



# Pentucket Regional School District

Est. 1954 Serving Groveland, Merrimac and West Newbury, MA

## *SCHOOL POLICIES*

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## **SECTION A- FOUNDATIONS AND BASIC COMMITMENTS**

### **AA SCHOOL DISTRICT LEGAL STATUS**

The legal basis for public education in the district is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

“...Every town shall maintain...a sufficient number of schools for the instruction of all children who may legally attend a public school therein.”

The Regional School District Committee shall have all the powers conferred and all the duties imposed by Chapter 71 of the General Laws, Sec. 14 – 16 inclusive, and any amendments thereto: and all the powers and duties conferred and imposed upon school committees by General laws, Tercentenary Edition of Massachusetts and amendments thereto, the same to be exercised for and on behalf of the Regional District.

Established by law

Adopted: May 15, 2007

LEGAL REFS: Constitution of Massachusetts, Part II, Chapter V, Section II M.G.L. 71:10

CROSS REF.: PRSD Bylaws BB, School Committee Legal Status

## AB THE PEOPLE AND THEIR SCHOOL DISTRICT

The school committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizen's expectations for the education of the community's youth. It also has an obligation to determine and assess citizen's desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The school committee therefore affirms and declares its intent to:

1. Maintain two-way communications with citizens of community. The public will be kept informed of the progress and problems of the school system, and citizens will be urged to bring their aspirations and feelings about their public schools to the attention of this body, which they have chosen to, represent them in the management of public education.
2. Establish policies and make decisions on the basis of declared educational philosophy and goals. All decisions made by this committee will be made with priority given to the purposes set forth, most crucial of which is the optimal learning of the children enrolled in our schools.
3. Act as a truly representative body for members of the community in matters involving public education. The committee recognizes that ultimate responsibility for public education rests with the state, but individual school committees have been assigned specific authority through state law. The committee will not relinquish any of this authority since it believes that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

Adopted: June 5, 2007

## AC NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed in the following statements of school committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children and youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; and will apply to race, national background, religion, sex, economic status, political party, age, handicap and other human differences. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation and discrimination. If you have a complaint or feel that you have been discriminated against because of your race, color, sex, religion, national origin, sexual orientation and disability, register your complaint with the Title IX compliance officer.

**LEGAL REFS:** Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act, as amended by The Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education for all Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BOE Chap 622 Regs. Pertaining to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78 Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

**CROSS REFS:** ACA- ACE Subcategories for Nondiscrimination FEQA, Contractor's Fair Employment  
GBA, Equal Opportunity Employment

Adopted: May 15, 2007

### ACA NONDISCRIMINATION ON THE BASIS OF SEX

The school committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The school committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The committee has designated the Superintendent to as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

**LEGAL REFS:** Title IX of the Education Amendments of 1972 45 CFR, Part 86, (Federal Register, 6/24/75)  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971) BOE Chap 622 Ergs. Pertaining to  
Access to Equal Educational  
Opportunity, adopted 6/24/75, amended 10/24/78 BOE 603 CMR 2600

**CROSS REF:** AC Nondiscrimination

Adopted: May 15, 2007

## **ACE NONDISCRIMINATION ON THE BASIS OF HANDICAP**

Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

### **Definition**

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

### **Reasonable Modification**

The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

### **Communications**

The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

### **Auxiliary Aids and Services**

"Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

### **Limits of Required Modification**

The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

### **Notice**

The district shall make available to applicants, participants, beneficiaries, and other interested persons, information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

### **Compliance Coordinator**

The district has designated the Coordinator of School Support Services to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The district shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in a school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this committee to ensure nondiscrimination on the basis of handicap.

LEGAL REFS: Rehabilitation Act of 1973, Section 504 Education for All Handicapped Children Act of 1975

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972) Title II, Americans with Disabilities Act of 1992

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/228/78

CROSS REFS: IGB, Special Instructional Programs and Accommodations  
IGBA. Programs for Handicapped Students

Adopted: May 15, 2007

## AD PENTUCKET REGIONAL SCHOOL DISTRICT BELIEFS

The Pentucket Regional School District's beliefs are listed below:

### **Educational Excellence**

Master of content is critical but cannot be devoid of skills development in the area of communication, collaboration, presentation.

### **Resources**

Quality education is worth the investment and requires sound fiscal management.

### **School Culture**

All students have abilities and talents worthy of recognition. Students learn best in an environment that is nurturing, structured and supportive, yet at the same time stimulating and sufficiently challenging where learning is fun.

### **Shared Responsibility**

Education is the shared responsibility of the school, student, families, and the community.

### **Leadership**

Leadership articulates the vision and moved the organization forward with accountability.

### **Safe Schools**

All schools must be a safe and healthy learning environment where every student and adult is valued and respected.

### **All Students Can Learn**

All students can learn – every child is important and unique and should be given the necessary tools to succeed.

Adopted: June 5, 2007

## ADC USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

The Pentucket Regional School Committee believes that the use of tobacco products represents a health hazard and thus prohibits their use by all staff, students, visitors, and guests in all schools, on all school property in the school district and on school buses.

This policy is in effect twenty-four hours a day, seven days a week, for all school and non-school functions, and applies to anyone present in the school buildings and on school property. There are to be no exceptions to this policy.

This policy is in compliance with state law.

Violations of this policy will be dealt with as follows:

1. Students- in accordance with rules and regulations established by respective school principals.
2. Employees- in accordance with the following:
  - a. First offense- disciplinary action by the principal and/or Superintendent up to and including suspension without pay.
  - b. Second and subsequent offenses- disciplinary action by the Principal and/or superintendent up to and including dismissal.
3. All other individuals- referral to police and/exclusion from admittance to school property/events.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings] and at all entrances to school property, informing the general public of the district policy and requirements of state law.

LEGAL REFS: MGL 71:37H  
CROSS REF: GBED, Tobacco Use on School Property by Staff Members  
Adopted: May 15, 2007

## ADDA C.O.R.I. REQUIREMENTS

It shall be the policy of the Pentucket Regional Schools to obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C.O.R.I. Law Advisory dated February 17, 2003, "Direct and unmonitored contact with children" means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the C.O.R.I. request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to C.O.R.I. material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I. material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, person's regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive C.O.R.I. data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

**Employers may ask the following series of questions:**

1. Have you been convicted of a felony? Yes or no?
2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
3. Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace) ?Yes or no?

Some employers are authorized to request, receive, view and/or hold criminal offender record information pursuant to state or federal law.

Any inquiry into the criminal record of an applicant must also contain language pursuant to M.G.L. c.276, 100A.

It is unlawful for an employer to make any inquiry of an applicant or employee regarding:

1. An arrest, detention or disposition regarding any violation of law in which no conviction resulted.
2. First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide.
3. Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting there from, which ever date is later, occurred five or more years prior to the date of such inquiry, unless such person has been convicted of any offense within five years immediately preceding the date of the inquiry.

No person shall be held under any provision of any law to be guilty of perjury or of otherwise giving false statement by reason of his failure to recite or acknowledge such information as he has a right to withhold by 804 CMR 3.02.

LEGAL REF: M.G.L.71:38R, 151B, 276, .100A, St.2002, c.385  
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)  
Adopted: February 13, 2007

#### **ADF WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION**

The Pentucket Regional School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of the Pentucket Regional School District that:

- The school district will work toward engaging students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policy.
- The school district will work toward all students in grades K-12 having opportunities, support, and encouragement to be physically active on a regular basis.
- The school district will work toward ensuring that all foods and beverages sold or served at school will meet the nutrition recommendations of the *2005 U.S. Dietary Guidelines for Americans*.
- The school district will work toward ensuring that qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide a clean and safe environment for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs including the School Breakfast Program and National School Lunch Program.
- The school district will work toward providing nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- The school district will work toward pursuing grant funds to assist our district in the implementation of the newly developed Wellness Policy.

Adopted: August 15, 2006

#### **AE COMMITMENT TO ACCOMPLISHMENT**

The school committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the district, the school committee will maintain a program of accountability consisting of the following elements:

Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.

Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the district.

Evaluation of operation and instruction and staff development programs to determine how well expectations and purposes are being met.

Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the district.

Evaluation of the efforts of employees in line with state objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the district.

Every effort will be made by the school committee, superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

Adopted: June 5, 2007

#### **SECTION B - SCHOOL BOARD GOVERNANCE AND OPERATIONS**

## BE SCHOOL COMMITTEE MEETINGS

The School Committee will transact all business at official meetings of the committee. These may be either regular or special meetings, defined as follows:

1. Regular meeting: the usual official legal action meeting, held regularly
2. Special meeting: and official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

Adopted: May 15, 2007

LEGAL REFS: M.G.L. 39:23A; 39:23B; 39:23C

CROSS REFS: BEC, Executive Sessions BEDA, Notification of School Committee Meeting

## BEAA ADJOURNED MEETINGS

Such meetings shall serve as the continuation of a regular meeting, and not as a special called meeting. The minutes of the School Committee shall clearly state the action adjourned meeting to a time and place. The minutes of an adjourned meeting shall clearly label it as such.

Adopted: May 15, 2007

CROSS REFS: BEC, Executive Sessions BEDA, Notification of School Committee Meetings

## BEC EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The committee will first convene in an open session for which due notice has been given.
2. The chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The chairperson or presiding member will state before entering the executive session whether the committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual.
2. The discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent). This exemption only applies if it can be determined than an opening meeting will have a detrimental affect in obtaining qualified applicants.
9. To meet or confer with a mediator with respect to any litigation or public business.

(In the first two cases listed, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The committee will review executive session minutes for possible declassification at least once each year.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

Adopted: June 5, 2007

LEGAL REFS: M.G.L. 39:23A; 39:23B

CROSS REFS:

BDE, Subcommittee of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel

**BEDA                    NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

As required by law, a minimum of 48 hours' advance notice will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the town clerks at least 48 hours in advance, as required by law.

Adopted:	May 15, 2007
LEGAL REFS:	M.G.L. 39:23A; 39:23B
CROSS REF:	BE, School Committee Meetings

## **BEDB AGENDA POLICY**

The default order of business is established by the bylaws. Changes to the order of business can be proposed by the Chairperson and the Superintendent so that the committee can accomplish its business as expeditiously as possible. As a result, the particular order may vary from meeting to meeting in keeping with the business at hand.

Items of business may be suggested by a School Committee member, staff member, or citizen by speaking to the School Committee Chairperson at least 5 business days prior to a posted meeting. The inclusion of such items in the proposed agenda, however, will be at the discretion of the Chairperson of the committee. A staff member who wishes to have a topic scheduled on the proposed agenda should submit the request through the Superintendent.

For a proposed agenda to become the official agenda for a meeting, it must be adopted by the committee at the outset of the meeting. At the time that an agenda is presented for adoption, it is in order for any School Committee member to move to amend the proposed agenda by adding any relevant item which the member desires to add, or by proposing other changes. The committee may choose to add an agenda item to the current meeting or to a future meeting. In general, new agenda items requiring substantive discussion or supporting materials should be scheduled for a future meeting.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee. School Committee Policy BEDH describes public participation at School Committee meetings.

The proposed agenda, together with all supporting materials, will be distributed to School Committee members three days prior to the meeting to permit adequate time to prepare for the meeting. No supporting materials of a substantive nature should be provided by the Administration at the meeting unless they have been previously provided to the School Committee.

Agendas will be posted

Correspondence on the agenda will be listed separately. (Revised: April 14, 2009 0

Reference:	Robert's Rules of Order, 10 <sup>th</sup> edition, p. 363 1. 8-20.	
Cross Reference:	BEDH-Public	Participation
Revised and Adopted:	May 15, 2008	
Revised:	April 14, 2009	
Reviewed:	October 20, 2009	
Adopted:	November 3, 2009	

## **BEDD RULES OF ORDER**

Robert's Rules of Order, Newly Revised 1990, 9<sup>th</sup> Edition will govern the proceedings of the committee, except when those rules are in conflict with the committee's approved policies and regulations.

In accordance with Robert's Rules, the committee may suspend parliamentary rules of order by a two-thirds vote.

Adopted: May 1, 2007

## **BEDF VOTING METHOD**

Except on procedural matters, all votes of the School Committee will be taken by a call of the roll and the ayes and nays will be recorded in the minutes; if the vote is unanimous only that fact need be recorded.

All actions will require a majority vote of all members present and voting except when state law, Rules of Order, or policies of this committee require a larger majority of the members of the school committee.

Adopted: May 15, 2007

## BEDG MINUTES

The minutes of a School Committee meeting constitute the written record of committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the committee.

### Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Names of the citizens who spoke during the interested citizen's agenda item, and the topic they addressed.
5. Notation of formal adjournment.

Copies of the minutes will be sent to all committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. These minutes may be distributed electronically to those members who so approve.

The approved minutes will become permanent records of the committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

Adopted: June 5, 2007  
LEGAL REFS: M.G.L. 39:23B; 66:10  
CROSS REF.: KDB, Public Right to Know

## BEDH PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 39 Section 23C governs public participation at open meetings of municipal government bodies.

*Chapter 39: Section 23C Regulation of participation by public in open meetings Section 23C. No person shall address a public meeting of a governmental body without permission of the presiding officer at such meeting and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him to withdraw from the meeting, and, if he does not withdraw, may order a constable or any other person to remove him and confine him in some convenient place until the meeting is adjourned.*

The School Committee roles and responsibilities as defined in MA General Law focus on policy development, budget adoption, and employment of key district administration with some other final decision making authority assigned by law to the principals and/or the Superintendent. Problem resolution is generally handled most effectively and efficiently at the lowest level possible and therefore the School Committee has adopted policies KE, KEB, KEB-R, and KEC as Public Complaint policies and procedures.

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to him/her and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Chairman of the School Committee or the Superintendent of Schools at least five days prior to the date of the meeting. Such request should contain background statements which should explain the scope and the intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up. They will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period for 15 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. The Chair may permit extension of this time limit. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Topics for comment may include but are not necessarily limited to those items listed on the School Committee agenda for that evening.
4. It shall be in order for any Committee member to direct questions to the speaker through the Chair in order to clarify comments of the speaker.
5. A group of citizens appearing at a meeting to express favor or opposition to a particular agenda item should designate one member of the group as spokesperson to be heard on the topic. Other members of the group may be heard if they feel that they can contribute additional information regarding the topic.
6. Public Comment is not a discussion, debate, or dialogue between citizens and the Committee. It is a citizen's opportunity to express his/her opinion on issues of School Committee business. The Committee and/or administrators may not be prepared to directly respond to citizen questions

- posed in this forum but the Chair may request that citizens put the question in writing to the appropriate person or body so that the matter is given the proper consideration.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
  8. Citizens may also be heard on specific issues at other points on the agenda with approval of the Chair.
  9. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.

Source: MASC website, Ludlow school committee policy BEDHE  
Approved: June 5, 2007  
Reviewed: October 20, 2009  
Re-voted: October 20, 2009

## **BEDI SCHOOL COMMITTEE PROCEDURES DURING SUMMER MONTHS**

### **MEETINGS**

School Committee Meetings during July and August will be scheduled by the Superintendent at the call of the Chairperson of the School Committee.

### **PERSONNEL DECISIONS**

The acceptance of resignations and the appointment of staff for which the School Committee is responsible will be processed in accordance with school committee procedures whenever possible.

During the month of August/early September, the Superintendent may accept staff resignations and hire staff after meeting the following conditions:

1. Conferring with the Chairperson about the scheduling of a School Committee meeting.
2. In the event that the Chairperson decides that a timely meeting is not possible or necessary the Superintendent will provide to all committee members the written material usually provided for appointments/resignations one week prior to taking final action.
3. At the next meeting of the School Committee, all personnel actions taken by the Superintendent will be presented to the committee.

### **AWARDING OF BIDS**

During the summer months, when the time between scheduled School Committee meetings would cause an undesirable delay in the awarding of routine bids, the superintendent may award such bids (e.g. rubbish disposal, cafeteria supplies, paper supplies).

At the next meeting of the School Committee, the Superintendent will report and request a confirming vote on all bids awarded under the terms of this policy.

Bids for major expenditures, i.e.: building renovations and purchase of major equipment items must be awarded by the School Committee.

Adopted: June 5, 2007

## **BEE SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

In conducting all public hearings required by law, and others as it deems advisable, the School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available printed information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the committee's policy.

The chairperson of the committee will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the committee, or by others for the committee; to comment, citizens must be recognized by the chair, and all remarks must be addressed to the chair and be germane to the topic. To assure that all who wish get a change to speak, the chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

Adopted: June 5, 2007

## **BG SCHOOL COMMITTEE POLICY DEVELOPMENT**

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much.

Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet to be specific  
Enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

Adoption: June 5, 2007

## **BGB SCHOOL COMMITTEE ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the committee in the following sequence:

1. First reading – first reading of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting, for a vote to be taken at the time of the second reading. A unanimous acceptance of a policy at the time of the first reading will be considered adopted and not require a second reading.
2. Second reading – discussion, adoption or rejection.

Amendments to policies may be voted at the same meeting they are introduced.

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date of the vote by the School Committee.

Adopted: June 5, 2007

## **BGC POLICY REVISION AND REVIEW**

A cooperatively developed School Committee policy manual is fundamental to good School Committee staff relationships. Written policies shall be revised regularly, shall be made available to all school personnel, and shall be used consistently by the School Committee as the basis for its actions.

Any policy which has not been reviewed for a period of three (3) years shall be reviewed during the fourth year and some action taken on it. Any policy which is being reaffirmed, amended or eliminated as a result of the review process will be approved in accordance with Policy BGB.

Adoption: April 17, 2007

#### **BGE POLICY DISSEMINATION**

The Superintendent shall be directed to establish and maintain an orderly plan for the preservation and accessibility of the policies adopted by the School Committee and the administrative rules and regulations needed to put them into effect.

Copies of the policy manual shall be distributed to School Committee members and appropriate school personnel. A copy shall be kept in each school library. These copies shall be returned at the end of June of each year to the Superintendent's office for updating prior to redistribution for the beginning of the new school year.

Adoption: April 17, 2007

#### **BGF SUSPENSION OF POLICIES**

The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

Adopted: June 5, 2007

### **BGG ADMINISTRATION IN POLICY ABSENCE**

In cases where action must be taken within the school system where the School Committee has provided no guides for Administrative action, the Superintendent of Schools shall have the power to act but his decisions shall be subject to review by action of the School Committee at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the School Committee of such action and the need for policy.

Adopted: June 5, 2007

### **BHC SCHOOL COMMITTEE – STAFF COMMUNICATIONS**

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

#### **Staff Communications to the School Committee**

All communications or reports to the committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the committee from administrative decisions on important matters, except those matters that are outside of the committee's legal authority, provided the superintendent has been notified of the forthcoming appeal and that it is process in accordance with the committee's policy on complaints and grievances. Staff members are also reminded that committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the committee's deliberations on problems of staff concern.

#### **School Committee Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the committee's problems, concerns and actions.

#### **Visits to Schools**

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of their interest prior to making arrangements for visitations through the principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by committee members will be carried on only under committee authorization.

Adoption: June 5, 2007

### **BHE USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), Internet web forums, and Internet chat rooms.

Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which the committee has supervision, control or jurisdiction. A quorum may be arrived at sequentially using electron messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the Superintendent of Schools, shall be copied on all electronic correspondence between and among members of the School committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

Legal References: M.G.L. 4:7; 39:23A, 23B; 66:10  
Adopted: June 5, 2007

### **BIA NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

The School Committee and Superintendent will assist each newly elected member to understand the committee's functions, policies and procedures.

In discussions with new members, the chairperson and/or Superintendent will clarify procedures that involve:

1. How a community member (parent, teacher, etc.) may make a request of the committee; appropriate responses/actions of an individual School Committee member when a request is presented directly to him or her.
2. How School Committee members may make arrangements to visit schools, and the protocol associated with such visits.
3. How the School Committee members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.
4. How the School Committee receives and examines complaints relating to personnel.
5. How and why executive sessions may be held; what is considered privileged information.

Each newly elected member will be given a copy of the School Committee's policy and regulations manual and selected materials on School Committees, including the Massachusetts Association of School committees' handbook for members and the General Laws of Education Relating to School Committees.

New members will be encouraged to attend meetings or workshops specifically designed for new School Committee members. Their expenses at these meetings will be reimbursed in accordance with established policy.

Adopted: June 5, 2007

### **BIBA SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions; However, in order to control both the investment of time and funds necessary to implement this policy, the committee establishes these principles and procedures for its guidance:

1. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the committee will

designate which of its members would be the most appropriate to participate at a given meeting.

2. Reimbursement to committee members for their travel expenses will accord with the travel expense policy for staff members.

3. When a conference, convention, or workshop is not attended by the full committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS: M.G.L. 40:5  
Adopted: June 5, 2007

### **BID SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES**

The School Committee shall serve without compensation. No member of a School Committee in any town shall be eligible to the position of teacher or Superintendent of public schools therein, or in any union school or superintendence union or district in which his town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

LEGAL REFS: M.G.L. 40:5; 71:52  
Adopted: June 5, 2007

## **BJ SCHOOL COMMITTEE LEGISLATIVE PROGRAM**

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

1. The committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The committee will annually designate a person—who may or may not be a member of the committee—to serve as its legislative representative. This person will be authorized to speak on the committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the committee's representative will be bound by the official positions taken by the School Committee.

Adopted: June 5, 2007

## **BK SCHOOL COMMITTEE MEMBERSHIPS**

The committee will maintain memberships in the state School Committees (boards) associations and take an active part in the activities of this group.

It may also maintain institutional memberships in other educational organizations, which the executive officer and committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the committee and the staff.

Adopted: June 5, 2007

## **SECTION C - GENERAL SCHOOL ADMINISTRATION**

### **CA ADMINISTRATION GOALS**

It is the intent of the School Committee that the district employs qualified personnel to administer the school system efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all certified staff assigned to his/her area of operation. Development needs of support staff will be addressed in their annual job evaluation.

Adoption: August 14, 2007

### **CAA ANNUAL OPERATIONAL PLAN / OBJECTIVES**

It is requested that the Superintendent work with the School Committee at the beginning of each school year to develop a written statement of operational priorities and objectives, and the methods by which these objectives will be judged.

At the end of each school year, the Superintendent will submit a written report detailing the attainment or lack of attainment of these priorities and objectives.

This statement will establish a limited number of important objectives to which the Superintendent will devote his/her efforts.

The operational plan will be organized under certain headings which outline the school's role in governing the public education. Such headings may include the following:

- Curriculum, Assessment, Instruction
- Professional Development
- Community Relations
- Financial Recommendations
- Policy Development

Adoption: August 14, 2007

### **CBD SUPERINTENDENT'S CONTRACT**

The Committee, upon the election of a candidate or upon reelection of the incumbent Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the committee and the Superintendent.

SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 71:41; 71:42  
Adopted: July 17, 2007

### CBI EVALUATION OF THE SUPERINTENDENT

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as seen by the School Committee.
2. Clarify for all committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and Superintendent.
4. Provide administrative leadership of excellence for the school system.

The School Committee will annually develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.

SOURCE: MASC Policy  
Adoption: August 14, 2007

### CCB LINE AND STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services the established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

SOURCE: MASC Policy  
Adoption: August 14, 2007

## CE ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and regulations and for the improvement of the educational program as determined by policy of the School Committee.

Functioning in an advisory capacity all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the committee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school system, but only within budgetary allotments and when approved in advance by the Superintendent.

SOURCE: MASC Policy  
Adoption: August 14, 2007

## CH POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through regulations, the policies established by the School Committee.

The policies developed by the committee and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all employees and students of the Pentucket Regional School District will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, department, or divisions of existing policies and regulations and for seeing that they are implemented in the spirit intended.

SOURCE: MASC Policy

CROSS REFS: BG School Committee Policy Development  
BGB Policy Adoption  
BGC Policy Revision and Review  
BGD/CHB School committee Review of Regulations  
BGE Policy Dissemination  
BGF Suspension of Policies  
BGG Administration in Policy Absence

Adoption: August 14, 2007

## CHA DEVELOPMENT OF REGULATIONS

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the committee and will be one of the means by which the school system will be governed.

In the development of regulations, the Superintendent will involve at the planning stage those who would be affected by the regulations, including staff members, students, parents, and the public. He/she must weigh with care the counsel given by representatives of staff, student and community organizations. He/she will inform the committee of such counsel in presenting pertinent reports of regulations and in presenting regulations for committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the committee, he/she may issue regulations without prior committee approval unless committee action is required by law, or the committee has specifically asked that certain types of regulations be given committee approval, or the Superintendent recommends committee approval in light of strong community attitudes or probable staff reactions.

SOURCE: MASC Policy  
Adoption: August 14, 2007

## CHB SCHOOL COMMITTEE REVIEW OF REGULATIONS

It is expected that the Superintendent and administrative staff will need to issue regulations implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the committee.

The committee may review the regulations developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such regulations only when, in the committee's judgment, they are inconsistent with policies adopted by the committee.

The committee will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the committee's advance approval.

### Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for information purposes only. Standard of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 71:37H  
Adoption: August 14, 2007

## CHCA APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to the School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of quality that reflects credit on the school department. Therefore, the committee expects handbooks requiring approval to be approved prior to publication by the committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of committee-approved policy or regulation. The Superintendent will use his/her judgment as to whether other specific handbooks need committee approval; however, all handbooks published will be made available to the committee for information purposes.

SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 71:37H  
Adoption: August 14, 2007

## CHCA-E APPROVAL OF HANDBOOKS AND DIRECTIVES

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon,  
Or a controlled substance may be subject to expulsion from school by the Principal.
2. Any student who assaults any employee of the school district may be subject to expulsion from school by the Principal.
3. Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for pupil's expulsion.

SOURCE: MASCPolicy

LEGAL REFS: M.G.L. 71:37H

Note: the original provision set forth in the Education Reform Law required the Principal to notify the School Committee in writing if he/she decided to suspend, rather than expel the student. This was amended in December of 1993. That requirement no longer exists.

Adoption: August 14, 2007

## CHD    ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school system where the School Committee has provided no guidelines for Administrative action, the Superintendent of Schools shall have the power to act but his decisions shall be subject to review by action of the School Committee at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the School Committee of such action and the need for policy.

Adopted:            July 17, 2007

## CL    ADMINISTRATIVE REPORTS

The School Committee will require reports from the Superintendent concerning conditions of efficiency needs of the schools and student achievement.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee before June 30 each year. Upon committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the town's public schools.

Upon receipt of the Superintendent's reports, the committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information required.

SOURCE:            MASC Policy  
LEGAL REFS:        M.G.L. 72:4

## SECTION D -    FISCAL MANAGEMENT

### DA    FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

SOURCE: MASC Policy

### **DB ANNUAL BUDGET**

The School Committees will adopt an annual operating budget according to the provisions of the General Laws, Town By-Laws and the Regional School Agreement. The annual budget is the financial expression of the educational program of the school department, and it mirrors the opportunities and challenges that confront the school system.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent, working with the Business Manager, will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

Adoption: September 4, 2007  
SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 71:34; 71:16B; 71:37 and 71:38N

### **DBC BUDGET DEADLINES AND SCHEDULES**

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backgrounds from the final adoption date of March 1<sup>st</sup>, as outlined in the Regional Agreement:

School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper and a minimum of 10 days prior to the School Committees' final budget adoption.

An initial certification of each town's assessment will be done by the District's Treasurer 15 days after School Committee vote with final assessments certified by District Treasurer and Finance Directors 15 days after the State Budget is final.

Adopted:            October 2, 2007

## DBD    **BUDGET PLANNING**

The major portion of income for the operation of the public schools is derived from local property taxes, and the School Committee will attempt to protect the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management. The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

Adoption:            September 4, 2007  
Source:              MASC Policy

## **DBG BUDGET ADOPTION PROCEDURES**

Final budgets shall be adopted by two thirds of the School Committee roll call vote in an open meeting.

The Regional School Committee shall vote the use of funds available to the Committee and shall, in accordance with Massachusetts General Law, Chapter 70 and the Regional Agreement, determine the amount to be appropriated from member towns.

The District Treasurer shall inform the Finance Directors of the towns of the Regional School District of the budget vote and the appropriations required within 15 days of the School Committee Adoption.

The final budget becomes effective upon approval of two-thirds of the towns' meetings of the article which contains the appropriation for education.

Adopted: October 2, 2007  
SOURCE: MASC Policy

## **DBJ BUDGET TRANSFER AUTHORITY**

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

The committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system. Transfer may not be made from salary to expense without the vote of the School Committee. All transfers greater than \$5,000 will be approved by the School Committee.

All funds in the general account not expended by the close of the fiscal year will be placed in an excess and deficiency fund not to exceed five percent of the operating budget. Any added funds shall be returned to the member municipalities as outlined in M.G.L. Chapter 71, Section 16B1/2.

Adoption: September 4, 2007  
SOURCE: MASC Policy

## **DB-R BUDGET - APPORTIONMENT OF EXPENSES**

The School Committee shall annually determine the amounts necessary to be raised, after deducting the amount of aid the district is to receive pursuant to section sixteen D, to maintain and operate the schools during the next fiscal year, and amounts required for payment of debt and interest incurred by the District which will be due in the said year, and shall apportion the amount so determined among the municipalities in accordance with the language of the Regional Agreement and/or state law.

The amounts so apportioned for each municipality shall be certified by the Regional School District Treasurer to the Finance Directors of the municipalities within 15 days from the date on which the annual budget is adopted by a two-thirds vote of the School Committee, but no later than March 31st.

The Regional School District Treasurer shall include in the certification to each municipality a statement setting forth the amount which the District is to receive under said section sixteen D for the ensuing fiscal year and the proportionate share of such aid for such municipality.

In addition to amounts appropriated for long-term debt service, school lunches, adult education, student transportation, and tuition revenue, each municipality that belongs in the Regional School District shall annually appropriate for the support of the Regional School District, an amount equal to but, not less than the sum of the minimum required local contribution.

Notwithstanding the provisions of the Regional School District agreement, each member municipality shall increase its contribution to the Regional District each year by the amount indicated in that district's share of the municipalities' minimum regional contribution in that fiscal year. The District shall appropriate the sum of the minimum regional contributions of its member districts as well as all state school aid received on behalf of member municipalities. The District may choose to spend additional amounts; such decision shall be made and such amounts charged to members according to the language of the District's Regional Agreement.

Except as required by General Law, the school district may determine how to allocate funds appropriated for the support of public schools without regard to the categories employed in calculating the foundation budget.

Adopted: October 2, 2007  
Source: MASC Policy  
LEGAL REF.: M.G.L. [71:16B](#)

#### **DD FUNDING PROPOSALS AND APPLICATIONS**

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the committee for approval.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

Adoption: September 4, 2007  
SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 44:53A P.L. 874 Impact Aid Board of Education 60:3, CMR 32:00; 34:00

**DGA AUTHORIZED SIGNATURES**

The chairperson of the School Committee or a designee-appointed by the Committee will sign payrolls presented for approval.

The school department treasurer, signs all checks drawn against school department funds and appropriate bank forms for the Regional School District. No other signature is valid.

Adoption: September 4, 2007  
SOURCE: MASC Policy  
LEGAL REF: M.G.L. 71:16A

**DICA FINANCIAL REPORTS TO THE SCHOOL COMMITTEES**

The Superintendent and the Business Manager shall generate a monthly encumbrance accounting report to the School Committees which states the previous fiscal year's budget and actual expenditures, the current fiscal year's budget and actual expenditures to date, encumbrances to date and category balance.

Adoption: September 4, 2007  
Source: MASC Policy

## DIE AUDITS

An audit of the school department's accounts will be conducted annually for the preceding year. In addition, the committee may request a private audit of the school system's accounts at its discretion.

The committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Adoption: September 4, 2007  
SOURCE: MASC Policy

## DJ PURCHASING

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.

The Business Manager will serve as Chief Procurement Officer. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Business Manager, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

Adoption: September 4, 2007  
SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B; 71:49A

**DJA PURCHASING AUTHORITY**

Authority of the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the detailed listing of such items compiled as part of the budget-making process.

The purchase of items and services on such lists requires no further committee approval except when by law or committee policy the purchases or services must be put to bid.

Adoption: September 4, 2007  
SOURCE: MASC Policy  
LEGAL REF: M.G.L. 30B  
CROSS RE: DJE, Bidding Requirements

DJAA CONTRACT SIGNATURE(S)

The Chairperson of the School Committee and/or the Superintendent of Schools is authorized to execute contracts on behalf of Pentucket Regional School District. Normally the proposed contract will be submitted to the school committee in advance of executing said contracts, however, if the circumstances so require said information may be given to the school committee after the fact provided that the contract does not require the expenditure of funds that have not already been encumbered for said purpose.

Adoption: September 4, 2007  
SOURCE: MASC Policy

## DJG    VENDOR RELATIONS

Representatives of firms doing or hoping to do business with the school system will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.

Adoption:    September 4, 2007  
SOURCE:    MASC Policy

## DK      PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent and Business Manager. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the committee will receive lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent and the Business Manager will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

Adoption:            September 4, 2007  
SOURCE:            MASC Policy  
LEGAL REFS:        M.G.L.41:41; 41:52, 41:56

## DKC EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent or Business Manager.

When official travel by personally-owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the committee. However, the School Committee has authorized stipends for travel in negotiated amounts through individual contracts.

To the extent budgeted for such purposes in the school budget, approval of travel requests will be as follows:

1. Travel by School Committee members must have prior approval of the School Committee.
2. Any travel request with estimated expenditures of more than \$1000 must be approved in advance by the committee. Travel requests for less than \$1000 may be approved by the Superintendent.
3. Each individual request will be judged on the basis of its benefit to the school system.

Adoption: September 4, 2007  
SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 40:5; 44:58

## DO DISPOSAL OF BOOKS, MATERIALS, OR EQUIPMENT

Principals may dispose of worn out or obsolete books, materials, or equipment upon the direction and authorization of the Business Manager. Discretion in this practice is expected. Where applicable, such school department property should first be offered to local students, other institutions or agencies that might be able to put the property to good use.

Adoption: September 4, 2007  
SOURCE: MASC Policy

## SECTION E - SUPPORT SERVICES

### EBAB PEST MANAGEMENT POLICY

The Pentucket Regional School District is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

Adopted: November 6, 2007  
SOURCE: MASC Policy

## EBCC THREATS OF VIOLENCE

1. A written or oral threat to the safety of students or school personnel shall be considered a Threat of Violence for purposes of this policy.
2. All Threats of Violence are considered to have the potential of being real.
3. The School Committee recognizes the safety and welfare of the students and employees are of prime importance.
4. The School Committee directs the Superintendent to respond to each threat according to the Emergency/Crisis Response Plan.
5. The administration will seek the identity of the person or persons responsible for the threat(s) and will initiate prompt action regarding disciplinary measures against any Pentucket students involved in the threat(s).
6. The administration will coordinate efforts with the police and fire departments in sharing information which might lead to the identity of the person or persons making the threat(s).
7. The administration will notify school committee members within 4 hours and parents within 36 hours of any Threat of Violence that has been referred to the Assistant Superintendent or Superintendent's office. The Superintendent and/or the Police Department may supersede time notification when appropriate.

Adopted: November 6, 2007  
Reference: Emergency/Crisis Response Plan  
SOURCE: MASC Policy

## **EBH- USE OF FACILITIES**

The School Committee is pleased to have the school facilities used for community affairs and programs. Such use shall be subject to the following regulations and fees:

1. The School Department reserves the right to deny the use of a school facility when it deems such to be impractical or detrimental to primary educational function of the building. If a request has been denied to use a school facility the person(s) have a right to appeal the decision to the School Committee.
2. Applications shall be submitted in writing to the School Business Manager no less than two weeks prior to the scheduled event. The application shall provide evidence of compliance with MGL Chapter 385 (CORI).
3. Pentucket citizens and organizations shall have first preference for building use. Applications by organizations from other communities will not be granted to minors.
4. Applications shall not be granted for personal or family use and shall not be granted to minors.
5. The School Business Office, in granting an application, shall determine what level of cafeteria, custodial, and/or technology staffing shall be assigned to a function which is to take place while the building is already open and occupied as well as beyond normal school operating hours.
6. School Department reserves the right to cancel the use of facility if school is cancelled due to weather conditions.
7. Payments for the use of school facilities are to be made payable to the Pentucket Regional School district and are due five days after approval of the event unless otherwise arranged with the Business Manager's Office.

CROSS REF.: Policy ADDA-CORI  
MGL Chapter 385 – CORI  
Adopted: February 20, 2007

## **EDC- AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

School equipment may be used by staff members when the use is related to their school employment and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment.

Adopted: November 6, 2007

## EEA STUDENT TRANSPORTATION SERVICES

The major purpose of the school system's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school system will contract for transportation services. Contracts will be awarded on a competitive bid basis by the School Committee. Bus and taxi contractors will be held responsible for the safe operation of school buses, will comply with applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program. Bus and taxi contractors will insure that all employees have up to date CORI checks performed.

Adopted: November 6, 2007

## EEAA STUDENT TRANSPORTATION POLICY

The School District will provide transportation for all students to and from their home and school in town. Students may be required to walk to a designated bus stop depending on road and traffic conditions. Students living near their school are encouraged to walk if conditions warrant. Upon written parental request, students may be transported to and from a child care setting within the town if such accommodations are required on a regular basis, with the exception that the Superintendent or designee has the right to deny such request.

Late buses are provided at the middle and high schools after the close of school for students who stay for activities or extra help. These busses travel different routes than the regular busses and may require students to walk a farther distance from a stop to their home.

Students may not request to take a different bus home or to get off at a stop other than their regular stop.

Students are expected to follow established standards of behavior while waiting for and riding the bus. After an initial warning, riding privileges may be suspended by the school administration in which case the parent will be responsible for the student's transportation.

Seat belts, when provided, must be utilized by students and adults.

Adopted: November 6, 2007  
LEGAL REFS: M.G.L. 40:5; 71:7A; 71:68; 71B:5  
CROSS REF: EEA, Student Transportation Services

### EEAA-1 WALKERS AND RIDERS

Students will be entitled to transportation to and from school at the expense of the public schools when the student resides within one of the Pentucket communities and when such transportation conforms to applicable provisions of the Massachusetts General Laws.

The District will provide transportation for students as follows:

Kindergarten: Transportation will be provided from the child's home to the school hosting the kindergarten program within their specific Pentucket Community.

Grades 1 - 6: Transportation will be provided without fees to students living more than one and a half miles from their school within their specific Pentucket community. Transportation is not provided to students that have elected to participate in intra-district school choice.

Grades 7 -12: Students living more than one and a half miles from the middle/high school campus.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

Adopted: November 6, 2007  
LEGAL REFS: M.G.L. 40:5; 71:7A; 71:68; 71B:5  
CROSS REF: EEA, Student Transportation Services

## EEAA STUDENT TRANSPORTATION POLICY

The School District will provide transportation for all students to and from their home and school in town. Students may be required to walk to a designated bus stop depending on road and traffic conditions. Students living near their school are encouraged to walk if conditions warrant. Upon written parental request, students may be transported to and from a child care setting within the town if such accommodations are required on a regular basis, with the exception that the Superintendent or designee has the right to deny such request.

Late buses are provided at the middle and high schools after the close of school for students who stay for activities or extra help. These busses travel different routes than the regular busses and may require students to walk a farther distance from a stop to their home.

Students may not request to take a different bus home or to get off at a stop other than their regular stop.

Students are expected to follow established standards of behavior while waiting for and riding the bus. After an initial warning, riding privileges may be suspended by the school administration in which case the parent will be responsible for the student's transportation.

Seat belts, when provided, must be utilized by students and adults.

Adopted:	November 6, 2007
LEGAL REFS:	M.G.L. 40:5; 71:7A; 71:68; 71B:5
CROSS REF:	EEA, Student Transportation Services

## EEAE SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected three (3) times annually for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

LEGAL REFS: M.G.L. 90: Tb as amended by Ch. 246 Acts of 1986  
M.G.L. 90:1 et seq.; 713:2; 713:7L  
Highway Safety Program Standard No. 17  
Adopted: May 15, 2008

### EEAEA BUS DRIVER EXAMINATION AND TRAINING

The School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. No person under 18 years and only persons of high character will be allowed to operate school buses.
3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years, and copies of their school bus and CDL licenses.
5. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.
6. Each driver will be required to comply with the Department of Transportation regulations for drug and alcohol testing. (new since 1996).

LEGAL REFS: Highway Safety Program Standard No. 17  
M.G.L. 90:7B; 90: SR; 90:8A  
Adopted: May 15, 2008

#### **EEAEA-1 DRUG AND ALCOHOL TESTING FOR SCHOOL BUS & COMMERCIAL VEHICLE DRIVERS**

The district shall adhere to federal and state laws and regulations requiring a drug and alcohol testing program for school bus drivers and commercial vehicle drivers.

The program shall comply with the requirements of the Code of Federal Regulations, Title 49, Section 382 et seq. The Superintendent or designees shall adopt and enact procedures consistent with federal regulations, defining the circumstances and procedures for testing.

#### **EEAEC STUDENT CONDUCT ON SCHOOL BUSES**

The School Committee and its staff share with students and parent's the responsibility for student safety during transportation to and from school. Upon boarding a bus, students have entered school property and all school rules and regulations are in effect. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

Adopted: May 15, 2008

## EEAG STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extra curricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the school principal.
2. The owner of the vehicle being used in transporting students must file current evidence with the Superintendent or his designee of personnel liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

Adopted: May 15, 2008

## SECTION F - FACILITIES PLANNING AND DEVELOPMENT

### FA- FACILITIES DEVELOPMENT GOALS

The School Committee believes that any educational program is influenced greatly by the environment in which its functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the committee's goal to provide the facilities needed for the number of students in the school system, and to provide the kind of facilities that will best support and accommodate the educational program. In addition, school committee will plan for additional student enrollment.

In planning facilities, the committee recognizes that capital outlay funds are limited, and those priorities must be established to make the best use of the school building dollar. The committee's first objective will be to develop a plan that prevents or eliminates overcrowding and minimizes the need for extended day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansions. Architects retained by the committee are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs, efficiency in energy needs, low insurance rates; high educational use; and flexibility.

SOURCE: MASC Policy  
LEGAL REF: 603 CMR 26:07  
Adopted: July 15, 2008

### FA-E FACILITIES DEVELOPMENT GOALS

#### Facilities

(1) Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction or expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion or national origin of any such student.

(2) The goal of each school shall be to provide equal numbers of males and females with those facilities and conveniences within a school which are separated for reasons of privacy, e.g. Showers, locker rooms, changing rooms, toilets and lavatories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.

LEGAL REF.: 603 CMR 26:07  
SOURCE: MASC Policy  
Adopted: July 15, 2008

## **FB FACILITIES PLANNING**

### **Master Plan Committee**

The School Committee will, from time to time, create a Master Plan Committee in order to facilitate building improvements.

The Master Plan Committee has the following responsibilities:

1. Study and make recommendations through the school committee to the town with respect to school building needs.
2. Review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.
3. Review previous studies and initiate needed studies with or without consultative assistance.

### **Building Oversight Committee**

The School Committee creates a Building Oversight Committee for specific building projects. These committees act as the administrative authority for the projects, subject to approval of various actions by the School Committee and town.

1. Review previous studies and initiate needed studies with or without consultative assistance.
2. Recommend to the School Committee the services of architects and cost estimators and such other professional assistance as it may deem necessary.
3. Oversee the construction phase of the building project.

### **Staff Planning**

Arrangements will be made by the Superintendent, working through Principals, for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.

LEGAL REFS. - M.G.L. 70B. Sections 1 – 19, 71:37C and D; 71:68; 71:70

- Massachusetts Board of Education Regulations Governing the School Building Assistance Act and 603 CMR 38:00 and 603 CMR 26:07
- Chapter 208 of the Acts of 2004 sections 43 - 56
- Chapter 645 of the Acts of 1948

Adopted: July 15, 2008

## **FBF NAMING SCHOOL DEPARTMENT FACILITIES**

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen. The Committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

The Superintendent will prepare for the approval of the Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

It is expected that an orderly, announced procedure will lessen the community or factional pressures. Much confusion in accounts, files, and records may be avoided if a new school can be identified by name before the planning starts.

Adopted: July 15, 2008

## **FCB- RETIREMENT OF FACILITIES**

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those residents considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities.
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.
3. Reassignment of children, including alternative plans according to committee policy.
4. Transportation factors, including numbers of children bussed, time, distance, and safety.
5. Alternative uses of the building.
6. Cost/Savings
  - a. Personnel
  - b. Plant Operation
  - c. Transportation
  - d. Capital Investment
  - e. Alternative Use
7. Continuity of instructional and community programs.

SOURCE: MASC Policy  
Adopted: July 15, 2008

## SECTION G - PERSONNEL

### GA PERSONNEL POLICIES GOALS

The School Committee realizes that even though they are no longer involved in the process of hiring school district employees other than the Superintendent and Assistant Superintendent, they are responsible to the students and residents of Pentucket to insure that the highest quality individuals available are hired to meet the needs of the district. The School Committee recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program.

The District's specific personnel goals are:

- 1 To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
- 2 To develop a general staff assignment strategy that will contribute to the learning program; and to use it as the primary basis for determining staff assignments.
- 3 To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.
- 4 To provide for a genuine team approach to education.
- 5 To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

LEGAL REF: 603 CMR 26:08 paragraph 3,7,8,9  
SOURCE: MASC Policy  
Adopted: October 7, 2008

### **GBA- EQUAL EMPLOYMENT OPPORTUNITY**

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, gender, national origin or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

LEGAL REF: 603 CMR 26:08  
SOURCE: MASC Policy  
Adopted: October 7, 2008

## GBD SCHOOL COMMITTEE/STAFF COMMUNICATIONS

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent. All communications or reports to the committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the committee from administrative decisions on important matters, except those matters that are outside of the committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the committee's policy on complaints and grievances. Staff members are also reminded that committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the committee's deliberations on problems of staff concern.

### School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the committee's problems, concerns and actions.

### Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will, in their role as School Committee members, inform the Superintendent of their interest prior to making arrangements for visitations through the principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by committee members will be carried on only under committee authorization.

Adopted:            October 7, 2008

## GBEB STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them. In the area of personal conduct, the committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the committee and their implementing regulations and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

SOURCE:            MASC Policy

LEGAL REFS: M.G.L. 71:37H; 264 11; 264:14  
Adopted: October 7, 2008

## GBEBC GIFTS TO AND SOLICITATIONS BY STAFF

### Gifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

All district employees must abide by the conflict of interest laws for municipal employees outlined in M.G.L. c.268A. Specifically, M.G.L. c268A Section 3 (a) prohibits anyone from giving anything of substantial value to a present or former municipal employee for or because of any official act performed by the employee. Thus, gifts to employees of the school district should be small, token gifts or appreciation and must follow these guidelines.

**Note: The Massachusetts Ethics Commission has ruled that the value of a gift may not be divided by the number of contributors. The limit on the actual value of the gift may not exceed \$50.00.**

### Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the School Committee has specifically approved.

SOURCE: MASC Policy  
CROSS REFS ; KHA, Public Solicitations in the Schools JP, Student Donations and Gifts  
Adopted: December 1, 2009

## GBEC ALCOHOL/DRUG-FREE WORKPLACE

It is the policy of the Pentucket Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol is prohibited while on duty, at school functions, or on school department property.

The School Committee recognizes that alcoholism and drug abuse are illnesses and encourages employees with such afflictions to seek assistance. Additionally, all employees will be:

- a. advised of the dangers of drug abuse in the workplace;
- b. advised that the Pentucket Public Schools intends to maintain a drug-free workplace;
- c. provided information regarding available drug counseling, rehabilitation, and/or employee assistance for substance and/or drug abuse; and
- d. advised that penalties shall be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.

Any employee whose position in whole or in part is funded through federal grants shall notify the Superintendent of Schools within five (5) days of any criminal drug conviction for a violation occurring in the workplace (as previously defined). The Pentucket Public Schools has an obligation to notify the appropriate federal granting agency within ten (10) days of receiving such a notice of conviction. No later than thirty (30) days after notice of conviction, the Superintendent will notify the employee of the requirement that he successfully complete an appropriate rehabilitation program or will take disciplinary action, up to and including dismissal of the employee. It is a condition of employment that each employee abide by this policy.

Violations of this policy may be grounds for requiring the employee to complete an appropriate rehabilitation program and/or disciplinary action up to and including suspension and dismissal. Any such discipline may only be imposed pursuant to relevant laws and collective bargaining agreements.

REF: Drug-Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F. Drug-Free Schools and Communities Act Amendments of, 1089, 34 CFR, part 86

CROSS REFS: JICH, Drug and Alcohol Use by Students EEAEA, Bus Driver Examination and Training EEAEA-1, Drug and Alcohol Testing for Drivers

Adopted: October 7, 2008

**GBED TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS**

Smoking or the use of tobacco within school buildings, the school facilities or on school property or buses, by an individual, including school personnel is prohibited.

SOURCE: MASC Policy  
LEGAL REF: M.G.L. 71:37H  
CROSS REF: ADC, Use of Tobacco Products on School Property  
Adopted: October 7, 2008

### **GBGB STAFF PERSONAL SECURITY AND SAFETY**

The Superintendent may require an employee to submit to a physical examination by a physician, per the language of any existing negotiated contractual agreements, whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

Adopted: November 4, 2008  
SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 71:54; 71:55b; 71:55C  
CROSS REFS: EB, Environmental and Safety Program

### **GBI STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes Under no circumstances, will students be pressured into campaigning for any staff member.

SOURCE: MASC Policy  
LEGAL REF: M G L. 71.44  
Adopted: October 7, 2008

### **GBK STAFF COMPLAINTS AND GRIEVANCES**

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee. It is the committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance. The process established for the

resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 150E:5; 150E:8  
CONTRACT REFS: All Contract Agreements  
Adopted: October 7, 2008

#### GCA PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school system will be created initially by the School Committee. It is the committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the committee may abolish a position it has created. Each time a new position is established by the committee, the Superintendent will present for the committee's approval a job description for the position, which specifies the job holder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

SOURCE: MASC POLICY  
Adopted: October 7, 2008

## GCBA PROFESSIONAL STAFF SALARY GUIDELINES

### Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

### Administrators

The Superintendent sets salaries of all administrative staff, by law. Through the budget process funding is made available for administrators. The School Committee expects the Superintendent to review competitive salary data, individual qualifications, and performance, when setting salaries.

### Superintendent

The Superintendent's salary will be set annually by the School Committee.

LEGAL REFS:	M.G.L. 71:40; 71:43
CONTRACT REF:	Teachers' Agreement
Adopted:	October 7, 2008

**GCBC PROFESSIONAL STAFF STIPENDED POSITIONS**

Assignments that are to be accorded extra compensation will be designated by the committee. Appointments to these positions will be made by the Superintendent for district-wide positions or by the Principal with the approval of the Superintendent for building based personnel.

SOURCE:	MASC Policy
LEGAL REF:	Collective Bargaining Agreement
Adopted:	October 7, 2008

**GCCC PROFESSIONAL STAFF FAMILY AND MEDICAL LEAVE**

The School System shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

SOURCE: MASC Policy  
LEGAL REFS: P.O. 103-3, "Family and Medical Leave Act of 1993."  
Adopted: October 7, 2008

## **GCCC-R FAMILY AND MEDICAL LEAVE ACT REGULATIONS AND PROCEDURES**

### **Policy**

In accordance with the Family and Medical Leave Act of 1993 ("FMLA"), the Committee will provide eligible employees with a family or medical leave for up to twelve (12) work weeks in any "rolling" 12-month period, measured backward from the date an employee uses any FMLA leave. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances as specified in this policy. If an employee is not eligible for a 12 week FMLA leave, an eight (8) week maternity or adoption leave may be granted in accordance with Massachusetts state law, or a medical leave may be granted in appropriate circumstances to an employee as a reasonable accommodation for a disability. The Committee will grant other leaves in accordance with any applicable collective bargaining agreement.

### **Eligibility**

To be eligible for a FMLA leave, an employee must be employed by the Committee for at least 12 months or 52 weeks (not necessarily consecutive) and have worked at least 1,250 hours during the previous 12 month period. [Other options are fiscal year or calendar year.]

Types of Leave Covered. FMLA leave may be taken for one or more of the following reasons:

- for the birth or placement of a child for adoption or foster care;
- to care for a spouse, child, or parent with a serious health condition; or
- to take a medical leave when the employee is unable to perform the functions of his/her position because of a serious health condition.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition affecting the employee's or family member's health to the extent that inpatient care is required in a hospital, hospice, or residential medical care facility, or a condition that requires continuing care by a health care provider. It includes a serious and long-term illness which results in recurrent or lengthy absences for treatment or recovery. A serious health condition includes most cancers, strokes, appendicitis, pneumonia, heart attacks, heart conditions requiring bypass or valve operations, back conditions requiring extensive therapy or surgical procedures, severe arthritis, and ongoing pregnancy and prenatal care. It does not include voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary, unless inpatient hospital care is required. For any condition which does not require inpatient care, the employee or family member must be receiving continuing treatment by or supervision from a health care provider. Generally, a chronic or long-term health condition which, if left untreated would result in a period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities would be considered a serious health condition. Employees with questions about whether a particular situation qualifies as a serious health condition should consult with the [Personnel Administrator].

### **Leaves Requested Because of Serious Health Condition**

To receive FMLA leave because of an employee's own serious health condition or to care for a spouse, child or parent with a serious health condition, employees should give the following notices and/or certifications:

- A 30-day advance notice of the need to take FMLA leave is required when the need is foreseeable. If the need for a leave is not foreseeable, such as in an emergency, then the employee must give as much notice as is possible under the particular circumstances involved.
- Notice is given when the employee submits a written request for a leave to his/her immediate supervisor, with a copy to the [Personnel Administrator]. If written notice is not possible because the need for the leave was not foreseeable, oral notification should be given immediately to an employee's supervisor and followed up in writing as soon as possible thereafter.
- Satisfactory medical certification must be submitted with the leave request or at least within 15 days of the request for the leave. The required certification form is attached. This certification must support the need for

leave due to a serious health condition affecting the employee or the employee's spouse, child or parent, and include the date the serious health condition began, its anticipated duration, diagnosis, and a brief statement of treatment, along with a statement of the employee's intent to return to work.

- If the request for leave is for a medical leave because of the employee's own serious health condition, the required medical certification must also include a statement that the employee is unable to perform the essential functions of the employee's position and should note any type of activities the employee can perform.
- If the request for leave is to care for a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
- Periodic reports may be required during FMLA leave regarding the employee's status, anticipated duration of leave, and intent to return to work. Medical certification is required to cover all periods of absence while on leave.
- Medical documentation will be required certifying the employee's ability to return to work from a leave because of the employee's serious health condition.

When medically necessary, employees may take FMLA leave on an intermittent basis, or by reducing their normal weekly or daily work schedule to care for a sick spouse, child or parent, or because the employee is seriously ill and unable to work. To be eligible for an intermittent or reduced schedule leave, the employee must give thirty (30) days notice, if the leave is foreseeable, and the medical certification must include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. Further, the employee must discuss with the [Personnel Administrator] the scheduling of such leave to minimize disruption to the school system's operations, and the [Personnel Administrator] may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

The Committee has the right to ask for a second opinion if it has reason to doubt the certification. The Committee will pay for the employee to get a certification from a second doctor, which the Committee will select. Further, if necessary to resolve a conflict between the original certification and the second opinion, the Committee will require the opinion of a third doctor. The Committee and the employee will jointly select the third doctor, and the Committee will pay for the opinion. The third opinion will be considered final.

#### **Leaves Requested for Birth, Adoption, or Foster Care Placement of a Child**

For eligible employees, maximum unpaid leave of twelve (12) work weeks for childbirth, or placement for adoption or foster care for a child under 18 years, or older if incapable of self-care because of a mental or physical disability. This leave must be concluded within 12-months of the birth or placement. Any leave taken for childbirth or placement of a child for adoption or foster care will be deducted from an eligible employee's maximum of 12 weeks FMLA leave in a 12-month period.

To receive FMLA leave because of a birth, adoption, or placement of a child in foster care, employees should give the following notices and/or certifications:

- At least two weeks advance notice of the need to take a leave and request therefore is required when the need is foreseeable. However, employees are encouraged to provide their supervisor with as much notice as is possible under the particular circumstances involved.
- The notice must include the employee's intention to return to work following the leave, and appropriate documentation from a physician for childbirth, or other appropriate entity for adoption or foster care placement should accompany the notice and request for leave.
- Notice is given when the employee submits a written request for a leave with appropriate documentation to his/her immediate supervisor, with a copy to the [Personnel Administrator]. While on an approved maternity leave due to childbirth, an employee must use any earned, but unused, sick leave during the period of the maternity leave when the employee is physically unable to work. Employees must also use earned, but unused vacation pay during the leave. Use of vacation or sick pay may not be used to extend the leave period.

A leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. Such a leave must be taken all at once.

Upon return from a maternity/adoption/foster care leave at the conclusion of an eight (8) week or twelve (12) week leave, the employee will be reinstated to his/her previous, or a similar, position with the same status, pay and length of service credit, wherever applicable, as of the date of the leave, unless there has been a layoff or other changes in operating conditions affecting employment during the period of such leave.

#### **Conditions Applicable to All FMLA Leaves**

An eligible employee can take up to 12 work weeks of leave under this policy during any 12 month period. The Committee will measure the twelve month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy. Each time the employee takes a leave for one of the reasons covered by the FMLA, the Committee will deduct the leave from the 12 weeks available. FMLA leave may include absences for which the employee has received paid sick or other leave, or all or part of absences for conditions which progress into serious health conditions to the extent that the leave meets FMLA requirements.

**Instructional Personnel** - Leaves requested by Instructional Personnel (i.e., those whose principle function is to teach and instruct students) will be subject to the following limitations:

- 1. Intermittent Leaves** - When instructional personnel seek to take intermittent leave for planned medical treatment for more than twenty percent of the total number of working days in the period during which the leave would be used, the Committee may require the employee to elect either to (a) take a leave for a particular duration of time which is not greater than the duration of the planned treatment or (b) be transferred to an alternative position.
- 2. Leaves Near the End of the Term.** -The Committee may require instructional personnel to continue their leaves until the end of the term under the following conditions:

- the leave begins more than five weeks before the end of that term and lasts at least three weeks, and the employee would otherwise return to work during the last three weeks of the term;
- the leave is for a reason other than the employee's own serious health condition, commences during the five weeks before the end of the term, and lasts more that two weeks, and the employee would otherwise return to work during the last two weeks of the term; or
- the leave is for a reason other than the employee's own serious health condition, begins during the last three weeks of the term, and lasts more than five working days.

**Substitution of Paid Leave-** If the employee has accrued paid leave; the employee must use paid leave first and take the remainder of the twelve (12) weeks as unpaid leave. While on an approved FMLA leave, an employee must use any earned, but unused, paid time off available, provided the reason for the leave qualifies for the paid time off benefit. For example, when the employee is physically unable to work, sick leave must be used, then available vacation or personal time. If the leave is on account of the placement of a child for adoption or foster care, to care for a spouse, child or parent with a serious health condition or the employee has used all of his/her available earned sick time for his/her own serious health condition, the employee must use vacation or any other paid holiday or personal time available. However, use of paid time, including sick, vacation or personal paid time, may not be used to extend the leave period. Benefit Continuation. As with any other unpaid leave, employees on authorized unpaid FMLA leaves of absence will not accrue any time-off benefits. However, the period of time for which an employee is on leave will not constitute a break in service.

Subject to the requirements of applicable law, the Committee's contribution toward group health insurance will be continued during a FMLA leave up to a maximum of twelve (12) weeks. If the employee has paid time available, the employee's required contribution toward group health insurance, if any, will continue to be deducted from the employee's pay. However, in the event that the FMLA leave is unpaid, the employee must make timely payment of his/her required contribution prior to the first day of the month for which coverage is extended, but no later than thirty (30) days following the beginning of the month. If payment is more than thirty (30) days late, the employee's health insurance may be dropped for the duration of the leave. In some instances, if an employee fails to return from a FMLA leave, the Committee may recover premiums it paid to maintain health coverage for the employee. If the employee contributes to a life insurance or disability plan, the Committee will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments along with the health care payments. If the employee does not continue these payments, the Committee may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with the law.

**Restoration to Position-** All employees on a FMLA leave will be restored to an equivalent or the same position at the conclusion of a FMLA leave of no greater than twelve (12) weeks with the same pay, benefits and other employment terms and conditions. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. If an employee returns from a leave of longer than twelve (12) weeks, the employee's position may not be available. However, the Committee will make an effort to find a comparable position. Failure to return from a leave of absence on the anticipated date of return will constitute a resignation.

RB\FORMS.POL\FMLA-POL.99  
Adopted: October 7, 2008

### **GCE- PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES**

It is the intent of the School Committee to attract and employ the most qualified applicant for each vacancy in the school system. Pursuant to Chapter 71, Sec 59B of the General Laws of Massachusetts, Acts of 1993, and the Principal is responsible for the hiring of all teachers, instructional or administrative aides, and other personnel assigned to the school, and for terminating all such personnel, subject to review and prior approval of the superintendent.

The Superintendent is responsible for the hiring of administrators, other personnel assigned to more than one school, and personnel not assigned to a particular school, and for terminating all such personnel.

The School Committee shall be informed of all professional staff personnel decisions and shall be presented with copies of applications and supporting documents of the successful applicant.

The Pentucket Public School System is an Affirmative Action, Equal Employment Opportunity Employer.

LEGAL REF: Chapter 71, Sec. 59B of the General Laws of Massachusetts, Acts of 1993  
Adopted: October 7, 2008

## GCF PROFESSIONAL STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare at the children attending the schools it is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate the most qualified candidates. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children. The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of district wide positions, for the position of principals, it is the Superintendent. For building based personnel, it is the Principal, subject to the review of the Superintendent.) Is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision.

SOURCE: MASC Policy  
LEGAL REFS MGL 69.6, 71.38, 71.38G, 71.39, 71.45, 71.55B  
Massachusetts Board of Education Requirements for  
Certification of Teachers, Principals, Supervisors, Directors,  
Superintendents and Assistant Superintendents in the Public  
Schools of the Commonwealth of Massachusetts, revised  
1994 603 CMR 7:00 and 44:00  
Adopted: October 7, 2008

### GCG SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute teaching positions on the basis of their areas of competence. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers. The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes.

SOURCE: MASC Policy  
Adopted: October 7, 2008

**GCG-E SUB PAY RATE**

TEACHER SUBSTITUTE PAY RATE RATES OF PAY \$70.00 – per Diem

**Long-term Substitute Pay**

On the 16<sup>th</sup> consecutive school day in the same teaching position/assignment, compensation will be at a daily rate of 1/184 of Bachelor Step 1, retro to the first day.

NURSE SUBSTITUTE PAY RATE \$125.00 per Diem

CAFETERIA SUBSTITUTE PAY RATE \$9.55 per hour

Adopted:            October 7, 2008

**GCIA PHILOSOPHY OF STAFF DEVELOPMENT**

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies supporting the district's strategic goals.

The Superintendent will have authority to approve or deny release time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

SOURCE: MASC Policy  
Adopted: October 7, 2008

**GCRD TUTORING FOR PAY**

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee, Community Education, or Park and Recreation.

Tutoring, as defined above, is not to be done on school property.

SOURCE: MASC Policy  
Adopted: October 7, 2008

## GDA SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school system must participate intelligently and effectively for the benefit of the children. This school system will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the committee. In each case, the Superintendent will submit for the committee's consideration and action a job description or job specifications for the position. Support staff job descriptions and job specifications are available for review in the Superintendent's office.

Although positions may remain unfilled, only the committee may abolish a position it has created.

SOURCE: MASC Policy  
Adopted: October 7, 2008

## GDB SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

In establishing salaries and salary schedules for support staff personnel, the School Committee will take into account competitive salary data, the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

The rates of pay for personnel not covered by collective bargaining agreements will be set annually by the School Committee. The compensation plan for personnel covered by collective bargaining agreements will be set by negotiations with representatives of the appropriate collective bargaining unit.

LEGAL REF: M.G.L. 71:38  
CONTRACT REFS: All Contracts  
CROSS REF: GDB sub codes (all relate to compensation)  
SOURCE: MASC Policy  
Adopted: October 7, 2008

### **GDBD SUPPORT STAFF FRINGE BENEFITS**

Certain fringe benefits are established through negotiations with employee bargaining units. Because the committee wishes to be fair with all its employees, benefits granted to employees who are not members of a bargaining unit will be generally equal to those granted employees in similar positions that are covered by a negotiated agreement.

SOURCE: MASC Policy  
LEGAL REF.: M.G.L. 71:37B; 71:48B  
CROSS REF: GBGB, Staff Personal Security and Safety  
CONTRACT REF: All Support Staff Contracts  
Adopted: October 7, 2008

### **GDCC SUPPORT STAFF FAMILY AND MEDICAL LEAVE**

The School System shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

SOURCE: MASC Policy  
CROSS REF: GDCC-R GCCC/GCCC-R  
LEGAL REFS: P.O. 103-3, "Family and Medical Leave Act of 1993."  
Adopted: October 7, 2008

### GDE SUPPORT STAFF RECRUITING/POSTING OF VACANCIES

It is the intent of the School Committee to attract and employ the most qualified applicant for each vacancy in the school system as needed.

The School Committee will establish, and budget for, support staff positions in the school system.

All support staff vacancies will be posted in each building.

The Pentucket Public School System is an Affirmative Action Equal Employment Opportunity Employer.

LEGAL REF: Chapter 71, Sec. 59B of the General Laws of Massachusetts, Acts of 1993

Adopted: October 7, 2008

### GDF SUPPORT STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all support positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and persons to who he or she delegates this responsibility, to determine the personnel needs of the school system and to locate the most qualified candidates. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children. The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member in the case of district wide positions it is the Superintendent and for building based personnel it is the Principal, subject to the review of the Superintendent.

SOURCE: MASC Policy

LEGAL REFS: MGL 71:55B; 71:59B

Adopted: October 7, 2008

**GDI SUPPORT STAFF PROBATION**

Each support staff employee will serve a probationary period of six months in any position for which they are newly hired or in any new classification to which they are transferred or promoted, unless covered by a collective bargaining agreement. During that time, the employee will be adequately assisted and supervised so that their abilities to carry out the duties required, and job performance, may be ascertained. Should their performance be unsatisfactory, a new employee may be released at any time during the probationary period, or an employee who has been transferred to a new classification may be returned to their former position.

SOURCE: MASC Policy  
Adopted: October 7, 2008

## GDJ SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The Superintendent will make district wide assignments and transfers of support staff members for the efficient operation of the school department as necessary. The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system must be given priority.

Within an individual school, the Principal may assign support staff members to tasks appropriate to their positions and qualifications.

SOURCE:	MASC Policy
CONTRACT REFS:	All Support Staff
Adopted:	October 7, 2008

**GDO EVALUATION OF SUPPORT STAFF**

Each employee will be informed of the basis upon which he/she is to be evaluated in advance of evaluation. The annual evaluation will be based upon,

1. Their specific work assignment as aligned to their job description, and
2. The contributions made to the overall culture, vision, mission, beliefs, and goals of the Pentucket Public Schools.

CROSS REF: CA, Administration Goals  
CONTRACT REF: All Support Staff Agreements  
Adopted: October 7, 2008

## SECTION H - NEGOTIATIONS

### HA NEGOTIATIONS GOALS

The School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for our students. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The School Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

SOURCE: MASC Policy  
Adopted: January 19, 2010

### HB NEGOTIATIONS LEGAL STATUS

All negotiations between the School Committee and recognized employee groups are conducted subject to Chapter 150E of the Massachusetts General Laws. The legal status of negotiations is defined in part by Section 2 of that chapter, as follows:

Employees shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve.

Inherent in all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

Adherence to applicable laws while concurrently embracing the goal of collaboration for the collective benefit of our students is the key to successful negotiation within the confines of legal statutes.

SOURCE: MASC Policy  
LEGAL REF: M.G.L. 150E:1 et seq.  
Adopted: January 19, 2010

### HF SCHOOL COMMITTEE NEGOTIATING AGENTS

The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committee will appoint the negotiator and the fee or salary for his services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.
  - a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the Committee.
  - b. He/she will direct accumulation of necessary data needed for negotiations, such as comparative information.
  - c. He/she will follow guidelines set forth by the Committee as to acceptable agreements and will report on the progress of negotiations.
  - d. He/she will make recommendations to the committee as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.
3. The negotiator will work closely with legal counsel when additional expertise is warranted particularly when matters of legal compliance are necessary.

SOURCE: MASC Policy  
LEGAL REF: M.G.L. 71:37E  
Adopted: January 19, 2010

## **SECTION I - INSTRUCTION**

### **IB DEMOCRATIC PRINCIPLES**

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility aligned to the core values of the District to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the State.

SOURCE: MASC Policy  
LEGAL REFS: Constitution of the Commonwealth of Massachusetts  
CROSS REF: AD, Educational Philosophy ADA, School District Goals and Objectives  
Adopted: December 1, 2009

## IA INSTRUCTIONAL GOALS

The goal of instruction is to improve student achievement, accomplishment, and knowledge. There are three primary functions involved in carrying out the instructional program:

- Operating Function
- Coordinating and Developing Function
- Evaluating Function

The operating function involves classroom instruction and building program management. The coordinating and developing function includes monitoring activities, in-service education, and special services. The evaluation function involves data collection pertaining to student outcomes, analysis, and establishing future direction.

The School Committee further believes that instructional quality and effectiveness should be continually improved. This requires on-going evaluation of the instructional program as it relates to student achievement.

SOURCE:	MASC Policy
LEGAL REFS:	603 CMR 26:00
CROSS REF:	AD, Educational Philosophy ADA, School District Goals and Objectives
Adopted:	December 1, 2009

## IC/ICA SCHOOL YEAR/SCHOOL CALENDAR

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval by May 1st of each year. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Education:

1. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in 603 CMR 27.02. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

2. Secondary schools will operate for a minimum of 180 days. All schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR 27.02. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parents, the calendar will set forth the days schools will be in session; holidays and vacation periods; in service days; and parent conferences. The Pentucket Regional School District designates grades K – 8 as Elementary Schools and grades 9 – 12 as Secondary Schools.

SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 4:7; 15:1G; 71:1; 71:4; 71:4A; 71:73; 136:12 Board of Education  
Regulations for School Year and School Day, effective 9/1/75 Board of Education,  
Student Learning Time Regulations, 603 CMR 27.00, Adopted 12/20/94.  
Adopted: December 1, 2009

## IC/CA-P CENTRAL DISTRICT WIDE CALENDAR

A centralized calendar of events shall be kept by the Office of the Superintendent.

All events scheduled shall be listed and this calendar shall be conspicuously posted and this calendar is posted on line.

Building Principals shall coordinate school events and consult this central calendar to avoid conflicts with other building events in the district.

Every effort will be made to have no school events held on the same evening as regularly scheduled Pentucket Regional School committee meetings. (The regularly scheduled meetings, at the time of the adoption of this policy, are the first and third Tuesday of the month. This regular meeting date is subject to change by future committees)

Building Principals shall encourage all support groups to avoid scheduling public events on the evenings of the regularly scheduled meetings of the Pentucket Regional School Committee.

First Reading: February 15, 1994  
Adopted: June 28, 1994  
Revised: October 20, 2009  
Adopted: November 3, 2009

## ID    SCHOOL DAY

The length of the school day at various levels, as well as the specific opening and closing times of the schools, will be recommended by the Superintendent and set by the committee.

The Superintendent is authorized to make minor changes in opening and closing times to simplify transportation scheduling; however, major changes in schedules will be subject to committee approval.

Parents and guardians will be informed of the opening and closing times set by the committee. To help insure the safety of all children, parents will also be notified that students will be admitted into the school building not less than 15 minutes prior to the start of the official day unless bus schedules require earlier admittance.

SOURCE:            MASG Policy

LEGAL REFS:      M.G.L. 15:1G; 71:1; 71:59 Board of Education Regulations for School Year and Day,  
effective 9/1/75

Adopted:            December 1, 2009

## IGA CURRICULUM DEVELOPMENT

Constant adaptation and development of the curriculum is necessary if the District is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise and gathering input from parents, and community.

The Committee expects its faculty and administration to regularly evaluate the education program and to recommend modifications of practice and changes in curriculum content as well as the addition or deletion of courses to the instructional program.

SOURCE: MASC Policy  
LEGAL REF: M.G.L. 69:1E 603 CMR 26:05  
Adopted: December 1, 2009

## **IGB LEARNING SUPPORT SERVICES PROGRAMS**

To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. Building staff and district will cooperate to coordinate and supervise the curriculum implementation of both the instruction programs and support services programs.

### **Curricular Supervision and Coordination**

Coordinating personnel for specific curricular areas shall be assigned by the administration. These coordinators shall assist in the organization, supervision, and coordination of subject material and activities in the schools.

### **Support Services**

The Assistant Superintendent shall be responsible for all support programs for regular education students including Title I. The Director of Special Education shall be responsible for all special education support programs.

SOURCE: MASC Policy  
Adopted: December 15, 2009

## **IGBE REMEDIAL INSTRUCTION**

The purpose of remedial instruction is to ensure that all students achieve grade level expectations prior to promotion to the next grade.

Remediation shall be provided in literacy and numeracy skills, and any other areas subject to state testing for students who need it to meet those expectations.

Standard procedures will be established in each core subject area for entry and exit from the remedial program. The procedures will be reviewed annually to remain consistent with changes in the core curriculum, and student achievement goals.

SOURCE: MASC Policy  
Adopted: December 15, 2009

## **IGBH ALTERNATIVE PROGRAMS**

It is the philosophy of the District to meet the educational needs of all students. Where additional programs and/or environments could facilitate meeting the needs of students and the philosophy and objectives of the District, alternative programs may be established.

### **Definition**

Alternative programs are defined as provisions within the regular education program which offer major choices among diverse educational environments based on student needs, talents and interests; occupy a significant proportion of an individual student's time; and meet the District's philosophy and objectives.

### **Development**

Any project shall have been discussed with the Administration and must receive its endorsement prior to development.

Alternative programs shall observe all policies and regulations that govern all of the schools and programs of the District unless specifically waived by the board.

Proposals for alternative programs must include a design for evaluating the effectiveness in achieving the purposes of the program and determining the extent to which it is successful in achieving the philosophy and objectives of the District. Alternative programs will be reviewed and evaluated annually for the first three years with a recommendation to the committee as to continuation of the programs.

### **Approval**

Alternative programs shall be approved by the committee prior to implementation.

SOURCE: MASC Policy  
Adopted: December 15, 2009

## **IGD CURRICULUM ADOPTION**

The School Committee will rely on its professional staff to design and implement instructional programs and courses of study that will achieve the educational goals of the school system.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

LEGAL REF: M.G.L. 71; 69:1E  
SOURCE: MASC Policy  
Adopted: December 15, 2009

## **IHAM HEALTH EDUCATION**

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education.

SOURCE: MASC Policy

LEGAL REF: M.G.L. 71:1  
Adopted: December 15, 2009

### IHAE PHYSICAL EDUCATION

The following are the goals of the physical education program:

1. To aid the development of the whole student.
2. To encourage student participation in vigorous physical activity while in school, and to teach the skills of activities which can be enjoyed outside of school.
3. To increase appreciation of physical fitness and its importance in regard to good health.
4. To develop teamwork skills and good sportsmanship.

SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 71:1; 71:3 Board of Education Regulations Pertaining to Physical Education,  
adopted 4/25/78, effective 9/1/78 603, CMR - 26:05  
Adopted: December 15, 2009

## IHAEB PARTICIPATION IN INTERSCHOLASTIC SPORTS

With respect to student participation in interscholastic sports, the School Committee shall expect the Administration and the Coaching Staff to exercise full compliance with the regulations of governing organizations such as MIAA, Mass Secondary School Principals or their successors.

The building principal is responsible for establishing criteria for participation in interscholastic sports.

Adopted: December 15, 2009

## IHBG HOME EDUCATION

The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program. When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the Superintendent 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home based environment.

The parent/guardian must certify in writing, on a form provided by the district, the name, age, place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probably cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents to teach the children.
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic assessment of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the district may have access to public school activities of either a curricular or extra-curricular nature upon approval of the Superintendent.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 69:1D; 76:1, Care and Protection of Charles  
Care and Protections of Charles – MASS. Supreme Judicial Court  
399 Mass. 324 (1987)

## JOA FIELD TRIPS

The School Committee recognizes that first hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as part of and directly related to the total school program and curriculum.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration and reviewed and approved by the School Committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight and out of state trips have the approval of appropriate Administrative level and School Committee.

SOURCE: MASC Policy

Adopted: March 2, 2010

## IKFA GRANTING OF A DIPLOMA

The School Committee expects that all students will meet the requirements to graduate from Pentucket Regional High School, and receive a diploma. It, therefore, directs the principal to grant such a diploma within the framework of these guidelines:

1. All students who have successfully completed the graduation requirements as outlined in the Pentucket High School Program of Students, and in compliance with Massachusetts General Laws.
2. All students who are actively attending Pentucket Regional High School at the time of graduation.

Adopted: January 19, 2010

## SECTION J - STUDENTS

### JEB POLICY ON ENTRANCE AGES

#### **KINDERGARTEN:**

Children who will be five (5) years of age by September 1<sup>st</sup> of the school year during which they wish to enroll, will be eligible to enter kindergarten.

Any child or children who move into the Pentucket Regional School District during the school year will be allowed to transfer from another kindergarten program in which he/she/they had been properly enrolled, into a kindergarten program in the Pentucket Regional School District.

#### **FIRST GRADE:**

Children who have attained the age of six (6) years by September 1<sup>st</sup> of the school year during which they wish to enroll, must enter first grade.

Exceptions to this first grade entrance age may be made by the building principal for new students who have successfully completed a kindergarten program in either a public school system, or a private school.

Any child or children, who move into the Pentucket Regional School District during the school year, will be allowed to transfer from another first grade, either public or private, into the Pentucket Regional School District.

FIRST READING: March 1994  
ADOPTION: June 28, 1994  
REVIEWED: January 19, 2010

All children of school age who reside in the district towns will be entitled to attend the public schools, as will certain children who do not reside in the district towns but who are admitted under School Committee policies relating to non-resident students.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present the following:

- Birth certificate
- Immunization record
- Lead poison screening certificate (kindergarten only)
- Current physical exam
- Proof of residency
- Proof of legal guardianship, if appropriate.

SOURCE: MASC Policy  
LEGAL REFS: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A 603 CMR 26:01; 26:02; 26:03  
CROSS REFS: JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice  
JFABA, Residency Validation  
Adopted: September 1, 2009

The Pentucket Regional School District abide by the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to and confidentiality of student records.

As permitted by these laws, the Pentucket Regional School Committee has designated selected student records to be "directory information." **For preschool and elementary school students, the following records have been designated as directory information:**

Name  
Grade  
Classroom assignment  
Individual and group photographs  
Cable broadcasts/videos of typical school events, programs, and projects

**For middle and high school students, the following records have been designated as directory information:**

Name  
Address  
Individual and group photographs:  
Cable broadcasts/videos of typical school events, programs, and projects  
Graduating class  
Weight and height of members of athletic teams  
Participation in officially recognized activities and sports  
Honors and awards

The Pentucket Regional School District will release the designated directory information to third parties and governmental agencies as required by law without the consent of the parent or eligible student, unless the parent or eligible student provides the principal with written notice that he/she does not wish the school to release such information. The notice must be received annually by a date designated by the principal.

The Pentucket Regional School District also discloses all student records without the consent of the parent/eligible student to officials of other schools in which a student seeks or intends to enroll. To the extent required by applicable law, the Pentucket Regional School district will provide parents/eligible students with an annual notice of their general rights relative to student records. The Superintendent will determine the content and method of such notice.

LEGAL REF: Family Educational and Privacy Rights Act (FERPA): 20 U.S.C. § 1232ga, 34 CFR §99  
Massachusetts Student Records Regulations: 603 C1VIR 23.00, et seq.  
Student Records Access for Non-Custodial Parents: General Laws, Chapter 71, §34H  
Adopted: September 1, 2009

### **JFICFA PRACTICE OF HAZING**

In accordance with Mass. Gen. Laws Ch. 269, §19, the School Committee establishes the following policy concerning the practice of hazing.

1. Hazing, as defined by Mass. Gen. Laws Ch. 269, §17 (see attached legal references), is prohibited by the Pentucket Regional Schools.
2. Individuals who organize or participate in hazing shall be subject to discipline under the student handbook and may also be subject to criminal prosecution under Mass. Gen. Laws Ch. 269, §17. Disciplinary action by school officials may include any or all of the following:
  - a. Notification of parents
  - b. Assignment of after-school detention
  - c. Suspension
  - d. Expulsion

3. Individuals who have knowledge of incidents involving hazing or who have knowledge of events where hazing is planned shall report the information to the school administration.
4. School administrators will investigate all claims and reports of hazing, and shall report the findings from the investigation to the Superintendent. If the school administrator verifies claims or reports of hazing, disciplinary action shall be taken and law enforcement authorities may be contacted.
5. Principals shall include a statement in the student handbook consistent with this policy that:
  - a. Reiterates the prohibition on hazing
  - b. Provides the disciplinary actions that students may face for violating the policy and student handbook, and
  - c. Incorporates as legal references Mass. Gen. Laws Ch. 269, §§17, 18 and 19.

CROSS REF.: JJA

LEGAL REF.: See JICFA-E

First Reading: May 22, 2002

Adopted: July 9, 2002

Revised: March 2, 2010

## **SECTION K - SCHOOL COMMUNITY HOME RELATIONS**

### **KDCB DISTRICT WEBSITE POLICIES**

The Pentucket Public School System will provide a secure, high quality web site that provides students, parents, community members and staff with information associated with the Pentucket Public School System. The information available will provide accurate, current and appropriate: directory, activity, philosophical and curriculum information with links which encourage student, staff and information including community participation. The administration will from time to time review and promulgate regulations for the implementation of this policy which will comply with federal and state laws as required.

Adopted: March 2, 2010

### **KDF USE OF EMAIL LISTS**

The School Committee believes that electronic mail is an efficient and effective means of communication with parents and community members. Use of e-mail lists is restricted to the Superintendent and Principals and limited for the purpose of informing the community about events relating directly to the schools. The list itself may not be distributed for any purposes. Any distribution of information electronically should be accompanied by a hard copy distribution to accommodate community members without access to e-mail.

Adopted: February 23, 2010

### **KE NON-PERSONAL PUBLIC COMPLAINTS**

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

#### **KEB PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his/her complaint in writing. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the School Committee as a whole or to a Committee member as an individual, it will be referred to the school administration for study and possible solution.

The Superintendent will develop, for approval by the Committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

SOURCE: MASC  
LEGAL REFS.: M.G.L. 76:5  
CROSS REF.: BEC, Executive Sessions  
Adopted: February 23, 2010

#### **KEC PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS**

The School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals. Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Committee has adopted.
2. The Committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable.

In summary, the Committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their children; it will provide for the reevaluation of materials in school library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach will be respected.

SOURCE: MASC  
LEGAL REFS.: M.G.L. 76:5  
CROSS REFS.: IJ, Instructional Materials  
IJJ, Textbook Selection and Adoption

### KHA PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time. Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

a. No direct solicitation of students or employees may take place without the Principal's permission.

b. No general or class distribution of commercial or fund-raising literature may take place without the Principal's permission. For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

SOURCE: MASC  
LEGAL REF.: M.G.L. 44:53A  
CROSS REFS.: GBEC, Gifts to and Solicitations by Staff  
JP, Student Gifts and Solicitations  
KHB, Advertising in the Schools  
Adopted: February 23, 2010

### KHB ADVERTISING IN SCHOOLS

No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration. Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

SOURCE: MASC  
CROSS REF.: JP, Student Gifts and Solicitations  
KHA, Public Solicitations in the Schools  
Adopted:

## SECTION L- EDUCATION AGENCY RELATIONS

### LA EDUCATION AGENCY RELATIONS GOALS

The School Committee appreciated the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the school system and to other educational agencies, the committee establishes these broad goals:

1. To encourage liaison with other educational agencies.
2. To supply educational services to and/or share with other educational agencies.

SOURCE: MASC

Adopted: March 2, 2010

### **LB RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS**

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision-making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, student activities and athletics, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

### **LDA STUDENT TEACHING, INTERNSHIPS AND RESEARCH PARTNERSHIPS**

The Committee encourages the administration to cooperate with teacher-training research institutions in the placement of student teachers, interns, and researchers in the school system. All initial arrangements with the colleges and universities will be subject to superintendent approval.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching, internships, and research partnerships.

The school administration will devise procedures for evaluating the performance of student teachers, interns, and researchers that meet requirements of the sending institution and fit with the Committee's policies.

SOURCE: MASC

Adopted: March 2, 2010

