

## STURBRIDGE SCHOOL DISTRICT APPROVED POLICIES

<b>SECTION</b>	<b>TITLE</b>	<b>DATE ADOPTED</b>
<b>A</b>		
<a href="#"><u>AA</u></a>	School District Legal Status	4-1-04
<a href="#"><u>AAB</u></a>	Agreement for Regional School District for Five Towns of Brimfield, Brookfield, Holland Sturbridge and Wales	4-1-04
<a href="#"><u>AB</u></a>	The People and Their School District	4-1-04
<a href="#"><u>AC</u></a>	Nondiscrimination	4-1-04
<a href="#"><u>ACA</u></a>	Nondiscrimination on the Basis of Sex	4-1-04
<a href="#"><u>ACAA</u></a>	Title IX Compliance Officers	10-4-07
<a href="#"><u>ACAB</u></a>	Sexual Harassment	4-1-04
<a href="#"><u>ACABA</u></a>	Sexual Harassment Grievance Officers	10-4-07
<a href="#"><u>ACE</u></a>	Nondiscrimination on the Basis of Handicap	4-1-04
<a href="#"><u>ACEA</u></a>	Title IX Coordinator	4-1-04
<a href="#"><u>ADA</u></a>	Union 61 Mission and Goals/School Committee Goals	4-1-04
<a href="#"><u>ADC</u></a>	Smoking on School Premises	4-1-04
<a href="#"><u>ADDA</u></a>	C.O.R.I. Policy	4-1-04
<a href="#"><u>ADDA-E</u></a>	C.O.R.I. Requirements	4-1-04
<b>B</b>		
<a href="#"><u>BA</u></a>	School Committee Operational Goals	5-6-04
<a href="#"><u>BAA</u></a>	Evaluation of School Committee Operational Procedures	5-6-04
<a href="#"><u>BB</u></a>	School Committee Legal Status	5-6-04
<a href="#"><u>BBA</u></a>	School Committee Powers and Duties	5-6-04
<a href="#"><u>BBAA</u></a>	School Committee Member Authority	5-6-04
<a href="#"><u>BBBA/BBBB</u></a>	School Committee Member Qualifications/ Oath of Office	5-6-04
<a href="#"><u>BBBC</u></a>	School Committee Member Resignation	5-6-04
<a href="#"><u>BBBE</u></a>	Unexpired Term Fulfillment	5-6-04
<a href="#"><u>BCA</u></a>	School Committee Member Ethics	5-6-04
<a href="#"><u>BDA</u></a>	School Committee Organizational Meeting	5-6-04
<a href="#"><u>BDB</u></a>	School Committee Officers	5-6-04
<a href="#"><u>BDC</u></a>	Appointed Committee Officials	5-6-04
<a href="#"><u>BDD</u></a>	School Committee-Superintendent Relationship	5-6-04
<a href="#"><u>BDE</u></a>	Subcommittees of the School Committee	5-6-04
<a href="#"><u>BDF</u></a>	Advisory Committees to the School Committee	5-6-04
<a href="#"><u>BDFA</u></a>	School Councils	5-6-04
<a href="#"><u>BDFA-E-1</u></a>	School Improvement Plan	5-6-04
<a href="#"><u>BDFA-E-2</u></a>	Submission and Approval of the School Improvement Plan	5-6-04
<a href="#"><u>BDFA-E-3</u></a>	Conduct of School Council Business	5-6-04
<a href="#"><u>BDG</u></a>	School Attorney	5-6-04
<a href="#"><u>BE</u></a>	School Committee Meetings	5-6-04
<a href="#"><u>BEC</u></a>	Executive Sessions	6-3-04

<b>SECTION</b>	<b>TITLE</b>	<b>DATE ADOPTED</b>
<b>B (continued)</b>		
<a href="#"><u>BEDA</u></a>	Notification of School Committee Meetings	6-3-04
<a href="#"><u>BEDB</u></a>	Agenda Format	6-3-04
<a href="#"><u>BEDB-E</u></a>	Agenda Format	6-3-04
<a href="#"><u>BEDD</u></a>	Rules of Order	6-3-04
<a href="#"><u>BEDF</u></a>	Voting Method	6-3-04
<a href="#"><u>BEDG</u></a>	Minutes	6-3-04
<a href="#"><u>BEDH</u></a>	Public Participation at School Committee Meetings	6-3-04
<a href="#"><u>BEE</u></a>	Special Procedures for Conducting Hearings	6-3-04
<a href="#"><u>BG</u></a>	School Committee Policy Development	6-3-04
<a href="#"><u>BGB</u></a>	Policy Adoption	6-3-04
<a href="#"><u>BGC</u></a>	Policy Revision and Review	6-3-04
<a href="#"><u>BGD</u></a>	School Committee Review of Regulations	6-3-04
<a href="#"><u>BGE</u></a>	Policy Dissemination	6-3-04
<a href="#"><u>BGF</u></a>	Suspension of Policies	6-3-04
<a href="#"><u>BHC</u></a>	School Committee-Staff Communication	6-3-04
<a href="#"><u>BHE</u></a>	Use of Electronic Messaging by School Committee Members	6-3-04
<a href="#"><u>BIA</u></a>	New School Committee Member Orientation	6-3-04
<a href="#"><u>BIBA</u></a>	School Committee Conferences, Conventions, and Workshops	6-3-04
<a href="#"><u>BID</u></a>	School Committee Member Compensation And Expenses	6-3-04
<a href="#"><u>BJ</u></a>	School Committee Legislative Program	6-3-04
<a href="#"><u>BK</u></a>	School Committee Memberships	6-3-04
<b>C</b>		
<a href="#"><u>CA</u></a>	Administration Goals	10-7-04
<a href="#"><u>CB</u></a>	School Superintendent	10-7-04
<a href="#"><u>CBD</u></a>	Superintendent's Contract	10-7-04
<a href="#"><u>CBI</u></a>	Evaluation of the Superintendent	10-7-04
<a href="#"><u>CCB</u></a>	Line and Staff Relations	10-7-04
<a href="#"><u>CE</u></a>	Administrative Councils, Cabinets, and Committees	10-7-04
<a href="#"><u>CH</u></a>	Policy Implementation	10-7-04
<a href="#"><u>CHA</u></a>	Development of Regulations	10-7-04
<a href="#"><u>CHB</u></a>	School Committee Review of Regulations	10-7-04
<a href="#"><u>CHC</u></a>	Regulations Dissemination	10-7-04
<a href="#"><u>CHD</u></a>	Administration in Policy Absence	10-7-04
<a href="#"><u>CL</u></a>	Administrative Reports	10-7-04
<a href="#"><u>CL-1</u></a>	NCLB Accountability Status/Sch.Impr. Planning	10-2-08
<a href="#"><u>CM</u></a>	School District Annual Report	10-7-04
<a href="#"><u>CM-1</u></a> (IKAC)	Annual Report Cards	10-2-08

<b>SECTION</b>	<b>TITLE</b>	<b>DATE ADOPTED</b>
<b>D</b>		
<a href="#"><u>DA</u></a>	Fiscal Management Goals	11-4-04
<a href="#"><u>DB</u></a>	Annual Budget	11-4-04
<a href="#"><u>DBC</u></a>	Budget Deadlines and Schedules	11-4-04
<a href="#"><u>DBD</u></a>	Budget Planning	11-4-04
<a href="#"><u>DBG</u></a>	Budget Adoption Procedures	11-4-04
<a href="#"><u>DBJ</u></a>	Budget Transfer Authority	11-4-04
<a href="#"><u>DD</u></a>	Funding Proposals and Applications	11-4-04
<a href="#"><u>DGA</u></a>	Authorized Signatures	11-4-04
<a href="#"><u>DI</u></a>	Fiscal Accounting and Reporting	11-4-04
<a href="#"><u>DIE</u></a>	Audits	11-4-04
<a href="#"><u>DJ</u></a>	Purchasing	11-4-04
<a href="#"><u>DJA</u></a>	Purchasing Authority	11-4-04
<a href="#"><u>DJE</u></a>	Bidding Requirements	11-4-04
<a href="#"><u>DJG</u></a>	Vendor Relations	11-4-04
<a href="#"><u>DK</u></a>	Payment Procedures	11-4-04
<a href="#"><u>DKC</u></a>	Expense Reimbursements	11-4-04

**E**

<a href="#"><u>EB</u></a>	Safety Program	2-3-05
<a href="#"><u>EBAB</u></a>	Pest Management Policy	2-3-05
<a href="#"><u>EBB</u></a>	First Aid	2-3-05
<a href="#"><u>EBC</u></a>	Emergency Plans	2-3-05
<a href="#"><u>EBCB</u></a>	Fire Drills	2-3-05
<a href="#"><u>EBCD</u></a>	Emergency Closings	2-3-05
<a href="#"><u>EBCF</u></a>	Energy Management Conservation	2-7-08
<a href="#"><u>EC</u></a>	Buildings and Grounds Management	2-3-05
<a href="#"><u>ECA</u></a>	Buildings and Grounds Security	2-3-05
<a href="#"><u>ECAB</u></a>	School Access	2-3-05
<a href="#"><u>ECAC</u></a>	Vandalism	2-3-05
<a href="#"><u>EDC</u></a>	Authorized Use of School Owned Materials	2-3-05
<a href="#"><u>EEA</u></a>	Student Transportation Services	2-3-05
<a href="#"><u>EEAA</u></a>	Walkers and Riders	2-3-05
<a href="#"><u>EEAE</u></a>	School Bus Safety Program	2-3-05
<a href="#"><u>EEAEA</u></a>	Bus Driver Examination and Training	2-3-05
<a href="#"><u>EEAEA-1</u></a>	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	2-3-05
<a href="#"><u>EEAEC</u></a>	Student Conduct on School Buses	2-3-05
<a href="#"><u>EEAEC-R</u></a>	Student Conduct on School Buses	2-3-05
<a href="#"><u>EEAG</u></a>	Student Transportation in Private Vehicles	2-3-05
<a href="#"><u>EEAJ</u></a>	Policy Regarding Motor Vehicle Idling	6-3-10
<a href="#"><u>EFC</u></a>	Free and Reduced Price Food Services	2-3-05

**F**

<a href="#"><u>FA</u></a>	Facilities Development Goals	3-3-05
<a href="#"><u>FA-E</u></a>	Facilities Development Goals	3-3-05
<a href="#"><u>FB</u></a>	Facilities Planning	3-3-05

<b>SECTION</b>	<b>TITLE</b>	<b>DATE ADOPTED</b>
<b>F (Continued)</b>		
<a href="#"><u>FCB</u></a>	Retirement of Facilities	3-3-05
<a href="#"><u>FF</u></a>	Naming New Facilities	3-3-05
<b>G</b>		
<a href="#"><u>GA</u></a>	Personnel Policies Goals	5-7-09
<a href="#"><u>GBA</u></a>	Equal Employment Opportunity	5-7-09
<a href="#"><u>GBD</u></a>	School Committee/Staff Communications	5-7-09
<a href="#"><u>GBEA</u></a>	Staff Ethics/Conflict of Interest	5-7-09
<a href="#"><u>GBEB</u></a>	Staff Conduct	5-7-09
<a href="#"><u>GBEBC</u></a>	Gifts to and Solicitations by Staff	5-7-09
<a href="#"><u>GBEC</u></a>	Drug Free Workplace Policy	5-7-09
<a href="#"><u>GBED</u></a>	Tobacco Use on School Property by Staff Mbrs.	5-7-09
<a href="#"><u>GBGB</u></a>	Staff Personal Security and Safety	5-7-09
<a href="#"><u>GBI</u></a>	Staff Participation in Political Activities	5-7-09
<a href="#"><u>GBJ</u></a>	Personnel Records	5-7-09
<a href="#"><u>GBJC</u></a>	CORI Policy	5-7-09
<a href="#"><u>GBK</u></a>	Staff Complaints and Grievances	6-4-09
<a href="#"><u>GCA</u></a>	Professional Staff Positions	6-4-09
<a href="#"><u>GCBA</u></a>	Professional Staff Salary Schedules	6-4-09
<a href="#"><u>GCBB</u></a>	Employment of Principals	6-4-09
<a href="#"><u>GCBC</u></a>	Professional Staff Supplementary Pay Plans	6-4-09
<a href="#"><u>GCCC</u></a>	Professional Staff Family and Medical Leave	6-4-09
<a href="#"><u>GCCC-E</u></a>	Family and Medical Leave	6-4-09
<a href="#"><u>GCD</u></a>	Professional Staff Vacations and Holiday	6-4-09
<a href="#"><u>GCE</u></a>	Prof. Staff Recruiting/Posting of Vacancies	6-4-09
<a href="#"><u>GCF</u></a>	Professional Staff Hiring	6-4-09
<a href="#"><u>GCG</u></a>	Part Time and Substitute Prof. Staff Emplmnt	6-4-09
<a href="#"><u>GCIA</u></a>	Philosophy of Staff Development	6-4-09
<a href="#"><u>GCI</u></a>	Professional Teacher Status	6-4-09
<a href="#"><u>GCK</u></a>	Professional Staff Assignments and Transfers	1-4-07
<a href="#"><u>GCL</u></a>	Professional Staff Time Schedules	1-4-07
<a href="#"><u>GCO</u></a>	Evaluation of Professional Staff	1-4-07
<a href="#"><u>GCO-R</u></a>	Evaluation of Teachers and Administrators	1-4-07
<a href="#"><u>GCO-R-1</u></a>	Evaluation of Professional Staff	1-4-07
<a href="#"><u>GCO-R-2</u></a>	Evaluation of Professional Staff Teachers	1-4-07
<a href="#"><u>GCO-R-3</u></a>	Evaluation of Teachers and Administrators	1-4-07
<a href="#"><u>GCOA</u></a>	Reduction in Professional Staff Work Force	1-4-07
<a href="#"><u>GCOD</u></a>	Resignation of Professional Staff Members	1-4-07
<a href="#"><u>GCOE</u></a>	Retirement of Professional Staff Members	1-4-07
<a href="#"><u>GCOF</u></a>	Suspension and Dismissal of Professional Staff Members	1-4-07
<a href="#"><u>GCRD</u></a>	Tutoring for Pay	1-4-07
<a href="#"><u>GDA</u></a>	Support Staff Positions	3-1-07
<a href="#"><u>GDB</u></a>	Support Staff Contracts and Compensation Plans	3-1-07
<a href="#"><u>GDBC</u></a>	Support Staff Supplementary Pay Plans	3-1-07
<a href="#"><u>GDBD</u></a>	Support Staff Fringe Benefits	1-4-07

<b>SECTION</b>	<b>TITLE</b>	<b>DATE ADOPTED</b>
<b>G (continued)</b>		
<a href="#"><u>GDC</u></a>	Support Staff Leaves and Absences	1-4-07
<a href="#"><u>GDCC</u></a>	Support Staff Family and Medical Leave	1-4-07
<a href="#"><u>GDCC-E</u></a>	Family and Medical Leave	1-4-07
<a href="#"><u>GDD</u></a>	Support Staff Vacations and Holidays	1-4-07
<a href="#"><u>GDE</u></a>	Support Staff Recruiting/Posting of Vacancies	3-1-07
<a href="#"><u>GDF</u></a>	Support Staff Hiring	3-1-07
<a href="#"><u>GDI</u></a>	Support Staff Probation	1-4-07
<a href="#"><u>GDJ</u></a>	Support Staff Assignments and Transfers	3-1-07
<a href="#"><u>GDK</u></a>	Support Staff Time Schedules	3-1-07
<a href="#"><u>GDO</u></a>	Evaluations of Support Staff	3-1-07
<a href="#"><u>GDP</u></a>	Support Staff Promotions	1-4-07
<a href="#"><u>GDQC</u></a>	Retirement of Support Staff Members	3-1-07
<a href="#"><u>GDQD</u></a>	Suspension and Dismissal of Support Staff Members	3-1-07
<b>H</b>		
<a href="#"><u>HA</u></a>	Negotiations Goals	5-3-07
<a href="#"><u>HB</u></a>	Negotiations Legal Status	5-3-07
<b>I</b>		
<a href="#"><u>IA</u></a>	Instructional Goals	11-2-06
<a href="#"><u>IB</u></a>	Democratic Tradition	11-2-06
<a href="#"><u>IC/ICA</u></a>	School Year/School Calendar	11-2-06
<a href="#"><u>ID</u></a>	School Day	11-2-06
<a href="#"><u>IE</u></a>	Organization of Instruction	11-2-06
<a href="#"><u>IGA</u></a>	Curriculum Development	11-2-06
<a href="#"><u>IGB</u></a>	Support Services Programs	11-2-06
<a href="#"><u>IGBE</u></a>	Remedial Instruction	11-2-06
<a href="#"><u>IGBH</u></a>	Alternative Programs	5-3-07
<a href="#"><u>IGD</u></a>	Curriculum Adoption	9-6-07
<a href="#"><u>IHA</u></a>	Basic Instructional Program	5-3-07
<a href="#"><u>IHAMA</u></a>	Teaching About Drugs, Alcohol, and Tobacco	1-3-08
<a href="#"><u>IHB</u></a>	Special Instructional Programs and Accommodations	9-6-07
<a href="#"><u>IHBA</u></a>	Programs for Students with Disabilities	9-6-07
<a href="#"><u>IHBAA</u></a>	Observations of Special Education Programs	2-4-10
<a href="#"><u>IHBD-1</u></a>	Targeted Assistance Programs/Title I Schools	10-2-08
<a href="#"><u>IHBEA</u></a>	English Language Learners	11-2-06
<a href="#"><u>IHBF</u></a>	Homebound Instruction	10-2-08
<a href="#"><u>IHBG</u></a>	Home Schooling	2-4-10
<a href="#"><u>IHBH</u></a>	Alternative School Programs	2-7-08
<a href="#"><u>IIB</u></a>	Class Size	3-6-08
<a href="#"><u>IJ</u></a>	Instructional and Supplementary Materials Selection, Adoption and Withdrawal	4-3-08
<a href="#"><u>IJJ</u></a>	Textbook Selections and Adoption	4-3-08

<b>SECTION</b>	<b>TITLE</b>	<b>DATE ADOPTED</b>
<b>I (continued)</b>		
<a href="#"><u>IJL</u></a>	Library Materials Selection, Adoption and Withdrawal	4-3-08
<a href="#"><u>IJNDA</u></a>	Video Usage in Classroom	12-1-05
<a href="#"><u>IJNDB</u></a>	Acceptable Electronic Network Use Policy	1-3-08
<a href="#"><u>IJNDD</u></a>	Policy on Social Networking	5-5-11
<a href="#"><u>IJOA</u></a>	Field Trips	1-3-08
<a href="#"><u>IJOB-1</u></a>	Community Resource Persons and Volunteers	1-3-08
<a href="#"><u>IKAB</u></a>	Student Progress Reports to Parents/Guardians	4-3-08
<a href="#"><u>IKAC(CM-1)</u></a>	Annual Report Cards	10-2-08
<a href="#"><u>IKAC-1</u></a>	Parent/Guardian Notification-Right to Know	10-2-08
<a href="#"><u>IKE</u></a>	Promotion and Retention of Students	4-3-08
<a href="#"><u>IMD</u></a>	Observance of Religious Holidays	10-2-08
<a href="#"><u>IMG</u></a>	Animals in School	5-5-11
<b>J</b>		
<a href="#"><u>JA</u></a>	Student Policies Goals	2-5-09
<a href="#"><u>JA-E</u></a>	Student Policies Development	2-5-09
<a href="#"><u>JB</u></a>	Equal Educational Opportunities	6-5-08
<a href="#"><u>JBA</u></a>	Student-to-Student Harassment	11-6-08
<a href="#"><u>JEC</u></a>	School Admissions	4-3-08
<a href="#"><u>JF</u></a>	School Admissions	10-2-08
<a href="#"><u>JF-E-1</u></a>	School Admissions	2-5-09
<a href="#"><u>JF-E-2</u></a>	Admissions to Courses of Study	2-5-09
<a href="#"><u>JFBB</u></a>	School Choice	10-2-08
<a href="#"><u>JH</u></a>	Student Absences and Excuses	2-5-09
<a href="#"><u>JICE</u></a>	Student Publications	10-2-08
<a href="#"><u>JICFA</u></a>	Prohibition of Hazing	6-5-08
<a href="#"><u>JICFB</u></a>	Bullying	10-2-08
<a href="#"><u>JICFB-1</u></a>	Bullying Prevention and Intervention	12-2-10
<a href="#"><u>JICG</u></a>	Tobacco Use	6-5-08
<a href="#"><u>JICH</u></a>	Alcohol Use	6-5-08
<a href="#"><u>JJ</u></a>	Co-curricular/Extra Curricular Act. Dev.	2-5-09
<a href="#"><u>JJ-E</u></a>	Co-curricular/Extra Curricular Activities	2-5-09
<a href="#"><u>JJF</u></a>	Student Activity Accounts	2-5-09
<a href="#"><u>JK</u></a>	Student Discipline	11-6-08
<a href="#"><u>JKA</u></a>	Corporal Punishment	2-5-09
<a href="#"><u>JKAA</u></a>	Physical Restraint of Students	3-1-07
<a href="#"><u>JLA</u></a>	Student Insurance Program	2-5-09
<a href="#"><u>JLC-1</u></a>	Wellness Policy	10-5-06
<a href="#"><u>JLCDD</u></a>	Managing Life Threatening Food Allergies In the Educational Environment	3-1-07
<b>K</b>		
<a href="#"><u>KBBA</u></a>	Non-Custodial Parents' Rights	4-3-08
<a href="#"><u>KHC</u></a>	Distribution of Flyers Policy	11-1-07

## SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the Sturbridge School 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 public educational system of Sturbridge structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education.

Established by law

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II  
M.G.L. 71:1

CROSS REF.: AAB Union 61 Basic Policies  
BB, School Committee Legal Status

Historical Note: Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

SOURCE: MASC

FIRST READING: 3-4-2004

SECOND READING: 4-1-04

ADOPTED: 4-1-04

Union #61  
**BASIC POLICIES**

**ARTICLE I EDUCATIONAL PHILOSOPHY**

It is the policy of the Union #61 School Committee to subscribe to the educational philosophy that will provide the best education possible for the elementary school children in Union #61.

**ARTICLE II SCHOOL COMMITTEE BY-LAWS**

It is the policy of the Union #61 School Committee to operate under a specific set of by-laws and to act as a committee of the whole in dealing with the education of elementary school children in Union #61

**ARTICLE III CERTIFICATED PERSONNEL**

It is the policy of the Union #61 School Committee to maintain an organization of certificated personnel which is keyed to the needs and legal structure of the educational program.

**ARTICLE IV NON-CERTIFICATED PERSONNEL**

It is the policy of the Union #61 School Committee to maintain an organization of non-certificated personnel which is keyed to the needs and legal structure of the educational program.

**ARTICLE V INSTRUCTION**

It is the policy of the Union #61 School Committee to require the Superintendent or those whom he delegates, to present the instructional program for discussion by the committee.

**ARTICLE VI SCHOOL COMMUNITY RELATIONS**

It is the policy of the Union #61 School Committee to strive for the best possible public relations for the Union #61 school system.

**ARTICLE VII BUSINESS AND OPERATIONAL PROCEDURES**

It is the policy of the Union #61 School Committee to maintain sound business and operational procedures for the Union #61 system.

**ARTICLE VIII LONG RANGE PLANNING**

It is the policy of the Union #61 School Committee to require the superintendent to present periodically to the Committee reports on those areas in the school system which should have long range planning.

Adopted as of 7/1/63 as per attached letter to the Commissioner of Education

## **ARTICLE II SCHOOL COMMITTEE BY-LAWS**

It is the policy of the Union #61 School Committee to operate under a specific set of by-laws and to act as a committee of the whole in dealing with the education of the elementary school children in Union #61

### **SECTION A-GENERAL ORGANIZATION**

1. **LEGAL STATUS-** the legal basis for education in Union # 61 is vested in the will of the people as expressed in the Constitution of the Commonwealth of Massachusetts, the statutes pertaining to education, court interpretation, of the validity of these laws, and the powers implied under them. All policies of the Union #61 School Committee shall operate within the above framework.
2. **TYPE OF SCHOOL DISTRICT-** Union #61 is a district comprising the towns of Brimfield, Brookfield, Sturbridge, Sturbridge and Wales.
3. **ORGANIZATION OF THE COMMITTEE-** The committee shall organize annually on the **FIRST TUESDAY IN APRIL** and shall elect from its membership a Chairman and a Secretary. The term of office for each of the foregoing officers shall expire when their successors are elected at the annual organizational meeting of the Committee. Vacancies occurring in any of these offices may be filled at any regular meeting or special meeting of the Committee. In the absence of the Chairman, the Committee shall elect a Chairman pro tem. In the absence of the Secretary, the Committee shall elect a Secretary pro tem.

### **SECTION B-POWERS AND DUTIES**

1. The Committee shall consider and accept or reject the provisions of permissive laws within its jurisdiction.
2. The principal duties of the Committee are: policy determination, budget making, and appointment of personnel, evaluation of course and textbooks, planning of school services, and evaluation of the education program.

### **SECTION C-MEMBERS**

1. **CODE OF ETHICS-** The following code of ethics is recommended as a guide for each Committee member as he strives to render effective and efficient service for the district comprising Union #61.
  - A. To strive at all times to put into practice the solemn oath which he took, namely to faithfully and impartially perform the duties of his office according to the best of his ability and in conformity with law.
  - B. To understand that the basic function of a School Committee member is policy-making and to accept the responsibility of discriminating intelligently between policy-making and administration.
  - C. To provide the elementary school children of Union #61 with the best possible education, commensurate with the ability of the communities of Union #61 to finance them.
  - D. To think always in terms of “children first”
  - E. To recognize that authority rests with the Committee only in official meetings, and that the individual member has no legal status to bind the Committee outside of such meetings.
  - F. To respect the opinions of others, and to graciously conform to the principle of “majority rule” within jurisdiction of the Committee.
  - G. To refer all complaints to the Superintendent and to discuss them at a Committee meeting only after failure of administrative solution.

## SECTION D-DUTIES OF OFFICERS

1. CHAIRMAN-shall preside at all meetings of the Committee and perform such other duties as required by law. He shall have the right to vote on all matters before the Committee. He may call special meetings of the Committee. He shall call special meetings upon the request of any eight members of the Committee.
2. SECRETARY- Shall keep full and accurate records of all meetings held by the Committee. These records shall be turned over to the Superintendent. Said records shall be kept at the office of the Superintendent and shall be accessible to Committee members for inspection. At meetings when the minutes are formally approved, the Secretary shall affix his signature to same. The Secretary or the Superintendent acting for him shall:
  - a) send to Committee members notices of all regular and special meetings by mailing the same to their address at least seven days prior to such meetings; and b) act as corresponding agent of the Committee, preserving copies of all correspondence. The Secretary shall perform any other duties incident to his office which the Committee may request. (See Sec. 36, Chap. 71, G.L.)

## SECTION E-MEETINGS

1. REGULAR MEETINGS- Unless otherwise ordered by the Committee regular meetings shall be held twice a year, the fall meeting shall be held on the FIRST TUESDAY IN OCTOBER, and the spring meeting shall be held on the FIRST TUESDAY IN APRIL.
2. SPECIAL MEETINGS- Shall be held whenever called by the Chairman or requested by any eight members of the Committee. The call for such meetings shall state therein the matter or matters to be considered - and no other items shall be in order, except that if all members are present by unanimous vote they may take any lawful action on any matters not included in the notice. The time of such meetings shall be set by the Chairman unless voted by the Committee.
3. PLACE OF MEETINGS- All meetings of the Committee shall be held at the Tantasqua Regional High School, unless otherwise ordered by the Chairman or by vote of the Committee.
4. PREPARATION OF THE AGENDA- the agenda for regular meetings shall be prepared by the Superintendent and sent to members of the Committee along with the call of the meeting. Items suggested by Committee members shall be included in the agenda.
5. MINUTES- Duplicated copies of the minutes of all Committee meetings shall be prepared by the Superintendent and sent to all members of the Committee at least seven days before the next meeting is held.
6. MISCELLANEOUS
  - A. The Committee shall make every effort to adopt the Budget officially on the first Tuesday of April.
  - B. All meetings of the School Committee shall be open to the public unless a majority of members present vote to go into executive session.

## SECTION F-OPERATION AND PROCEDURES

1. RULES OF ORDER – The conduct of meetings shall be governed by the rules of Parliamentary Procedure as laid down in Roberts’ Rules, except as otherwise provided in the by-laws.

- a. Action shall, unless otherwise ordered, be by voice vote; but at the request of any member of the Committee shall be polled and the vote of each member upon question shall be entered upon the record. In such cases every member present shall vote unless he has a personal interest in the matter to be voted upon, or is excused by the Committee at his request.
  - b. No member shall speak a second time on any question until all who so desire shall have spoken once; this rule shall hold throughout the discussion. No member shall speak more than five minutes at a time.
  - c. The make of any motion shall present the same in writing if so desired or requested by the Chairman.
  - d. Motions on policy shall be made in writing.
  - e. Motions on policy must be ratified at meeting not less than ten days subsequent to the date the motion is made.
2. **ORDER OF BUSINESS** – At regular meetings the order of business shall be as follows unless the Committee shall by majority vote otherwise direct:
- |        |   |                              |
|--------|---|------------------------------|
| First  | - | Call to order                |
| Second | - | Approval of minutes          |
| Third  | - | Report of the Superintendent |
| Fourth | - | Unfinished business          |
| Fifth  | - | New business                 |
| Sixth  | - | Adjournment                  |
3. **QUORUM** – Eight members of the Committee shall constitute a quorum for the transaction of all business. A majority vote of the quorum may pass a resolution. A less number may adjourn to some definite date.
4. **SUBCOMMITTEES** – There shall be no standing subcommittees. However, special subcommittees may be appointed by the Chairman. The duties of such committees shall be outlined at the time of appointment and a special committee shall be considered dissolved when its final report is made and accepted.
5. **REVISION OF POLICIES, BY-LAWS, RULES AND REGULATIONS**
- a. Policies, by-laws, or rules and regulations may be amended or repealed at any meeting of the Committee by a majority vote of the total membership, provided notice shall have been given of such proposed action at a previous meeting or in the notice of the meeting at which such action is taken. Such action must be in accordance with Section F, 1e.

## THE PEOPLE AND THEIR SCHOOL DISTRICT

The School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for the education of the community's youth. It also has an obligation to determine and assess citizens' 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 communication with citizens of the 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 the 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 truly representative bodies 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 they believe that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

SOURCE: MASC

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTED: 4-1-04

## 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 by the following statements that the School Committee intends 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, 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; 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 or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, homelessness or disability, their complaint should be registered with the Title IX compliance officer.

SOURCE: MASC

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 E.O. 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; Amended 1993  
M.G.L.76:16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78

Board of Education 603 CMR 26:00  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended  
through 3/28/78

CROSS REFS.: ACA- ACE, Subcategories for Nondiscrimination  
GBA, Equal Opportunity Employment  
JB, Equal Educational Opportunities

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTED: 4-1-04

## 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 will designate an individual to act 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.

SOURCE: MASC

LEGAL REFS.: Title IX of the Education Amendments of 1972  
45 CFR, Part 86, (Federal Register, 6/4/75)  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to  
Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78  
Board of Education 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination  
ACAA Title IX Compliance Officers

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTED: 4-1-04

## TITLE IX COMPLIANCE OFFICERS

### Title IX Compliance Officers:

**Principal  
Sturbridge Elementary School  
45 Burgess School Rd.  
Sturbridge, MA 01566  
Telephone: 508-347-7041**

CROSS REFS.: ACA

FIRST READING: 3-4-04/amended 10-4-07

SECOND READING: 4-1-04/amended 10-4-07

ADOPTED: 4-1-04/amended 10-4-07

## SEXUAL HARASSMENT

All persons associated with the public school of Sturbridge including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. **Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.**

**Because the Sturbridge School Committee takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.**

**Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.**

**Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

### **The Grievance Officers:**

The Committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

### **Complaint Procedure:**

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. **All complaints shall be investigated promptly and resolved as soon as possible.**
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, **and may interview any witnesses.**

- b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
  - d. On the basis of the grievance officer's perception of the situation he/she may:
    - Attempt to resolve the matter informally through reconciliation.
    - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. **At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint.** All matters involving sexual harassment complaints will remain confidential to the extent possible. **If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.**
4. **The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.**

SOURCE: MASC

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00

CROSS REFS.: ACABA

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTED: 4-1-04

**SEXUAL HARASSMENT GRIEVANCE OFFICERS**

**The Grievance Officer:**

**Principal  
Sturbridge Elementary School  
45 Burgess School Rd.  
Sturbridge, MA 01566  
Telephone: 508-347-7041**

CROSS REFS.: ACAB  
FIRST READING: 3-4-04/amended 10-4-07  
SECOND READING: 4-1-04/amended 10-4-07  
ADOPTED: 4-1-04/amended 10-4-07

## 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. A written statement of the reasons for reaching that conclusion shall accompany the decision.

**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 Coordinators:** The District shall designate at least one employee 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 the 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.

SOURCE: MASC

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 3/28/78

CROSS REFS. ACEA Title II Coordinator  
IGB, Special Instructional Programs and Accommodations  
IGBA, Programs for Handicapped Students

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTED: 4-1-04

**TITLE IX COORDINATOR**

Title IX Coordinator:

Superintendent Special Education/Pupil Services  
Tantasqua Regional School District  
320 Brookfield Rd.  
Fiskdale, MA 01518  
(508) 347-3560

FIRST READING: 3-4-04/amended 10-4-07

SECOND READING: 4-1-04/amended 10-4-07

ADOPTED: 4-1-04/amended 10-4-07

## UNION 61 SCHOOL DISTRICTS

### MISSION AND GOALS

*Student learning is the core foundation of everything we do.*

Union 61 School districts are committed to providing programs that promote students' academic, civic, social, emotional and physical development.

To accomplish this mission our schools will:

- Build communities of learners in which respect for each other, the school and community is fostered.
- Prepare students for their roles in society by ensuring that they can communicate effectively in all the disciplines, think critically and solve problems.
- Promote responsible participation in a democracy.

### UNION 61 SCHOOL COMMITTEE GOALS

- 1. To promote educational excellence through ongoing revision of curriculum and enhancement of instruction.**
- 2. To use student performance data to address improvement of student achievement.**
- 3. To enhance the intellectual development of all learners in basic skills, higher order thinking, the application of knowledge and technology integration.**
- 4. To foster collegiality, collaboration and communication among professionals as a means of improving student achievement.**
- 5. To increase reading and writing skills so that all students can communicate effectively.**
- 6. To foster respect for good citizenship and to help prepare citizens to become contributing members of a democratic society.**
- 7. To implement accountability systems for all phases of school operations.**

ADOPTED First Reading Union 61: 2-11-04

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTION: 4-1-04

## SMOKING ON SCHOOL PREMISES

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

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

Signs shall be posted in all school buildings informing the general public of the District's policy and requirements of state law.

SOURCE: MASC

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

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTED: 4-1-04

## C.O.R.I. REQUIREMENTS

It shall be the policy of the Sturbridge Public School 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, Principal 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, persons 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' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. 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. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, 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 districts obtain 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.

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)

2 of 2

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTED: 4-1-04

## C.O.R.I. REQUIREMENTS

### **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, affrays 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 therefrom, 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.

FIRST READING: 3-4-04

SECOND READING: 4-1-04

ADOPTED: 4-1-04

## SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establish practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

SOURCE: MASC

CROSS REF.: ADA, School District Goals and Objectives

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

SOURCE: MASC

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL COMMITTEE LEGAL STATUS

State law provides that:

Every town at its annual meeting shall in every year when the term of office of any incumbent expires, and except when other provision is made by law, choose by ballot from its registered voters the following town officers for the following terms of office:

. . . Three, five, six, seven or nine members of the School Committee for terms of three years . . .

The School Committee is the governing board of the town's public school system. Although it functions as a duly elected Committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process. The Committee shall consist of five (5) members each serving a term of three (3) years.

Established by law

SOURCE: MASC

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: AA, School District Legal Status  
BBA, School Committee Powers and Duties  
Sturbridge Town Charter – Revised April 2002 Article 4 (C)

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

### SOURCE: MASC

LEGAL REF.: M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: BB, School Committee Legal Status

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## **SCHOOL COMMITTEE MEMBER AUTHORITY**

### **Authority**

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

### **Duties**

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.

8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

SOURCE: MASC

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## **SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE**

In order to serve on the School Committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the Committee. From the Town Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Membership on a School Committee is not limited to race, color, sex, religion, national origin, or sexual orientation.

Established by law

SOURCE: MASC

LEGAL REFS.: M.G.L. 39:23B; 41:1; 41:107  
M.G.L. 76:5 Amended 1993

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL COMMITTEE MEMBER RESIGNATION

A current School Committee member who submits a resignation to the appropriate certifying authority terminates school committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

SOURCE: MASC

LEGAL REFS.: M.G.L. 41:2; 41:109

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## UNEXPIRED TERM FULFILLMENT

When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

SOURCE: MASC

LEGAL REF.: M.G.L. 41:11

Sturbridge Town Charter

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

**SCHOOL COMMITTEE MEMBER ETHICS**  
**(Massachusetts Association of School Committees Code of Ethics)**

**Preamble**

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in his/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that he/she represents the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities.

A School Committee member in his/her relations with his/her school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in his/her relations with his/her fellow Committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.

4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, 5/22/64

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the School Committee, at its first regular meeting following the Town's annual elections, will elect from its membership a chairperson, a vice-chairperson, and a secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected.

A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:

1. Nominations for the office of chairperson will be made from the floor. The chairperson will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new chairperson will preside, calling for the election of a vice-chairperson and secretary, in order. The procedure used for their election will be the same as that for electing the chairperson.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

SOURCE: MASC

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL COMMITTEE OFFICERS

### Duties of the Chairperson

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chairperson will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

**Duties of the Vice-Chairperson**

The vice-chairperson of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

**Secretary**

The secretary will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:36

Note: The treasurer of the town serves as treasurer of the School Committee.

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## **APPOINTED COMMITTEE OFFICIALS**

The Superintendent shall be elected by the Committee as provided by law and shall serve as secretary and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as a majority of the Committee may direct.

SOURCE: MASC

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committee will leave to the Superintendent all matters of decision and administration that come within his/her scope as executive officer or as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent will have the privilege of asking guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

SOURCE: MASC

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## **SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

The School Committee will have no standing committees. It may, however, establish special subcommittees at its annual organizational meeting. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.

SOURCE: MASC

CROSS REF.: BEC, Executive Sessions

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.
  - d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.

8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

SOURCE: MASC

CROSS REF.: JIB, Student Involvement in Decision-making

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school District.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

### **The following guidelines define the role of the school council:**

**The School Council shall meet regularly with the Principal of the school and shall assist in:**

- 1. Adoption of educational goals for the school that are consistent with state and local policies and standards.**
- 2. Identification of the educational needs of the students attending the school.**
- 3. Review of the school building budget.**
- 4. Formulation of a school improvement plan that may be implemented only after review and approval by the School Committee.**

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
  - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
  - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

### **SOURCE: MASC Policy**

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## **SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN**

The written school improvement plan shall be submitted by the Principal to the Superintendent for review and approval by April 1<sup>st</sup> of each year. The written school improvement plan shall be submitted to the School Committee by May 1<sup>st</sup> of each year.

Because the implementation of the plan is dependent on School Committee approval, it is important that the school council be aware of certain expectations of the School Committee regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent and School Committee, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the School Committee does not review the school improvement plan within 30 days of its receipt by the Committee, the plan shall be deemed to have been approved.

SOURCE: MASC

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information.

SOURCE: MASC

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## SCHOOL ATTORNEY

The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek his/her services to counsel and represent the school system at various times.

However, because the complexity of school department operations often requires specialized legal services, the Committee may also retain an attorney or law firm to provide additional legal services.

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him. He/she will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable him/her to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school system will be made by the Committee. The Superintendent may also take such action at the direction of the Committee.

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, he/she will advise the Committee and seek either initial or continuing authorization for such service.

### **SOURCE: MASC**

LEGAL REFS.: M.G.L. 71:37E; 71:37F

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## 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**: an 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.

SOURCE: MASC

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

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

FIRST READING: 3-4-04

SECOND READING: 5-6-04

ADOPTION: 5-6-04

## 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. 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 that an open 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

SOURCE: MASC

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

CROSS REFS.: BDE, Subcommittees of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## 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 clerk at least 48 hours in advance, as required by law.

SOURCE: MASC

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

CROSS REF.: BE, School Committee Meetings

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## AGENDA FORMAT

The Superintendent, conferring with the Chairperson of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members three days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## AGENDA FORMAT

At regular meetings, the following will be the customary order of business:

1. Call to order
2. Roll call of Committee members
3. Approval of minutes
4. Payment of bills, financial report
5. Delegations, visitors, etc.
6. Communications
7. Reports and recommendations of the Superintendent
8. Unfinished business
9. New business
10. Reports of special committees
11. Recommendations or questions from individual Committee members
12. Adjournment

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **RULES OF ORDER**

Robert's Rules of Order, Newly Revised 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.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## 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 as state law, **Robert's Rules of Order, Newly Revised**, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order.

SOURCE: MASC

LEGAL REFS.: M.G.L. 39:23B; 71:42; 71:50

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## 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 in 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. 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.

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.

SOURCE: MASC

LEGAL REFS.: M.G.L. 39:23B; 66:10

CROSS REF.: KDB, Public's Right to Know

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. During each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chairperson may permit extension of this time limit.
3. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.
4. 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 Chairperson may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chairperson of the meeting.
6. 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.
7. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **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 chance 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.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **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 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.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## POLICY 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. Information item - distribution with agenda
2. Discussion item - 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
3. Action item - discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.

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

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

SOURCE: MASC

**NOTE: Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.**

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.

The School Committee directs the Superintendent to periodically review policy and regulations for administrative updating and Committee review.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## 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. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

SOURCE: MASC

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

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **POLICY DISSEMINATION**

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy materials distributed to anyone will remain the property of the Committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The School Committee's policy manual will be considered a public record and will be available for inspection at the Superintendent's office.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **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.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## 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 for 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 inform the Superintendent of such visits and make 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.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## 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 electronic 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 School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who 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.

SOURCE: MASC

LEGAL REF.: M.G.L.4:7; 39:23A, 23B; 66:10

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The School Committee chairperson and the Superintendent shall assist each new member to understand the policies and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members. Each new member shall be given the following materials:

1. A copy of the School Committee policy manual
2. A copy of the Open Meeting Law
3. A copy of the Conflict of Interest Regulations
4. A copy of the District's budget
5. Collective bargaining agreements and contracts
6. Student and staff handbooks

Each new member shall also receive any other materials the Chairperson and/or the Superintendent determines to be necessary. The Massachusetts Association of School Committees, Inc. shall furnish a copy of the latest Massachusetts General Laws relating to education.

The Chairperson and/or Superintendent will clarify policies that involve:

1. Arranging visits to schools or administrative offices.
2. Requesting information regarding School District operations.
3. Responding to community requests/complaints concerning staff or programs.
4. Handling confidential information.

In districts where members are appointed as well as elected, prior to assuming their official duties (i.e.: cities), they may be invited to attend all meetings of the Committee with the exception of executive sessions.

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committee, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established Committee policy.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **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. The Committee secretary will maintain a calendar of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. 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.
3. Reimbursement to Committee members for their travel expenses will be in accord with the travel expense policy for staff members.
4. 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.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

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

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. 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 superintendency union or district in which his/her 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.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 71:52

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **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.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## **SCHOOL COMMITTEE MEMBERSHIPS**

The Committee will maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

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.

SOURCE: MASC

FIRST READING: 5-6-04

SECOND READING: 6-3-04

ADOPTION: 6-3-04

## ADMINISTRATION GOALS

It is the intent of the School Committee that the District employ 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 staff assigned to his/her area of operation.

SOURCE: MASC

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## **SCHOOL SUPERINTENDENT**

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Department of Education and shall submit materials for the Committee's annual report to the Selectmen in sufficient time for printing in the annual report.

SOURCE: MASC

LEGAL REFS: M.G.L. 71:59, 72:3

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## **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

LEGAL REFS.: M.G.L. 71:41; 71:42

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## 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 periodically 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

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## 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

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## **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.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School 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

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## **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 School Committee employees and students will carry them out.

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

SOURCE: MASC

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## 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 may involve at the planning stage those who would be affected by the regulations, including staff members, students, parents/guardians, 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

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## 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 prior to their issuance, 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.) Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

SOURCE: MASC

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

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## **REGULATIONS DISSEMINATION**

It will be the responsibility of the Superintendent to see that the regulations developed to implement Committee policies and administer the school system are appropriately coded and included as regulations in the School Committee's policy manual.

A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

SOURCE: MASC

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## **ADMINISTRATION IN POLICY ABSENCE**

When action must be taken within the school system where the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.

SOURCE: MASC

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## **ADMINISTRATIVE REPORTS**

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

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

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 required statistical and other information.

SOURCE: MASC

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## **NCLB ACCOUNTABILITY STATUS AND SCHOOL IMPROVEMENT PLANNING**

A District school identified for improvement will revise its school improvement plan to address the subjects, grade levels and student groups in which the school did not make AYP (Adequate Yearly Progress). In developing or revising this plan, the school will consult with parents, school staff, and others. The plan must be revised no later than three months after the school has been identified for improvement. If a District school is identified for corrective action status, the school will plan for and implement corrective action steps stipulated in NCLB, as appropriate. When a school is identified for restructuring status, the school will plan for and implement restructuring steps stipulated in NCLB, as appropriate.

The revised plan will include:

1. Annual, measurable goals and improvement objectives aligned with performance targets which the school must meet for each group of students in order to make AYP;
2. Analysis of the causes or reasons for the school's inability to make AYP;
3. Improvement strategies, based on scientifically-based research, that address the causes of poor student performance and make the changes in instructional practices and school programs necessary to meet improvement objectives in the school's core academic subjects;
4. High-quality professional development needed to implement the school's improvement objectives;
5. Parental involvement tied to the school's improvement objectives;
6. Extended time programs, as necessary, to meet the school's improvement objectives;
7. Identification of resources needed to implement the school's improvement plan;
8. Incorporation of a teacher mentoring program;
9. Methods for coordinating and monitoring the implementation of the school's improvement plan; and
10. Identification of the responsibilities of the school, school district, and the state for supporting the implementation of the plan.

SOURCE: NCLB §1116

First Reading: September 4, 2008

Second Reading: October 2, 2008

Adoption: October 2, 2008

## SCHOOL DISTRICT ANNUAL REPORT

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. Upon Committee approval, the report will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education and others of the programs and conditions of the town's public schools.

Established by law and Committee policy

SOURCE: MASC

LEGAL REFS.: M.G.L. 72:4

FIRST READING: June 3, 2004

SECOND READING: October 7, 2004

ADOPTED: October 7, 2004

## ANNUAL REPORT CARDS

The District will prepare and disseminate an annual report card for the district and each of its schools containing certain information related to assessment, accountability, and teacher quality.

SOURCE: NCLB §§1111-1112;  
NCLB §§1114-1118

First Reading: September 4, 2008  
Second Reading: October 2, 2008  
Adoption: October 2, 2008

## 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

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the school department, and it mirrors the problems and difficulties 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 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.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## 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 the Sturbridge Town Charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the annual town meeting.

Whatever dates assigned the above, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committee and finance committee.

In reaching its decision on the budget amount that it will submit to the Selectmen, the 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.

Established by law and charter

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:38N  
TRSD Agreement VI Annual Budgets and Reports

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## **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.

SOURCE: MASC

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## BUDGET ADOPTION PROCEDURES

Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at each annual town meeting.

Established by law and charter

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:34  
Town Charter, (See local reference)

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## **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.

Accordingly, not less than quarterly the Superintendent will provide a budget status report to the School Committee.

SOURCE: MASC

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## FUNDING PROPOSALS AND APPLICATIONS

The School Committee will encourage the administration to seek and secure 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 funds available to the school system under 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.

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.

SOURCE: MASC

LEGAL REFS.: M.G.L. 44:53A  
P.L. 874 Impact Aid  
Board of Education 603 CMR 32:00;34:00

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## **AUTHORIZED SIGNATURES**

The Chairman of the School Committee and the Superintendent or the Superintendent's Designee will sign payrolls presented for approval.

The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

SOURCE: MASC

LEGAL REF.: M.G.L. 41:52

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

SOURCE: MASC

LEGAL REF.: Board of Education 603 CMR 10:00

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## AUDITS

An audit of the school department's accounts should be conducted annually. 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.

SOURCE: MASC

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## 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 Superintendent or the Superintendent's Designee will serve as purchasing agent. 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 Superintendent or the Superintendent's Designee, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## **PURCHASING AUTHORITY**

Authority for 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.

SOURCE: MASC

LEGAL REF.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## **BIDDING REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$25,000 will be based upon competitive bidding.

An effort will be made to procure multiple bids for all purchases in excess of \$25,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

SOURCE: MASC

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B

CROSS REF.: DJA, Purchasing Authority

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## 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.

SOURCE: MASC

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## **PAYMENT PROCEDURES**

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. 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 monthly lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the Treasurer for processing and subsequent payment. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

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

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

SOURCE: MASC

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## **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.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the Federal rate. A monthly travel stipend, in an amount established by the Committee, will be paid to the Superintendent, Associate Superintendent, Assistant Superintendent, Business Manager, and others authorized by the Committee who are required to travel regularly within the school system on official business.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 44:58

FIRST READING: 10-7-04

SECOND READING: 11-4-04

ADOPTION: 11-4-04

## **SAFETY PROGRAM**

Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:55C and Acts of 1985c 614 Sec 1  
Board of Education 603 CMR 36:00

CROSS REFS.: EEAE, School Bus Safety Program  
GBGB, Staff Personal Security and Safety  
IHAM, Health Education  
JLI, Student Safety

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## PEST MANAGEMENT POLICY

The Sturbridge Elementary School 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.

### I. OVERVIEW AND GOALS

A. The Sturbridge Elementary School shall develop and implement an integrated pest management program.

B. An integrated pest management program is a pest control ! approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.

C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.

D. The integrated pest management program shall strive to:

1. Reduce any potential human health hazard.
2. Reduce loss or damage to school structures or property.
3. Minimize the risk of pests from spreading in the community.
4. Enhance the quality of facility use for school and community.
5. Minimize health, environmental and economic risks.

### II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.

B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

### III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

### IV. RECORD-KEEPING

- A. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

### V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

SOURCE: MASC

LEGAL REF.: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## FIRST AID

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC

CROSS REF.: EBCD, Emergency Closings

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **FIRE DRILLS**

Fire drills will be scheduled at least four times during the school year under the supervision of Sturbridge Fire Department officials. Regulations are as follows:

- Fire drills must be responded to immediately and seriously in a quiet and orderly fashion.
- Fire drill instructions and a map displaying the proper escape routes including the nearest exit are to be posted in a visible location in each room .
- Faculty will be aware of the evacuation plan, alternate exits and appropriate fire safety rules which will be discussed with students at the beginning of each school year.
- Students will be led from the building by the teacher in charge of the class or the faculty member in charge of a common area, such as the cafeteria.
- Students who do not adhere to the fire drill procedures will be subject to appropriate disciplinary measures. (Refer to Sturbridge Elementary School disciplinary guidelines).

Legal Reference: N/A

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as maybe possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:4; 71:4A

CROSS REF.: EBC, Emergency Plans

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **ENERGY MANAGEMENT CONSERVATION**

The Sturbridge School District Committee encourages and supports an energy conservation and education program to lower substantially energy consumption. It is the responsibility of each district employee and student to participate actively in conservation efforts in order to reduce energy consumption. However, every effort will be made to maintain programs for the benefit of students. It is the responsibility of the district administrators through the Superintendent of Schools to implement, direct, monitor, evaluate, and report energy conservation efforts.

First Reading: 12-6-07  
Second Reading: 2-7-08  
Adoption: 2-7-08

## **BUILDINGS AND GROUNDS MANAGEMENT**

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. He/she will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:68

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **BUILDINGS AND GROUNDS SECURITY**

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved.

SOURCE: MASC

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## SCHOOL ACCESS

The only individuals or organizations who should have key access to the school are the State Police, the local police chief, the local fire chief, the Superintendent, the principal, building custodians and at the principal's discretion, building staff. All other individuals, organizations and businesses requiring key access must make a written request to the Principal, identifying the reasons for requiring a key and the length of time it will be needed. The Principal, if he/she decides favorably, will grant approval for a specific length of time.

The principal or his/her designee will then issue the key and maintain a list of all individuals to whom keys have been issued. When the key is no longer needed or the voted time period expires (and is not renewed), the key holder must return it to the principal or his/her designee.

Legal Reference:                   N/A

First Reading:                   11-4-04

Second Reading:                2-3-05

Adopted:                         2-3-05

## VANDALISM

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

SOURCE: MASC

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **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 Principal upon request by responsible parties or organizations.

Staff members may use school equipment 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 Principal to assure the user's responsibility for, and return of, all school equipment.

SOURCE: MASC

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## 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. The School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all 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.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A;  
71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

CROSS REF.: EEAA, Walkers and Riders

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **WALKERS AND RIDERS**

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the school system for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Exceptions to these guidelines may be made at the discretion of the Superintendent.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5

CROSS REF.: EEA, Student Transportation Services

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **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 periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

SOURCE: MASC

LEGAL REFS.: M.G.L. 90:7b 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

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **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. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. No person under 18 years and only persons of high character will be allowed to operate school buses.
4. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
5. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.
6. The contractor will notify school officials as soon as possible of any change of bus drivers.
7. Each driver must authorize a CORI check to be performed prior to being hired, and every 3 years thereafter.

SOURCE: MASC

LEGAL REFS.: Highway Safety Program Standard No. 17  
M.G.L. 90:7B; 90:8A; 90:8A ½

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS**

The District shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The District will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This 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 the federal regulations, defining the circumstances and procedures for testing.

SOURCE: MASC

LEGAL REF.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)

49C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing Programs

49C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391 Qualification of Drivers

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **STUDENT CONDUCT ON SCHOOL BUSES**

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

SOURCE: MASC

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **STUDENT CONDUCT ON SCHOOL BUSES**

### Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school Principal.
2. In case of a repetition by the same student, the Principal will suspend the student's transportation privileges with written notice to the parent.
3. After a second offense and a conference with the Principal, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

### Loading and Unloading at Bus Stop

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

### Required Conduct aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.

5. The following disturbances are prohibited:

- Pushing or wrestling
- Annoying other passengers or disturbing their possessions
- Talking to the driver
- Throwing objects within the bus or out of windows
- Climbing over seats
- Opening or closing windows
- Leaning out of windows
- Littering the bus

6. Parents will be held responsible for any defacing or damaging of the bus.

Parents and students will be informed of these regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read.

SOURCE: MASC

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, in an emergency, private vehicles may be permitted to transport students, provided that this has been approved by the Principal.

SOURCE: MASC

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## **POLICY REGARDING MOTOR VEHICLE IDLING ON SCHOOL GROUNDS**

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations.

The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground.

Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Sturbridge School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Sturbridge School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

**NO IDLING  
PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500  
FOR SECOND AND SUBSEQUENT OFFENSES  
M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

*Legal References:* M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

First Reading:            May 6, 2010  
Second Reading:        June 3, 2010  
Adoption                    June 3, 2010

## **FREE AND REDUCED PRICE FOOD SERVICES**

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his parents or guardians.

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

SOURCE: MASC

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)  
Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended  
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

Note: The complete policy statement adopted by the Committee and reviewed by the Massachusetts Department of Education is on file in the Superintendent's office.

FIRST READING: 11-4-04

SECOND READING: 2-3-05

ADOPTION: 2-3-05

## 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 planning facilities, the Committee recognizes that capital outlay funds are limited, and that 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 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 and efficiency in energy needs; low insurance rates; high educational use; and flexibility.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:07

FIRST READING: 2-3-05

SECOND READING: 3-3-05

ADOPTION: 3-3-05

## 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, expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion, sexual orientation, disability or national origin of any such student.
- (2) The goal of each school shall be to provide males and females with equal 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.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:07

FIRST READING: 2-3-05

SECOND READING: 3-3-05

ADOPTION: 3-3-05

## FACILITIES PLANNING

### School Building Committee

The town manager creates a school building 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.

The school building committee has the following responsibilities:

1. To study and make recommendations to the town with respect to school building needs.
2. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.
3. To review previous studies and initiate needed studies with or without consultative assistance.
4. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.

### Staff Planning

Arrangements will be made by the Superintendent, working through the Principal, 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.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37C and D; 71:68; 71:70  
Massachusetts Board of Education Regulations Governing the School  
Building Assistance Act  
Chapter 645 of the Acts of 1948 as amended, FY 79  
Board of Education 603 CMR 38:00 and 603 CMR 26:07

FIRST READING: 2-3-05

SECOND READING: 3-3-05

ADOPTION: 3-3-05

## 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 neighborhoods 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

FIRST READING: 2-3-05

SECOND READING: 3-3-05

ADOPTION: 3-3-05

## NAMING NEW 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 that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. Much confusion in accounts, files, and records can be avoided if a new school can be identified by name before the planning starts.

SOURCE: MASC

FIRST READING: 2-3-05

SECOND READING: 3-3-05

ADOPTION: 3-3-05

## PERSONNEL POLICIES GOALS

**School Committees must realize that even though they are not involved in the process of hiring school district employees other than the Superintendent, Associate Superintendent, and Assistant Superintendent, they are responsible to the students and residents of the school district they represent to insure that the highest quality individuals available are hired to meet the needs of the District. They have the additional responsibility to articulate the expectations of the District relative to personnel. This must be done in the form of District Policy. 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.

SOURCE: MASC

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## **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, sex, national origin, homelessness, disability, 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.

SOURCE: MASC

CROSS REF.: AC, Nondiscrimination

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## 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 the Committee's legal authority) provided that 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.

SOURCE: MASC

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## STAFF ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him or her.

Should an immediate family member of a school committee person apply for a job in the Tantasqua Regional/School Union 61 system, then the school committee person shall file an ethics disclosure statement with the member's town clerk.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## 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

LEGAL REFS.: M.G.L. 71:37H; 264:11;

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## **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.

In keeping with this policy, no employee of the School Committee will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

### 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. Whenever such solicitations are made, no pressure will be exerted to obtain contributions.

SOURCE: MASC

CROSS REFS.: KHA, Public Solicitations in the Schools  
JP, Student Donations and Gifts

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## **DRUG-FREE WORKPLACE POLICY**

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

SOURCE: MASC

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: JICH, Drug and Alcohol Use by Students

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## **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 any individual, including school personnel, is prohibited.

Staff members who violate this policy will be referred to their immediate supervisor.

SOURCE: MASC

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

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Prior to employment in the school system, all employees will submit evidence of physical examination if specified by law. Additional examinations may be required of bus drivers and food handlers.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system 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.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:54; 71:55B; 71:55C

CROSS REFS.: EB, Environmental and Safety Program  
G CBD, Professional Staff Fringe Benefits  
G DBD, Support Staff Fringe Benefits

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## 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 personal campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his or her 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

LEGAL REF.: M.G.L. 71:44

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his written response in the file.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

SOURCE: MASC

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247  
Title IV, as amended  
88 Stat. 571-574 (20 U.S.C. 1232g) and regulations  
M.G.L. 4:7; 71:42C  
Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public's Right to Know

FIRST READING: April 2, 2009

SECOND READING: May 7, 2009

ADOPTION: May 7, 2009

## CORI POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by Criminal History System Board(CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If Sturbridge School District is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, Sturbridge School District will make a determination based on a comparison of the CORI record and documents provided by the applicant. Sturbridge School District may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If Sturbridge School District responsibly believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but are not limited to the following:
  - (a) Relevance of the crime to the position.
  - (b) The nature of the work to be performed.
  - (c) Time since the conviction.
  - (d) Age of the candidate at the time of the offense.
  - (e) Seriousness and specific circumstances of the offense.
  - (f) The number of offenses.
  - (g) Whether the applicant has pending charges.
  - (h) Any relevant evidence of rehabilitation or lack thereof.

(i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

VIII. Sturbridge School District will notify the applicant of the decision and basis of the decision in a timely manner.

Cross Reference:     ADDA

FIRST READING:       April 2, 2009

SECOND READING:     May 7, 2009

ADOPTION:            May 7, 2009

## STAFF COMPLAINTS AND GRIEVANCES

The School Committee encourages 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

LEGAL REFS.: M.G.L. 150E:5 and 8

CONTRACT REFS.: All Contract Agreements

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school system will be created initially by the School Committee budget unless fully funded by grant sources. 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 jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

SOURCE: MASC

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## PROFESSIONAL STAFF SALARY SCHEDULES

### 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.

### Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

### Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:40; 71:43

CONTRACT REF.: Teachers' Agreement

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the Sturbridge School District under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Contracts issued to Principals will be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, However the Superintendent may employ Principals under the terms and conditions of the previous contract of employment.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent.

SOURCE: MASC

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will receive extra compensation.

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. The amount of compensation for the position will be established by the Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract each year specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he/she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

SOURCE: MASC

LEGAL REF.: Collective Bargaining Agreement

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## **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

LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993"

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## FAMILY AND MEDICAL LEAVE

### A. Leave without Pay

1. Employees may take leave without pay when they have exhausted their leave benefits and need additional leave to cover personal illness, the illness of a spouse, child, or parent, or the birth or adoption of a child.
2. The employee's immediate supervisor may authorize leave without pay for up to two (2) days per year. Only the Superintendent may approve leave without pay beyond two (2) days per year. An employee requesting leave without pay for more than two (2) days must put the request in writing.
3. An employee is not entitled to leave without pay unless
  - a. That employee has been employed for at least twelve (12) months by the School Committee and
  - b. That employee has worked at least 1250 hours in the previous 12-month period.
4. Extent of leave:
  - a. An eligible employee may take up to twelve weeks of leave total during a twelve month period, including any paid leave used. The employee must exhaust all available paid vacation leave and personal leave before being entitled to take leave without pay.
  - b. In any case where both husband and wife work for the School Committee, parental leave or family medical leave to care for a sick parent is limited to twelve work weeks total for the husband and wife. Except as otherwise provided, the husband and wife may divide the twelve workweeks leave in any way they may agree to.
5. Definitions:
  - a. "Child" means a son or daughter, whether biological adopted, or foster child, or a stepchild, legal ward or child to whom the employee stands in loco parentis, if the child is either under the age of eighteen (18) years or is incapable of self-care because of a mental or physical disability.
  - b. "Health care provider" means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state where the doctor practices, or any person determined by the Secretary of Labor to be capable of providing health care services.

- c. "Intermittent Leave" means leave taken in whole day periods but less than a whole workweek.
- d. "Parent" means a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- e. "Reduced leave schedule" means a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee. Except for teachers, no employee exempt from the overtime rules of the Fair Labor and Standards Act may take leave on a reduced leave schedule without the permission of the Superintendent.
- f. "Serious health condition" means an illness, injury, impairment, or physical or mental condition which involves--
  - (1) Inpatient care in a hospital, hospice, or residential medical care facility, or
  - (2) Continuing treatment by a health care provider.
- g. "Spouse" means a husband or wife.
- h. "Twelve Month Period" means the school system's fiscal year.

B. Types of Leave without Pay

- 1. Personal Medical Leave without Pay: The Superintendent may grant a medical leave of absence without pay to an employee who, because of a serious health condition is unable to perform the functions of his or her job.
  - a. An employee must exhaust all available sick leave, including leave from the sick leave bank, before taking leave without pay.
  - b. Certifications:
    - (1) The Superintendent may require a certificate from the employee's health care provider, stating--
      - i. The date on which the health condition began,
      - ii. The probable duration of the condition,
      - iii. The appropriate medical facts within the health care provider's knowledge regarding the condition,
      - iv. A statement that the employee is unable to perform the functions of his/her job.

- (2) If the Superintendent has reason to doubt the validity of the licensure provided by the employee's health care provider, he/she may require, at the School Committee's expense, a second opinion. The employee must obtain the opinion of the Superintendent's designated health care provider concerning the information in b., above. The health care provider giving the second opinion may not be a person regularly employed by the School Committee
    - (3) If the second opinion conflicts with the first, the Superintendent may require, at the School Committee's expense, a third opinion. The health care provider shall provide a report concerning information in b., above. The provider shall be final and binding on the School Committee and the employee.
    - (4) The Superintendent may require an employee on medical leave without pay to provide re-licensures at reasonable intervals.
  - c. If the necessity for leave is foreseeable based on planned medical treatment, the employee—
    - (1) Shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the School System, subject to the approval of the employee's health care provider.
    - (2) Shall give the employee's supervisor at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take personal medical leave without pay, except that if the date of treatment requires the leave to begin in less than thirty days, the employee shall provide such notice as practicable.
  - d. Failure to provide notice as mandated by c. above shall result in the denial of leave until the required notice period has passed.
  - e. The employee may take intermittent leave or take leave on a reduced leave schedule when medically necessary.
  - f. Before the employee may resume work, the employee must present his or her supervisor with written licensure from the employee's health care provider that the employee is able to resume work.
2. Family Medical Leave without Pay: The Superintendent may grant a medical leave of absence without pay to an employee who needs the time off to care for the employee's spouse, child or parent, if the spouse, child or parent has a serious health condition.

- a. Certifications:
- (1) The Superintendent may require a certificate from the health care provider for the spouse, child, or parent, as the case may be, stating--
    - i. The date on which the health condition began,
    - ii. The probable duration of the condition,
    - iii. The appropriate medical facts within the health care provider's knowledge regarding the condition,
    - iv. A statement that the employee is needed to care for the spouse, child, or parents, as the case may be, and an estimate of the amount of time that such employee is needed to care for the spouse, child, or parent.
  - (2) If the Superintendent has reason to doubt the validity of the certification provided by the employee's health care provider, he/she may require, at the School Committee's expense, a second opinion. The employee must obtain the opinion of the Superintendent's designated health care provider concerning the information in b. above. The health care provider giving the second opinion may not be a person regularly employed by the School Committee.
  - (3) If the second opinion conflicts with the first, the Superintendent may require, at the School Committee's expense, a third opinion. The health care provider shall provide a report concerning information in b. above. The provider shall be final and binding on the School Committee and the employee.
  - (4) The Superintendent may require an employee on medical leave without pay to provide re-certifications at reasonable intervals.
- b. If the necessity for leave is foreseeable based on planned medical treatment, the employee--
- (1) Shall make a reasonable effort to schedule the treatments to as not to disrupt unduly the operations of the School System, subject to the approval of the health care provider for the spouse, child, or parent of the employee, as the case may be, and
  - (2) Shall give the employee's supervisor at least 30 days notice, before the date the leave is to begin, of the employee's intention to take family medical leave without pay, except that if the date of the treatment requires the leave to begin in less than thirty days, the employee shall provide such notice as practicable.

- c. Failure to provide notice as mandated by b. above shall result in the denial of leave until the required notice period has passed.
  - d. The employee may take intermittent leave or take leave on a reduced leave schedule when medically necessary.
3. Parental Leave without Pay: An employee may take parental leave without pay within one year of the birth of the child in order to care for that child. An employee may take parental leave without pay within one year of the placement of a child with the employee for adoption or foster care.
- a. When the need for parental leave without pay is foreseeable based on expected birth or placement, the employee shall give his or her supervisor at least 30 days' notice before the date the leave is to begin. If the date of the birth or replacement requires leave to begin in less than thirty days, the employee shall provide such notice as is practicable.
  - b. Failure to provide notice as mandated by a. above shall result in the denial of leave until the required notice period has passed.
  - c. An employee taking parental leave without pay may not take intermittent leave or work on a reduced leave schedule without the express consent of the Superintendent in writing.

#### C. Special Rules

1. Rules Applicable to Instructors in Periods near the Conclusion of the Academic Term: The following rules apply to any employee who takes leave without pay under this policy and who is employed principally in an instructional capacity.
  - a. If leave without pay begins more than five weeks before the end of an academic term, the Principal may require the employee to continue taking leave until the end of that academic term, if--
    - (1) The leave is of at least three weeks duration, and
    - (2) The return to work would occur during the three-week period before the end of the academic term.
  - b. If Parental or Family Medical leave without pay begins within five weeks before the end of an academic term, the Principal may require the employee to continue taking leave until the end of that term, if--
    - (1) The leave is of more than two weeks duration, and
    - (2) The return to work would occur during the two-week period before the end of the academic term.

- c. If Parental or Family Medical leave without pay begins within three weeks before the end of an academic term the Principal may require the employees to continue taking leave until the end of that term, if the leave is for more than five working days.
  - d. The extended leave is counted against the teacher's FMLA allotment. If the teacher's FMLA allotment expires during the extension the additional time is nevertheless deemed FMLA leave.
2. Intermittent Leave and Reduced Leave Schedules:
- a. If the intermittent leave or reduced leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the employee to transfer temporarily to an available alternate position--
    - (1) Which is offered by the Superintendent,
    - (2) For which the employee is qualified,
    - (3) Which has equivalent pay and benefits, and
    - (4) Which better accommodates recurring periods of leave than the regular employment position of the employee.
  - b. If a teacher does not give the School Committee the required 30 days notice for intermittent leave or a reduced leave schedule which is foreseeable, he/she must delay the taking of leave until the notice provision is met.
  - c. If a teacher takes intermittent leave or a reduced leave schedule which is for more than 20% of the normal working days over the period of the leave, that teacher must instead take the entire period as FMLA leave.
3. Benefits during Leave:
- a. While the employee is on leave, the School System shall maintain coverage of that employee under its group health plan at the level and under the conditions which would have been provided if the employee had continued in employment instead of being on leave.
  - b. If the employee normally had a monthly payment to that plan, the employee must make that monthly payment. If the employee fails to make such payments, the School System shall, if possible, continue the benefits at the reduced rate permitted for the School System's payment alone. If such a reduced rate is not possible, then the employee shall be excluded from the group health plan.

4. Employment and Benefits upon Return to Work:
  - a. Any employee who takes leave under this Policy for the intended purpose of the leave shall be entitled, on return from leave--
    - (1) To be restored to his or her former job, or
    - (2) To be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
  - b. The taking of leave under this policy shall not result in the loss of any employment benefit accrued before the date on which the leave began.
  - c. No employee shall accrue seniority or employment benefits during any period of leave, nor shall the employee be entitled to any right, benefit, or position of employment other than those to which the employee would have been entitled if the employee had not taken the leave. This policy does not change the legal requirement that probationary teachers teach at least 160 contractual teaching days during the school year in order to count the year toward the three years of service needed to attain continuing contract status.
  - d. The Superintendent may deny restoration to salaried employees who are among the highest paid 10 percent of the School System's employees, if
    - (1) Such denial is necessary to prevent substantial and grievous economic injury to the operations of the School System,
    - (2) The Superintendent notifies the employee of the intent of the School System to deny restoration on the basis of economic injury at the time the Superintendent determines that such injury would occur, and
    - (3) If the leave has begun, the employee does not return to work after receiving the notice of intent not to restore him or her.
5. Failure to Return from Leave: The School System may recover the premium which it paid for maintaining coverage of the employee under its group health plan during the employee's unpaid leave under this policy if--
  - a. The employee fails to return from unpaid leave under this policy after the period of leave to which the employee is entitled has expired; and
  - b. The employee fails to return to work for a reason other than--
    - (1) The continuance, recurrence, or onset of a serious health condition which would entitle the employee to personal or family medical leave without pay, or
    - (2) Other circumstances beyond the control of the employee.

6. Prohibited Acts:
- a. No employee of the School System shall interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided under this title.
  - b. No employee of the School System shall discriminate against any individual for opposing any practice contrary to this policy.
  - c. No employee of the School System shall discriminate against any individual for
    - (1) Filing any charge, instituting or causing to be instituted any proceeding, under or related to this policy,
    - (2) Giving, or being about to give, any information in connection with any inquiry or proceeding relating to any right provided under this policy, or
    - (3) Testifying, or being about to testify, in any inquiry or proceeding relating to any right provided under this policy.

SOURCE: MASC

LEGAL REFS.: P.L. 103-3 "Family and Medical Leave Act of 1993"  
29 U.S.C. S 2601 et seq.  
Department of Labor Regulations, 29 C.F.R. Part 825

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## **PROFESSIONAL STAFF VACATIONS AND HOLIDAYS**

### Vacations

All administrators and other professional personnel employed on a 12-month basis will be entitled to annual vacation days.

Vacations for supervisory professional staff members who are employed on a 12-month basis and are members of a recognized bargaining unit will be established through negotiations. Vacations for supervisory personnel not in bargaining units will be established by the Committee and delineated in their individual contracts.

### Holidays

Professional staff members will not be required to work on legal holidays. Paid holidays for the professional staff will be established when the School Committee approves the calendar for the school year and will include all legal holidays.

SOURCE: MASC

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, School Councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

SOURCE: MASC

LEGAL REFS.: Collective Bargaining Agreements

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## **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 of 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 suitable candidates. No position may be created without the approval of the School Committee. 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

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

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) may 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

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B  
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Superintendents, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994  
603 CMR 7:00 and 44:00

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## **PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

### Part-Time Teachers

Teachers may be employed on a part-time basis and paid according to the collective bargaining agreement.

### Substitute Teachers

Each building Principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. Periodically he/she will submit to the Superintendent a list of qualified substitutes for approval.

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. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. 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 according to the collective bargaining agreement.

SOURCE: MASC

REFERENCE: Collective Bargaining Agreement Unit A

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Payment or reimbursement of tuition for approved courses, as outlined in the collective bargaining agreement.

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

SOURCE: MASC

REFERENCE: Collective Bargaining Agreement Unit A

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the School District for three consecutive years shall be entitled to professional teacher status. The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his or her decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent, or the Superintendent's Designee, to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15.

A teacher who attains professional teacher status will have continuous employment in the service of the school system. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school system in another position for which he/she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he/she is not legally qualified.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

FIRST READING: May 7, 2009

SECOND READING: June 4, 2009

ADOPTION: June 4, 2009

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

SOURCE: MASC

CONTRACT REF.: Teachers' Agreement

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## PROFESSIONAL STAFF TIME SCHEDULES

### Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

During the course of their contract year, all administrators will be expected to work during the hours and on the days that the Superintendent's office is open unless special scheduling arrangements have been made with the Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members except those who work only on teacher workdays are required to report to work as soon as they are able to do so.

The working year for administrators will be established individually through their contracts.

### Teachers

Generally, the working day for teachers will be determined by the hours established for students. As specified in the collective bargaining agreement, teachers will arrive prior to the time students arrive and be available after the school day for conferences with students, parents/guardians, and administrators, as well as to take care of other professional responsibilities. Exceptions to the after-school time requirements may be permitted, however, on days preceding weekends, holidays, and vacation periods.

Every effort will be made by the administration to provide a uniform workday for teachers at the various levels.

The working year for teachers will be established in connection with the committee's adoption of the school calendar.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:80

CONTRACT REF.: Teachers' Contract

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

The evaluation process will include self-evaluation, supervisor initiated observations, and teacher initiated observations.

The formal evaluations will be written and will be discussed by the supervisor and the person being evaluated. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed by both parties and incorporated into the personnel files of the teacher or administrator. In addition, the individual and his department chairman (if applicable) will receive a signed copy. The signature should indicate that the evaluation has been read and discussed.

The written evaluation should be specific in terms of the person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.

SOURCE: MASC

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B  
603 CMR 35:00

CONTRACT REF.: Teachers' Agreement

FIRST READING 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## EVALUATION OF TEACHERS AND ADMINISTRATORS

### Authority, Scope and Purpose:

The specific purposes of evaluation under M.G.L. c. 71, § 38 and 603 CMR 35:00 are:

- (A) To provide information for the continuous improvement of performance through an exchange of information between the person being evaluated and the evaluator, and
- (B) To provide a record of facts and assessments for personnel decisions.

The purpose of 603 CMR 35:00 is to ensure that every school committee has a system to enhance the professionalism and accountability of teachers and administrators which will enable them to assist all students to perform at high levels. 603 CMR 35:00, together with the Principles of Effective Teaching and Principles of Effective Administrative Leadership adopted by the Board of Education, set out what Massachusetts teachers and administrators are expected to know and be able to do. 603 CMR 35:00 requires that school committees establish a rigorous and comprehensive evaluation process for teachers and administrators, consistent with these principles to assure effective teaching and administrative leadership in the Commonwealth's public schools.

### Definitions

**Administrator:** shall mean any person employed in the Sturbridge School District in a position requiring a certificate as described in 603 CMR 7.10 (34) through (38).

**Evaluation:** shall mean the ongoing process of defining goals and identifying, gathering and using information as part of a process to improve professional performance (the "formative evaluation") and to assess total job effectiveness and make personnel decisions (the "summative evaluation").

**Evaluator:** shall mean any person designated by the Superintendent, consistent with the procedures set out in 603 CMR 35.06, who has responsibility for evaluation.

**Performance Standards:** shall mean the performance standards locally developed pursuant to M.G.L. c.71, § 38, 603 CMR 35:00, and the Principles of Effective Teaching and Principles of Effective Administrative Leadership adopted by the Board of Education.

**School Committee:** shall mean the Sturbridge School Committee.

**Superintendent:** shall mean the person employed by the School Committee pursuant to M.G.L. c. 71, § 59, or §59A. The Superintendent is responsible for the implementation of 603 CMR 35:00. S/he shall be evaluated by the School Committee pursuant to 603 CMR 35.00 and such other standards that may be established by the School Committee.

Teacher: shall mean any person employed in the school district in a position requiring a certificate as described in 603 CMR 7.10 (1) through (33), and 603 CMR 7.10 (39) through (42) or who has been approved as an instructor in the area of vocational education as provided in 603 CMR 4.00 et seq.

### ***Principles of Evaluation***

- (1) The performance standards shall be measurable.
- (2) The performance standards shall reflect and allow for significant differences in assignments and responsibilities. These differences shall be described in evaluation reports.
- (3) The performance standards shall be shared with the person being evaluated in advance of the evaluation process.
- (4) The purpose of evaluation shall be stated clearly, in writing, to the person being evaluated.
- (5) The evaluation process shall be free of racial, sexual, religious and other discrimination and biases as defined in state and federal laws.
- (6) The person being evaluated shall be allowed to gather and provide additional information on his/her performance. Such information must be provided in a timely manner and must be considered by the evaluator.
- (7) The person being evaluated shall have an opportunity to respond in writing to the evaluation reports.

### Performance Standards for Teachers and Administrators

- (1) The School Committee shall establish performance standards for teachers upon the recommendation of the Superintendent and in accordance with the process described in M.G.L. c. 71 §38, including conducting a public hearing and engaging in collective bargaining and, if necessary, binding interest arbitration. All performance standards established for teachers shall be consistent with and meet the Principles of Effective Teaching adopted by the Board of Education.
- (2) The School Committee shall establish performance standards for the evaluation of all administrators upon the recommendation of the Superintendent. Performance standards for those administrators who are subject to collective bargaining shall be developed in accordance with M.G.L. c. 150E. All performance standards established for administrators shall be consistent with and meet the Principles of Effective Administrative Leadership adopted by the Board of Education.

SOURCE: MASC

LEGAL REFS.: M.G.L. 69:1B; 71:38  
603 CMR 35.00

FIRST READING: December 7, 2006  
SECOND READING: January 4, 2007  
ADOPTION: January 4, 2007

## EVALUATION OF PROFESSIONAL STAFF

M.G.L. 71:38 reads in part:

Performance standards for teachers and other School District employees shall be established by the School Committee upon the recommendation of the Superintendent, provided that where teachers are represented for collective bargaining purposes, all teachers' performance standards shall be determined as follows:

The School Committee and the collective bargaining representative shall undertake for a reasonable period of time to agree on teacher performance standards.

Prior to said reasonable period of time, the School District shall seek a public hearing to comment on such standards.

In the absence of an agreement, after such reasonable time teacher performance standards shall be determined by binding interest arbitration

Either the School District or the teachers' collective bargaining representative may file a petition seeking arbitration with the Commissioner of Education.

The performance standards developed either by mutual agreement or as a result of arbitration will be incorporated in the collective bargaining agreement and may be used in decisions to dismiss, demote or remove a teacher or administrator pursuant to M.G.L. 71:42; 71:42A and 71:63.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## EVALUATION OF PROFESSIONAL STAFF TEACHERS

To bring a desirable degree of consistency and uniformity to the evaluation process, the following procedures will be observed:

1. Evaluations may be initiated by the Superintendent, the Assistant Superintendents, Principals, Assistant Principals, and department heads or coordinators. These personnel will have the privilege of observing a teacher at any time.
2. The evaluation instruments will be the Teacher Evaluation Criteria booklet and the Evaluation Worksheet. Each staff member will be provided with a copy of these materials. The worksheet will be used by the evaluator who will provide the teacher with a copy.
3. Teachers will be evaluated through classroom observation during a school year.
4. Conferences will be arranged by the evaluator following each classroom observation. The worksheets will be reviewed and discussed at this time. Teachers may file written comments with the summary of each conference.
5. It is the teacher's responsibility to request assistance, the evaluator's responsibility to give assistance. A program designed to bring about needed improvement should be developed by the teacher and the evaluator.
6. The evaluation process will be subject to periodic revision.

The substance of the teacher's evaluation will be based on the basic function of the teacher as it is understood by the School Committee. Specifically, the teacher must institute and direct learning activities compatible with the philosophy of the school system. These learning activities should lead to the acquisition of knowledge and promote the maximum development of desirable behavior, skills, habits, attitudes, appreciation, beliefs, and standards. Therefore, teachers will be appraised in terms of the following characteristics, qualities, and demonstrated skills:

1. Extent and currency of knowledge and understanding of subject matter, the learning process, and general education.
2. Development and use of effective techniques for motivation and instruction.
3. Daily preparation as evidenced in thorough planning and preparation.
4. Quality of student-teacher relationships.
5. Classroom management.
6. Professional appearance and manner.

7. Personal development.
8. Effective guidance procedures and use of professional support personnel.
9. Quality of teacher-home-community relationships.
10. Loyalty to, and conscientious support of, all personnel, the objectives of the School Committee, and the philosophical principles of the school system.

SOURCE: MASC

LEGAL REFS.: Collective Bargaining Agreement

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## EVALUATION OF TEACHERS AND ADMINISTRATORS

### Authority, Scope and Purpose:

The specific purposes of evaluation under M.G.L. c. 71, & 38 and 603 CMR 35:00 are:

- (A) To provide information for the continuous improvement of performance through an exchange of information between the person being evaluated and the evaluator, and
- (B) To provide a record of facts and assessments for personnel decisions.

The purpose of 603 CMR 35:00 is to ensure that every school committee has a system to enhance the professionalism and accountability of teachers and administrators which will enable them to assist all students to perform at high levels. 603 CMR 35:00, together with the Principles of Effective Teaching and Principles of Effective Administrative Leadership adopted by the Board of Education, set out what Massachusetts teachers and administrators are expected to know and be able to do. 603 CMR 35:00 requires that school committees establish a rigorous and comprehensive evaluation process for teachers and administrators, consistent with these principles to assure effective teaching and administrative leadership in the Commonwealth's public schools.

### Definitions

**Administrator:** shall mean any person employed in a school district in a position requiring a certificate as described in 603 CMR 7.10 (34) through (38) or who has been approved as an administrator in the area of vocational education as provided in 603 CMR 4.00 et seq.

**Evaluation:** shall mean the ongoing process of defining goals and identifying, gathering and using information as part of a process to improve professional performance (the "formative evaluation") and to assess total job effectiveness and make personnel decisions (the "summative evaluation").

**Evaluator:** shall mean any person designated by a Superintendent, consistent with the procedures set out in 603 CMR 35.06, who has responsibility for evaluation.

**Performance Standards:** shall mean the performance standards locally developed pursuant to M.G.L. c.71,& 38, 6093 CMR 35:00, and the Principles of Effective Teaching and Principles of Effective Administrative Leadership adopted by the Board of Education.

**School Committee:** shall mean the school committee in all cities, towns and regional school districts, local and district trustees for vocational education, educational collaborative boards and boards of trustees for the county agricultural schools.

**Superintendent:** shall mean the person employed by the School Committee pursuant to M.G.L. c. 71, & 59, or &59A. The Superintendent is responsible for the implementation of 603 CMR 35:00. S/he shall be evaluated by the School Committee pursuant to 603 CMR 35.00 and such other standards that may be established by the School Committee.

Teacher: shall mean any person employed in a school district in a position requiring a certificate as described in 603 CMR 7.10 (1) through (33), and 603 CMR 7.10 (39) through (42) or who has been approved as an instructor in the area of vocational education as provided in 603 CMR 4.00 et seq.

#### Principles of Evaluation

- (1) The performance standards shall be measurable.
- (2) The performance standards shall reflect and allow for significant differences in assignments and responsibilities. These differences shall be described in evaluation reports.
- (3) The performance standards shall be shared with the person being evaluated in advance of the evaluation process.
- (4) The purpose of evaluation shall be stated clearly, in writing, to the person being evaluated.
- (5) The evaluation process shall be free of racial, sexual, religious and other discrimination and biases as defined in state and federal laws.
- (6) The person being evaluated shall be allowed to gather and provide additional information on his/her performance. Such information must be provided in a timely manner and must be considered by the evaluator.
- (7) The person being evaluated shall have an opportunity to respond in writing to the evaluation reports.

#### Performance Standards for Teachers and Administrators

- (1) School committees shall establish performance standards for teachers upon the recommendation of the Superintendent and in accordance with the process described in M.G.L. c. 71 s.38, including conducting a public hearing and engaging in collective bargaining and, if necessary, binding interest arbitration. All performance standards established for teachers shall be consistent with and meet the Principles of Effective Teaching adopted by the Board of Education.
- (2) School committees shall establish performance standards for the evaluation of all administrators upon the recommendation of the Superintendent. Performance standards for those administrators who are subject to collective bargaining shall be developed in accordance with M.G.L. c. 150E. All performance standards established for administrators shall be consistent with and meet the Principles of Effective Administrative Leadership adopted by the Board of Education.

- (3) School committees are encouraged to establish programs and standards which provide for a rigorous and comprehensive evaluation process for teachers and administrators. The evaluation process may include the extent to which students assigned to teachers and administrators satisfy student academic standards or individual education plans, and the successful implementation of professional development plans, as provided in M.G.L. c. 69 s.1B and c.71, s.38.

SOURCE: MASC

LEGAL REFS.: M.G.L. 69:1B; 71:38  
603 CMR 35.00

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **REDUCTION IN PROFESSIONAL STAFF WORK FORCE**

In the event it becomes necessary to reduce the number of staff members, the school department will follow the procedure below:

1. Teachers without professional teacher status generally will be terminated first if there is a qualified teacher with professional teacher status to fill the position.
2. Should all teachers in the areas subject to reduction be fully certified, the Superintendent will review the performance of teachers without professional teacher status and make recommendations for termination without prejudice.

Prior to making a decision, the Superintendent must be sure that there are teachers who are qualified and certified to perform all of the needed duties of the terminated teachers.

All certified personnel terminated for purposes of reduction in force may be considered for reemployment as vacancies occur in positions for which they are qualified. Opportunity for reemployment will be extended for two years to personnel in the reverse order of the termination order above. If recall is refused, the staff member's name will be dropped from the list.

The District will follow all of the requirements of the law in terminating teachers in order to reduce staff.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:41; 71:42

CONTRACT REFS.: Collective Bargaining Agreements

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

Professional staff members may discontinue their service in the school system during the school year by submitting a written notice of intent to resign to the appropriate hiring authority.

Such written notice of intent to resign will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.

When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **RETIREMENT OF PROFESSIONAL STAFF MEMBERS**

Annually in October, the Superintendent will inform the Committee of the professional staff members who have indicated their intention to retire at the end of the current school year. No further School Committee action is necessary unless approval is needed for the payment of or participation in continued local benefits.

SOURCE: MASC

LEGAL REF.: Age Discrimination in Employment Law, P.L. 95-256

CONTRACT REF.: Teachers' Contract

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS**

The Superintendent will strive to assist personnel to perform their duties efficiently. However, the Superintendent may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the District's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school system, he or she will:

1. Be certain that each such case is supported by defensible records.
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.
4. Provide the individual involved with a written statement that will:
  - a. Indicate whether the action the Superintendent is taking is dismissal or suspension.
  - b. State the reason for the suspension or dismissal.
  - c. Guarantee that all procedures will be in accordance with due process of law.
  - d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:42; 71:42D

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## 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.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents/guardians a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he/she or she is to be tutored.

Tutoring for pay is not to be done in the school building.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **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.

Although positions may remain temporarily unfilled or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Committee may abolish a position it has created.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS**

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

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:38

CROSS REFS.: GDB sub codes (all relate to compensation)

CONTRACT REFS.: All Contracts

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF SUPPLEMENTARY PAY PLANS**

Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a work week.

In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.

Every effort must be made to minimize overtime by scheduling duties during the regular workday. Overtime will be authorized only by the Superintendent and only to cover emergency situations. All such work will be assigned on a fair and equitable basis.

SOURCE: MASC

CROSS REF.: GDB, Support Staff Contracts and Compensation Plans

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF FRINGE BENEFITS**

Benefits in addition to basic salary are recognized by the School Committee as an integral part of the total compensation plan for staff members. The benefits extended regular full-time support staff members will be designed to promote their economic security and will include a comprehensive health insurance program.

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

LEGAL REFS.: M.G.L. 71:37B; 71:48B

CROSS REFS.: GBGB, Staff Personal Security and Safety  
GDB, Support Staff Contracts and Compensation Plans

CONTRACT REFS.: All support staff contracts

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF LEAVES AND ABSENCES**

Leaves and absences accorded to the support staff will be for the purposes of helping them maintain their physical health, take care of family and other personal emergencies, and discharge important and necessary obligations.

All requests for long-term leaves of absence will be submitted by the Superintendent, along with his recommendation, to the School Committee for its action.

Support staff employees will be granted leaves in accordance with the terms of the agreements with recognized bargaining units.

Leave benefits granted to employees who are not members of a recognized bargaining unit will be comparable to those granted employees in similar positions that are covered by master agreements with employee organizations.

SOURCE: MASC

LEGAL REF.: M.G.L. 149:105D; 71:41A

CONTRACT REFS.: All support staff contracts

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **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

LEGAL REF.: P.L. 103-3, "Family and Medical Leave Act of 1993."

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## FAMILY AND MEDICAL LEAVE

### A. Leave without Pay

1. Employees may take leave without pay when they have exhausted their leave benefits and need additional leave to cover personal illness, the illness of a spouse, child, or parent/guardian, or the birth or adoption of a child.
2. The employee's immediate supervisor may authorize leave without pay for up to two (2) days per year. Only the Superintendent may approve leave without pay beyond two (2) days per year. An employee requesting leave without pay for more than two (2) days must put the request in writing.
3. An employee is not entitled to leave without pay unless
  - a. That employee has been employed for at least twelve (12) months by the School Committee and
  - b. That employee has worked at least 1250 hours in the previous 12 month period.
4. Extent of leave:
  - a. An eligible employee may take up to twelve weeks of leave total during a twelve month period, including any paid leave used. The employee must exhaust all available paid vacation leave and personal leave before being entitled to take leave without pay.
  - b. In any case where both husband and wife work for the School Committee, parent/guardian leave or family medical leave to care for a sick parent/guardian is limited to twelve work weeks total for the husband and wife. Except as otherwise provided, the husband and wife may divide the twelve workweeks leave in any way they may agree to.
5. Definitions:
  - a. "Child" means a son or daughter, whether biological adopted, or foster child, or a stepchild, legal ward or child to whom the employee stands in loco parent/guardian is, if the child is either under the age of eighteen (18) years or is incapable of self-care because of a mental or physical disability.
  - b. "Superintendent" means the Superintendent of Finance and Personnel or the designee of the Superintendent.
  - c. "Health care provider" means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state where the doctor practices, or any person determined by the Secretary of Labor to be capable of providing health care services.

- d. "Intermittent Leave" means leave taken in whole day periods but less than a whole workweek.
- e. "Parent/guardian" means a biological parent/guardian of an employee or an individual who stood in loco parent/guardian is to an employee when the employee was a child.
- f. "Reduced leave schedule" means a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee. Except for teachers, no employee exempt from the overtime rules of the Fair Labor and Standards Act may take leave on a reduced leave schedule without the permission of the Superintendent.
- g. "Serious health condition" means an illness, injury, impairment, or physical or mental condition which involves--
  - (1) Inpatient care in a hospital, hospice, or residential medical care facility, or
  - (2) Continuing treatment by a health care provider.
- h. "Spouse" means a husband or wife.
- i. "Twelve Month Period" means the school system's fiscal year.

B. Types of Leave without Pay

- 1. Personal Medical Leave without Pay: The Superintendent may grant a medical leave of absence without pay to an employee who, because of a serious health condition, is unable to perform the functions of his or her job.
  - a. An employee must exhaust all available sick leave, including leave from the sick leave bank, before taking leave without pay.
  - b. Licensure:
    - (1) The Superintendent may require a licensure from the employee's health care provider, stating--
      - i. the date on which the health condition began,
      - ii. The probable duration of the condition,
      - iii. The appropriate medical facts within the health care provider's knowledge regarding the condition,
      - iv. A statement that the employee is unable to perform the functions of his/her job.

- (2) If the Superintendent has reason to doubt the validity of the licensure provided by the employee's health care provider, he/she or she may require, at the School Committee's expense, a second opinion. The employee must obtain the opinion of the Superintendent's designated health care provider concerning the information in b., above. The health care provider giving the second opinion may not be a person regularly employed by the School Committee
          - (3) If the second opinion conflicts with the first, the Superintendent may require, at the School Committee's expense, a third opinion. The health care provider shall provide a report concerning the information in b., above. The provider shall be final and binding on the School Committee and the employee.
          - (4) The Superintendent may require an employee on medical leave without pay to provide relicensures at reasonable intervals.
  - c. If the necessity for leave is foreseeable based on planned medical treatment, the employee--
    - (1) Shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the School System, subject to the approval of the employee's health care provider.
    - (2) Shall give the employee's supervisor at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take personal medical leave without pay, except that if the date of treatment requires the leave to begin in less than thirty days, the employee shall provide such notice as practicable.
  - d. Failure to provide notice as mandated by c. above shall result in the denial of leave until the required notice period has passed.
  - e. The employee may take intermittent leave or take leave on a reduced leave schedule when medically necessary.
  - f. Before the employee may resume work, the employee must present his or her supervisor with written licensure from the employee's health care provider that the employee is able to resume work.
2. Family Medical Leave without Pay: The Superintendent may grant a medical leave of absence without pay to an employee who needs the time off to care for the employee's spouse, child or parent/guardian, if the spouse, child or parent/guardian has a serious health condition.

- a. Licensure:
- (1) The Superintendent may require a licensure from the health care provider for the spouse, child, or parent/guardian, as the case may be, stating--
    - i. the date on which the health condition began,
    - ii. the probable duration of the condition,
    - iii. the appropriate medical facts within the health care provider's knowledge regarding the condition,
    - iv. a statement that the employee is needed to care for the spouse, child, or parent/guardians, as the case may be, and an estimate of the amount of time that such employee is needed to care for the spouse, child, or parent/guardian.
  - (2) If the Superintendent has reason to doubt the validity of the licensure provided by the employee's health care provider, he/she or she may require, at the School Committees expense, a second opinion. The employee must obtain the opinion of the Superintendent's designated health care provider concerning the information in b., above. The health care provider giving the second opinion may not be a person regularly employed by the School Committee.
  - (3) If the second opinion conflicts with the first, the Superintendent may require, at the School Committees expense, a third opinion. The health care provider shall provide a report concerning information in b., above. The provider shall be final and binding on the School Committee and the employee.
  - (4) The Superintendent may require an employee on medical leave without pay to provide relicensures at reasonable intervals.
- b. If the necessity for leave is foreseeable based on planned medical treatment, the employee--
- (1) Shall make a reasonable effort to schedule the treatments to as not to disrupt unduly the operations of the School System, subject to the approval of the health care provider for the spouse, child, or parent/guardian of the employee, as the case may be, and
  - (2) Shall give the employee's supervisor at least 30 days notice, before the date the leave is to begin, of the employee's intention to take family medical leave without pay, except that if the date of the treatment requires the leave to begin in less than thirty days, the employee shall provide such notice as practicable.

- c. Failure to provide notice as mandated by b. above shall result in the denial of leave until the required notice period has passed.
  - d. The employee may take intermittent leave or take leave on a reduced leave schedule when medically necessary.
3. Parent/Guardian Leave without Pay: An employee may take parent/guardian leave without pay within one year of the birth of the child in order to care for that child. An employee may take parent/guardian leave without pay within one year of the placement of a child with the employee for adoption or foster care.
- a. When the need for parent/guardian leave without pay is foreseeable based on expected birth or placement, the employee shall give his or her supervisor at least 30 days' notice before the date the leave is to begin. If the date of the birth or replacement requires leave to begin in less than thirty days, the employee shall provide such notice as is practicable.
  - b. Failure to provide notice as mandated by a. above shall result in the denial of leave until the required notice period has passed.
  - c. An employee taking parent/guardian leave without pay may not take intermittent leave or work on a reduced leave schedule without the express consent of the Superintendent in writing.

### C. Special Rules

1. Rules Applicable to Instructors in Periods Near the Conclusion of the Academic Term: The following rules apply to any employee who takes leave without pay under this policy and who is employed Principally in an instructional capacity.
  - a. If leave without pay begins more than five weeks before the end of an academic term, the Principal may require the employee to continue taking leave until the end of that academic term, if--
    - (1) The leave is of at least three weeks duration, and
    - (2) The return to work would occur during the three-week period before the end of the academic term.
  - b. If parent/guardian or Family Medical leave without pay begins within five weeks before the end of an academic term, the Principal may require the employee to continue taking leave until the end of that term, if--
    - (1) The leave is of more than two weeks duration, and
    - (2) The return to work would occur during the two-week period before the end of the academic term.

- c. If parent/guardian or Family Medical leave without pay begins within three weeks before the end of an academic term the Principal may require the employees to continue taking leave until the end of that term, if the leave is for more than five working days.
  - d. If the School System requires a teacher to extend leave under these rules, the extended leave is counted against the teacher's FMLA allotment. If the teacher's FMLA allotment expires during the extension the additional time is nevertheless deemed FMLA leave.
2. Intermittent Leave and Reduced Leave Schedules:
- a. If the intermittent leave or reduced leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the employee to transfer temporarily to an available alternate position--
    - (1) Which is offered by the Superintendent,
    - (2) For which the employee is qualified,
    - (3) Which has equivalent pay and benefits, and
    - (4) Which better accommodates recurring periods of leave than the regular employment position of the employee.
  - b. If a teacher does not give the School Committee the required 30 days notice for intermittent leave or a reduced leave schedule which is foreseeable, he/she or she must delay the taking of leave until the notice provision is met.
  - c. If a teacher takes intermittent leave or a reduced leave schedule which is for more than 20% of the normal working days over the period of the leave, that teacher must instead take the entire period as FMLA leave.
3. Benefits during Leave:
- a. While the employee is on leave, the School System shall maintain coverage of that employee under its group health plan at the level and under the conditions which would have been provided if the employee had continued in employment instead of being on leave.
  - b. If the employee normally had a monthly payment to that plan, the employee must make that monthly payment. If the employee fails to make such payments, the School System shall, if possible, continue the benefits at the reduced rate permitted for the School System's payment alone. If such a reduced rate is not possible, then the employee shall be excluded from the group health plan.

4. Employment and Benefits upon Return to Work:
  - a. Any employee who takes leave under this Policy for the intended purpose of the leave shall be entitled, on return from leave--
    - (1) To be restored to his or her former job, or
    - (2) To be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
  - b. The taking of leave under this policy shall not result in the loss of any employment benefit accrued before the date on which the leave began.
  - c. No employee shall accrue seniority or employment benefits during any period of leave, nor shall the employee be entitled to any right, benefit, or position of employment other than those to which the employee would have been entitled if the employee had not taken the leave. This policy does not change the legal requirement that probationary teachers teach at least 160 contractual teaching days during the school year in order to count the year toward the three years of service needed to attain continuing contract status.
  - d. The Superintendent may deny restoration to salaried employees who are among the highest paid 10 percent of the School System's employees, if
    - (1) Such denial is necessary to prevent substantial and grievous economic injury to the operations of the School System,
    - (2) The Superintendent notifies the employee of the intent of the School System to deny restoration on the basis of economic injury at the time the Superintendent determines that such injury would occur, and
    - (3) If the leave has begun, the employee does not return to work after receiving the notice of intent not to restore him or her.
5. Failure to Return from Leave: The School System may recover the premium which it paid for maintaining coverage of the employee under its group health plan during the employee's unpaid leave under this policy if--
  - a. The employee fails to return from unpaid leave under this policy after the period of leave to which the employee is entitled has expired; and
  - b. The employee fails to return to work for a reason other than--
    - (1) The continuance, recurrence, or onset of a serious health condition which would entitle the employee to personal or family medical leave without pay, or
    - (2) Other circumstances beyond the control of the employee.

6. Prohibited Acts:

- a. No employee of the School System shall interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided under this title.
- b. No employee of the School System shall discriminate against any individual for opposing any practice contrary to this policy.
- c. No employee of the School System shall discriminate against any individual for
  - (1) Filing any charge, instituting or causing to be instituted any proceeding, under or related to this policy,
  - (2) Giving, or being about to give, any information in connection with any inquiry or proceeding relating to any right provided under this policy, or
  - (3) Testifying, or being about to testify, in any inquiry or proceeding relating to any right provided under this policy.

SOURCE: MASC

LEGAL REFS.: P.L. 103-3 "Family and Medical Leave Act of 1993"  
29 U.S.C. S 2601 et seq.  
Department of Labor Regulations, 29 C.P.R. Part 825  
Va Code S 22.1-303.

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF VACATIONS AND HOLIDAYS**

### Holidays

The school calendar, as adopted by the School Committee, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Employees who work on a 12-month basis will be granted paid holidays on all legal holidays and such other holidays as designated by the School Committee. They will also be expected to report to work during school recess periods unless days during these periods are considered official and designated as paid holidays by the Committee.

To qualify for holiday pay, the employee must be at work on the day before and the day following the holiday, unless his absence is approved on the basis of current leave policies.

### Vacations

All 12-month employees will be eligible for paid-vacations in accordance with the following:

1-5 years	-- two weeks vacation
5-10 years	-- three weeks vacation
After 10 years	-- four weeks vacation

Support staff members employed on 10-month basis will be granted two weeks' paid vacation after completing 10 full years of services in the school system.

SOURCE: MASC

LEGAL REFS.: M.G.L. 4:7; 136:12

CONTRACT REFS. All support staff contracts

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF RECRUITING/POSTING OF VACANCIES**

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

The recruitment and selection of candidates for such positions will be the responsibility of the Principal for building based positions, and the Superintendent for District-wide positions, who will confer with Principals and other supervisory personnel, as appropriate, in making a selection.

All support staff vacancies will be made known to all support staff personnel.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF HIRING**

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school system. In each instance, the Superintendent and others playing a role in the selection process will seek to employ the best qualified person for the job.

Vacancies in positions will be filled by the Superintendent and/or the Principal in accordance with the law and with the applicable regulations.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:55B; 71:59B

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF PROBATION**

Each support staff employee will serve a probationary period of six months in any position for which he/she is newly hired or in any new classification to which he/she is transferred or promoted. During that time, the employee will be adequately assisted and supervised so that his abilities to carry out the required duties, and job performance, may be ascertained. Should his/her 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 his/her former position.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **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

CONTRACT REFS.: All Support Staff Agreements

FIRST READING 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF TIME SCHEDULES**

The workday and the work year for members of the support staff will be as set forth on the salary schedule.

Specific time schedules for support staff members will be set by the appropriate administrators in line with pertinent school opening and closing times, student schedules, and so on. Administrators will inform the Superintendent of the assigned schedules so that there may be continuity as needed throughout the school system.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## EVALUATION OF SUPPORT STAFF

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable work loads, and establish wage and salary policies that encourage employees to put forth their best efforts. The evaluation of employee achievements and the provision of a good atmosphere are some of the major duties of the Committee.

The evaluation will cover the major areas of the employee's responsibilities and will include the following:

1. Specific work assignment
2. Attitude toward students
3. Attitude toward public education
4. Attitude toward supervisors, teachers, and fellow employees
5. Work habits

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

SOURCE: MASC

CONTRACT REFS.: All support staff agreements

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUPPORT STAFF PROMOTIONS**

When support staff vacancies are to be filled, preference will be given to qualified applicants from within the school system, provided their qualifications (proven and potential ability, training, experience, and personal characteristics) are equal to those of other applicants. However, the best qualified person from among all who apply within and without the school system will be selected.

The performance of an employee promoted to a higher position will be reviewed during the probationary period in the new job. The employee will discuss the reviews with his supervisor or Principal and will receive a copy of each. At the completion of the appraisal period, the employee will be notified of continued employment in his new position or reinstatement in his former one.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **RETIREMENT OF SUPPORT STAFF MEMBERS**

All full-time non-instructional personnel are required to participate in the Commonwealth of Massachusetts Retirement System.

Periodically, the Superintendent will present to the Committee the names of support staff members who have indicated their intentions to retire.

SOURCE: MASC

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## **SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS**

Support staff employees employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

Bus drivers are employed on a monthly basis with continuity of employment conditioned only upon satisfactory performance. In the event of failure to perform as required, the Superintendent may immediately suspend employment.

Support staff employees will generally be given notice of their dismissal two weeks prior to the effective date.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend employees from their assignments.

SOURCE: MASC

FIRST READING: 12-7-06

SECOND READING: 1-4-07

ADOPTION: 1-4-07

## NEGOTIATIONS GOALS

The School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people of this community. 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

First Reading:	April 5, 2007
Second Reading:	May 3, 2007
Adoption:	May 3, 2007

## 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.

Basic to all employer/employee negotiations is the concept of "bargaining in good faith," including respecting established ground rules. 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.

SOURCE: MASC

LEGAL REF.: M.G.L. 150E:1 et seq.

First Reading: April 5, 2007

Second Reading: May 3, 2007

Adoption: May 3, 2007

## INSTRUCTIONAL GOALS

The primary function of a school program is the instruction of students. All staff activities and efforts shall be directed toward providing a high quality, effective, and ever-improving instructional program.

There are primarily three functions involved in carrying out the instructional program:

Operating Function: involves classroom instruction and program management  
Coordinating and Developing Function: includes monitoring activities (curriculum development), in-service education, and special services. Evaluating and Assessment Function: involves data collection and synthesis and establishing future direction.

. . .

SOURCE: MASC

LEGAL REFS.: 603 CMR 26:00

CROSS REF.: AD, Educational Philosophy  
ADA, School District Goals and Objectives

First Reading: October 5, 2006

Second Reading: November 2, 2006

Adoption: November 2, 2006

## DEMOCRATIC TRADITION

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, 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 Commonwealth.

SOURCE: MASC

LEGAL REF.: Constitution of the Commonwealth of Massachusetts

First Reading:           October 5, 2006

Second Reading:       November 2, 2006

Adoption:               November 2, 2006

## 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:

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.

For the information of staff, students, and parents, the calendar will set forth the days schools will be in session; holidays and vacation periods and in service days.

SOURCE: MASC

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

First Reading: October 5, 2006

Second Reading: November 2, 2006

Adoption: November 2, 2006

## SCHOOL DAY

The length of the school day is established in the collective bargaining agreements with the various school unions. 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 not be admitted into the school building until the start of the official day unless: extenuating circumstances arise which are authorized by the Principal; or unless bus schedules require earlier admittance.

SOURCE: MASC

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

First Reading: October 5, 2006

Second Reading: November 2, 2006

Adoption: November 2, 2006

## **ORGANIZATION OF INSTRUCTION**

The Sturbridge School District offers a diversified educational program compatible with the needs of the community and state standards.

The organizational plan is designed to facilitate the education of every student, each to his/her fullest potential.

The Sturbridge Elementary School consists of a school for grades PreK– 6. Special education services are integrated across each grade level.

The organization is designed to meet the standards established within the Curriculum Frameworks as required by the State Department of Education and to serve the needs of all students.

SOURCE: MASC

First Reading:           October 5, 2006

Second Reading:       November 2, 2006

Adoption:               November 2, 2006

## 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

LEGAL REF.: M.G.L. 69:1E  
603 CMR 26:05

First Reading: October 5, 2006

Second Reading: November 2, 2006

Adoption: November 2, 2006

## **SUPPORT SERVICES PROGRAMS**

To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. The Support Services staff will work in cooperation with building staff and the administration of the District in (1) the coordination and the supervision of the curriculum implementation of the instructional program, and (2) 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 for Instruction/Superintendent of Special Education shall be responsible for all programs for educationally handicapped and gifted students' psychological services, speech correction, homebound and hospital teaching and such other programs as may be assigned to the Learning Support Services.

SOURCE: MASC

First Reading:           October 5, 2006

Second Reading:       November 2, 2006

Adoption:               November 2, 2006

## REMEDIAL INSTRUCTION

### Remedial Reading

Remedial reading teachers and/or remedial reading tutors shall be assigned to assist those students accepted into a remedial reading program. Standard procedures will be established for entry into and exit from the remedial reading program. The procedures will be reviewed annually by the school principal and Assistant Superintendent.

SOURCE: MASC

First Reading: October 5, 2006

Second Reading: November 2, 2006

Adoption: November 2, 2006

## ALTERNATIVE PROGRAMS

It is the philosophy of the District to provide programs for all its students. Where additional programs and environments, or both, 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 public education system 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 Committee.

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 with a recommendation to the Committee as to continuation of the programs.

### Approval

Prior to implementation, the Committee shall approve alternative programs.

SOURCE: MASC

First Reading:	April 5, 2007
Second Reading:	May 3, 2007
Adoption:	May 3, 2007

## CURRICULUM ADOPTION

The School Committee will rely on its professional staff to design and implement instructional programs and courses of study. All programs of study will align with the Massachusetts Curriculum Frameworks and will advance the educational goals of the school system. The School Committee will be informed of all substantive revisions in curriculum. It will receive reports on changes under consideration.

The Superintendent will have the authority to approve new programs and courses of study after they have been thoroughly studied and found to support the district's educational goals. Responsibility for funding curriculum will reside with the School Committee.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:1; 69:1E; Massachusetts Curriculum Frameworks

First Reading: June 7, 2007  
Second Reading: September 6, 2007  
Adoption: September 6, 2007

## BASIC INSTRUCTIONAL PROGRAM

State law requires that schools:

. . . shall give instruction and training in orthography, reading, writing, the English language and grammar, geography, arithmetic, drawing, music, the history and Constitution of the United States, the duties of citizenship, health education, physical education and good behavior. . .

The law further states that American history and civics, including the Constitution of the United States, the Declaration of Independence, the Bill of Rights, local history and government will be taught as required subjects in the public schools.

Physical education will be made available to all students. No student will be required to take part in physical education exercises if a physician certifies in writing that such exercises would be injurious to the student.

### The Fundamental Skills

The mission of the schools is to equip all children with the skills, tools, and attitudes that will lay the basis for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking, listening, and solving numerical problems.

The first claim of the district's resources will be made for the realization of these priorities. School dollars, school talent, school time, and whatever innovation in program is required must be concentrated on these top-ranking goals. No student should be bypassed or left out of the school's efforts to teach the fundamental skills. Schooling for basic literacy must reach all students..

### Curricula

- (1) The curricula of all public school systems shall present the culture, history, activities, and contributions of persons and groups of different races, nationalities, sexes, and colors.
- (2) All school books, instructional and educational materials shall be reviewed for sex-role and minority group stereotyping. Appropriate activities, discussions and/or supplementary materials shall be used to counteract the stereotypes depicted in such materials.
- (3) School books, instructional and educational materials purchased after the date of 603 CMR 26.00 shall in the aggregate, include characterizations and situations which depict individuals of both sexes and of minority groups in a broad variety of positive rolls.
- (4) Each school shall provide equal opportunity for physical education for all students. Goals, objectives and skill development standards, where used, shall neither be designated on the basis of sex nor designed to have an adverse impact on members of either sex.

LEGAL REFS.: M.G.L. 71:1, 2, 3; 71:13  
603 CMR 26:05

SOURCE: MASC

First Reading: April 5, 2007  
Second Reading: May 3, 2007  
Adoption: May 3, 2007

## TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state law, the Sturbridge School District Committee shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades K-6.

The drug and alcohol education program shall address the legal, social, and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on nonuse by school age children and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of each individual to the dangers of drugs, alcohol, and tobacco:

To create an awareness of the total drug problem--prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels.

To relate the use of drugs and alcohol to physical, mental, social and emotional practices.

To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.

To understand the personal, social and economic problems causing the misuse of drugs and alcohol.

To develop an interest in preventing illegal use of drugs in the community.

The curriculum, instructional materials and outcomes used in this program shall be approved by the Superintendent.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:1

First Reading: 12-6-07

Second Reading: 1-30-08

Adoption: 1-3-08

## **SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)**

The goals of this school system's special education program are to allow each child to grow and achieve at his or her own level, to gain independence and self-reliance, and to return to the mainstream of school society as soon as possible.

The requirements of Chapter 71B and the Massachusetts General Laws (known as Chapter 766 of the Acts of 1972) and state regulations will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs will be eligible for special education services from the age of three until reaching their 22<sup>nd</sup> birthday, provided they have not attained a high school diploma or its equivalent.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school system's non-academic and extracurricular activities.

The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be afforded the right of due process.

The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance from all sources.

SOURCE: MASC

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 94-142 adopted 1/1/91)  
Rehabilitation Act of 1973  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended  
through 7/1/81  
603 CMR 28:00 inclusive

First Reading: June 7, 2007  
Second Reading: September 6, 2007  
Adoption: September 6, 2007

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

The District shall provide appropriate educational opportunities to all resident students to lead fulfilling and productive lives in accordance with the requirements of state and federal statutes

SOURCE: MASC

LEGAL REFS: The Individuals with Disabilities Ed. Act (PL 94-142 adopted 1/1/91)  
Rehabilitation Act of 1973  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended  
through 7/1/81  
603 CMR 28:00 inclusive

First Reading: June 7, 2007  
Second Reading: September 6, 2007  
Adoption: September 6, 2007

## OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parental request to observe their children, current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or principal.
2. The Special Education Director or designee and/or principal shall contact the parent(s) within five (5) days of receipt of the parental request.
3. The Special Education Director or designee and/or principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
4. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. To minimize classroom or student disruption, the length of individual observation periods may be limited.
5. If the observer is not the parent, the parent must sign a release for the individual to observe.
6. The number of observers at any one time may be limited.
7. The observer will be informed:
  - A. That he/she is not to interfere with the educational environment of the classroom.
  - B. If his/her presence presents a problem, he/she will be asked to leave. (This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.)
  - C. That he/she is there to help determine the appropriateness of a specific educational program to meet the needs of an individual child. (He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.)
8. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. The observer may be asked to sign a non-disclosure agreement.
9. The observer will be asked to submit his/her report of the observation in advance of any follow-up TEAM meeting.
10. The Special Education Director, or designee, and/or principal also will observe at the same time and take notes. This observation summary will be placed in the student's file and provided to the parent(s) prior to any follow-up TEAM meeting.

LEGAL REF.: MGL 71B:3  
Massachusetts Department of Elementary and Secondary Education  
Technical Assistance Advisory SPED 2009-2 dated January 8, 2009.

CROSS REF.: KI, Visitors to Schools  
First Reading: January 7, 2010  
Second Reading: February 4, 2010  
Adoption: February 4, 2010

## TARGETED ASSISTANCE PROGRAMS FOR TITLE I SCHOOLS

A Targeted Assistance program is one in which the District uses Title I funds in a school to provide supplemental educational services to students who are failing or most at risk of failing to meet the Department of Education's academic achievement standards. The District is then required to:

- identify participants using educationally-related, objective, and uniformly applied criteria;
- exclusively serve children with greatest academic needs and in targeted area(s),

Title I services must be *supplementary* to regular services, i.e. services that would be offered in the absence of Title I.

Individual staff members identified as "Title I staff" may only serve Title I children. For staff who are split-funded, i.e. salaries paid in part by Title I, the District must keep accurate time and effort reports to show that Title I funds are being used according to the federal program guidelines for the percentage of time the staff member is funded by Title I.

SOURCE: NCLB §1120A;  
NCLB §§1114~1116  
First Reading: September 4, 2008  
Second Reading: October 2, 2008  
Adoption: October 2, 2008

## ENGLISH LANGUAGE LEARNERS

The Sturbridge School District shall provide suitable research-based language instructional programs for all identified English language learners in grades preschool through 6 in accordance with the requirements of state and federal statutes and Massachusetts Department of Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a Primary Home Language is Other Than English (PHLOTE). Identification methods shall also include observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Department of Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Department of Education to comply with the No Child Left Behind Act.

SOURCE: MASC 2006

LEGAL REFS.: 20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)  
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)  
603 CMR 14.00

First Reading: October 5, 2006  
Second Reading: November 2, 2006  
Adoption: November 2, 2006

## HOMEBOUND INSTRUCTION

The schools shall furnish homebound instruction to those students who are unable to attend classes for at least fourteen consecutive school days due to a physical injury, medical situation, or a severe emotional problem and who provide a written statement from a medical doctor requesting such instruction, stating the reasons why, and estimating the time the student will require the service.

This statement must to be sent to the building principal for initial review and approval.

Homebound instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school he/she will not be at a disadvantage because of the illness or the hospitalization. The instruction is subject in all cases to the availability of qualified teachers. All reasonable efforts shall be made to accommodate student needs and curriculum requirements. Certified teachers are assigned to homebound instruction by the Director of Pupil Services with the approval of the Superintendent.

SOURCE: MASC

First Reading: September 4, 2008  
Second Reading: October 2, 2008  
Adoption: October 2, 2008

## HOME SCHOOLING

The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meets 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 appropriate administrator 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 Committee delegates the approval of home instruction to the Superintendent. Any rejection of an application by the Superintendent is subject to review by the committee.

The Superintendent shall give the parent/guardian notice to produce records required by law if there is probable 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 include:

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 standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based educational program within the District may only have access to public school activities that are of a non-credit, non-graded extracurricular nature upon approval of the Superintendent.

SOURCE: MASC

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

First Reading: January 7, 2010  
Second Reading: February 4, 2010  
Adoption: February 4, 2010

## ALTERNATIVE SCHOOL PROGRAMS

Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. Some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

The Sturbridge School District Committee will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the public school system.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37I; 71:37J  
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75

First Reading: 12-6-07  
Second Reading: 2-7-08  
Adoption: 2-7-08

## CLASS SIZE

The School Committee and Administration recognize that class size is an important factor in good education and will, whenever possible, subject to space availability, budget constraints, and all other educational considerations, ensure that class size is effective for instruction. When creating class assignments, the Administration will pay particular attention to the composition of classes in terms of the age and abilities of the students, the subject matter to be taught, and any extenuating circumstances that warrant special consideration. Preference for smaller class sizes will be given to grades K-4.

SOURCE:	MASC
CONTRACT REF.:	Collective Bargaining Agreement
FIRST READING:	February 7, 2008
SECOND READING:	March 6, 2008
ADOPTION:	March 6, 2008

## **INSTRUCTIONAL AND SUPPLEMENTARY MATERIALS SELECTION, ADOPTION AND WITHDRAWAL**

Instructional materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Pursuant to federal and state laws, all materials must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, physical disabilities or sexual preference, and that allows sufficient accommodation to meet the special needs of individual students and groups of students. The following criteria should also be utilized in the selection process:

1. They must strive to present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.

The School Committee believes that teachers and administrators should have a large role in selecting and recommending supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, and suitable technological applications which relate directly to the adopted curriculum.

The responsibility for determining which materials shall be withdrawn shall rest with the professional staff. A vote of the School Committee to declare items obsolete will be required prior to disposal of instructional and supplementary materials.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50

First Reading: March 6, 2008  
Second Reading: April 3, 2008  
Adoption: April 3, 2008

## TEXTBOOK SELECTION AND ADOPTION

Responsibility for the review and selection of textbooks to be purchased shall rest with the Principal. The Principal shall establish a review committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the school

. The review committee should include teachers who will use the texts and other staff members as found desirable.

Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:

- To advance the educational objectives of the school system and particular objectives of the course program;
- To contribute toward continuity, integration, and articulation of the curriculum; and
- To establish a general framework for the particular course or program.

The staff shall be mindful of the following considerations when evaluating textbook content:

- The needs of all learners must be provided for.
- Attention should be given to gender roles depicted in the materials.
- The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
- The textbook should present and encourage examination of varied points of view.
- Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format and price.

SOURCE: MASC

LEGAL REFS.: 71:48; 30B:7; 71:50  
603 CMR 26:05

Please note: This policy was added to Policy IJ, therefore renaming that policy to Instructional and Supplementary Materials Selection, Adoption and Withdrawal.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:05

First Reading: March 6, 2008  
Second Reading: April 3, 2008  
Adoption: April 3, 2008

## LIBRARY MATERIALS SELECTION, ADOPTION AND WITHDRAWAL

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all instructional personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The library teacher will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection.

The continuous review of library and integrated learning center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials shall be withdrawn shall rest with the professional staff.

Among the other reasons for withdrawing an item shall be the following:

- Curricular changes have rendered as superfluous materials (or multiple copies of materials) formerly used but no longer in demand.
- Materials contain information that is no longer accurate or current.
- Materials intended for recreational reading have become dated or unattractive and are no longer in demand. Some books that are deemed standards or classics shall be retained even though they rarely circulate.
- Materials have worn out, been damaged or physically deteriorated, and have lost utility, and/or appeal.
- Materials have been superseded by newer items, which present the same information, but in superior format.

A vote of the School Committee to declare items obsolete will be required prior to disposal of library or integrated learning center materials.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:05

Please note: This policy was added to Policy IJL, therefore renaming that policy to Library Materials Selection, Adoption and Withdrawal.

First Reading: March 6, 2008  
Second Reading: April 3, 2008  
Adoption: April 3, 2008

## VIDEO USAGE IN CLASSROOMS

This policy should be distributed annually to all professionals and clerical staff in each school building. It should also be distributed to teaching assistants. The signature of each person to whom this policy is given should be secured acknowledging receipt of the same.

It is the policy of the Sturbridge School District to provide the following directions for video use in the education of students:

### I. VIDEO USAGE

- A. Instructional Use: The primary use of videos is for instructional purposes. By law, any video that does not include “public performance rights” (something the Sturbridge School District purchased exclusively for classroom use) must comply with the “fair use”\* provision of copyright law, as outlined in the attachment to this policy statement. This requires that videos:
1. Be used with students in “face-to-face” instruction with the teacher.
  2. Be correlated to Sturbridge School District Curriculum Guidelines.
  3. Be shown in a normal instructional setting.
  4. Not be shown for reward, entertainment, fund raising, or the charging of admission without the purchase of “Public Performance Rights” on file with the building principal.
- B. Non-instructional Use: Only videos that include “public performance rights” may be used for reward and entertainment. The building Principal must approve videos shown solely for reward or entertainment.

### II. VIDEO RATINGS

- A. Sturbridge Elementary School may only show “G” rated videos. (PG movies may be shown to fifth and sixth grade students only with prior approval by the Principal.) Parent/Guardian notification of potential PG video viewing will be included in the student handbook. Any parent/guardian who does not wish his or her student to view PG rated videos should follow the procedure outlined in the student handbook.

### III. VIDEO SOURCES

- A. Any video from a school district catalog media center may be shown to students. (Grade level recommendations should be observed.)
- B. All videos legally purchased by the school media centers may be shown if approved for purchase by a building administrator.
- C. Commercially rented videos may only be shown if the instructor can answer “yes” to lines 1-4 in the Video Usage A Section above and with prior approval of the Principal.
- D. Privately owned videos may not be shown unless approved by a building administrator.

### IV. EFFECTIVE VIDEO UTILIZATION

- A. All videos must be previewed by the teacher before showing.

- B. Intended instructional outcomes must be written and filed on related Instructional Plans specifically identifying benchmarks from the Sturbridge School District Curriculum Guidelines to be addressed.
- C. Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purposes, stop and start video to integrate other instructional activities, use pre/post questions and discussions and assessment, etc.).
- D. Use of closed-captioning where applicable and available.

\*see attached FAIR USE GUIDELINES FOR EDUCATORS

SOURCE: National School Board Association

First Reading:	10-6-05
Second Reading:	12-1-05
Adoption:	12-1-05

## **Tantasqua/Union 61 Acceptable Electronic Network Use Policy**

Tantasqua/Union 61 is providing staff and students (users) access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing users for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for users' acceptable use of the Tantasqua/Union 61 electronic network.

- The Tantasqua/Union 61 electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, classroom assignments or career development.
- The Tantasqua/Union 61 electronic network has not been established as a public access service or a public forum. Tantasqua/Union 61 has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all users under the age of 18. Access is a privilege — not a right.
- The district is not responsible for the actions of users who violate the agreement beyond the clarification of its terms.
- The district reserves the right to monitor all activity on this electronic network. Users will indemnify the district for any damage that is caused by users' inappropriate use of the network.
- Users are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Tantasqua/Union 61 electronic network.

### **General Unacceptable Behavior**

While utilizing any portion of the Tantasqua/Union 61 electronic network, users will not use the district equipment, network, or credentials to send, post or receive electronic messages, or engage in behaviors that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. Unacceptable behaviors include, but are not limited to, the following:

- Posting information that, if acted upon, could cause damage or danger of disruption.
- Engaging in personal attacks, including prejudicial or discriminatory attacks.
- Harassing another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, they must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Using criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Using speech that is inappropriate in an educational setting or violates district rules.

- Abusing network resources such as sending chain letters or "spamming."
- Displaying, accessing or sending offensive messages or pictures.
- Using the Tantasqua/Union 61 electronic network for commercial purposes. Users will not offer, provide, or purchase products or services through this network.
- Using the Tantasqua/Union 61 electronic network for political lobbying. Users may use the system to communicate with elected representatives and to express their opinions on political issues.
- Attempting to access non-instructional district systems, such as student information systems or business systems.
- Using any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district is not allowed.
- Using district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.

### **E-Mail**

- E-mail for student users in the elementary and junior high grades is not provided.
- Users will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Users will not post private information about another person.

### **World Wide Web**

- Elementary School Level - Access to information for student users on the Web will generally be limited to prescreened sites that are closely supervised by the teacher.
- Junior and Senior High School Level - Access to information for student users on the Web will generally be provided through prescreened sites and in a manner prescribed by their school.

### **Telnet and FTP**

- Telnet and FTP services will not be available to users.

### **Message Board/Usenet Groups**

- The district will provide access to selected newsgroups that relate to subjects appropriate for educational use. Messages posted locally that are in violation of this policy will be removed. The district reserves the right to immediately terminate an account of a user who misuses the message boards or Usenet groups.

### **Real-time, Interactive Communication Areas**

- Users will not use chat or instant messaging.

### **Software and Files**

- Software is available to users to be used as an educational resource. No user may install, upload, or download software without permission from the district technology department.
- A user's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.

- Files stored on the network are treated in the same manner as other school storage areas. Routine maintenance and monitoring of the Tantasqua/Union 61 electronic network may lead to discovery that a user has violated this policy or the law. Users should not expect that files stored on district servers are private.

### **Web Sites**

- Elementary and Junior High Level - Group pictures without identification of individual student users are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number) upon notice to parents.
- Senior High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of users with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/junior high level of use.
- Material placed on user Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the user may not be used on Web sites unless formal permission has been obtained.

### **Personal Safety**

- Users will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and junior high student users will not disclose their full name or any other personal contact information for any purpose.
- High school student users will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Users will not agree to meet with someone they have met online.
- Users will promptly disclose to a teacher or other building administrator any message received that is inappropriate or makes the user feel uncomfortable

### **System Security**

- Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should users provide their password to another person.
- Users must immediately notify a teacher or the system administrator if they have identified a possible security problem. Users should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will not attempt to gain unauthorized access to any portion of the Tantasqua/Union 61 electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

## **Technology Hardware**

- Hardware and peripherals are provided as tools for educational purposes. Users are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

## **Vandalism**

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

## **Plagiarism and Copyright Infringement**

- Users will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the users'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

## **Videoconference**

- Videoconferencing is a way that users can communicate with other users, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, users can see, hear, and speak with other users, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Users' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by users apply during all videoconference sessions.

## **User Rights**

- Users' right to free speech applies to communication on the Internet. The Tantasqua/Union 61 electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a user has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

## **Due Process**

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a user has violated the district acceptable use regulation and policy, the user will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral

administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

### **Limitation of Liability**

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Users' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

First Reading: 12-6-07  
Second Reading: 1-3-08  
Adoption: 1-3-08

## Policy on Social Networking

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- 1) improper fraternization with students using social networks, such as Facebook, internet sites, email, cell phone, texting or telephone.
- 2) inappropriateness of posting items with sexual content
- 3) inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) examples of inappropriate behavior from other districts, as behavior to avoid
- 5) monitoring and penalties for improper use of district computers and technology
- 6) the possibility of appropriate disciplinary action pursuant to the applicable contract, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When computers and websites are used by staff inappropriately, as described above, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and apply appropriate disciplinary action pursuant to the applicable contract.

First Reading: April 7, 2011

Second Reading: May 5, 2011

Adoption: May 5, 2011

## FIELD TRIPS

The Sturbridge School District Committee recognizes that firsthand 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.

The Administration will establish regulations to assure that:

1. All students have parental permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

SOURCE: MASC

First Reading:	12-6-07
Second Reading:	1-03-08
Adoption:	1-3-08

## COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

It is the policy of the Sturbridge School District Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community resource persons and volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated by building administrators or their designees.

Cross Ref: C.O.R.I. Policy GBJC

First Reading: 12-6-07

Second Reading: 1-3-08

Adoption: 1-3-08

## **STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS**

It is the school's obligation to give periodic reports of a student's progress and grades. The School Committee recognizes that these reports are a vital form of communication between the schools and parents. All progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification as may be determined by federal or state law.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers and the building principal, who will submit the proposal to the Central Office review. A copy of major changes in the school's reporting system will be shared with School Committee prior to its implementation.

SOURCE: MASC

First Reading:	March 6, 2008
Second Reading:	April 3, 2008
Adoption:	April 3, 2008

## ANNUAL REPORT CARDS

The District will prepare and disseminate an annual report card for the district and each of its schools containing certain information related to assessment, accountability, and teacher quality.

SOURCE: NCLB §§1111-1112;  
NCLB §§1114-1118

First Reading: September 4, 2008  
Second Reading: October 2, 2008  
Adoption: October 2, 2008

## **PARENT/GUARDIAN NOTIFICATION – RIGHT-TO-KNOW**

The District will annually notify the parents/guardians that they may request information regarding certain professional qualifications of the students' classroom teachers.

The District will notify parents/guardians of each student attending a school identified for improvement, corrective action or restructuring of that school's status and of options available to them. If the District is identified for improvement, corrective action, or restructuring, the district will offer the parents/guardians of all students enrolled in the school the option to transfer their child to another public school served by the district, if available, that has not been identified for school improvement.

If a District school is identified for improvement (year 2), corrective action, or restructuring, students from low-income families will be offered free tutoring, or supplemental educational services (SES).

SOURCE: NCLB §§1111-1112; §§1114-1118,  
NCLB §1116

First Reading: September 4, 2008  
Second Reading: October 2, 2008  
Adoption: October 2, 2008

## **PROMOTION AND RETENTION OF STUDENTS**

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

SOURCE: MASC

First Reading:	March 6, 2008
Second Reading:	April 3, 2008
Adoption:	April 3, 2008

## **OBSERVANCE OF RELIGIOUS HOLIDAYS**

The observance of religious holidays is not the responsibility of the public schools.

While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings. Care should be taken to relate only to secular aspects of these holidays.

First Reading:	September 4, 2008
Second Reading:	October 2, 2008
Adoption:	October 2, 2008

## ANIMALS IN SCHOOL

No animal shall be brought to school without prior permission of the building Principal.

The Sturbridge School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

### **Educational Program**

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

### **Student Health**

The health and well-being of students is the District's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

### **Animals Prohibited from School**

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations the following animals are prohibited from schools within the Sturbridge School District.

**Wild Animals and Domestic Stray Animals** - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

**Fur-Bearing Animals** (pet dogs\*, cats, wolf-hybrids, ferrets, etc.) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

**Bats** - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

**Poisonous Animals** - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

**\*Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

Sturbridge School Committee Policies

### **Service Animals (Guide or Assistance Dogs)**

The Sturbridge School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a “service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability”. The regulations further state that “a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability”.

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dogs;”
- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist individuals with mobility impairments with balance.

The Sturbridge School District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the dog shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the dog will be required to remove the service animal from Sturbridge School District premises immediately.

If any student or staff member assigned to the classroom in which an service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate Sturbridge School District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom assignment. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the students.

When a student will be accompanied by an service animal at school or in other Sturbridge School District facilities on a regular basis, such staff member or such student’s parent or guardian, as Sturbridge School Committee Policies

well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance dog in District facilities and on school transportation vehicles.

First Reading: April 7, 2011

Second Reading: May 5, 2011

Adoption: May 5, 2011

Source: MASC

Legal References: ADA 28 CFR Part 35

## STUDENT POLICIES GOALS

The Committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To structure the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:00

First Reading:	January 15, 2009
Second Reading:	February 5, 2009
Adoption:	February 5, 2009

## STUDENT POLICIES DEVELOPMENT

### Active Efforts

- (1) The School Committee of each school district shall establish policies, promote regulations and procedures, and implement monitoring and evaluation practices that support and promote affirmative action and stimulate necessary changes to ensure that all obstacles to equal access to school programs for all persons are removed, regardless of race, sex, color, national origin, disability, homelessness, sexual orientation, religion or limited English-speaking ability, no matter how subtle or unintended. Such policies shall include a requirement for an annual evaluation of all aspects of the PreK through 6 school program to insure that all students regardless of race, color, sex, religion, disability, homelessness, sexual orientation or national origin are given an opportunity to develop skills, competence, and experience, and to receive appropriate guidance so that they may be able to participate in all programs offered by the school including athletics and other extracurricular activities. Special attention shall be given to programs in which students of either sex or of racial or national origin groups present in the community are markedly under-represented.
- (2) If participation in any school sponsored program or activity has previously been limited to students based on race, color, sex, national origin, disability, homelessness, sexual orientation or religion, then the School Committee shall make active efforts to insure that equal access to all school sponsored programs or activities be provided within the system.
- (3) It shall be the responsibility of the School Committee and the Superintendent to provide necessary information and in-service training for all school personnel in order to:
  - (a) Advance means of achieving educational goals in a manner free from discrimination on account of race, color, sex, religion, disability, homelessness, sexual orientation or national origin.
  - (b) Enhance consciousness of the kinds of discriminatory and prejudicial practices and behavior, which may occur in the public schools.
- (4) The Superintendent, as an agent of the School Committee, shall promote and direct effective procedures for the full implementation of 603 CMR 26.00, and shall make recommendations to the Committee for the necessary policies, program changes, and budget resource allocations needed to achieve adherence to 603 CMR 26.00.
- (5) At the beginning of the school year, the Superintendent shall be responsible for sending to the parents of all school age children, in their primary language, a notice of the existence of S. 1971 c.622 and its implications. Such notice shall include the information that all courses of study, extracurricular activities and services offered by the school are available without regard to race, color, sex, religion, disability, sexual orientation, homelessness, or national origin. This notice may be included with other communications sent to parents by the school system. Upon request, the Department of Education shall provide a translation in requested languages to assist Superintendents in complying with this section. The Superintendent shall inform the community of the existence of the law and of its implications through newspaper releases or radio or television announcements.

- (6) The Superintendent shall ensure that all students are annually informed in a manner certain to reach them of the existence of St. 1971, c.622 and its implications. Students shall be informed that all courses of study, extracurricular activities, services, and facilities offered by the school are available without regard to race, color, sex, religion, disability, homelessness, sexual orientation or national origin.
- (7) Since adults serve as role models for students, school authorities shall utilize adults in a variety of jobs, and as members of policy-making committees, to the extent consistent with their contractual obligations, without regard to race, color, sex, religion, disability, homelessness, sexual orientation or national origin.
- (8) Any contributions to a school for activities and monetary awards within or sponsored by the school made after the effective date of 603 CMR 26.00 by any person, group or organization shall be free from any restrictions based upon race, color, sex, homelessness, religion, disability, sexual orientation or national origin.
- (9) The opportunity to receive guidance and counseling in a student's primary language should be made available to students from homes where English is not the primary language spoken.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:00

First Reading:	January 15, 2009
Second Reading:	February 5, 2009
Adoption:	February 5, 2009

## EQUAL EDUCATIONAL OPPORTUNITIES

The Sturbridge School Committee shall comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin, homelessness or sexual orientation.

Regulations issued by the Board of Education in compliance with this law shall be followed.

SOURCE: MASC

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 E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78  
Board of Education, Chapter 766 Regulations 10/74 - amended through 3/28/78  
603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

First Reading: May 1, 2008

Second Reading: June 5, 2008

Adoption: June 5, 2008

## STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the District. This policy is in effect while students are on school grounds, District property or property within the jurisdiction of the District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, homelessness, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion as detailed in the student handbook.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or,
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion as detailed in the student handbook.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

LEGAL REF.: M.G.L. 151B:3A

Title VII, Section 703, Civil Rights Act of 1964 as amended  
Board of Education 603 CMR 26:00

REFS.: "Words that Hurt," American School Board Journal, September 1999  
National Education Policy Network, NSBA  
JICFB, Bullying  
JICFA, Prohibition of Hazing

First Reading: September 4, 2008

Second Reading: October 2, 2008-Tabled to November 2008

Adoption: November 6, 2008

**STURBRIDGE SCHOOL COMMITTEE POLICY**  
**SCHOOL ADMISSIONS**

All children of school age who reside in the Town of Sturbridge will be entitled to attend the public school. The Town of Sturbridge does not participate in school choice.

Advance Registration for prospective kindergarten students will take place in the spring. Every student seeking admission to the school for the first time must present a birth certificate or equivalent proof of age acceptable to the principal and proof of vaccination and immunization as required by the state and the school committee.

Two forms documenting proof of residency –one from Category A and one from Category B -of the parents or guardian will also be required.

Examples of these documents are:

Category A:

1. Current Paid Residential Real Estate Tax Bill (for the home in which you are residing)
2. Purchase and Sale Agreement
3. Rental or lease Agreement

Category B

1. Utility Bill under parent/guardian name
2. Voter Registration
3. Valid Driver's License

Proof of residency may be required at any time.

All members of the school community are expected to report violations of this policy to a building administrator.

Legal References: M.G.L. 15:1G, 76:1; 76:5; 76:15; 76:15A

Cross References: JHCA, Physical Examination of Students  
JHCB, Inoculation of Students

Adopted: 12/5/96

Amended: First Reading 2-7-08

Amended: Second Reading 4-3-08

Amended: Adoption 4-3-08

## SCHOOL ADMISSIONS

All children of school age who reside in the Sturbridge School District are entitled to attend the public school, as are children who do not reside in said town but who are admitted under school committee policies relating to non-resident students.

Every student seeking admission to the Sturbridge School District must present the following at the time of enrollment: transfer card (if coming from a Massachusetts public school), a birth certificate or equivalent proof of age acceptable to the principal, proof of vaccination and immunization as required by the state and the school committee, and proof of residency.

Two forms documenting proof of residency of the parent/guardians are required for students not transferring from the elementary schools of the member towns as detailed in the student handbook.

If a child is residing in the home of a guardian, a notarized letter from the guardian will be required or formal Division of Social Services notification, whichever is applicable. Legal proof of guardianship shall be required along with proof of residency. Proof of residency and/or guardianship may be required by school officials at any time.

SOURCE: MASC

LEGAL REFS.: M.G.L. 76:1; 76:5; 76:13; 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

First Reading: September 4, 2008  
Second Reading: October 2, 2008  
Adoption: October 2, 2008

## SCHOOL CHOICE

It is the policy of this School Committee to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces available to choice students in each grade.
2. If consideration is being given to withdrawal from the provisions of the choice law for the upcoming school year, a public meeting will be held to review this decision by June 1<sup>st</sup>.
3. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces at a particular grade level.
4. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District through Grade 6 unless state funding is not available for the program.
5. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, age, sexual orientation, homelessness, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B

First Reading: September 4, 2008  
Second Reading: October 2, 2008  
Adoption: October 2, 2008

## SCHOOL ADMISSIONS

### Purpose and Construction of 603 CMR 26.00

- (1) 603 CMR 26.00 is promulgated to insure the right of access to the public schools of the Commonwealth and the equal enjoyment of the opportunities, advantages, privileges and courses of study at such schools without regard to race, color, sex, religion, disability, homelessness, sexual orientation or national origin. 603 CMR 26.00 shall be liberally construed for these purposes.
- (2) The obligation to comply with 603 CMR 26.00 is not obviated or alleviated by any local law or rule or regulation of any organization, club, athletic or other league or association which would limit the eligibility or participation of any student on the basis of race, color, sex, religion, disability, homelessness, sexual orientation or national origin.

### School Admissions

- (1) All public schools in the Commonwealth shall admit students without regard to race, color, sex, religion, disability, homelessness, sexual orientation or national origin. This includes, but is not limited to regional vocational-technical schools, elementary, secondary, trade, and selective academic high schools.
- (2) No school shall discourage in any express or implied manner, applicants for admission because of race, color, sex, religion, disability, homelessness, sexual orientation or national origin. Written materials used by a school to recruit students shall not contain references suggesting the predominant sex of the students presently enrolled or the anticipated sex of the students to be recruited. Pictorial representation, in the agreed, in such material shall depict students of both sexes and of minority groups. Reference to only one sex in the name of schools, programs or activities shall not be retained.
- (3) The national citizenship of any applicant shall not be a criterion for admission to any public school nor shall national citizenship be a factor in the assignment or availability of courses of study or extracurricular activities.
- (4) Any standards used as part of the admissions process to any public school, including but not limited to testing, the use of recommendations, and interviewing (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of race, color, sex, religion, disability, homelessness, sexual orientation or national origin. Limited English-speaking ability (as defined by M.G.L.c.71A) shall not be used as a deterrent to or limitation on admissions.

- (5) Nothing in 603 CMR 26.00 shall be construed as to control the interpretation of or interfere with the implementation of St. 1965, c. 641, as amended by St, 1974, c. 636, providing for the elimination of racial imbalance in public schools, all rules and regulations promulgated in respect thereto and all court and administrative decisions construing or relating thereto.

SOURCE: MASC

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03

First Reading: January 15, 2009  
Second Reading: February 5, 2009  
Adoption: February 5, 2009

## ADMISSIONS TO COURSES OF STUDY

- (1) Each and every course of study offered by a public school shall be open and available to students regardless of race, color, sex, religion, disability, homelessness, sexual orientation or national origin. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one sex, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.
- (2) The determination of what courses or units of study are to be required of any student shall also be made without regard to the race, color, sex, national origin, disability, homelessness, sexual orientation or religion of that student.
- (3) The scheduling of students into courses or units of study shall not be done on the basis of sex, color, race, religion, disability, homelessness, sexual orientation or national origin.
- (4) Each student, regardless of race, color, sex, national origin, religion, disability, homelessness, sexual orientation or limited English-speaking ability, shall have equal rights of access to courses of study and other opportunities available through the school system of the city or town in which he/she resides, along with appropriate bilingual instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.
- (5) Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex when necessary in order to respect personal privacy.

SOURCE: MASC

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03

First Reading: January 15, 2009  
Second Reading: February 5, 2009  
Adoption: February 5, 2009

## **STUDENT ABSENCES AND EXCUSES**

Parents and Guardians of children attending our schools have the responsibility to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

Parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

SOURCE: MASC

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

First Reading:	January 15, 2009
Second Reading:	February 5, 2009
Adoption:	February 5, 2009

## STUDENT PUBLICATIONS

Students have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

The Superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:82

CROSS REF.: II, Student Rights and Responsibilities

First Reading: September 4, 2008

Second Reading: October 2, 2008

Adoption: October 2, 2008

## PROHIBITION OF HAZING

The Sturbridge School Committee prohibits students, employees and school organizations from engaging in the activity of hazing, as defined by Massachusetts General Law and in the student handbook, on school property or at any school-sponsored event regardless of the location. The Committee also prohibits any organization that uses the facilities or school grounds from engaging in the activity of hazing.

Additionally, any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal.

Student infractions to this policy will result in disciplinary action as detailed in the student handbook.

SOURCE: MASC

LEGAL REF.: M.G.L. 269:17, Crime of Hazing; Definition; Penalty  
M.G.L. 269:18, Hazing Statutes to be Provided; Statement of  
Compliance and Discipline Policy Required  
M.G.L. 269:19, Duty to Report Hazing  
M.G.L. 71:37, Student Handbooks  
M.G.L. Chapter 536 of the Acts of 1985

CROSS REF.: Policy IJNDB, Acceptable Electronic Network Use  
Student Handbook

First Reading: May 1, 2008  
Second Reading: June 5, 2008  
Adoption: June 5, 2008

## **BULLYING**

The Sturbridge School District will endeavor to maintain a learning and working environment free of bullying.

Examples of bullying include but are not exclusive to:

1. Ongoing conduct which impedes a student's ability to participate fully in a safe learning environment
2. Intimidation, either physical or psychological
3. Threats of any kind, stated or implied
4. Assaults on students, including those that are verbal, physical, psychological and emotional
5. Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying will not be tolerated in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for staff.

The District will promptly and reasonably investigate allegations of bullying. The Principal of each building will be responsible for handling all complaints by students alleging bullying.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
Board of Education 603 CMR 26:00

CROSS REFS.: AC, Nondiscrimination  
ACAB, Sexual Harassment  
JICFA, Hazing  
IJNDB Acceptable Electronic Network Use Policy

First Reading: September 4, 2008  
Second Reading: October 2, 2008  
Adoption: October 2, 2008

## BULLYING PREVENTION AND INTERVENTION

The Sturbridge School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- 1 causes physical or emotional harm to the target or damage to the target’s property
- 2 places the target in reasonable fear of harm to him/herself, or of damage to his/her property
- 3 creates a hostile environment at school for the target
- 4 infringes on the rights of the target at school
- 5 materially and substantially disrupts the education process or the orderly operation of a school

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

1. wire
2. radio
3. electromagnetic
4. photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation or use of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying that disrupts the educational process may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

Bullying is prohibited:

- 1 On school grounds;
- 2 On property immediately adjacent to school grounds;
- 3 At school-sponsored or school-related activities whether on or off school grounds
- 4 At school bus stops;
- 5 On school buses or other vehicles owned, leased or used by the school district; or,
- 6 Through the use of technology or an electronic device owned, leased or used by the Sturbridge School District;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Sturbridge School District if the act or acts in question:

- 1 create a hostile environment at school for the target;
- 2 infringe on the rights of the target at school; and/or
- 3 materially and substantially disrupt the education process or the orderly operation of a school.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

#### Prevention and Intervention Plan

The Superintendent or designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, bus drivers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and intervention plan within the school.

#### Reporting

Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are encouraged to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Sturbridge School District shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. There will be an investigation based on the information in the report, and the established

procedures will be followed.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying to school staff as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school Principal or designee.

### Investigation Procedures

The Principal or designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the Principal shall consult with the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians of the target and aggressor shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were substantiated, whether a policy violation occurred, and whether disciplinary action has been or shall be taken.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under the law.

### Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

### Target Assistance

The Sturbridge School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

### Training and Assessment

Annual training shall be provided for school employees, bus drivers and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff including bus drivers. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Sturbridge School District website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's  
Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
603 CMR 26.00  
MGL 71:37O  
MGL 265:43, 43A  
MGL 268:13B  
MGL 269:14A

CROSS REFS.: AC, Nondiscrimination  
ACAB, Sexual Harassment  
JBA, Student-to-Student Harassment  
JICFA, Prohibition of Hazing  
IJNDB Acceptable Electronic Network Use Policy  
JK, Student Discipline Regulations

First Reading: November 4, 2010  
Second Reading: December 2, 2010  
Adoption: December 2, 2010

## **TOBACCO USE**

Smoking, chewing, or other use of tobacco products shall be banned from all District buildings and property.

Tobacco use by students is banned at all school-sponsored events, regardless of whether they take place on school grounds or off-site.

Student infractions of this policy will result in disciplinary action as detailed in the student handbook.

SOURCE: MASC

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

CROSS REF: ADC, Smoking on School Premises  
Student Handbook

First Reading: May 1, 2008

Second Reading: June 5, 2008

Adoption: June 5, 2008

## ALCOHOL USE

The School Committee prohibits the use, service, possession, distribution, or consumption of any alcoholic beverage on school property or at any school function.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity.

Student infractions of this policy will result in disciplinary action.

SOURCE: MASC

LEGAL REF.: M.G.L. 272:40A  
M.G.L. 71:37H

CROSS REF.: IHAMA, Teaching About Drugs, Alcohol, and Tobacco  
GBEC, Drug Free Workplace Policy

First Reading: May 1, 2008  
Second Reading: June 5, 2008  
Adoption: June 5, 2008

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES DEVELOPMENT

The school will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The school will coordinate activities that complement programs already available to students through their homes and communities.
2. The assistance of parents in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:47  
603 CMR 26:06

First Reading: January 15, 2009  
Second Reading: February 5, 2009  
Adoption: February 5, 2009

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

- (1) Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted at such schools which restrict students' participation on the basis of race, color, sex, religion, disability, homelessness, sexual orientation or national origin. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
- (2) No student shall be denied the opportunity in any implied or explicit manner to participate in an extracurricular activity because of the race, color, sex, religion, disability, homelessness, sexual orientation or national origin of the student except as provided in 603 CMR 26.06(7).
- (3) In developing its extra curricular program, a school shall be required to demonstrate good faith by taking into account determined student interest.
- (4) A school may establish separate teams for males and females for intramural competition in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
- (5) Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.
- (6) Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex or any racial, religious, homelessness, or ethnic group represented in the school from participation in specific athletic or other extracurricular activities cannot be permitted.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:47  
603 CMR 26.06

First Reading: January 15, 2009  
Second Reading: February 5, 2009  
Adoption: February 5, 2009

## STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be managed in accordance with sound business practices, which include accepted budgetary and accounting practices.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principal to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised.
2. Authorizes the Town Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited internally each year and every three years by an outside auditor as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the regulations established by School Committee policy.
3. The Sturbridge School Committee authorizes a Student Activity Checking Account for use by the Principal with a maximum balance of Five Thousand (\$5,000.00) dollars.
4. If requested by the town Treasurer, a bond for the Principal in an amount agreeable to the Treasurer will be provided.

Any change in Principalship will also require an immediate audit.

SOURCE: MASC

Legal Ref:	MGL Chapter 71 Section 47
First Reading:	January 15, 2009
Second Reading:	February 5, 2009
Adoption:	February 5, 2009

## STUDENT DISCIPLINE

The School Committee shall adopt written policies, rules and regulations consistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the staff of the building. In order to do this, each school shall develop specific rules consistent with the law and School Committee policy. The building rules shall be detailed in the student handbook.

Students violating any of the policies on student conduct and control will be subject to disciplinary action as detailed in the student handbook.

When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment and report the incident to the Principal.

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student. Corporal punishment is defined as physical punishment, such as spanking, inflicted on a child by an adult in authority.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37H and 37L; 76:16 and 17  
Chapter 380 of the Acts of 1993  
Chapter 766 Regulations, S. 338.0  
Mass. Dept. Of Education, Advisory Opinion on Student Discipline,  
January 27, 1994

First Reading: September 4, 2008

Second Reading: October 2, 2008 - Tabled Until November 2008

Adoption: November 6, 2008

## **CORPORAL PUNISHMENT**

State law provides that:

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Established by law

SOURCE: MASC

LEGAL REF.: M.G.L. 71:37G

First Reading:	January 15, 2009
Second Reading:	February 5, 2009
Adoption:	February 5, 2009

## PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Sturbridge School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical restraint – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion restraint – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

Chemical restraint – the administration of medication for the purpose of restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self injurious behavior, and suicide;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or Superintendent or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

SOURCE: MASC

LEGAL REF.: 603 CMR 46.00  
M.G.L. 71:37G

First Reading: February 1, 2007

Second Reading: March 1, 2007

Adoption: March 1, 2007

## **STUDENT INSURANCE PROGRAM**

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

SOURCE: MASC

First Reading:	January 15, 2009
Second Reading:	February 5, 2009
Adoption:	February 5, 2009

## **Tantasqua Regional & Union 61 Wellness Policy**

*Federal Public Law(PL 108.265 Section 204) states that by the first day of the 2006 school year beginning after June 30, 2006 all schools must develop a local wellness policy that involves parents, students, a representative from the School Food Authority, school board, school administrators and the public. The Local Education Authority (LEA) will establish a plan for measuring implementation of the local wellness policy.*

### **Wellness Policy**

The Tantasqua Regional & Union 61 School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment for students, staff and citizens. Every school shall provide a safe and healthy environment that nurtures wellness, learning, achievement, and growth of character. Students shall be taught the essential knowledge and skills they need to make safe and health-enhancing choices. Specific actions will be taken into account regarding the health needs and well being of all children without discrimination or isolation of any child. The school and community will collaborate to fulfill the goals of this Wellness Policy. Improved health optimizes student performance potential and ensures that no child is left behind.

### **Vision Statement**

All students of Tantasqua Regional and Union 61 school district will be encouraged to take responsibility for their own health and adopt health enhancing attitudes and behaviors.

### **Mission Statement**

Tantasqua Regional & Union 61 School District is comprised of one regional high school (grades 9-12), one regional junior high school (grades 7-8) and five elementary schools (Brimfield, Brookfield, Holland, Sturbridge and Wales). All schools in the district will practice the Massachusetts Coordinated School Health Education Program model which consists of nine interactive components that require the involvement of school, community and parents to create a healthy environment for young people. The nine components of CSHP are: Health Education, Physical Education, Health Services, Food and Nutrition Services, Counseling, Psychological and Social Services, Healthy School Environment, Health Promotion for Staff, Parent/Community Involvement and Family and Consumer Science Education. This model promotes educational opportunities and physical and psychosocial services so that students may acquire the knowledge and skills necessary to make safe and healthy choices that enable them to become responsible, successful and productive adults.

### **Nutrition Education**

1. All students will receive positive nutritional education that is interactive and teaches the skills needed to practice healthy eating behaviors within the schools and community.
2. Students will receive consistent nutrition messages throughout school, classrooms, and cafeterias. Nutrition Education will be provided through classroom instruction, handouts, newsletters, websites, and other multi media sources.
3. Nutrition Education is integrated across the curriculum throughout the school day.

### **Physical Activities**

1. Students and community members are encouraged to use the schools facilities outside of the school day for physical activity programs that support physical wellness.
2. The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not physically able.
3. Grades K-6 will have a daily recess period.
4. State certified Physical Education instructors will teach all physical education classes.

5. Physical Education includes the instruction of individual activities as well as competitive and noncompetitive team sports to encourage life long physical activity.
6. Physical Education will provide the environment where students learn and practice a variety of skills.
7. Physical Education classes will strive to have student/teacher ratio similar to other classes.
8. Physical activity facilities on school grounds will be safe and appropriate.

### **Guidelines for Food and Beverages**

1. Healthy school meals will provide energy and nutrients for proper growth and learning. Schools will provide lunches and/or breakfasts that meet the standards developed by the USDA.
2. School dining areas will be periodically reviewed by the building principal to ensure that the physical structure is in good repair, seating is not overcrowded, noise is maintained at a healthy level and rules for safe behavior are consistently and appropriately supervised.
3. Schools will promote hand washing or hand sanitizing practices before meals.
4. Students are encouraged to start every day with a nutritious breakfast.
5. Classroom snacks should feature nutritious foods.
6. Schools will ensure that students have access to nutritious foods and beverages throughout the school year.
7. Vending machines:
  - All foods/beverages should comply with the current USDA Dietary

#### Guidelines for Americans

8. All foods/beverages included in the following venues should comply with the current USDA Dietary
  - Guidelines for Americans:
    - A la carte items
    - Beverage contracts
    - School parties/celebrations

### **Other School-Based Activities that Promote Student Wellness**

1. All food and beverages available after school hours should strive to comply with the current USDA Dietary Guidelines for Americans.
  - Fundraisers
  - School stores
  - Concession stands
2. In addition to the physical education program, the school environment offers areas to further engage students in activities that promote health. Some such ideas include walking clubs during and after school hours, intramural sports and activities to involve the community and parents in the overall pursuit of healthier students.
3. The district will promote parent and community support through multimedia including the school's website (availability of playgrounds, pool, tracks for walking beyond school hours) and school newsletters.

### **Methods for Evaluating Success:**

1. The Tantasqua Regional & Union 61 School District Wellness Committee will design and implement a Pre & Post Assessment based on the Wellness Policy interventions.
2. The Wellness Committee will meet annually to make recommendations to develop and implement continued efforts to move toward a healthier community.
3. Assessments will be evaluated every three years to help review policy compliance, assess programs and determine areas in need of improvement.

Members of the Tantasqua/Union 61 Schools' Wellness Committee include physical education teachers, school nurses, health educators, representatives from food services and parents/community members (some of whom also served in other capacities, i.e. PE teachers, school nurses, health educators, food services representatives).

First Reading: September 7, 2006

Second Reading: October 5, 2006

Adoption: October 5, 2006

**MANAGING LIFE –THREATENING FOOD ALLERGIES  
IN THE EDUCATIONAL ENVIRONMENT**

The Sturbridge School District recognizes that students with life-threatening food allergies require reasonable accommodations necessary to ensure access to available education and education-related benefits. It is the policy of the Sturbridge Schools that the management of life-threatening food allergies be accomplished in compliance with applicable state and federal regulations. The Sturbridge School District implements this policy and administrative procedures pursuant to the guidelines established by the Massachusetts Department of Education, in a document entitled, “Managing Life-Threatening Food Allergies in Schools” and other reliable resources relating to this issue.

The Sturbridge School District maintains the expectation that specific and age-appropriate interventions will be established to insure that the health needs of all students will be met in the least restrictive environment in order to assist students with developing the skills necessary to participate in all educational programs.

The Sturbridge School District has developed a safe and effective protocol for the management of life threatening food allergies as detailed in the Sturbridge & Union 61 School District’s Food Allergy Packet which outlines guidelines and responsibilities of students, parents and staff.

LEGAL REF.: Section 504 of the Rehabilitation Act, 29 U.S.C. §794, the American Disabilities Act, U.S.C. §1201, et seq. and United States Department of Agriculture Regulations, 7 C.F.R §15(b), 105 CMR 210.000.

First Reading: February 1, 2007

Second Reading: March 1, 2007

Adoption: March 1, 2007

## NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  2. The parent has been denied visitation, or
  3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H  
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents  
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC; Revised January 25, 2007

First Reading: March 6, 2008

Second Reading: April 3, 2008

Adoption: April 3, 2008

## **DISTRIBUTION OF FLYERS POLICY**

The distribution of information of an advertising or promotional nature is not allowed on school premises. Information regarding the activities of school or district-sponsored programs may be distributed. Flyers regarding town-sponsored activities, and activities at Old Sturbridge Village, which are age-appropriate and in the best interest of students may be distributed, provided the materials do not threaten to substantially disrupt or interfere with school activities. All other flyers approved by the principal may be left in the front office for those children or parents who wish to collect them. The titles of such flyers will be advertised through the local school newsletter.

The building principal will determine the appropriateness of all flyers prior to their distribution. The Superintendent may be consulted should questions arise.

It is the responsibility of the group sponsoring the activity to provide sufficient copies of the approved flyers, at no cost to Burgess Elementary School, separating them into classroom quantities, as stated by the principal's secretary.

First Reading:	October 4, 2007
Second Reading:	November 1, 2007
Adoption:	November 1, 2007