developmental goals of success for all students.

Mission Statement

The Haverhill Public School system is dedicated to ensuring each learner meets or exceeds rigorous academic standards to become citizens with integrity, skills, and the resources to succeed in the global community.

Civil Rights: Nondiscrimination

Haverhill Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.



Haverhill Public Schools

New Hire Handbook

2025-2026

Confidentiality

Student Records

1. All student records maintained in the school must be private and secure. Computerized systems should be electronically secure.
2. Do not include students' names when emailing staff to discuss any sensitive issues. Any email containing a student's name will become part of the student's record.
3. School personnel should be informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H (Refer to www.doe.mass.edu/lawsregs/603cmr23.html?section=01).
4. It is important that all information contained in a student's record is private and confidential.

Family Educational Rights and Privacy Act (FERPA)

1. Employees and volunteers must maintain appropriate confidentiality with respect to conversations and/or information relating to students, families, parents/guardians, faculty, administration, and colleagues.
2. Such information is required to be maintained in strict confidence.
3. Employees and volunteers are not to discuss such information outside the confines of the school building except on an authorized need to know basis in order to perform assigned duties. All business employee, volunteer, and student records, computerized data and related information are the property of Haverhill Public Schools.
4. Employees are not to copy, distribute, alter or modify such records, materials, computerized data or information unless authorized to do so.

Mandated Reporter

MGL Chapter 119 - Section 51A Training Care and Protection of Children Under 18 (51A)

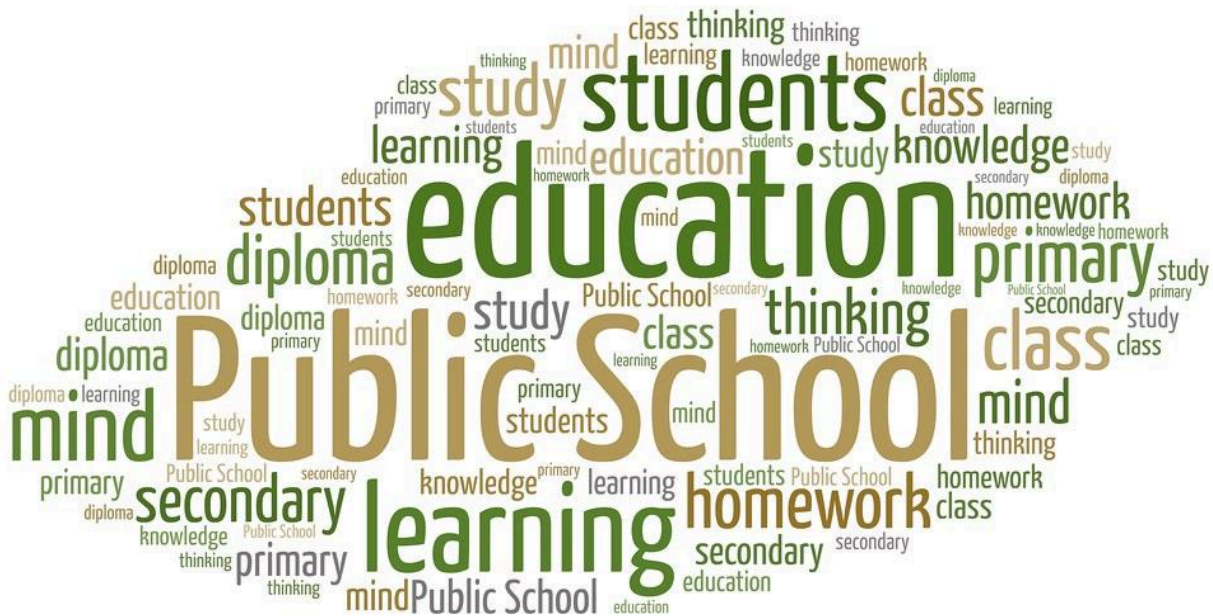
1. School personnel are mandated reporters legally obligated to contact the Massachusetts Department of Children and Families (DCF).
2. If school personnel have reasonable cause to suspect physical or emotional abuse or substantial risk of harm/neglect they must follow DCF 51A reporting requirements.
3. Please consult with school principals, school nurses, guidance counselors, the Superintendent, or the Executive Director of Student Support Services for assistance if abuse or neglect is suspected.
4. The link of the DCF website contains the most current mandated reporter guidelines, as well as several resources for faculty and staff.
<https://www.mass.gov/how-to/report-child-abuse-or-neglect-as-a-mandated-reporter>
5. When you suspect that a child is being abused and/or neglected, you should immediately telephone the DCF Area Office and ask for the screening unit at 978-469-8800.
6. Please note you are required by law to submit a written report within 48 hours. There is an online option available too.
7. The 51A form is located at [mass.gov/dcf](https://www.mass.gov/dcf).



Haverhill Public Schools
New Hire Handbook
2025-2026

Dress Attire

It is expected that all staff will at all times dress in a manner that is befitting a professional organization and appropriate for the position. It is expected that all Haverhill Public School employees will be dressed appropriately while in school. Clothing, footwear, and hair should be neat and clean and conform to acceptable health and safety standards.





Haverhill Public Schools
New Hire Handbook
2025-2026



Michael Downs
Principal
Haverhill High School



July Perez
Principal
Dr. Paul Nettle Middle School



Dinorah Peralta
Principal
Bradford Elementary School



Eileen Doherty
Principal
A. B. Consentino Middle School



Kevin Higginbottom
Principal
J. G. Whittier Middle School



Paula Rodriguez
Principal
Golden Hill Elementary School



Timothy Betty
Principal
C.D. Hunking School



Terrence Conant
Principal
Tilton Elementary School



James Brennan
Principal
Pentucket Lake Elementary School



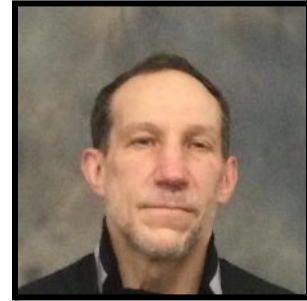
Haverhill Public Schools
New Hire Handbook
2025-2026



Donna Martin
Principal
Silver Hill Elementary School



Hailley French
Principal
Moody Pre-School and K I and II



John DePolo
Principal
The Greenleaf Academy



Jennifer Rubera
Principal
Walnut Square School



Kenneth McDowell
Principal
Bartlett School & Assessment Center



Brian Edmunds
Principal
The Gateway Academy





Haverhill Public Schools
New Hire Handbook
2025-2026

Haverhill Public Schools Directory (11.20.2025)

BARTLETT SCHOOL & ASSMNT CTR
 8:05-2:05 Grades K-12
 551 Washington Street
 Haverhill, MA 01832
 P 978-469-8735/F 978-469-8736
 Principal: Ken McDowell
 Clerk 12mos: Tayla Bassett
 Head Teacher: Nicole Surette

BRADFORD ELEMENTARY
 9:00-3:15 Grades K-4
 118 Montvale Street
 Bradford, MA 01835
 P 978-374-2443/F 978-374-0529
 Principal: Dinorah Peralta
 Asst. Principal: Nicole McGrain
 Clerk 12mos: Peg O'Connell
 Clerk 10mos: Carrie Torossian

CONSENTINO MIDDLE SCHOOL
 8:30-2:45 Grades 5-8
 685 Washington Street
 Haverhill, MA 01832
 P 978-374-5775/F 978-374-3442
 Principal: Eileen Doherty
 Asst. Principal: Brendon Parker
 Asst. Principal: Beth Ann Gibson
 Clerk 11mos: Crystal Habib
 Clerk 11mos: Kelly Gray

GATEWAY ACADEMY
 8:30-2:45 Grades 7-12
 415 Primrose Street
 Haverhill, MA 01830
 P 978-374-3473/F 978-374-3483
 Principal: Brian Edmunds
 Clerk 11mos: Beth Bertoni
 Head Teacher: Katherine Davis

GOLDEN HILL ELEMENTARY
 9:00-3:15 K-4
 140 Boardman Street
 Haverhill, MA 01830
 P 978-374-5794/F 978-374-3454
 Principal Paula Rodriguez
 Asst. Principal: Sara Hastings
 Clerk 11mos: Laura Roche
 Clerk 10mos: Katie Jalbert

GREENLEAF ACADEMY LOWER
 8:05-2:05 Grades K-4
 26 Belmont Avenue
 Haverhill, MA 01830
 P 978-374-3487
 Principal: John DePolo
 Clerk 11mos: Deanna Paolucci
 Head Teacher: Dan Looney

GREENLEAF ACADEMY
 8:00-2:00 Grades 5-12
 58 Chadwick Street
 Bradford, MA 01835
 P 978-374-3487/F 978-374-3437
 Principal: John DePolo
 Clerk 11mos: Jessica Price
 Head Teacher: Jessica Wright

HAVERHILL HIGH SCHOOL
 7:25-2:05 Grades 9-12
 137 Monument Street
 Haverhill, MA 01832
 P 978-374-5700/F 978-374-5705
 Principal: Michael Downs
 Assoc. Principal: Tori Lu
 Asst. Principal 12: Nelly Garcia Santana
 Asst. Principal 11: Sean McLaughlin
 Asst. Principal 10: Daniel Thornton
 Asst. Principal 9: Meg Fitzgerald
 Asst. Principal 9: Thomas Wright
 Exec. Secretary 12mos: Melissa Tarpy
 Clerk 12mos: Deirdre Paradis
 Clerk 10mos: Holly Arsenault

HUNKING SCHOOL
 8:30-2:45 Grades K-8
 480 S. Main Street
 Haverhill, MA 01835
 P 978-374-5787/F 978-372-5890
 Principal: Tim Betty
 Asst. Principal: Nathan Gage
 Asst. Principal: Jennifer Russell
 Clerk 12mos: Alison Dorr
 Clerk 11mos: Shelley MacRae

MOODY SCHOOL
 9:00-3:15 Grades Pre-K/K
 59 Margin Street
 Haverhill, MA 01832
 P 978-374-3459/F 978-374-3496
 Principal: Hailley French
 Admin. In Charge: Michelle Jondle
 Clerk 12mos: Michelle Bell
 Head Teacher: Jenn Bergevine

MOODY SCHOOL EXTENSION
 9:00-3:15 Grades Pre-K
 443 West Lowell Avenue
 Haverhill, MA 01832
 P 978-420-1901
 Principal: Hailley French
 Admin. In Charge: Michelle Jondle
 Clerk 11mos: Vickie Steed
 Head Teacher: Erin Marsh

NETTLE MIDDLE SCHOOL
 8:30-2:45 Grades 5-8
 150 Boardman Street
 Haverhill, MA 01830
 P 978-374-5792/F 978-374-3441
 Interim Principal: July Perez
 Asst. Principal: Courtney Dickson
 Asst. Principal: Jorge Ortega
 Clerk 11mos: Cyndi O'Shaughnessy
 Clerk 10mos: Lucymar Dominguez

PENTUCKET LAKE SCHOOL
 9:00-3:15 Grades K-5
 252 Concord Street
 Haverhill, MA 01830
 P 978-374-2421/F 978-374-0392
 Principal: Jim Brennan
 Asst. Principal: Caitlin Silva
 Clerk 12mos: Sue Kinser
 Clerk 10mos: Trish Shaw

SILVER HILL ELEMENTARY
 9:00-3:15 Grades K-4
 675 Washington Street
 Haverhill, MA 01832
 P 978-374-3448/F 978-374-3461
 Principal: Donna Martin
 Asst. Principal: Maureen Gray
 Clerk 11mos: Sara Sanchez
 Clerk 10mos: Anadelia Garcia

TILTON ELEMENTARY
 9:00-3:15 Grades K-4
 70 Grove Street
 Haverhill, MA 01832
 P 978-374-3475/F 978-374-3440
 Principal: Terry Conant
 Asst. Principal: Lindsey Chastney
 Clerk 11mos: Kristine Maher
 Clerk 10mos: Michelle Merritt

WALNUT SQUARE SCHOOL
 9:00-3:15 Grades K-3
 645 Main Street
 Haverhill, MA 01830
 P 978-374-3471/F 978-374-3486
 Principal: Jennifer Rubera
 Clerk 12mos: Patti MacRae
 Head Teacher: Jean Sargent

WHITTIER MIDDLE SCHOOL
 8:30-2:45 Grades 5-8
 256 Concord Street
 Haverhill, MA 01830
 P 978-374-5782/F 978-372-5999
 Principal: Kevin Higginbottom
 Asst. Principal: Lindsay Burdin
 Asst. Principal: Stacy Dascoli
 Clerks 11mos: Kimberly Dufresne
 Clerk 10mos: Julie Credit



Haverhill Public Schools
New Hire Handbook
2025-2026

Other Buildings

- **City Hall**
4 Summer Street
 - Office of the Superintendent
 - Office of the Chief Financial Officer
 - Business Department (Payroll, Accounts Payable, Accounts Receivable, Grants)
 - Human Resource and Benefits Department
 - Special Education Department
 - Learning for Life Program - Learning Cafe and the Hillies Shop
 - Technology Department

- **The Family Resource Center at Burnham**
45 Fountain Street
 - Assessment and Data Coach
 - Attendance Coordinator
 - Community Outreach and Title I
 - Discovery Club/Access 21
 - McKinney-Vento Homeless and Foster Care
 - Multilingual Learners Department (Formerly EL)
 - Registration Department Prek-12
 - School Health Services
 - Transportation Department

- **The Barn**
Brown Street
 - Facilities Department (*Maintenance, Custodians, Rentals- Use of Facilities*)

- **The Stadium**
Lincoln Avenue and Nettleton
 - Athletic Events
 - Graduation
 - Senior Activities
 - Homecoming Events

- **Haverhill High School**
137 Monument Street
 - The Curriculum Department
 - The HHS Annex - 367 Main Street



Haverhill Public Schools
New Hire Handbook
2025-2026

School	Substitute Coordinator	Timesheet/Payroll Contact
Bartlett School and Assessment Center	Ken McDowell	Tayla Bassett
Bradford Elementary	Nicole McGrain	Peg O'Connell
Consentino Middle	Brendon Parker/Beth Ann Gibson	Kelly Gray
Golden Hill Elementary	Sara Hasting	Laura Roche
Greenleaf Academy	John DePolo	Jessica Price
Haverhill High	Tom Wright / Tori Lu	Melissa Tarpy
Hunking	Nathan Gage and Jennifer Russell	Alison Dorr / Shelley Macrae
Moody Preschool (River)	Hailley French	Michelle Bell
Moody Preschool Extension (Little Sprouts Building)	Hailley French	Vickie Steed
Nettle Middle	July Perez	Cyndi O'Shaughnessy
Pentucket Lake Elementary	Caitlin Silva	Sue Kinser
Silver Hill Elementary	Maureen Gray	Sara Langlais
Tilton Elementary	Lindsey Chastney	Kristine Maher/Michelle Merritt
Walnut Square	Jean Sargent	Patti MacRae
Whittier Middle	Lindsay Burdin / Stacy Dascoli	Kim Dufresne/Julie Credit
Bartlett School and Assessment Center	Ken McDowell	Tayla Bassett
Cafeteria	Anna Perracchio	Diana Espinosa
Custodian	Corrine Santarlasci	Building Principal Clerk
Transportation	Kristin Eldridge	Liz Cannata



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New Hire Handbook

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Haverhill Public Schools Grades Pre-K-12 | 2025-2026 Student Calendar (Revised 4.14.25)

Month	Calendar	Events	Calendar	Events																																																																																																																														
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TBD	HHS Semester II Finals last four (4) days of school																																																																																																																																	
5	HHS Graduation																																																																																																																																	
5	HHS Report Cards (Issued Grade 12)																																																																																																																																	
10	Last Day of School - Early Release Students Only - 180 days																																																																																																																																	
17	185 Days (Includes five (5) no school days due to weather)																																																																																																																																	
19	No School - Juneteenth Holiday																																																																																																																																	

11h	School Committee Meeting
23	Remote School Committee Meeting (Warrant Approval Only)
1	First Day, Last Day Students
1	No School Days
1	PreK-8 Parent/Teacher Conf
1	HHS Parent/Teacher Conf.
1	Early Release Day - Students

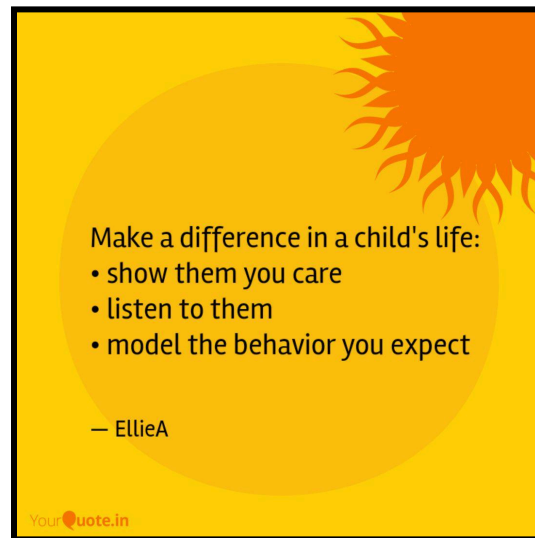


Haverhill Public Schools
New Hire Handbook
2025-2026

School Closures and Delayed Opening

School Cancellations, Delayed Openings, and Emergency Early Dismissals

In the event of school cancellations for the Haverhill Public Schools, parents and staff will be notified by phone and email (if you elected to receive notifications). In addition, the following stations are notified: FOX 25, WBZ 1030 AM, WRKO 680 AM, and TV channels 4, 5, and 10. Please turn to more than one station since we cannot always reach each station in a timely manner. On occasion, it may become necessary to close school early due to an emergency, or delay the opening of school for two hours. In such cases, announcements will be made through the process listed above. A two-hour delayed opening would mean that school would start two hours later and school would end at the regular time [the school day would not be extended]. In the event of an emergency dismissal, all after school and evening activities are canceled.





Haverhill Public Schools
New Hire Handbook
2025-2026

SCHOOLBRAINS

SchoolBrains is the Haverhill Public Schools' Internet-based student and staff information system.

School Brains:

- ❖ Click Last name, First Name with picture ID (upper right hand)
- ❖ Click "Profile"

Three tabs to choose from:

1. Information Tab

Verify your name, date of birth, email addresses, automated alert and emergency phone numbers, home address and mailing address

2. Attendance Tab

July to June calendar that tracks days you are absent.

NOTE: *The calendar only calculates days used in the months August to June. Any days taken in the month of July are not counted for in the totals on the right hand side of the calendar. Please include your days in July in your calculations.*

3. Time Off Summary Tab

This tab is updated by late August. The time off period is the current fiscal year July 1st to June 30th. The tab shows the accrued days (days given to you by HPS) and the accumulated days (days you have used).

Notes: *There is a glitch with School Brains. For those that have a max amount of carryover days... the amount of sick days may not exceed the max number of carry over for your group ie. Teachers are allowed to carry over 150 days from year to year plus your accruals (13 sick days) for the current school year. This would give you 163 sick days for the school year. You are not entitled to any additional days beyond that although School Brains may have a higher number. Please contact HR with any questions.*

Each school year, visit the profile tab to verify your information. If a correction is needed in the "Information" tab, please print a change of information form from our website and submit it to Human Resources. Please contact Human Resources at 978-374-3411 if you have any concerns regarding the information available in the profile tab.



Haverhill Public Schools

New Hire Handbook

2025-2026



Haverhill Public Schools offers a variety of benefit options from health insurance to a 403(b) retirement plan. You will find everything you need from plan details, rates, enrollment forms and much, much more!

The Haverhill Public Schools offers benefits to permanent employees working 20 or more hours per week.

Benefit eligible employees are able to enroll in or make changes to their benefits as a new hire, upon a qualifying event and/or during the annual open enrollment period.

For more information on each benefit option please visit our webpage: [Benefits - Home Page - Haverhill Public Schools](#)

- Health Insurance – Group Insurance Commission (GIC)
- Dental Insurance – MetLife
- Life & Other Insurance – Boston Mutual, All State, Colonial Life
- Flexible Spending Accounts (FSA) – BRI
- Health Reimbursement Arrangement (HRA) – BRI
- Retirement Savings Plans – 403(b), 457(b)
- Employee Assistance Program (EAP) – GIC
- Davis Vision and MetLife Vision discount plans – MetLife
- Auto & Home Insurance and Discounts – MetLife, MTM Insurance

Retirement and your benefits – Valuable information for employees planning their retirement or employees turning 65

- Medicare
- Health Insurance
- Dental Insurance
- Life Insurance

Please note: New staff must submit health enrollment forms within twenty one (21) days from the first day of employment as noted on your appointment letter/contract. If you choose not to enroll you must complete an insurance waiver form.



Haverhill Public Schools
New Hire Handbook
2025-2026

GIC Health Plan Rates

Bi-Weekly Rates for coverage as of July 1, 2025
FOR THE CITY OF HAVERHILL – SCHOOL DEPARTMENT ENROLLEES

Active Employees

		Employees Hired in a benefits eligible position <u>PRIOR</u> to <u>07/01/2011</u> Pay a 25% Contribution Rate Deductions taken from 20 paychecks		Employees Hired in a benefits eligible position <u>ON</u> or <u>AFTER</u> <u>07/01/2011</u> Pay a 30% Contribution Rate Deductions taken from 20 paychecks	
HEALTH PLAN	PLAN TYPE	INDIVIDUAL	FAMILY	INDIVIDUAL	FAMILY
Harvard Pilgrim Health Care Explorer	POS	178.20	441.16	213.83	529.39
Harvard Pilgrim Primary Care Quality	HMO	132.84	337.88	159.41	405.45
Health New England	HMO	128.90	309.17	154.68	371.01
Mass General Brigham Health Plan – Complete	HMO	163.72	432.69	196.46	519.22
Wellpoint Total Choice	Indemnity	263.19	584.97	315.83	701.97
Harvard Pilgrim Health Care – Access America	PPO	215.79	481.32	258.95	577.58
Wellpoint Community Choice	PPO-type	125.61	312.19	150.73	374.63
Wellpoint PLUS	PPO-type	163.80	390.90	196.57	469.09

Rates are calculated by the City of Haverhill School Department Benefits Office

RATE QUESTIONS? Contact: Jennifer Schmidt, Benefits Specialist, (978) 420-1964 or jennifer.schmidt@haverhill-ps.org



Haverhill Public Schools
New Hire Handbook
2025-2026

MetLife Dental Insurance Rates

Bi-Weekly Rates for coverage as of July 1, 2025

Provider	Plan	Type Of Coverage	Bi-Weekly Deduction 20 PAY PERIODS Deductions taken from 20 paychecks
MetLife	Low - Option 2	Individual	\$21.34
MetLife	Low - Option 2	Individual + 1	\$43.94
MetLife	Low - Option 2	Family	\$67.62
MetLife	High - Option 1	Individual	\$36.09
MetLife	High - Option 1	Individual + 1	\$74.27
MetLife	High - Option 1	Family	\$114.28





Haverhill Public Schools
New Hire Handbook
2025-2026



Haverhill Public Schools
FY26 Pay Schedule



Pay Period	Pay Date	Salaried Employees		Notes	Hourly Employees	
		Sunday Period Begins	Saturday Period Ends		Sunday Period Begins	Saturday Period Ends
1	7/11/2025	6/29/2025	7/12/2025	First payroll - 12 month staff & 11 month clerical staff	6/22/2025	7/5/2025
2	7/25/2025	7/13/2025	7/26/2025		7/6/2025	7/19/2025
3	8/8/2025	7/27/2025	8/9/2025	First payroll - 11 mo staff	7/20/2025	8/2/2025
4	8/22/2025	8/10/2025	8/23/2025		8/3/2025	8/16/2025
5	9/5/2025	8/24/2025	9/6/2025	First payroll - 10 mo staff	8/17/2025	8/30/2025
6	9/19/2025	9/7/2025	9/20/2025	First of 20 benefit deductions	8/31/2025	9/13/2025
7	10/3/2025	9/21/2025	10/4/2025		9/14/2025	9/27/2025
8	10/17/2025	10/5/2025	10/18/2025		9/28/2025	10/11/2025
9	10/31/2025	10/19/2025	11/1/2025		10/12/2025	10/25/2025
10	11/14/2025	11/2/2025	11/15/2025		10/26/2025	11/8/2025
11	11/26/2025	11/16/2025	11/29/2025	Wednesday Pay Day	11/9/2025	11/22/2025
12	12/12/2025	11/30/2025	12/13/2025		11/23/2025	12/6/2025
13	12/24/2025	12/14/2025	12/27/2025	Wednesday Pay Day	12/7/2025	12/20/2025
14	1/9/2026	12/28/2025	1/10/2026		12/21/2025	1/3/2026
15	1/23/2026	1/11/2026	1/24/2026		1/4/2026	1/17/2026
16	2/6/2026	1/25/2026	2/7/2026		1/18/2026	1/31/2026
17	2/20/2026	2/8/2026	2/21/2026		2/1/2026	2/14/2026
18	3/6/2026	2/22/2026	3/7/2026		2/15/2026	2/28/2026
19	3/20/2026	3/8/2026	3/21/2026		3/1/2026	3/14/2026
20	4/2/2026	3/22/2026	4/4/2026	Thursday Pay Day	3/15/2026	3/28/2026
21	4/17/2026	4/5/2026	4/18/2026		3/29/2026	4/11/2026
22	5/1/2026	4/19/2026	5/2/2026		4/12/2026	4/25/2026
23	5/15/2026	5/3/2026	5/16/2026		4/26/2026	5/9/2026
24	5/29/2026	5/17/2026	5/30/2026	New benefit rates begin	5/10/2026	5/23/2026
25	6/12/2026	5/31/2026	6/13/2026	Last of 20 benefit deductions	5/24/2026	6/6/2026
26	6/26/2026	6/14/2026	6/27/2026	Last payroll Lump Sum of 26 Pays = BWG * 5	6/7/2026	6/20/2026



Haverhill Public Schools
New Hire Handbook
2025-2026

School Safety

Building Announcements

Lockdown: A threat or potential threat to staff and students. Most often, due to police activity unrelated to the school but in the vicinity outside the building.

Evacuation: Is used when there is an immediate danger in the building (fire, gas odor, structural damage).

Shelter-in Place: In the event of the potential exposure to a danger outside of the building (industrial accident, chemical spill, weather emergency).

Stay-in-Place: Used in the event of a **non-threatening** emergency in the building. This procedure is announced most often during medical emergencies when administrators need to temporarily limit the movement in the building. Doors are closed and classroom instruction continues.

A.L.I.C.E

Alert, Lockdown, Inform, Counter, Evacuate

Changes in best practices have occurred nationally for intruders on school campus procedures. A.L.I.C.E. is a set of proactive, options-based strategies that incorporates recommendations from multiple Federal and State agencies.

Profile of an active shooter

- An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases active shooters use firearms and there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly. Typically the immediate deployment of Law Enforcement is required to stop the shooting and mitigate the harm to victims.
- Active shooter situations are often under ten minutes long. Law Enforcement response could be up to or more than ten minutes, so individuals must prepare both mentally and physically for what to do in an active shooter situation.



Haverhill Public Schools
New Hire Handbook
2025-2026

This is not training for A.L.I.C.E.

It is an overview and guide for all to consider.

It is important to note that the A.L.I.C.E. model gives option-based strategies in the event of an attack. These are not sequential steps. You decide how to respond based on what is happening.

A.L.I.C.E. Overview - This strategy can be used in any order:

Alert: Alert is your first notification of danger. It is when you first become aware of the threat through your senses (see or hear) or notification. Your life depends on your ability to accurately assess whether you are in danger. **ACT IMMEDIATELY!**

- Recognize and accept the alert.
- Choose the best action: lockdown, evacuate, inform, or counter
- Act quickly – seconds count! Determine the most reasonable way to protect your own life.

Lockdown: The purpose of an enhanced LOCKDOWN is to secure in place, lock door, tie a rope, cord, belt to door handle/furniture, move furniture in front of the door to barricade, and cover any windows near the room door in order to be out of the shooter's view. Spread out within the room and prepare to EVACUATE or COUNTER (all occupants have items in hand to throw at the shooter if room is breached), if needed.

- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

Inform: The purpose of INFORM is to continue to communicate the intruder's location in real time. Who, What, Where...Be factual and direct in plain language. It can be shared by anyone.

Counter: The purpose of COUNTER is to interrupt the intruder and make it difficult or impossible to aim. This is a strategy used when your life is in imminent danger. Attempt to disrupt and or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Swarming the shooter - As a LAST resort, attempt to take the active shooter down. Active resistance is a last resort and should only be used if there are no other survival options. When the shooter is at close range, and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her. It is not fighting. It is using your body weight and gravity to take the shooter down. If you are able to subdue the shooter:

- Do not pick up their weapon
- If possible, use a trash can or box to cover the weapon until law enforcement takes possession



Haverhill Public Schools
New Hire Handbook
2025-2026

Evacuate: The purpose of EVACUATE is to remove yourself from the danger zone when it is safe to do so.

- If there is an accessible escape path, attempt to evacuate the premises.
- Have an escape route and plan in mind
- If safe, evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible - do not carry your cell phone in your hands
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Staff and students should meet at the rallying site for the reunification process.

9-1-1

All adults in the building are empowered to call or text 9-1-1 in an emergency without anyone's permission.



WHEN TO CALL OR TEXT?

In the event of a true emergency

1. Fire
2. Life-threatening situations
3. Serious medical emergency
4. High Level - Direct Threat

If you are in doubt about whether your situation is an emergency; then play it safe and call or text 9-1-1

WHEN NOT TO CALL?

1. As a disciplinary measure
2. For a disruptive student in class
3. When Crisis Team should be called



Haverhill Public Schools
New Hire Handbook
2025-2026

Missing Student Procedures

The expectation is that school personnel will take attendance of all students at the end and start of each academic period as well as before and after every transition during the school day, including but not limited to recess, lunch, field trips and assemblies. As soon as a student is unaccounted for, a determination of the seriousness of the situation must occur. **If a student is under the age of 12 or has a significant disability the following procedure must be automatically and immediately.**

The following should be implemented immediately -

1. Call 911 and notify Haverhill Police Department that a child is missing.
2. Office notified and the building crisis team should be activated.
 - Conduct a search of the premises inside and outside of the location.
 - Shelter in place should be initiated.
3. Parent(s) and Superintendent's Office should be notified.

Once student is located -

1. Notify Parent and Superintendent's Office
2. Have child checked by nurse
3. Administrators debrief with police.
4. All staff that were involved are to complete an incident report by the end of the day and send it to the Superintendent's office and Special Education if applicable.
5. The incident will be assessed to see if incidents warrant filing a 51A.

All documentation must be reviewed by administration to ensure that the forms have been completed accurately and all sections filled in for the purpose of investigation.

If the incident impacts the safety of the school community the building administration will communicate with families.

Fire Drills

Schools conduct fire drills with the Haverhill Fire Department at least four times a year. These drills are unannounced and are critical in the preparation of an actual emergency. Exit instructions should be posted in a conspicuous place in each classroom. Please be sure to follow the protocols and always know the closest exterior exit to the classroom. When outside please **move away from the building and the fire emergency lane**. Take attendance immediately and report any students missing to administration.



Haverhill Public Schools
New Hire Handbook
2025-2026

When the Students Arrive

1. Please greet the students at the classroom door.
2. Please use their name at every opportunity.
3. Take attendance after the bell.
4. State the names aloud of the students you will be reporting as absent.
5. Present an overview of the lesson using clear instructions.

Classroom Management

1. Maintain a safe and supportive environment for all students.
2. Maintain professional boundaries with students.
3. Use appropriate language at all times.
4. Never leave the students unattended. If a student(s) exits a classroom without permission and you are the teacher in charge, do not follow the student. Immediately report it to the main office.
5. An ESP assigned to a specific student must stay with the student at all times unless otherwise directed.
6. Use a positive approach to discipline and be firm, fair and consistent. Some helpful hints for classroom management can be found in item ten below.
7. There will be times students work independently on the assignment. It is important that you circulate throughout the room interacting and checking in with the students on their progress.
8. Classroom rules are posted in your classroom and have been communicated to students.
9. Keep track of the students you give a pass to during each period (bathroom, nurse, office). All students must be issued a pass unless they are accompanied by an adult. Handwritten passes should always be legible and written in pen.



Haverhill Public Schools

New Hire Handbook

2025-2026

10. Effective classroom management is critical when dealing with disruptive student behavior.

Creating a positive learning environment all begins from the moment they walk in the classroom. Set the tone from the beginning. Greet them with a smile, use their name if known, welcome them into the class and remember to model the behavior you expect from the students.

Here are a few key points to managing a disruptive student:

- Take a deep breath and remain calm.**
- Don't take the disruption personally.
- Speak with a low tone of voice.
- Be aware of your body language and facial expressions.
- Remain courteous and respectful - no matter what is said to you.
- Remember that a sense of humor is extremely valuable.
- Listen using direct eye contact without judging or reacting too quickly.
- The Glance: Sometimes a brief glance over at the student may be enough to stop the misbehavior.*
- The Walk: Sometimes walking over and standing next to the student may be enough to stop the misbehavior.*
- Inappropriate Language - Calmly share: We don't use that word here...That language is not appropriate...Saying that hurts people's feelings...That was not kind, please don't repeat it again.*
- If it continues, address the disruption directly and immediately. Avoid making it a class issue.*
- Do not** ridicule the student or use sarcasm.
- Do not** touch the student.
- Use phrases like: *it is important we take turns speaking...please be sure to wait to speak until your name is called...please don't talk when I am talking....please, I would like to continue with the class now...please (name) you need to be listening now...*
- Depending on the situation...Apologize...It will immediately take the student off the defensive.*
- My apologies...I am sorry you feel this way...I am sorry you are upset...*
- Review the classroom expectations posted in the classroom.
- Look for the good qualities in every student.
- Compliment their good behavior and effort when you can.

If the disruptive behavior continues, please do not hesitate to contact the main office for assistance.



Haverhill Public Schools
New Hire Handbook
2025-2026

Additional Information

Nurse

- Nancy Thompson, the Supervisor of Nursing & Health Services creates the nursing schedule.
- Upon arrival at the school, please check in with the main office and introduce yourself. Please indicate if this is your first time at a particular location.
- In the health office, verify keys are in working order, location of emergency bag and other emergency supplies. Check location of school supplied PRN medications and other health supplies. Turn on the ice machine and fill as appropriate.
- Verify school procedures for use of phone, how to contact a classroom, how to call 911. Check medical needs, scheduled medications and treatments.
- Sign into the computer and assure access to School Brains.
- Nurses may wear appropriate street clothing or scrubs. No jeans.
- Wear a HPS name badge at all times.
- Ask about the Building Crisis Response Team
- Per Diem nurses must maintain their current Massachusetts license as RN or LPN, and will notify the Director of any change in licensure status immediately.
- Contact the Supervisor or any other district school nurse with questions or concerns.

Cafeteria

- Must wear black or navy blue pants.
- Non-skid (slip resistant) shoes.
- Uniform polo shirt (Food Service will provide).
- Report to the Cafeteria Cook.

Custodian

- Must wear a solid color shirt logo.
- Navy blue pants.
- Pair of safety, steel-toed work shoes *preferred*.
- Report to the Senior Custodian.
- Any questions, please contact the Facilities Department, 978-374-5725.



Haverhill Public Schools
New Hire Handbook
2025-2026

Understanding the Difference between Cleaning and Disinfecting

Cleaning and disinfecting are part of the broad approach being used to reduce the spread of germs. It is critical that we have routine cleaning and disinfecting practices in place in every building every day.

- **Cleaning and disinfection** of frequently touched surfaces is one of the major focuses of our custodians during this pandemic. The Centers for Disease Control and Prevention (CDC) recommends cleaning frequently touched surfaces and commonly shared items at least daily and when visibly soiled. Please note that disposable paper towels should be used and never cloth towels.
- **Cleaning removes germs**, dirt and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting kills the germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not clean dirty surfaces. By killing germs on a surface after cleaning, it lowers the risk of spreading infection.
- **Dwell Time** - Please be sure to refer to the product label to determine how much time the disinfectant should stay on the surface prior to wiping.

Product Safety:

A gentle reminder to pay special attention to hazard warnings and directions on all product labels. Please **do not mix** any cleaners and disinfectants unless the label indicates that it is safe to do so. Please be sure to store them in a responsible and appropriate manner according to the label.

Personal Safety:

- **Gloves:** Always wear gloves that are appropriate for the area you are cleaning and for the chemicals being used.
- **Eye protection:** Always wear eye protection when you are using specific chemicals as needed.





Haverhill Public Schools
New Hire Handbook
2025-2026

Frequently Asked Questions

1. How long is my lunch break?

Lunch breaks vary from 30-60 minutes depending on your position. Please check with the main office or in your Collective Bargaining Agreement.

2. What is the process if a student asks for a pass?

At the elementary and middle schools, it is expected that all students are issued a pass to the nurse, bathroom, and office unless they are accompanied by an adult.

In the 2024-2025 school year, Haverhill High School will be issuing passes through the digital SmartPass system. If you have not received training on the SmartPass system, please see an administrator in the main office.

A student excused or summoned from class must have a SmartPass. At Haverhill High School no passes shall be issued after 1:40 p.m. except in an emergency.

3. What is the process if a student asks for a pass to the nurse?

Health Services are available to all students for in-school injuries, illnesses, and school-related accidents. Students are assessed by a registered nurse, and treatment provided as appropriate. In consideration of the importance of time on learning and attendance, every effort will be made to see students in a timely manner in an effort to get students back in class.

Only the school nurse may administer medication to any student!

4. Are students allowed to be on their cell phone?

K-8: Cell phones, tablets, and mobile electronic devices are to be shut off and out of sight in school. The use of text messaging or the camera feature on cell phones is prohibited and shall result in confiscation and disciplinary action.

9-12: Cell phones are not to be out in the classrooms unless being used for a specific lesson. If a student has their phone out, they will be asked to put it away. If it is not put away or it is taken out again, the teacher will hold the phone for the remainder of the class/period. If the student refuses to give the teacher the phone, security will be called.

Additional items to note: Charging phones in classrooms will not be allowed. Appropriate personal use of devices is allowed in study halls, during hallway passing, lunch in the cafeteria and in the mall area. During only those times students will be allowed to listen to music (with one earbud in and low volume) and check their messages. Please check the student handbook for any additional updates.

5. May I give students snacks in class?

Many students have food allergies and other medical conditions associated with food. Please **do not** bring food from home and distribute it.



Haverhill Public Schools
New Hire Handbook
2025-2026

504	Rehabilitation Act and the Americans with Disabilities Act, which specifies that no one with a disability can be excluded from participating in federally funded programs and/or activities, including elementary, secondary or postsecondary schooling.
51A	Report of Child(ren) alleged to be suffering from serious physical or emotional injury by abuse or neglect.
ADA	The Americans with Disabilities Act
ADD	Attention Deficit Disorder
ADHD	Attention Deficit/Hyperactivity Disorder
ALICE	Alert, Lockdown, Inform, Counter, Evacuate
AP	Advanced Placement
ASL	American Sign Language
AYP	Adequate Yearly Progress
BARR	Building Assets Reducing Risks (Spurwink Services at HHS)
BCBA	Board Certified Behavior Analyst
BCBA/LABA	Board Certified Behavior Analyst / Licensed Applied Behavior Analyst
BRYT	Bridge for Resilient Youth in Transition Gen Ed and Special Ed
CARES	Coronavirus Aide, Relief, and Economic Security Act (Employer Focused)
CAS	Certified Autism Specialist
Chapter 766	MA State Law for Special Education
CHINS	Child in Need of Services
CORI	Criminal Offender Record Information
COTA	Certified Occupational Therapist Assistant
CVTE	Career / Vocational Technical Education
DCF	Department of Children and Families (Formally DSS)
DD	Developmentally Delayed (1 - Mild Cognitive Impairment/2 - Moderate Cognitive Impairment)
DESE	MA Department of Elementary and Secondary Education (Formerly DOE)
DH	Developmentally Handicapped
DI	Differentiated Instruction
DIP	District Improvement Plan



Haverhill Public Schools
New Hire Handbook
2025-2026

DOE	Department of Education - (now DESE)
DPH	Department of Public Health
DPL	Division of Professional Licensure
DS	Developmental Support Program – ABA Instruction / Autism Focus (Now COMPASS)
DSS	Department of Social Services (now DCF)
EBD	Emotional Behavior Disorder
ECC	Early Childhood Center
EI	Early Intervention
EIP	Early Intervention Program
ELA	English Language Arts
ELD	English Language Development (mode of instruction)
ELE	English Learner Education (the program)
ELL	English Language Learner (the student)
EPIMS	Education Personnel Information Management System
ERC	Educational Response Center (In House Suspension)
ESEA	Elementary and Secondary Education Act
ESL	English as a Second Language (teacher license)
ESOL	English for Speakers of Other Languages
ESP	Educational Support Person
ESSER	Elementary and Secondary School Emergency Relief Fund
ETF	Evaluation Team Facilitator (Special Education – Chairs all Special Education Meetings)
FAFSA	Financial Application for Federal Student Aid
FAPE	Free Appropriate Public Education
FASN	Federation for Children with Special Needs
FERPA	Family Educational Rights and Privacy Act
FFCRA	Families First Coronavirus Response Act (Employee Focused)
FLEP	Formerly Limited English Proficient
FMLA	Family Medical Leave Act



Haverhill Public Schools
New Hire Handbook
2025-2026

FTE	Full Time Equivalent
GAFE	Google Apps for Education
GED	General Equivalency Diploma/General Educational Development
GLE	Grade Level Equivalency
GPA	Grade Point Average
HE	Higher Education
HIPAA	Health Insurance Portability and Accountability Act
HiSET	High School Equivalency Testing
HQ	Highly Qualified
HR	Human Resources
HR	Homeroom
HSSP	High School Support Program- Inclusive Autism Program
IDEA	Individuals with Disabilities Education Act
IEE	Individualized Educational Evaluation
IEP	Individualized Education Program
IME	Independent Medical Evaluation
IPDP	Individual Professional Development Plan (For Teachers)
IT	Information Technology
LASID	Locally Assigned Student Identification Number
LCC	Language & Cognitive Class – Life Skills Focus (Now Fundamentals or Therapeutic Instruction (TLC))
LEA	Local Education Agency (Public School Districts)
LEP	Limited English Proficient
LLI	Leveled Literacy Intervention (Lesley University)
LRE	Least Restrictive Environment
LS	Life Skills
LSP	Life Skills Program
MCAS	Massachusetts Comprehensive Assessment System
MCAS-AIt	MCAS Alternate Assessment
MCAS-EPP	MCAS Educational Proficiency Plan Test



Haverhill Public Schools
New Hire Handbook
2025-2026

MELA-O	MA English Language Assessment-Oral
MEPA	MA English Proficiency Assessment
MEPID	Massachusetts Education Personnel Identification
MIAA	MA Interscholastic Athletic Commission
ML	Multilingual Learners
MOA	Memorandum of Agreement
MSP	Multiple Support Program
MSSP	Middle School Support Program - Inclusive Autism Program
MTA	Massachusetts Teachers Association
MTEL	MA Test for Educator Licensure
MTRB	MA Teachers Retirement Board
MTSS	Massachusetts Tiered System of Support
NCLB	No Child Left Behind
NELMS	New England League of Middle Schools
OCD	Obsessive Compulsive Disorder
OT	Occupational Therapist
PAC	Parent Advisory Committee
PARA	Paraprofessional (ESP)
PASS	Positive Alternatives to School Suspension
PD	Professional Development
PDP	Professional Development Points (For Teachers)
PEP	Professional Educator's Plan (For Teachers)
PIP	Performance Improvement Plan(For Teachers)
PK	Pre-Kindergarten
PLC	Professional Learning Communities
PT	Physical Therapist
PTA	Parent Teacher Association
PTA	Physical Therapist Assistant
PTO	Parent Teacher Organization



Haverhill Public Schools
New Hire Handbook
2025-2026

PTP	Professional Training Points (For ESP's)
PTS	Professional Teacher Status
RBT	Research for Better Teaching
RBT	Registered Behavior Technician
SAC	School Adjustment Counselor
SAFIS	Statewide Automated Fingerprint Identification System
SASID	State Assigned Student Identifier
SAT	Scholastic Achievement Testing
SB	School Brains - Staff and Student Database
SEI	Structured English Immersion or Sheltered English Immersion
SEPAC	Special Education Parent Advisory Committee
SIFE	Students with Interrupted Formal Education
SIMS	Student Information Management System
SIP	School Improvement Plan
SLP	Speech Language Pathologist
SLPA	Speech Language Pathologist Assistant
SPED	Special Education
SSC	Student Support Center
STAT	Student-Teacher Assistance Team
STD	Short Term Disability
STEAM	Science, Technology, Engineering, the Arts and Mathematics
STEM	Science, Technology, Engineering and Mathematics
Title I	Federal Funds for economically disadvantaged students
Title II	Federal Funds to improve the quality of teaching and principal leadership
Title III	Federal Funds to benefit Limited English Proficient children and immigrant youth.
Title IV	The priorities of Title IV are to: Support well-rounded educational opportunities; Support safe and healthy students; and Support effective use of technology.



Haverhill Public Schools
 New Hire Handbook
 2025-2026



HVERHILL PUBLIC SCHOOLS

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Haverhill Public Schools

New Hire Handbook

2025-2026



Haverhill Public Schools

New Hire Handbook

2025-2026

Notes:



Haverhill Public Schools

New Hire Handbook

2025-2026

Notes: