

SCHOOL COMMITTEE POLICY MANUAL

ABINGTON PUBLIC SCHOOLS

ABINGTON, MASSACHUSETTS 02351

This manual contains the official policies of the Abington School Committee; the major regulations intended to implement policy; and certain reference or "exhibit" documents that relate to policies and/or regulations.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the committee employs the loose-leaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations, and exhibits are distributed by the central office.

How to Use this Manual

The school department operates according to policies established by the School Committee. The committee then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the committee makes this manual available to all who are affected by its policies.

Please Note: All copies of this manual are the property of the Abington School Committee.

How the Manual is organized

The manual is organized in accordance with the classification system developed by the National School Boards Association. This system provides an efficient means of coding, filing, and finding policies and other documents. There are 12 major classifications each assigned an alphabetical code:

A -- FOUNDATIONS AND BASIC COMMITMENTS

B -- SCHOOL BOARD GOVERNANCE AND OPERATIONS

C -- GENERAL SCHOOL ADMINISTRATION

D -- FISCAL MANAGEMENT

E -- SUPPORT SERVICES

F -- FACILITIES DEVELOPMENT

G -- PERSONNEL

H -- NEGOTIATIONS

I -- INSTRUCTIONAL PROGRAM

J -- STUDENTS

K -- SCHOOL-COMMUNITY RELATIONS

L -- EDUCATION AGENCY RELATIONS

Sub classification under each heading is based on logical sequence and alphabetical sub coding. For an example of the sub coding system, examine the white pages immediately following the tab for Section AD--Foundations and Basic Commitments.

The white pages that follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section or "chapter" of this manual.

How to Find a Policy.

There are two ways to find a policy (or regulation) in this policy manual:

1. Consider where the policy statement (or regulation) would be filed among the 12 major classifications. Turn to the Table of Contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for that term to locate the policy you need. The pages are arranged in alphabetical order by code within the section. All pages are coded in their upper right hand corner.
2. Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of all terms used in education. Look up your topic as in any index, find the code, and use the code to locate the correct page in the manual.

What if you can't find the term you are seeking? The code finder index lists more than 1,800 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or a more general or specific term appropriate to the topic.

What if you can find the term and code, but there is no policy or regulation? This probably means that the school system has no written policy or important regulations in that particular area. All terms used in the classification system appear in the sectional tables of contents and Code Finder Index to accommodate the coding, insertion, and finding of policies or regulations that may be issued later. But there is one other possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy, which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read up the classification system. For example, a policy statement, which relates to all meetings of the school committee, might be filed under "School Board Meetings" (BD) rather than "Regular Board Meetings" (BDA). (Please note: In the classification system and Code Finder Index, read "School Committee" for "School Board".)

Using the Signs and Symbols

Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or in examining policies. Included are the following:

Also: Certain policies bear two codes in the upper right hand corner. The second is in parentheses and is preceded by 'Also'. This means that the identical policy (or regulation) is filed under both codes.

-R This symbol following a code indicates that the statement is a regulation, not a committee policy.

-E Exhibit. This symbol following a code indicates that the statement is a reference document such as a calendar, application form, etc., rather than a policy.

DATES:

Where possible, the original date of adoption/issuance appears immediately following each policy or regulation. In other instances, an approximate adoption or re-approval date is used.

LEGAL REFERENCE:

Pertinent legal references are given to inform the reader where in state law s/he may find the statutes that relate to a specific policy. Unless otherwise noted, all references direct the reader to the General Laws of the Commonwealth of Massachusetts (cited as M.G.L., Chapter and section).

CONTRACT REFERENCE:

Agreements reached through negotiations with recognized staff organizations have the full force of committee policy. References to negotiated agreements are provided, as appropriate, to direct the reader to statements in these agreements.

CROSS REFERENCE:

Certain policies and regulations relate to others. Cross-references are provided following many statements to help the reader find all of the related information needed.

About Policies and Regulations

Generally, the role of a School Committee is to set policy and the role of the administration is to implement it through regulations. Written policies are the chief means by which a School Committee governs the schools, and regulations are one of the means by which the committee's policies are implemented. The following definitions provide a distinction between these two types of statements:

POLICIES are principles adopted by the School Committee to chart a course of action. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems while being narrow enough to give the administration clear guidance.

PROCEDURES are detailed directions usually developed by the administration to put policy into practice.

These definitions are serviceable some of the time. They reflect sound theory of governance and administration. But policies and regulations are obviously closely related. They can and do merge, making it difficult to ascertain where one begins and the other ends. For example:

- * State and federal governments require school committees to make or officially approve detailed regulations, and procedures in certain areas.

- * A School Committee signs contracts and agreements that may contain and interweave policies, regulations, and procedural detail.

- * The public staff, or school committee members may demand that the School Committee itself, not the administration, establish specific regulations and procedures in certain sensitive areas.

It is the intermingling of policy and regulation in law, in contracts, and in adopted statements of the School Committee that can cause confusion. Sometimes they are not easily separated. There-fore, the separation of policies and regulations in this manual follows several "rules of thumb" in addition to basic theory:

1. When the school system's practice in a particular area is established by law, any informational statement covering the practice is presented as "policy". (A law may, of course, be quoted or referred to in a regulation.)
2. When a school system's practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as "policy".
3. Where the School Committee has interwoven regulations with policy and where separation would interfere with their meaning, the entire statement is presented as a policy.

4. Where the School Committee has adopted rules and by-laws concerning its own organizational and operating procedures, these statements appear as policy. As long as the administration operates within the guidelines of policy adopted by the committee, it may issue regulations without prior committee approval, unless law requires committee action, or unless the committee has specifically asked that certain types of regulations be submitted for committee approval. The School Committee is to be informed of all school system regulations issued by the administration. All such regulations are subject to committee review.

Is the Manual Complete?

No. The manual contains all of the current written policies of the school committee to date. But, the need for putting additional policies in writing, for adopting new or revising existing ones, becomes apparent.

Additionally, state laws; and regulations change. No matter how well conceived and well developed, a policy manual can never be 100% complete and 100% up-to-date. Policy development is a continuing process. From time to time, new policies, regulations, and reference documents will be developed, coded under the classification system, and issued for insertion in the manual.

Should the need arise, supplemental sub codes may be added to the classification system to accommodate topics not covered by existing codes. For example, IGA is the code for BASIC INSTRUCTIONAL PROGRAM. The Code Finder Index lists various programs from IGAA, CITIZENSHIP EDUCATION to IGAJ, DRIVER EDUCATION.

Order of Precedence

School committee policies and regulations, as well as negotiated agreements with staff bargaining units, must be read and interpreted in the light of the Massachusetts General Laws and State regulations. Wherever inconsistencies of interpretation arise, the law and state regulations prevail. A conflict between a local policy or regulation and a negotiated agreement must be interpreted in line with the contract for members of the particular bargaining unit.

Terminology

The masculine, feminine and neuter genders as used in this manual import one another, and the singular shall include the plural whenever applicable.

It is the hope of the Abington School Committee is that this collection of policies and regulations will make greater harmony and efficiency possible in all areas of school operations. This will enable the committee to devote more time to its primary duty--the development of long-range policies and planning for the future of the school system.

Abington School Committee

Adoption Date: December 10, 2015

SECTION A - FOUNDATIONS AND BASIC COMMITMENTS

AA SCHOOL DISTRICT LEGAL STATUS

AC NONDISCRIMINATION

ACA NONDISCRIMINATION ON THE BASIS OF SEX

ACAB SEXUAL HARASSMENT

ACE NONDISCRIMINATION ON THE BASIS OF HANDICAP

AD MISSION STATEMENT

ADA DISTRICT GOALS AND OBJECTIVES

ADC USE OF TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

ADD SAFE SCHOOLS POLICY

ADDA BACKGROUND CHECKS

ADF WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

File: AA - SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the Commonwealth and the Town of Abington 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 Abington_structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Elementary and Secondary Education. The area served by the Abington Public Schools is coterminous with the Town of Abington_

Established by law

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II

M.G.L. [71:1](#)

CROSS REF.: [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.

File: AC - NONDISCRIMINATION

The Abington Public Schools ("District") have a responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The Abington School Committee ("Committee") is committed to breaking down barriers for all by:

1. Promoting the rights and responsibilities of all individuals as set forth in the Constitution of the Commonwealth of Massachusetts and the Constitution of the United States, pertinent legislation, and applicable judicial interpretations.
2. Encouraging 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. Working toward a more integrated society and to enlist the support of individuals, from within Abington and outside, as well as groups and agencies, both private and governmental, in such an effort.
4. Using all appropriate communication and action techniques to express and reduce the grievances of individuals and groups.
5. Carefully considering, in all the decisions made within the District, the potential benefits and/or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiating a process of reviewing policies and practices of the District in order to maximize the objectives of this statement.

The Committee's policy of nondiscrimination will extend to all students, all staff, and the general public, and individuals with whom it does business. No individual shall be excluded from or discriminated against in admission to the District or in obtaining the advantages, privileges, and courses of study on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If an individual has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by 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 2011

M.G.L. [76:16](#)

BESE regulations 603CMR [26.00](#) Amended 2012

BESE regulations 603CMR [28.00](#)

CROSS REFS.: [ACA](#)- [ACE](#), Subcategories for Nondiscrimination

[GBA](#), Equal Employment Opportunity

[JB](#), Equal Educational Opportunities

File: ACA - NONDISCRIMINATION ON THE BASIS OF SEX

The Abington School Committee ("Committee"), in accordance with Title IX of the Education Amendments of 1972, declares that the Abington Public Schools will not discriminate on the basis of sex in its educational programs and activities. This policy will extend not only to all students with regard to educational opportunities, but also to all employees with regard to employment opportunities.

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

The Superintendent will appoint 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.

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)

BESE 603 CMR [26:00](#)

CROSS REF.: [AC](#), Nondiscrimination

File: ACAB - SEXUAL HARASSMENT

All persons associated with the Abington Public Schools ("District") including, but not necessarily limited to, the Abington School Committee ("Committee"), the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from 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.

Any person who engages in sexual harassment while acting, as a member of the District, 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 Committee takes allegations of sexual harassment seriously, the District will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, the District will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate up to and including termination for District staff.

While this policy sets forth the Committee's goal of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit the District's authority to discipline or take remedial action for workplace or school conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

The Grievance Officer: Felicia Moschella, Assistant Superintendent, 1071 Washington Street, Abington, MA 02351, 781-982-2150

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.

Any member of the District who believes that he/she has been subjected to sexual harassment should report the incident(s) to the Grievance Officer. All complaints shall be investigated promptly and resolved as soon as possible

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. 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.

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](#)

File: ACE - NONDISCRIMINATION ON THE BASIS OF HANDICAP

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall

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.

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 Abington School Committee ("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.

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.

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 Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: 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 District receives federal financial assistance and must comply with the above requirements.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504, as amended

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, as amended

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS.: [IGB](#), Support Services Programs

File: AD - MISSION STATEMENT

The mission of the Abington Public Schools is to provide all students with relevant, challenging educational experiences to prepare them to be engaged, responsible citizens and members of the global community.

Guiding Beliefs

We believe in:

- making decisions in the best interests of students.
- supporting all students in achieving success.
- fostering the physical, intellectual, technological, social, emotional, and artistic development of our students.
- creating a safe, tolerant, supportive, organized, and equitable learning environment.
- providing challenging educational experiences that build character.
- developing self discipline and personal responsibility
- promoting creativity, problem solving, effective communication, and critical thinking skills.
- cultivating the educational partnership among home, school, and community
- nurturing a culture of collaboration, collegiality, and mutual respect.
- encouraging staff initiative and innovation.
- implementing professional development that is essential for effective instruction and improved student learning.
- reviewing and updating curriculum, instruction, and assessment in a regular cycle.
- recognizing that effective and appropriate technology is essential for teaching and learning.
- inspiring all students to become life-long learners.

Vision Statement

The Abington Public School District, in partnership with families and the community, is a model school system that provides opportunities for all students to think critically and creatively, communicate effectively, and act responsibly to achieve their highest potential in academics, arts, and athletics.

We are dedicated to providing state of the art resources for teaching and learning, technology, and facilities in an environment that is safe and supportive, enabling students to become life-long learners.

Our students are prepared to face the challenges of the future in an ever-changing world.

File: ADA - DISTRICT GOALS AND OBJECTIVES

Teaching and Learning

Technology

Finance and District Operations

Facilities

Community Support

To improve student performance through curriculum, instruction, and assessment.

- Provide rigorous and relevant curriculum and instruction in an optimal learning environment.
- Analyze student performance data from a variety of sources to make informed decisions.
- Commit time and resources for meaningful collaboration and highly quality professional development.

To maximize opportunities provided by technology to transform teaching and learning.

- Provide all staff and students access to current hardware and software, achieving one to one computing ratio.
- Develop technology literacy curriculum for all students.
- Continue to provide professional development in instructional technology.
- Provide appropriate instructional technology support.
- Commit to a regular plan to evaluate, consider, and acquire emerging technology.

To obtain and responsibly manage equitable, predictable, and sustainable funding for educational programs, facilities, and operations.

- Collaborate with the community, local, state and federal officials to obtain sustainable and predictable financial support.
- Provide transparency and encourage community participation in the budgetary process.
- Plan and secure funding through traditional and alternative sources, in order to provide state of-the-art facilities, infrastructure, technology, and other capital projects.
- Provide relevant professional development in the area of technology to maximize data management and business continuity.

To provide state-of-the-art facilities.

- Secure the necessary votes to support the renovation, expansion, and/or construction of school facilities.
- Present required Massachusetts School Building Authority (MSBA) applications and have them accepted and funded.

- Begin work on MSBA and town funded projects as soon as possible.
- Continue to avail ourselves of alternative funding sources for maintenance and upgrades to school facilities.

To generate strong community support for the school district.

- Create and implement a plan to effectively communicate the achievements of the students and staff of the Abington Public Schools.
- Increase family and community participation in the educational process and the life of the schools.
- Broaden our students' awareness of their responsibility to participate in their community. Build strong community support for education through the approval of the annual budget and special budget requests at town meeting

File: ADC - USE OF TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including District staff 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 policy and requirements of state law.

LEGAL REF: M.G.L. [71:37H](#)

File: ADD - SAFE SCHOOLS POLICY

I. STATEMENT OF PURPOSE AND COMPLIANCE

A. This policy is adopted by the Abington School Committee as required by M.G.L. c. [71 £37H](#), for purposes of notifying members of the public, students, teachers and other staff of the District's Standards and Procedures to assure school building security and safety of students and school personnel. This policy is intended to be in accordance with standards for classroom safety adopted by the Board of Education pursuant to M.G.L. c. [69:1B](#) which standards are incorporated by reference herein.

II. STANDARDS OF SAFETY AND SECURITY

A. The Community shall encourage the creation and maintenance of a safe and secure learning environment in every school building. The creation of a safe learning environment will be enhanced by the provision of sufficient resources for procurement and maintenance of appropriate safety personnel and devices.

B. Administration, staff and students in each school building shall strive to create an educational environment which is reasonably safe and secure in order to:

- 1) Facilitate teaching and learning
- 2) Preserve the physical and mental well being of all lawful occupants of the building

III. PROCEDURES TO MEET STANDARDS

A. ADMINISTRATIVE ACTION

- 1) The Superintendent shall cause to be undertaken an assessment of current safety standards and procedures and further, shall cause to have developed a Medical Emergency Response Plan for each school in the district in accordance with the requirements of M.G.L. [69:8A](#).
- 2) The assessment of current school building security and safety standards and procedures will be accomplished by the Superintendent, Assistant Superintendent for Business and Finance, building principals and other district personnel who shall review current practices with appropriate police contacts, the school district's insurer and district counsel in addition to other parties whom the Superintendent and building principals determine to have relevant information.
- 3) The Superintendent or his or her designee shall collect, review and disseminate assessment information of current safety standards to the same individuals consulted during the information gathering process and report it to the School Committee.
- 4) The parties receiving the assessment report shall promptly review the report, meet, confer and make recommendations to the Superintendent and Committee as to necessary changes to the existing safety and security practices of the district.
- 5) The Superintendent shall issue a final report to all individuals involved in the assessment of current safety practices.
- 6) The process of assessing safety and security procedures shall be continuous and a formal assessment as outlined in steps A 1 through 5 above shall occur not less than once every three years.

B. COMMITTEE ACTION

- 1) The Committee shall review the Superintendent's final report and discuss its contents with the Superintendent and other district administrators prior to making any changes to existing policies or procedure by duly recorded vote.
- 2) Prior to adopting recommendations or changes to existing policy or procedure the Committee shall receive from the Superintendent or his or her designee an estimate of the costs, if any, associated with the implementation of a change in policy or procedure.
- 3) Upon adoption of amended or new safety policies or procedure the Committee shall cause a copy of the policy and standards to be forwarded to the Board of Education.
- 4) The Committee shall annually, as part of its budget process, identify safety and security needs and request appropriations for maintenance of safety or security personnel, devices or equipment for all school buildings.

File: ADF - WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

This policy is based on Massachusetts standards that apply to competitive foods and beverages sold or provided to students 30 minutes before the beginning of the school day until 30 minutes after the school day ends

Purpose and Goals

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

It is the policy of the Abington Public Schools ("District") that:

- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* (<http://health.gov/dietaryguidelines/>).
- Qualified child nutrition professionals (School Food Service Director) will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in the District will participate in available federal school meal programs including the School Breakfast Program and the National School Lunch Program.
- The District will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- Students in grades K-12 will have opportunities, support, and encouragement to be physically active.

TO ACHIEVE THESE POLICY GOALS:

I. Wellness Advisory Committee

The District will work with the Wellness Advisory Committee to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The Wellness Advisory Committee also will serve as a resource to school sites for implementing those policies. The Wellness Advisory Committee consists of a group of individuals representing the school and community, and will include the Food Services Director, Wellness Director, School Committee members, school administrators, teachers, health professionals, parents, students, and members of the public.

II. Nutritional Quality of Foods and Beverages Sold and Served in Schools

Meals served through the School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;

- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
- ensure that half of the served grains are whole grain; and
- schools will share information about the nutritional content of meals with parents and students. Such information could be made available on menus, websites, cafeteria menu boards, placards, or other point-of-purchase materials.

Free and Reduced-priced Meals

The District will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the District will utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals, such as "grab-and-go" breakfast.

Meal Times and Scheduling

- will provide students with ideally 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch

(http://nasbe.org/healthy_schools/hs/natsandbytopics.php):

- should schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 10 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will ideally schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs.

Sharing of Foods and Beverages

The District discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Foods and Beverages Sold Individually (*i.e.*, foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

Elementary Schools: The school Food Service Lunch and Breakfast Program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. Foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

Middle and High School: In middle and high school, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

Beverages

- Allowed:
 - o Water or seltzer water without added caloric sweeteners;
 - o Fruit and vegetable juices and fruit-based drinks that contain 100% fruit juice (4 oz) and that do not contain additional caloric sweeteners; and
 - o Unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USD A);
- Not allowed (by law):
 - o Soft drinks containing caloric sweeteners;
 - o Sports drinks;
 - o Iced teas;
 - o Fruit-based drinks that contain less than 100% real fruit juice (4 oz) or that contain additional caloric sweeteners; and
 - o Beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods and Portion Size

- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Refer to <http://www.mass.gov/eohhs/docs/dph/mass-in-motion/school-nutrition-guide.pdf> or the John Stalker A-List, <http://www.johnstalkerinstitute.org/alist/alist.pdf>

Fundraising Activities.

To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. All foods used for fundraising purchases must be packaged by a manufacturer with nutrition information available. Schools will encourage fundraising activities that promote physical activity. The District will make available a list of ideas for acceptable fundraising activities.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and any allergy-related issues in the building or classroom. Parents will be encouraged to provide appropriate healthy snacks. Healthy snack lists will be made available to families at the beginning of the school year to assist them in their food choices.

Rewards

Schools will not use foods or beverages, especially those that do not meet the nutrition standards, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

Schools should limit celebrations that involve food during the school day to no more than one per class per month. Each celebration should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day should strive to meet the nutrition standards for meals and/or foods and beverages.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

The District aims to teach, encourage, and support healthy eating by students and staff. The District will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake, physical activity and exercise;
- links with school meal programs
- and
- includes training for teachers and other staff.

Food and Beverage Marketing in Schools

School-based marketing of food and beverage brands must be consistent with nutrition education and health promotion. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged. As such, the District will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. All snacks or ala carte items will come from, or meet the guidelines put forth in the Stalker-A-List.

<http://www.johnstalkerinstitute.org/alist/alist.pdf>

Marketing techniques that are not allowable include:

- Logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment;

- Educational incentive programs that provide food as a reward;
- Programs that provide schools with supplies when families buy low-nutrition food products;
- Free samples or coupons; and
- Food sales through fundraising activities.

Marketing activities that promote healthful behaviors and are allowable include:

- Vending machine covers promoting water;
- Pricing structures that promote healthy options in a la carte lines or vending machines;
- Sales of fruit for fundraisers; and
- Coupons for discount gym memberships.

IV. Physical Activity Opportunities and Physical Education.

Physical Education (P.E.) K-12. All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education in accordance with the Massachusetts Frameworks, <http://www.doe.mass.edu/frameworks/health>. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All elementary school students will be provided time each day for supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School. All elementary, middle, and high schools will attempt to offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will also offer interscholastic sports programs where possible. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage, verbally and through the provision of space, equipment, and activities, daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment: Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (ideally 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end: classroom health education should complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle.

Use of School Facilities Outside of School Hours School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. Regulations regarding the use of school facilities are outlined in the Abington Public Schools Joint Use Policy.

Communications with Parents

Abington Public Schools will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school will provide nutrition information and nutrient analyses of school menus on District website. The District will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The District will provide parents with a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.. The District will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day.

Monitoring and Policy Review

Monitoring: The superintendent or his/her designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

The Food Service Director will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent or his/her designee (or if done at the school level, to the school principal). In addition, the District will report on the most recent USDA National School Lunch Program Administration Review findings and any resulting changes. If the district has not received a review from the state agency within the past five years, the district will request from the state agency that a review be scheduled as soon as possible.

Assessments will be repeated every three years by the Wellness Advisory Committee to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the district will review:

- Nutrition and physical activity policies;
- Provision of an environment that supports healthy eating and physical activity; and
- Nutrition and physical education policies and program elements.

The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

The Wellness Director will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school committee and also distributed to the Wellness Advisory Committee, school councils, school principals, and school health services personnel in the district as well as posting on the District website.

SECTION B - BOARD GOVERNANCE AND OPERATIONS

BA SCHOOL COMMITTEE OPERATIONAL GOALS

BAA EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

BB SCHOOL COMMITTEE LEGAL STATUS

BBA SCHOOL COMMITTEE POWERS AND DUTIES

BBAA SCHOOL COMMITTEE MEMBER AUTHORITY

BBBA/ SCHOOL COMMITTEE MEMBER QUALIFICATIONS

BBBB & OATH OF OFFICE

BBBC SCHOOL COMMITTEE MEMBER RESIGNATION

BBBE UNEXPIRED TERM FULFILLMENT

BCA SCHOOL COMMITTEE MEMBER ETHICS

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BDB SCHOOL COMMITTEE OFFICERS

BDBA CONDUCT AND RESPONSIBILITIES OF MEMBERS AT OFFICIAL MEETINGS

BDC APPOINTED COMMITTEE OFFICIALS

BDD SCHOOL COMMITTEE AND SUPERINTENDENT RELATIONSHIP

BDDA CONDUCT AND RESPONSIBILITIES OF SUPERINTENDENT AT OFFICIAL MEETINGS

BDE SUB-COMMITTEES OF THE SCHOOL COMMITTEE

BDF CITIZEN ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

BDEA SCHOOL COUNCILS

BDEA-E-1 SCHOOL IMPROVEMENT PLAN

BDEA-E-2 SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN (A)

BDEA-E-3 CONDUCT OF SCHOOL COUNCIL BUSINESS

BDG SCHOOL ATTORNEY

BE SCHOOL COMMITTEE MEETINGS

BEA REMOTE PARTICIPATION

BEC EXECUTIVE SESSIONS

BEDA NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

BEDB AGENDA FORMAT

BEDD RULES OF ORDER

BEDF VOTING METHOD

BEDG MINUTES

BEDH PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

BEE PROCEDURES FOR CONDUCTING HEARINGS

BG SCHOOL COMMITTEE POLICY DEVELOPMENT

BGB SCHOOL COMMITTEE POLICY ADOPTION

BGC SCHOOL COMMITTEE POLICY REVISION AND REVIEW

BGD SCHOOL COMMITTEE REVIEW OF PROCEDURES

BGE SCHOOL COMMITTEE POLICY DISSEMINATION

BGF SCHOOL COMMITTEE SUSPENSION OF POLICIES

BHC SCHOOL COMMITTEE AND STAFF COMMUNICATIONS

BHE USE OF ELECTRONIC COMMUNICATION BY SCHOOL COMMITTEE MEMBERS

BIA NEW SCHOOL COMMITTEE MEMBER ORIENTATION

BIBA SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

BID SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

BJ SCHOOL COMMITTEE LEGISLATIVE PROGRAM

BK SCHOOL COMMITTEE MEMBERSHIPS

File: BA - SCHOOL COMMITTEE OPERATIONAL GOALS

The Abington School Committee (the "Committee") is responsible to the residents of Abington 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 students and the school community. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The Committee's primary responsibility is to establish policies and approve programs that will maximize the educational achievement of all students. The Committee is charged with accomplishing this while also being responsible for the effective 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 a Superintendent of Schools to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of residents, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance goals for the Abington School Committee and evaluating their accomplishment.
2. Allowing the individuals responsible for carrying out objectives to have a role in setting them.
3. Establish practical and straightforward goals.
4. Conducting a concrete and periodic review of performance against these goals.

File: BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The Abington School Committee (the "Committee") will periodically establish 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 Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the residents of Abington
2. Committee and Superintendent of Schools relationship
3. Policy development
4. Educational leadership
5. Fiscal management
6. Committee meetings
7. Committee member development and performance
8. Performance of sub-committees of the Committee

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 self-evaluation is an assumption that members and sub-committees are capable of improvement. The Committee believes that its performance will be improved if evaluations are carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

File: BB - 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:

. . .five members of the School Committee for terms of three years ...

The Abington School Committee (the "Committee") is the governing board of the town's public school system. Although it functions as a duly elected committee of town government, the 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.

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.

File: BBA - SCHOOL COMMITTEE POWERS AND DUTIES

The Abington School Committee (the "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 procedures and to employ the Superintendent of Schools (the "Superintendent") to implement its directions for the proper education of the students of Abington.

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

- 1. Establishing Abington Public Schools (the "District") Policy.** The Committee is responsible for the development and approval 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. Review and Approval of the Budget.** The Committee is responsible for the adoption of an annual budget that will enable the school system to carry out the Committee's policies.
- 4. Community Relations.** The Committee is responsible for providing appropriate and direct communication channels to keep the residents of Abington informed about the school system and for keeping itself and the school administration and staff informed about the needs and requests of the residents.
- 5. Establishing Goals and Objectives.** The Committee is responsible for adopting goals and objectives that will guide the District for the administration and continuing improvement of the educational programs provided by the District.

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

File: BBAA - SCHOOL COMMITTEE MEMBER AUTHORITY

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

The Committee will not be bound in any way by a 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 or Town employee.

The 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 Massachusetts relating to education and School Committee operations, regulations of the Massachusetts Board of Elementary and Secondary Education, policies and procedures of the Committee and the Abington Public Schools (the "District").
2. To keep abreast of new laws, regulations and the latest trends in Elementary and Secondary Education.
3. To have a general knowledge of the goals, objectives, and programs of the District.
4. To work effectively with Committee members without trying either to dominate the Committee or neglect his/her responsibilities.
5. To respect the privileged communication which 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 to be released.
6. To vote and act with impartiality in the best interest of the students of Abington.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one member and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the District in a way that promotes interest and support.
9. To refer questions and complaints to the proper District administrator, Committee Chair, or legal authority.
10. To comply with the accepted code of ethics for Committee members as enumerated in section BCA School Committee Member Ethics.

File: BBBA/BBBB - SCHOOL COMMITTEE MEMBER QUALIFICATIONS & OATH OF OFFICE

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

Each new member will notify the Superintendent of their having sworn the oath before the Abington Town Clerk 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.

LEGAL REFS.: M.G.L. [41:1](#); [41:107](#)

File: BBBC - SCHOOL COMMITTEE MEMBER RESIGNATION

An Abington School Committee (the "Committee") member who submits his/her resignation terminates Committee duties at the time of such resignation unless a later time is stated in the resignation letter.

Should a Committee member move out of the town, that member shall be deemed to have vacated the office.

File: BBBE - UNEXPIRED TERM FULFILLMENT

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

As provided in the law and Town Charter, the Committee will notify the Board of Selectmen that a vacancy has been created within 30 days after it has occurred. After two weeks' notice has been given by the Committee to the Board of 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 members 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.

LEGAL REF: M.G.L. [41.11](#)

File: BCA - SCHOOL COMMITTEE MEMBER ETHICS

The acceptance of a Code of Ethics implies the understanding of the basic organization importance of the Abington School Committees responsibilities under the laws of the Commonwealth of Massachusetts. The oath of office of an Abington School Committee (the "Committee") member binds the individual to adherence to those state laws which apply to school committees since school committees are agencies of the state.

As Committee members carrying a high degree of responsibility to our community, our Superintendent of Schools (the "Superintendent"), school administration and staff, and our fellow Committee members, we subscribe to the following Code of Ethics.

In our relations with our community, each of us will:

1. Realize that our responsibility is to the students of Abington Public Schools (the "District") and to the residents of the Town of Abington.
2. Recognize that our basic function is policy making and not administrative.
3. Remember that he/she is one member and must abide by, and carry out, all Committee decisions once they are voted upon and approved.
4. Be well informed concerning the duties of Committee members on both a local and state level.
5. Remember that we represent the entire community at all times.
6. Accept the office as a Committee member as a means of unselfish service with no intent to benefit personally from our Committee activities.
7. Make decisions which are both educationally and financially responsible.
8. Recognize and assume responsibility for encouraging and contributing to an atmosphere of cooperation and open communication between and among the Committee and administrators, teachers, students, parents, and residents.

In our relations with our Superintendent, school administrators and staff, we will:

1. Endeavor to establish sound, clearly defined policies which will direct and support the District.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the Superintendent full responsibility for discharging his/her responsibilities, financial and administrative support to do so and hold him/her responsible for acceptable results.
4. Refer all complaints to the Superintendent, when appropriate, for resolution and only discuss them at Committee meetings if such efforts fail.

In our relations with our fellow Abington School Committee members we will:

1. Recognize that action at official meetings is binding and that a member alone cannot bind the Committee outside of such meetings.
2. Realize that a member should not make statements or promises of how they 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 the Committee or from members of other Town Committees who may be seeking help or information on District matters.
5. Make decisions only after all facts on a matter have been presented and discussed.
6. Refuse to take part in irregular and/or secret meetings at which only part of the membership is present in violation of the open meeting laws.
7. Be aware that what we say publicly may be taken as the opinion of the entire Committee or school district and refrain from making public statements representing the Committee on issues under discussion before a Committee decision has been reached.
8. Subordinate personal differences in order that actions of the Committee may be effective and refrain from making disparaging statements regarding Committee decisions with which you disagree.
9. Recognize a responsibility to make new members feel welcome and to be sure they understand their responsibilities and that they have the materials they need.

File: BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the Abington School Committee (the "Committee"), shall reorganize at its first regular meeting following the Town's annual elections, on or before May 15 of each year, or at the next regularly scheduled meeting after the Annual Town Election, and will elect from its membership a Chair, Vice-Chair and 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 Committee will constitute a quorum. The election will proceed as follows:

The present Chair of the Committee, shall step down and the Secretary or senior member will take nominations from the floor for Chair. All members of the Committee may nominate candidates for Chair. Upon election, the new Chair will preside, calling for the election of the Vice-Chair and Secretary. The procedure used for election will be the same as that for electing the Chair. The Town Manager and the Town Clerk shall be notified in writing of the newly reorganized Committee no later than June 15 of the same year.

File: BDB - SCHOOL COMMITTEE OFFICERS

Duties of the Chair

The Chair of the Abington School Committee (the "Committee") has the same powers as any other member of the School 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 Chair 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 of Schools (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 sub-committees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be the 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 Abington School Committee, the Chair 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-Chair

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

Duties of the 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.

LEGAL REF.: M.G.L. [71:36](#)

File: BDDBA - CONDUCT AND RESPONSIBILITIES OF MEMBERS AT OFFICIAL MEETINGS

Official Abington School Committee (the "Committee") business shall only be conducted at meetings attended by three or more members of the Committee.

The Committee Chair shall preside over all meetings; in his/her absence, the Vice-Chair shall preside. In the event neither the Chair nor the Vice-Chair is present, the remaining three members shall vote to appoint a temporary Chair.

The Chair shall rule on the appropriateness of discussion. His/her decisions may be appealed by any Committee member to the entire Committee. *Robert's Rules of Order, Newly Revised*, shall govern the procedures to be followed when motions or actions are under consideration during any meeting.

As all communication during an official meeting are public, according to the open meeting laws, any form of communication, electronic or otherwise, outside the meeting should not occur.

File: BDC - APPOINTED COMMITTEE OFFICIALS

The Superintendent of Schools shall be appointed by vote of the Abington School Committee (the "Committee") as provided by law 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.

File: BDD - SCHOOL COMMITTEE AND SUPERINTENDENT RELATIONSHIP

The Abington School Committee (the "Committee") will leave to the Superintendent of Schools (the "Superintendent") all matters of decision and administration that come within his/her scope as chief executive officer of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning policy and annual budget, it will normally proceed in these areas receiving recommendations from the Superintendent.

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 an exception to an established policy, he/she will submit the matter to the Committee for advice, direction and approval.

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.

The Committee will work with the Superintendent to establish annual goals and objectives to advance the mission of the Abington Public Schools.

File: BDDA - CONDUCT AND RESPONSIBILITIES OF SUPERINTENDENT AT OFFICIAL MEETINGS

The Superintendent of Schools (the "Superintendent"), or his/her designee, shall be present at all official meetings except at the Abington School Committees discretion, or when the conduct and/or salary of the Superintendent are to be discussed.

The administration shall not be expected to reply to any matter which has not been properly placed on the agenda. Instead, the Superintendent may be instructed to prepare an appropriate response to be scheduled at a future meeting within a reasonable period of time.

Minutes of each regular meeting and executive session shall be kept under the supervision of the Superintendent of Schools.

File: BDE - SUB-COMMITTEES OF THE SCHOOL COMMITTEE

The Abington School Committee (the "Committee") may establish sub-committees as needed.

1. A sub-committee will be established by the Chair with a vote of the Committee.
2. The Committee Chair will appoint the sub-committee chair and its members.
3. The Committee will create a list of its functions and duties.
4. A sub-committee may make recommendations for Committee action, but it may not act for the Committee.
5. Sub-committee meetings must be posted and minutes kept and as such are subject to the provisions of the Open Meeting Law.
6. A sub-committee 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.

LEGAL REF.: M.G.L [30A](#)

File: BDF - CITIZEN ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

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

1. Citizen advisory committees may be created by the 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 citizen advisory committee to the Committee.
2. If a citizen 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 citizen advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the Abington Public Schools (the "District") 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 District staff members to such committees will be made by the Committee upon recommendation of the Superintendent of Schools (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 Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the Committee will provide.
 - d. The approximate dates on which the Committee wishes to receive major reports.
 - e. Abington School Committee policies governing citizens, committees and the relationship of these committees to the Committee as a whole, individual Committee members, the Superintendent, and other members of the District's 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 Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of a citizen advisory committee must be submitted to the Committee.

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

File: BDFA - SCHOOL COUNCILS

The Abington School Committee (the "Committee") believes that the school is a key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. The Principal shall have primary responsibility for the management of the school. 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.

Decisions which are made at the school level must be aligned with the policies, curriculum, budget and goals adopted by the Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements and contracts of the Abington Public Schools (the "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 in conformity with guidelines established by the Department of Elementary and Secondary Education.

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 District policies.
2. Identification of the educational needs of the students attending the school.
3. Review and advocate for the school building budget.
4. School improvement plans may be implemented only after annual review and approval by the Superintendent of Schools.

LEGAL REFS.: M.G.L. [71:59C](#); [69:11](#)

File: BDFA-E-1 - 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 of Schools. The plan should be drafted with the following considerations:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education and by the Abington School Committee (the "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 or budget approval.
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by Committee policy.

LEGAL REFS.: M.G.L. [71:59C](#); [69:11](#)

File: BDFA-E-2 - SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent of Schools (the "Superintendent") for review and approval annually.

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, goals and policies of the Abington Public Schools (the "District").
4. Be consistent with federal and state law, 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 estimated 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 Abington 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.

LEGAL REF.: M.G.L. [71:59C](#); [69:1I](#)

File: BDFA-E-3 - CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected 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, Section 20, which stipulates 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 of Schools (the "Superintendent") shall receive electronic copies of agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the Abington School Committee for information, upon request.

School Principals will provide a report, at least annually, on School Council activities and on School Improvement Plans.

LEGAL REFS: M.G.L. [30A:20](#); [71:59C](#); [69:11](#)

File: BDG - SCHOOL ATTORNEY

The complexity of school department operations often require specialized legal services, the Abington School Committee (the "Committee") may also retain an attorney(s) or law firm(s) to provide legal services. The Committee may also seek, when applicable, the services provided by Town Counsel.

It will be the duty of counsel to advise the Committee and the Superintendent of Schools (the "Superintendent") on the specific legal matters submitted to him/her. 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 via the Chair. 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.

LEGAL REFS.: M.G.L. [71:37E](#); [71:37F](#)

File: BE - SCHOOL COMMITTEE MEETINGS

The Abington School Committee (the "Committee") will transact all business at official meetings. 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 Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

LEGAL REFS.: M.G.L. [30A: 18-25](#)

File: BEA - REMOTE PARTICIPATION

The Abington School Committee (the "Committee") strongly recommends that members physically attend all posted meetings whenever possible. The Committee acknowledges their responsibility to ensure that remote participation is not used in any way that defeats the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which District policy is based.

The Committee recognizes that extenuating circumstances such as personal illness, personal disability, emergency, military service or geographical distance may prevent a member from physical attendance at an open meeting. Remote participation for executive session is not allowed under this policy. Members of the Committee may utilize remote participation in open meetings subject to the following procedures and restrictions:

1. A quorum of the Committee must be physically present at the meeting location. Members who participate remotely shall not be deemed to be absent.
2. A Committee member who wishes to participate remotely must, as soon as reasonably possible prior to a meeting, notify the Chair or, in the absence of the Chair, the person chairing the meeting, his/her intention to do so and the reason and facts supporting the request.
3. The Chair must announce at the beginning of the meeting the name of the member(s) participating remotely, the reason for the remote participation and the means of remote participation.
4. The acceptable means of remote participation is conference telephone or any other technology that is available that enables the remote participant and all Committee members and visitors present to be clearly audible to one another.
 - a. If video technology is used, the remote participant must be clearly visible to all persons present at the meeting location.
 - b. The Chair or, in the Chair's absence, the person authorized to chair the meeting shall make the determination on the means of participation.
5. All votes taken in open meeting must be roll call votes and recorded in the minutes.

The Committee minutes where a member participated remotely shall reflect the following:

1. Means by which remote participation was delivered,
2. Beginning time for remote participation,
3. Technical difficulties noted,
4. Interruption in the remote participation, if applicable, and
5. Time of interruption or disconnection of remote participation, if applicable.

At the Chair's discretion discussion may be suspended in the event of any technical difficulties or disconnection by the remote participation of member(s).

LEGAL REFS.: 940 CMR 29.10

M.G.L. [30A:18-25](#)

File: BEC - EXECUTIVE SESSIONS

All meetings of the Abington School Committee are open to attendance by the public. 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 Chair (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
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 Chair 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. The discipline or dismissal, including the hearing of charges against a member of the Committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
3. Strategy with respect to collective bargaining, or litigation, if an open meeting might have a detrimental effect on the bargaining or litigation position of the Committee and the chair so declares.
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 Committee would be involved in that might qualify would be for the position of Superintendent of Schools (the "Superintendent")). This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants.
9. To meet or confer with a mediator and/or attorney with respect to any litigation or public business.
10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information.

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.

The Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

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

LEGAL REFS.: M.G.L. [30A:21](#)

File: BEDA - NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours advance notice, excluding Saturdays, Sundays and legal holidays, will be given for any meeting of the Abington 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." Notice of emergency must be posted as soon as reasonably possible prior to the meeting.

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.

LEGAL REFS.: M.G.L. [30A:20](#)

File: BEDB - AGENDA FORMAT

The Superintendent of Schools (the "Superintendent") and the Chair shall, for every meeting except emergencies, be responsible for the preparation and distribution of the agenda and whenever practical, written material which is to be part of a scheduled report shall be delivered to the Abington School Committee (the "Committee") members at least 48 hours prior to the meeting.

The Superintendent shall establish the necessary administrative procedures to provide Committee members, staff members, and citizens the opportunity to submit items to be considered for inclusion on meeting agendas.

The Superintendent shall establish the necessary procedures for adequately publishing the meeting-topics.

All on-going sub-committees and advisory groups shall have the opportunity for a regularly scheduled reporting time on the agenda, such time to be worked out with the Chair and Superintendent.

Except for emergency matters, no item will be considered for inclusion on the agenda of any meeting unless so requested; such request being made to the Chair and Superintendent or his/her representative five business days prior to the scheduled meeting by:

1. Submitting correspondence, e.g., a letter or written report, to be read at the meeting;
2. Submitting a request to the Chair and Superintendent no later than five business days prior to the meeting to be included on the agenda;
3. Being recognized by the Chair during the meeting.

Agendas shall be filled with the Town Clerk and posted on the Abington School District website.

LEGAL REFS.: M.G.L. [30A:20](#)

File: BEDD - RULES OF ORDER

Robert's Rules of Order, Newly Revised will govern the proceedings of the Abington School Committee (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.

File: BEDF - VOTING METHOD

OPEN SESSION

Except on procedural matters, all votes of the Abington School Committee (the "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 Committee will constitute a quorum.

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

Executive Session

A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.

LEGAL REFS.: M.G.L. [30A:20-21](#)

File: BEDG - MINUTES

The minutes of an Abington School Committee (the "Committee") meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the 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 of Schools (the "Superintendent") 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 draft minutes will be sent to all Committee members at least 48 hours, excluding Saturdays, Sundays and legal holidays, 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 citizens upon request. Approved minutes will be posted on the school website.

LEGAL REF.: M.G.L. [30A:22](#)

File: BEDH - PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

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

Massachusetts General Laws Chapter [30A Section 20](#)(f) governs public participation at open meetings covering all public bodies.

Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

The Committee encourages residents to attend its meetings so that they may become better acquainted with the operations and the programs of the Abington Public Schools (the "District") . In addition, the Committee would like to hear the views and ideas of the residents.

In order that all residents who want 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 will be followed:

1. At the start of each regularly scheduled Committee meeting, individuals or group representatives will be invited to address the Committee during the visitor's portion of the agenda. The Chair shall determine the length of the public participation segment.
2. Speakers will be allowed up to three (3) minutes to present their material. The Chair may permit extension of this time limit. Remarks or questions related to an agenda item shall be deferred until that specific agenda item has been taken up.
3. All questions posed to the Committee during the visitor's section that cannot be answered during the meeting will be answered subsequent to the meeting in a timely manner.
4. The Chair may allow questions from the audience after presentations or discussions on those items listed on the Committee meeting agenda.
5. Improper conduct and remarks will not be tolerated. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair will terminate that individual's privilege to address the Committee.
6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such objective criticisms of the District's operations and programs as concern them, but in public session the Committee will not allow personal complaints of school personnel nor against any other individual.

LEGAL REF: M.G.L. [30A:20](#)

File: BEE - PROCEDURES FOR CONDUCTING PUBLIC HEARINGS

In conducting all public hearings required by law, the Abington School Committee (the "Committee") will:

1. Give due and public notice in line with statutory requirements.
2. Make available printed information on the topic of the hearing.
3. Make every effort to give all an equal opportunity to be heard in accordance with the Committee's policy.

The Chair 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, visitors must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic.

File: BG - SCHOOL COMMITTEE POLICY DEVELOPMENT

The Abington School Committee (the "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 Committee will exercise its leadership in providing for the successful and efficient functioning of the Abington Public Schools.

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

File: BGB - SCHOOL COMMITTEE POLICY ADOPTION

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

To permit time for the 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; report from the Superintendent of Schools; report from any Sub-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 Committee will vote to approve all policies following the second reading.

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

Policies will be effective upon the date set by the 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.

File: BGC - SCHOOL COMMITTEE 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 Abington School Committee (the "Committee") action and administrative decision, the Committee will review all Abington Public Schools (the "District") policies on a regular basis. It is the intent of the Committee that no policy will go more than three years without a formal review.

The Committee in consultation with the Superintendent of Schools (the "Superintendent") will evaluate how the policies have been executed by District staff and will assess the results. The Committee will rely on District staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the responsibility of notifying the Committee when policies are out of date or for other reason appear to need revision.

File: BGD - SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the Superintendent of Schools (the "Superintendent") and administrative staff will need to develop and issue procedures implementing policies of the Abington School Committee (the "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 procedures developed by the Superintendent for the Abington Public Schools whenever they appear inconsistent with policy, goals, or objectives, but it will revise or reject such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not approve procedures 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 procedure to have the Committee's approval.

Rules Pertaining to Staff and Student Conduct

Under the General Laws of Massachusetts, 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 Elementary and Secondary Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. All changes to these handbooks will be reviewed and approved annually by the Committee.

LEGAL REFS.: M.G.L. [71:37](#); [71:37H ½](#), [37H ¾](#)

File: BGE - SCHOOL COMMITTEE POLICY DISSEMINATION

The Superintendent of Schools (the "Superintendent") is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Abington School Committee (the "Committee") and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the Abington Public Schools (the "District"), 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 District will be distributed to those groups as soon as reasonably practicable.

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

File: BGF - SCHOOL COMMITTEE SUSPENSION OF POLICIES

The operation of any section or sections of Abington School Committee (the "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.

File: BHC - SCHOOL COMMITTEE AND STAFF COMMUNICATION

The Abington School Committee (the "Committee") strives to maintain open channels of communication between itself and the Abington Public Schools staff. The basic line of communication will, however, be through the Superintendent of Schools (the "Superintendent").

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, 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.

School Committee Communications to Staff

All official Committee communications will be directed to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's actions.

Visits to Schools

Individual 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 school. 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.

File: BHE - USE OF ELECTRONIC COMMUNICATION BY SCHOOL COMMITTEE MEMBERS

As elected public officials, Abington School Committee (the "Committee") members shall exercise caution when communicating between and among themselves via electronic communication services including, but not limited to, text messaging, 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.

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

Under the Public Records Law, electronic communication between public officials may be considered public records. Therefore, in order to ensure compliance, the Committee will follow the E-mail Retention Policy for the Abington Public Schools. Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L.[4:7](#); [30A:20](#); [66:10](#)

File: BIA - NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of Massachusetts General Law Chapter [71, Section 36A](#) as amended on December 24, 2002, each new Abington School Committee (the "Committee") member elected to the Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to:

- Review of School Finance,
- Open Meeting Law,
- Public Records Law,
- Conflict of Interest Law,
- Special Education Law,
- Collective Bargaining,
- School Leadership Standards and Evaluations, and
- Roles and Responsibilities of School Committee Members

The Committee and Superintendent of Schools (the "Superintendent") shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be informed of their need to be knowledgeable concerning the following:

- A. Abington Public School Policies
- B. District's Budget
- C. Student and Staff Handbooks
- D. Collective Bargaining Agreements and Contracts
- E. Massachusetts Open Meeting Law
- F. Massachusetts Conflict of Interest Regulations

Each new member shall also receive any other materials the Chair and/or the Superintendent determine to be necessary.

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. (MASC) and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members.

LEGAL REF.: M.G.L.[71:36A](#)

File: BIBA - SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

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

1. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
2. When a conference, convention, or workshop is not attended by the full Committee, those who do participate maybe requested to share information, recommendations and materials acquired at the meeting.

File: BID - SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The Abington School Committee (the "Committee") shall serve without compensation. No member of the Committee shall be eligible for the position of teacher, administrator or Superintendent of Schools for a period of at least 12 months from the date of last servicing as a member of the Committee.

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 Committee approval.

File: BJ - SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The Abington School Committee (the "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 Abington, it must work 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 should keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and federal level.
2. The Committee, through the legislative liaison, 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.
3. The Committee will annually designate a person—who may or may not be a member of the Committee—to serve as its legislative liaison. 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 Committee.

File: BK - SCHOOL COMMITTEE MEMBERSHIPS

Abington School Committee (the "Committee") members are encouraged to maintain memberships in recognized School Committee (boards) associations.

It may also maintain institutional memberships in other educational organizations, which the Committee and Superintendent of Schools find to be of benefit to members and personnel.

The materials and benefits of institutional memberships may be distributed and used to the best advantage of the Committee and the Abington Public Schools staff.

SECTION C - GENERAL SCHOOL ADMINISTRATION

CA ADMINISTRATION GOALS

CB SCHOOL SUPERINTENDENT AND CONTRACT

CBI EVALUATION OF THE SUPERINTENDENT

CCB LINE AND STAFF RELATIONS

CE ADMINISTRATIVE COUNCILS AND COMMITTEES

CH POLICY IMPLEMENTATION

CHA DEVELOPMENT OF PROCEDURES

CHC PROCEDURES DISSEMINATION

CHCA APPROVAL OF STUDENT HANDBOOKS

CHD ADMINISTRATION IN POLICY ABSENCE

CL ADMINISTRATIVE REPORTS

File: CA - ADMINISTRATION GOALS

It is the intent of the Abington School Committee (the "Committee") that the Abington Public Schools (the "District") employ and retain qualified personnel to administer the school system efficiently and effectively. The Superintendent of Schools (the "Superintendent") will organize the administration in a manner that will make clear the responsibilities of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and may form administrative councils or committees if needed to provide for the efficient conduct of District business. In order to engage in this process in an efficient and effective manner, each individual and council/committee will be given specific and clearly defined responsibilities. Channels of Communication will be established so that the recommendations and decisions of each council or committee can be heard and reviewed by the appropriate administrator, and, where appropriate, by the Superintendent and Committee.

The organizational structure and administration of the District will balance responsibility with commensurate authority, subject to the reserved legal powers of the 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. The Superintendent will maintain and review periodically written job descriptions for all administrative positions.

For the District to operate effectively, all administrators will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

File: CB - SCHOOL SUPERINTENDENT AND CONTRACT

The Abington School Committee (the "Committee") shall employ a Superintendent of Schools (the "Superintendent") and establish his/her compensation and benefits. 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. The Superintendent shall prepare such reports as may be required by the U.S. Department of Education, the Commonwealth's Board of Elementary and Secondary Education and Department of Elementary and Secondary Education.

The Committee will enter into a written contract with the Superintendent, for periods not exceeding six (6) years, which will meet the requirements of law and will protect the rights of the Committee, Town of Abington and the Superintendent. The written contract will provide for salary, fringe benefits, and other conditions of employment, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of duties or office, liability insurance, and leave of absence.

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

M.G.L. [71:41](#); [71:42](#)

File: CBI - EVALUATION OF THE SUPERINTENDENT

Through evaluation of the Superintendent of Schools (the "Superintendent"), the Abington School Committee (the "Committee") will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as seen by the 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 Committee and Superintendent.
4. Provide administrative leadership of excellence for the school system.

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

File: CCB - LINE AND STAFF RELATIONS

The Abington School Committee (the "Committee") expects the Superintendent of Schools to establish a clear understanding on the part of all Abington Public Schools staff of the working relationships in the school system.

Staff 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 highest administrative level when necessary.

It is expected that the established lines of authority will serve most purposes. Staff retains the right to appeal decisions made by an administrator through an established grievance process.

Additionally, lines of authority should not restrict the cooperative working relationship of staff at all levels. Established lines of authority should support the development of 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.

File: CE - ADMINISTRATIVE COUNCILS AND COMMITTEES

The Superintendent of Schools (the "Superintendent") may establish permanent or temporary administrative councils and committees as he/she deems necessary for assuring Abington Public Schools (the "District") staff participation in the following:

1. Decision making, and
2. Developing and implementing policies and regulations and for the improvement of educational programs.

Functioning in an advisory capacity, all councils and committees created by the Superintendent may make recommendations for submission to the Abington School Committee (the "Committee") through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy and developing procedures remains with the Superintendent.

The membership, composition and responsibilities of administrative councils and committees will be defined by the Superintendent and may be changed at his/her discretion.

Expenses incurred by councils and committees for services and/or materials, and any investigative travel will be paid by the District but only within budgetary allotments and when approved in advance by the Superintendent.

File: CH - POLICY IMPLEMENTATION

The Superintendent of Schools has responsibility for implementing the policies established by the Abington School Committee (the "Committee").

The policies established by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that Abington Public Schools (the "District") staff and students will adhere to established District policies and procedures.

Administrators and supervisors are responsible for informing staff in their schools and/or departments of existing policies and procedures and for ensuring that they are implemented in the spirit intended.

File: CHA - DEVELOPMENT OF PROCEDURES

The Superintendent of Schools (the "Superintendent") will be responsible for specifying required actions and developing procedures under which the school system will be operated in accordance with Abington School Committee (the "Committee") policy. These procedures will be developed to implement policies, goals, and objectives of the Committee.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedure, including staff members, students, parents/guardians, and the community. He/she will consider verbal and written contributions from representatives of staff, students, parents/guardians and community organizations. He/she will inform the Committee of such contributions in presenting procedures for Committee approval.

The Superintendent may issue procedures without prior Committee approval, unless:

1. Committee action is required by law, or
2. The Committee has specifically asked that certain types of procedures be brought before the Committee for approval, or
3. The Superintendent recommends Committee approval in light of strong community or staff reaction.

The Committee expects the Superintendent to develop and implement Abington Public Schools procedures that are in the best interest of students and in compliance with the spirit of policy.

File: CHC - PROCEDURE DISSEMINATION

It will be the responsibility of the Superintendent of Schools to see that the procedures developed to implement Abington School Committee (the "Committee") policies and administer the school system are appropriately coded. Those procedures required by law or regulation will be included in the Abington Public Schools (the "District") policy manual.

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

File: CHCA - APPROVAL OF STUDENT HANDBOOKS

The law directs that Abington High School, under the direction of the Principal and in consultation with the school council, prepare and distribute to each student a hand-book setting forth the rules pertaining to conduct of students. The school council shall review the handbook annually to consider changes in the school policy to take effect in the following academic year.

It is required that the contents of all student handbooks conform to Abington School Committee (the "Committee") policy. It is also essential that student handbooks bearing the name of the Abington Public Schools or one of its schools be of a quality that reflects positively on the entire school system. Therefore, the Committee requires any changes to the student handbooks to be approved prior to publication by the Committee and/or the Superintendent of Schools (the "Superintendent").

Committee approval is required for any handbooks that pertain to required standards of conduct for employees or students. The Superintendent will use his/her judgment as to whether other specific handbooks require Committee approval. All handbooks published will be provided to the Committee for informational purposes.

LEGAL REFS.: M.G.L. [71:37H](#)

File: CHD - ADMINISTRATION IN POLICY ABSENCE

When administrative action must be taken within the school system where the Abington School Committee (the "Committee") has not provided guidance for administrative action, the Superintendent of Schools (the "Superintendent") will have the authority to act. The Superintendent's decisions, however, may be subject to review by the Committee.

File: CL - ADMINISTRATIVE REPORTS

The Abington School Committee (the "Committee") may require reports from the Superintendent of Schools (the "Superintendent") concerning administrative conditions and the needs of the District.

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

Upon receipt of the Superintendent's report(s), the Committee will take steps to appraise the efficiency and effectiveness with which the Abington Public Schools are achieving the educational purposes of the school system.

Because information often has a time value, administrators will give careful consideration to procedures related to reporting, accounting, and general school matters that are required for the administration of the school system.

SECTION D - FISCAL MANAGEMENT

DA FISCAL MANAGEMENT GOALS

DB ANNUAL BUDGET

DBC BUDGET DEADLINES AND SCHEDULES

DBD BUDGET PLANNING

DBG BUDGET ADOPTION PROCEDURES

DBJ BUDGET TRANSFER AUTHORITY

DD FUNDING PROPOSALS AND APPLICATIONS

DGA AUTHORIZED SIGNATURES

DH BONDED EMPLOYEES AND OFFICERS

DI FISCAL ACCOUNTING AND REPORTING

DIE AUDITS

DJ PURCHASING

DJA PURCHASING AUTHORITY

DJE BIDDING REQUIREMENTS

DJG VENDOR RELATIONS

DK PAYMENT PROCEDURES

DKC EXPENSE REIMBURSEMENTS

File: DA - FISCAL MANAGEMENT GOALS

The quantity and quality of District programs is directly dependent on the effective and efficient management of allocated funds. It follows that achievement of the Abington Public School's ("District") purposes can best be achieved through sound fiscal management.

As trustee of Town, state, and federal funds allocated for use in public education, the Abington School Committee ("Committee") will fulfill its responsibility to see that these funds are expended 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 District 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 School Committee operations and into all aspects of the District's management and operation.

In the District's fiscal management and annual budget, it is the Abington School Committee's intent that the following principles will guide the District's fiscal management:

1. To engage in thorough advanced planning, with District administration and staff and community involvement, in order to develop annual budgets and to guide expenditures so as to provide educational services of the highest quality in relation to dollars expended.
2. To use best practices for fiscal management and budget development.
3. To provide timely and appropriate information to staff with fiscal management responsibilities.
4. To require effective and efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

File: DB - ANNUAL BUDGET

The annual budget is the financial expression of the educational programs of the District, and at times it mirrors the financial problems and difficulties that confront the District and Town.

The budget then is more than just a financial tool. The development of the annual budget requires on the part of the Abington School Committee, the staff, and the community an orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the District. This effort is best accomplished when the School Committee, Administration, District Staff and Community set practical goals that are in the best interest of the students of Abington.

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

The Superintendent serves as Chief Budget Officer ("CBO") but he/she may delegate portions of this responsibility to members of his/her administrative staff. The three general areas of responsibility for the Superintendent as CBO will be:

1. Budget preparation,
2. Budget presentation, and
3. Budget administration.

LEGAL REFS.: M.G.L. [71:34](#); [71:37](#) and [71:38N](#)

File: DBC - BUDGET DEADLINES AND SCHEDULES

Preparation of the Abington Public Schools' annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by Town By-Law. Preliminary budget requests are to be returned to the Town Manager by the first week in December, or at a date agreed upon by the Town Manager and the Office of the Superintendent.

In reaching its decision on the budget amount that it will submit to the Town, the Abington 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. The hearing must take place on or before the last Tuesday of January.

LEGAL REFS.: M.G.L. [71:38N](#); [44](#); [31A](#)

File: DBD - BUDGET PLANNING

The major source of revenue for the operation of the public schools is derived from Town of Abington property taxes, and the Abington School Committee will attempt to protect the valid interest of taxpayers. However, the first priority in the development of an annual budget will be the educational needs of the students in the District.

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 the District's goals and objectives.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

File: DBG - BUDGET ADOPTION PROCEDURES

Authority for adoption of the final District budget remains with the residents of Abington who comprise, and who are entitled to vote at, the town meeting. The District budget is presented as part of the total town budget for action at the annual town meeting.

Established by law and charter

LEGAL REFS.: M.G.L. [71:34](#)

File: DBJ - BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the District's budget, the Abington School Committee will consider requests for transfers of funds as they are recommended by the Superintendent between the categories of "Salary" and "Expense".

The Abington School Committee expects to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the District.

All funds in the general account not expended by the close of the fiscal year will be returned to the Town.

File: DD - FUNDING PROPOSALS AND APPLICATIONS

The Abington School Committee will encourage the Superintendent, administration and staff to seek and secure all possible sources of federal, state, and other special funds that will enhance the educational opportunities for the students in the District.

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

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded programs and for submitting the proposals to the Abington School Committee for approval.

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

The Superintendent shall annually inform the Abington School Committee of all activities underway in the Abington Public Schools which are funded from outside sources as part of the budget preparation discussions.

LEGAL REFS.: M.G.L. [44:53A](#)

P.L. 874 Impact Aid

Board of Education 603 CMR [32:00](#); [34:00](#)

File: DGA - AUTHORIZED SIGNATURES

The Superintendent and one School Committee member will sign payrolls presented for approval.

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

LEGAL REF.: M.G.L. [41:41](#); [41:52](#)

File: DH - BONDED EMPLOYEES AND OFFICERS

Each employee of the District who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The town will pay the cost of the bond.

LEGAL REFS.: M.G.L. [40:5](#)

File: DI - FISCAL ACCOUNTING AND REPORTING

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

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

The Abington School Committee will receive periodic (at least quarterly) financial statements from the Superintendent showing the financial condition of the District. Such other financial statements as may be determined necessary by either the Abington School Committee or the administration will be presented as needed.

LEGAL REF.: Board of Education 603 CMR [10:00](#)

File: DIE - AUDITS

An audit of the District's accounts should be conducted annually as part of the Town of Abington's annual audit. In addition, the Abington School Committee may request a private audit of the District's accounts at its discretion.

The Abington School Committee will consider recommendations made by the auditor for maintaining an efficient and effective system for recording and safeguarding the District/Town's assets.

File: DJ - PURCHASING

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

The purchase of materials, equipment, supplies and services will be centralized in the Superintendent's office.

The Superintendent will serve as purchasing agent but he/she may delegate portions of this responsibility to members of his/her administrative staff. He/she will develop and administer the purchasing program for the District in keeping with legal requirements and with the adopted District budget.

District purchases will be made only on official purchase orders approved for issuance by the appropriate department head and signed by the Superintendent or his/her designee, with such exceptions as may be made by the latter for emergency purchases.

LEGAL REFS.: M.G.L. [7:22A](#); [7:22B](#); [30B](#); [71:49A](#)

File: DJA - 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 Abington School Committee approval except when by law or Abington School Committee policy the purchases or services must be put out to bid.

LEGAL REF.: M.G.L. [30B](#)

CROSS REF.: [DJE](#), Bidding Requirements

File: DJE - BIDDING REQUIREMENTS

All District purchases of materials, equipment, supplies and contracts for construction and/or maintenance will be purchased in accordance with MGL Chapter [30B](#) (Uniform Procurement Act).

An effort will be made to procure multiple bids for all purchases in excess of \$35,000. When recommending acceptance of a bid, the Superintendent will inform the Abington 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 in accordance with MGL Chapter [30B](#). 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 or his/her designee 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 Abington School Committee reserves the following rights:

1. To reject any or all bids and to accept the bid that appears to be in the best interest of the District.
2. The Abington School Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid.
 - a. Any bid may be withdrawn prior to the scheduled time for the opening of the bids.
 - b. Any bid received after the time and date specified will not be considered.
3. 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 District.

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

File: DJG - VENDOR RELATIONS

Representatives of firms doing or hoping to do business with the District 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.

LEGAL REF.: M.G.L. [268A](#)

File: DK - PAYMENT PROCEDURES

All claims for payment from District funds will be processed in accordance with procedures 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 Abington School Committee.

As an operating procedure, the Abington School Committee will receive lists of bills for payment from District funds. The lists will be certified as correct and approved for payment by the Abington School Committee and then forwarded to the Town Accountant for processing and subsequent payment by the town treasurer. Invoices, statements, and vouchers will be available for inspection by the Abington School Committee upon request.

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

LEGAL REFS.: M.G.L. [41:41](#); [41:52](#) [41:56](#)

File: DKC - EXPENSE REIMBURSEMENTS

Personnel and District officials must obtain approval prior to incurring expenses to carry out their authorized duties to be reimbursed by the District 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 rate currently approved by the Internal Revenue Service. However, a monthly travel stipend, in an amount established by the Abington School Committee, may be paid to the Superintendent, Assistant Superintendent, Business Manager, and others authorized by the Abington School Committee who are required to travel regularly within the District on official business.

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

1. Travel by Abington School Committee members must have prior approval of the Abington School Committee.
2. Each individual request will be judged on the basis of its benefit to the District.

LEGAL REFS.: M.G.L. [40:5](#); [44:58](#)

SECTION E - SUPPORT SERVICES

EB SAFETY PROGRAM

EBAB PEST MANAGEMENT POLICY

EBB FIRST AID

EBBD LATEX POLICY

EBC EMERGENCY PLANS

EBCD EMERGENCY CLOSINGS

EBCFB HAND SANITIZER OPT-OUT LETTER

EC BUILDINGS AND GROUNDS MANAGEMENT

ECA BUILDINGS AND GROUNDS SECURITY

ECAC VANDALISM

ECAF AUDIO-VIDEO RECORDING

EDC AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

EDE RECYCLABLE MATERIALS POLICY

EE SCHOOL BUS RULES AND REGULATIONS

EEA STUDENT TRANSPORTATION SERVICES

EEAE SCHOOL BUS SAFETY PROGRAM

EEAEC BUS CONDUCT

EEAG STUDENT TRANSPORTATION IN PRIVATE VEHICLES

EEAJ MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

EF FOOD SERVICE POLICY

EFC FREE AND REDUCED PRICE FOOD SERVICES

File: EB - 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.

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

File: EBAB - PEST MANAGEMENT POLICY

The Abington Public Schools are 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 District 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.

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

File: EBB - 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 or her.
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.

LEGAL REFS.: M.G.L. [71:55A](#); [71:56](#)

CROSS REF.: [JLC](#), Student Health Services and Requirements

File: EBBD - LATEX POLICY

To minimize exposure to latex allergens in the Abington Public Schools we are implementing the following protocol for latex products.

PURPOSE: To minimize exposure to latex allergens in the school environment by decreasing the volume and usage of latex products and by increasing awareness of latex allergies.

DEFINITION OF A LATEX ALLERGY: Latex allergy is defined as an allergy to the proteins retained in finished natural rubber latex products. It is an acquired allergy whose symptoms may become more severe with repeated exposure. Controlling exposure is the key.

GENERAL INFORMATION: Recognizing the Allergic Reaction

A. Typical mild allergic reactions

- Itching, skin rash, hives, welts anywhere on body
- Eye irritation
- Sneezing, nasal drip or congestion

B. Typical severe allergic reactions

- Swelling of any body part, including lips, tongue, throat and gums
- Throat or chest tightness
- Labored breathing or violent cough
- Fainting/unconsciousness or convulsions
- Crying, may report "funny feeling" or "tingling"

METHODS OF EXPOSURE:

- Direct contact with latex
- Indirect contact (particles left on surfaces, clothing, etc.)
- Inhalation of airborne latex proteins (glove powder, balloons, etc.)

INTERVENTIONS:

1. All staff, including food handlers in the cafeteria, custodians on building premises, school nurse, faculty and students will use non-latex gloves.
2. Latex-free first aid supplies will be used if available and financially reasonable.
3. When ordering new products, a latex-free product will be obtained and if a substitute is not available, the individual will practice strict avoidance.
4. Latex balloons will be prohibited from inside the school and outside on school grounds. Mylar balloons may be substituted.

5. Tennis balls will not be cut open for use as chair leg coverings as they emit latex into the air.
6. Written documentation of latex/latex-free product will be obtained and/or clear labeling of the product packaging should be available to verify product content before use with an allergic individual.
7. Appropriate staff will be informed of any student allergic to latex and advised of any necessary accommodations.
8. Students will take responsibility for avoidance of allergen as age appropriateness. Faculty and staff aware of the latex allergy and potential latex product exposure will collaborate with the allergic individual and family to assist him/her to minimize exposure.

File: EBC - 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.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to [Section 1 of Chapter 71](#).
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

Plans shall be submitted at least every 3 years by September 1. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response 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.

LEGAL REF: M.G.L. [69:8A](#) Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: [EBCD](#), Emergency Closings

[JL](#), Student Welfare

[JLC](#), Student Health Services and Requirements

File: EBCD - EMERGENCY CLOSINGS

All of the potential hazards across an entire community cannot be adequately assessed on any given day. It is the responsibility of the parent/guardian to be aware of their child/children's route to school and/or bus stop and to make the appropriate adjustments based upon the prevailing conditions. 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 may be 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.

LEGAL REFS.: M.G.L. [71:4](#); [71:4A](#)

CROSS REF.: [EBC](#), Emergency Plans

File: EBCFB - HAND SANITIZER OPT-OUT LETTER

Hand Sanitizer Opt-Out Letter

Dear Parents/Guardians,

Hand washing is one of the most effective ways to prevent COVID-19 and other illnesses, and when your students return to school, they will be asked to wash their hands throughout the school day to help keep themselves and others healthy. Hand washing is the preferred method for removing germs however, soap and water are not always readily available. When handwashing is not possible, students will be asked to use hand sanitizer at school; 60% or greater alcohol-based hand sanitizers work by killing certain germs that "sit" on the skin.

Hand sanitizers are considered to be over the counter (OTC) medications. This is to notify you that you have the ability to opt your child out of using hand sanitizer at school. If you DO NOT want your child to use hand sanitizer during the school day, please send a signed and dated paper copy of the sentence below to your child's school nurse:

I do not want my child, (insert child's name), to use hand sanitizer during the school day.

If you consent to have your student use hand sanitizer at school, no further action is necessary.

Sincerely,

Donna Conso MSN, RN

File: EC - 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 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.

LEGAL REF.: M.G.L. [71:68](#)

File: ECA - 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 security personnel may be approved in situations where special risks are involved.

File: ECAC - 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.

File: ECAF - AUDIO-VIDEO RECORDING

The Abington Public Schools have a responsibility to maintain discipline and protect the safety, security, and welfare of our students and staff, while at the same time safeguarding District facilities, vehicles, and equipment.

As part of fulfilling this responsibility, the Abington School Committee authorizes the use of audio-video/digital surveillance cameras in school building common areas, on and around school grounds and on vehicles under the control of the District which are transporting students.. Digital or video recorder placements shall be based on the presumption and belief that students and staff have no reasonable expectation of privacy in public areas that occur in plain view of other students, staff, or bystanders.

Signs shall be posted, to notify students, staff, and visitors that video or digital cameras may be in use. Parents and students shall also be notified through the student handbook and/or by other means that cameras may be in use. Students and others will be held responsible for any violations of school rules, District Policies and Procedures, or law recorded by the cameras.

Procedures

Retention and Access to Video

1. The District shall retain copies of video or digital recordings for up to 30 calendar days. Recordings may be erased by either deletion or copying over with a new recording.
2. The District will store the time intervals of any recordings as long as there is a need to inspect and review them, or a need to preserve evidence, as determined by the District.
3. The right to inspect such recordings is limited to school district personnel and as required by law, such as when such information is required to be provided following receipt of a lawfully issued subpoena.
4. The District is not obligated to provide a copy of any video recording to parents, students or their legal counsel. If the district agrees to provide a copy of the video, the actual cost for copying the video shall be paid by the parent prior to the release of such video.
4. Video recordings may be shown to law enforcement officials by the District, as well as to parents or students who have been recorded at the sole discretion of school district administrators.
6. The Abington School Committee authorizes the use of decoy cameras to further act as a deterrent to vandalism and other unauthorized impermissible activities.

Preservation of Equipment

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

File: EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

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

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 Superintendent to assure the user's responsibility for, and return of, all school equipment.

File: EDE - RECYCLABLE MATERIALS POLICY

The School Committee of the Town of Abington believe it to be our responsibility to make our students and staff aware of the importance of recycling materials whenever possible to conserve the world's limited resources and conserve energy while exercising sound financial practices. To this end, all Abington Public Schools will recycle materials that would otherwise become waste, including paper, cardboard, bottles and cans, from throughout the school buildings and grounds, in support of the Massachusetts Department of Environmental Protection's waste ban, which prohibits disposal of recyclable paper, cardboard, and paperboard; glass and metal containers; and single-resin, narrow-necked plastics.

The implementation of this policy is the responsibility of the School Committee, staff, and students. Success in reducing waste through recycling is based on the cooperation of all the individuals in the school community.

To ensure success in the district's recycling efforts, the following areas will be adopted;

1. All district personnel are expected to support recycling efforts throughout the schools.
2. Teachers are encouraged to include educational lessons on recycling in the curriculum where appropriate.

The Abington Public Schools and the Abington School Committee are committed to the successful implementation of a materials recycling program in the Abington Public Schools.

File: EE - SCHOOL BUS RULES AND REGULATIONS

MANDATED TOWN-PAID TRANSPORTATION

Under Massachusetts General Laws, transportation at town expense shall be furnished to all Abington pupils grades K-6 who live two miles or more from the school they attend. Transportation at town expense is based solely on the student's home address and is only for transportation between the student's home bus stop and the school he/she attends. Additionally, transportation shall be provided at town expense for children whose Individualized Education Plan (IEP) requires such transportation or whose physical condition makes such transportation necessary as stated in an (IEP).

NON MANDATED FEE-BASED TRANSPORTATION

The Fee-Based Transportation System provides an option for arranging bus service for students Grades K-6 who live less than 2 miles from their school and for all students Grades 7-12. There is a provision for a fee waiver. The "Fee Waiver Application Form" must be completed and submitted by July 1, to the Superintendent's Office. This form is available in both the Principal's Office and the Superintendent's Office. Eligibility is subject to the income guidelines and verification. Ridership is not guaranteed, as it is dependent on sufficient funding, routing and available seating.

TWO MILE LIMIT

The two-mile measurement is the shortest vehicular route between the nearest walkway or driveway to the student's residence to the nearest walkway or gateway leading to the front door of the school. If the mileage is in dispute, a "Distance Appeal Form" must be completed and submitted by July 1, to the School Department. This form is available in both the Principal's Office and Superintendent's Office. The distance will be rechecked and a decision made. This decision shall be final. Appeals not properly submitted by July 1, will not be honored. Please note that the shortest vehicular route may change from year to year as new streets open to traffic; therefore, the shortest vehicular route will be based on streets existing as of July 1, of each year. Mileage will NOT be calculated to or from a daycare provider.

STREET LIST

A list of eligible and ineligible streets will be posted at each elementary school and on the Abington Public Schools web site, www.abingtonps.org

APPLICATION. FEES. & DUE DATE

- During the month of April students will receive a Transportation Packet containing rules and regulations, frequently asked questions, and all pertinent forms.
- **The fee is \$255 per student with a \$510 family cap.** (note: the transportation fee is subject to change) The fee is refundable **only** if the School Department cannot provide the service. Aside from this exception, and because buses must be contracted in advance, the fee is nonrefundable and will be not be prorated in any manner or for any reason. The seat purchased is not transferable to another route.
- **The application and payment in full must be submitted by July 1.** This payment insures that your child is included on the bus list as routes are developed during the summer. Applications and payments received after July 1, will be considered late and will be honored only if space is available and if there is an existing stop on the route.
- Subject to the availability of seats and an existing bus stop, applications for children whose parents/guardians are experiencing an emergency situation will be accepted and processed during the school year. Applications submitted under this provision must be accompanied by a written explanation

of the nature of the emergency and any supportive documentation requested by the School Department. The Superintendent of Schools and/or designee will review, act on such emergency requests and, if approved, set a prorated fee.

NEW RESIDENTS

Subject to the availability of seats and an existing bus stop, applications and fees for children of new residents will be processed at the time of registration.

IDENTIFICATION

In mid August bus passes will be mailed directly to the households of all mandated and enrolled riders. The bus pass will indicate the student's name, grade, and the assigned school, bus route and bus stop. Beginning the first day of school, each bus student is required to carry the bus pass. Not doing so could result in exclusion from the bus. We suggest attaching the pass to the backpack. This will keep the pass handy and allow the student to display it without delay. Lost passes will be replaced for a \$5.00 fee.

BUS STOPS AND ROUTING

Students K-12 are not entitled to street-by-street or door-to-door pick-up and/or delivery. The School Department will establish common neighborhood bus stops. Timing and routing do not allow for additional bus stops even if the bus passes your residence. As it is unknown how many buses will be funded, the length of bus routes may be adversely affected. All efforts will be made to schedule bus routes so that no child is riding for more than one hour per trip.

File: EEA - STUDENT TRANSPORTATION SERVICES

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

The school system will contract for transportation services. 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.

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.: [EE](#), Bus Rules and Regulations

File: EEAE - SCHOOL BUS SAFETY PROGRAM

Safety is a responsibility that is shared between the home and the school district. While the law requires the School Department to furnish a defined level of transportation, it does not relieve parents/guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning.

Once the child boards the bus - and only at that time - does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. Therefore, it is the responsibility of the parent/guardian to escort the child to and from the bus stop where there are no sidewalks, where sidewalks are only on one side, where the bus stop is on the opposite side of the street, and where there are either traffic or commuter rail concerns.

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.

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

CROSS REF.: [EB](#), Safety Program

File: EEAEC (also JICC) - BUS CONDUCT

In view of the fact that a bus is an extension of the classroom, students are required to conduct themselves in a manner consistent with established standards for classroom behavior as stated in the student handbook.

Bus drivers have the authority and the responsibility to maintain good order while operating the bus. Additionally, bus drivers are instructed to inform the building principal about any student misconduct that creates an annoyance or distraction while driving. The building Principal will inform the parents/guardians of the misconduct and request their cooperation in monitoring the child's behavior.

Any student who becomes a disciplinary problem on the school bus may have riding privileges suspended on a temporary or permanent basis. In such cases, the parents/guardians of the child involved become responsible for seeing that the child gets to and from school safely. There will be no refunds resulting from disciplinary action.

File: EEAG - STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

1. The driver will be required to complete a Department of Motor Vehicles Driving Record review.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. The activity has the approval of the Superintendent of Schools.

File: EEAJ - 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 Abington School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Abington 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 Abington 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 REFS.: M.G.L. c. [71:37H](#), c. [90:16B](#) and 540 CMR 27.00

File: EF - FOOD SERVICE POLICY

ABINGTON PUBLIC SCHOOLS - FOOD SERVICE POLICY Revised August 2019

The Food Service Program uses the software program "Nutrikids" in all the schools in the district. A student is assigned a unique PIN number which is entered at the school cashier stations to complete any transaction.

The Food Service Program provides a nutritionally government approved breakfast and lunch daily to all students wishing to take advantage of the program. There are three pricing levels:

Free: Students who have been approved for a free lunch through either an application process or directly certified through the Department of Transitional Assistance database.

Reduced: Students who qualify for a reduced-price lunch (0.40) through the application process or directly certified through the Department of Transitional Assistance database.

Full Price: Students who purchase meals with no qualified reduction.

A student may purchase a school breakfast or lunch in one of the following ways:

- a. Use pre-paid funds in their individual food service account; or
- b. Use cash in the amount owed.

Contact the Food Service Office if you need assistance set up your child's Nutrikids (www.myschoolbucks.com) account .

The School Lunch Program is mandated to provide free or reduced priced meals to only those students who have qualified for that benefit. We are required by law to collect appropriate funds for all other meals provided. With these realities, we have developed the following grade related policies:

Grade K through 12:

No student will ever be denied a breakfast or lunch. We believe that no child should suffer due to the action or inaction of others. We will concentrate our efforts instead on collecting the debt from parents/caregivers. While no meal will be denied, no additional purchases (a la carte items) will be allowed. The appropriate cost of the meal we furnish will be added to the debt already present. Please be aware that the debt follows children to the next grade.

NEGATIVE ACCOUNTS

Families of students with negative accounts will be notified on a regular basis of the delinquent account. We encourage use of the website www.myschoolbucks.com to monitor the activity in your student's accounts. Please know that on occasion debt will be discussed with school principals and others to ensure that this issue is not a symptom of a larger problem that the student and family may be experiencing.

If at any time during the school year a family's financial situation changes, we encourage filing a new or revised Free/Reduced Lunch Application.

***Approved by the
Abington School Committee
On August 27, 2019***

File: EFC - 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 re-ceived from his/her parents or guardians.

As required by state and federal regulations, the School Committee has approved a policy statement (File: EF) pertaining to eligibility for free milk, free meals, and reduced price meals.

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](#)

SECTION F - FACILITIES DEVELOPMENT

[FA](#) FACILITIES DEVELOPMENT GOALS

[FE](#) NAMING FACILITIES, SPACES, AND MEMORIALS

File: FA - FACILITIES DEVELOPMENT GOALS

The School Committee believes that any educational program is influenced greatly by the environment in which it 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 fiscally responsible and educationally appropriate; sound economics, including low long-range maintenance costs and efficiency in energy needs; low insurance rates; high educational use; and flexibility.

LEGAL REF.: 963 CMR 2.00

File: FF - NAMING FACILITIES, SPACES, AND MEMORIALS

Naming a school or an area within the 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 grades or levels they serve, 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.

The Abington School Committee may desire to dedicate a space or to place a plaque in a school building or around the grounds of a school to:

1. A national (public) figure who represents a core value of the system;
2. An individual who has demonstrated lengthy and/or exemplary service to the students of Abington.
3. An individual or group who has provided great service or sacrifice to our community or our Country.

If the recommendation is being made by members of a school community, the principal of the school shall first seek the approval of the Superintendent, who will present recommendations for such recognition to the Abington School Committee. Information in support of such recommendations shall include a resume and memo detailing the basis for the recommendation. Selection and placement of any long-lasting object must be approved by relevant boards, agencies, and staff.

Guidelines for School Committee review:

- The persons or groups associated with the recognition reflect values consistent with the core values of the system.
- The item is in appropriate proportion to other awards and recognitions;
- Prior awards and recognitions remain true to the spirit with which they were generated.

SECTION G - PERSONNEL

GA PERSONNEL POLICIES GOALS

GBA EQUAL EMPLOYMENT OPPORTUNITY

GBEA STAFF ETHICS/CONFLICT OF INTEREST

GBEB STAFF CONDUCT

GBEBC GIFTS TO AND SOLICITATIONS BY STAFF

GBEC DRUG-FREE WORKPLACE POLICY

GBED TOBACCO USE PROHIBITED ON SCHOOL PROPERTY BY STAFF MEMBERS

GBGB STAFF PERSONAL SECURITY AND SAFETY

GBI STAFF PARTICIPATION IN POLITICAL ACTIVITIES

GBJ PERSONNEL RECORDS

GBK STAFF COMPLAINTS AND GRIEVANCES

GCBA PROFESSIONAL STAFF SALARY SCHEDULES

GCCC FAMILY AND MEDICAL LEAVE

GCCD DOMESTIC VIOLENCE LEAVE POLICY

GCIA PHILOSOPHY OF STAFF DEVELOPMENT

GCJ PROFESSIONAL TEACHER STATUS

GCQF SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

GCRD TUTORING FOR PAY

File: GA - PERSONNEL POLICIES GOALS

The District's specific personnel goals are:

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

LEGAL REF.: 603 CMR [26:00](#)

File: GBA - EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, 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.

LEGAL REF.: BESE Regulations 603 CMR [26:00](#)

CROSS REF.: [AC](#), Nondiscrimination

File: GBEA - 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 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/her.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

LEGAL REFS.: M.G.L. [71:52](#); [268A:1](#) et seq.

File: GBEB - STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

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

LEGAL REFS.: M.G.L. [71:37H](#); [264:11](#); [264:14](#)

File: GBEBC - GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

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 is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

Legal Ref: M.G.L. [268A:3](#); [268A:23](#); 930 CMR 5.00

CROSS REFS.: [KHA](#), Public Solicitations in the Schools

JP, Student Donations and Gifts

File: GBEC - 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.

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

CROSS REFS.: [JICH](#), Drug and Alcohol Use by Students

File: GBED - TOBACCO USE PROHIBITED ON SCHOOL PROPERTY BY STAFF MEMBERS

Smoking or the use of tobacco, including e-cigarettes and vapor devices, 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.

LEGAL REF.: M.G.L. [71:37H](#)

File: GBGB - 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.

Employees offered a position as a custodian, maintenance worker or food service worker must successfully pass a pre-employment physical examination (provided at School Committee cost) prior to the date of employment.

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 legally required to verify need for sick leave.

School employees, their families and members of their household are eligible to use the confidential services provided by the town's employee assistance program,

LEGAL REFS.: M.G.L. [71:54](#); [71:55C](#)

CROSS REFS.: [EB](#), Safety Program

File: GBI - STAFF PARTICIPATION IN POLITICAL ACTIVITIES

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

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/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.

LEGAL REF.: M.G.L. [71:44](#)

File: GBJ - 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 the central administrative office. 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/her 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/her 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.

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

File: GBK - STAFF COMPLAINTS AND GRIEVANCES

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

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

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

LEGAL REFS.: M.G.L. [150E:5](#) and [8](#)

CONTRACT REFS.: All Contract Agreements

File: GCBA - 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.

Administrators

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.

LEGAL REFS.: M.G.L. [71:40](#); [71:43](#); [71:41](#); [71:59B](#)

CONTRACT REF.: Teachers' Agreement

File: GCCC - 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.

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

File: GCCD - DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee , or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;
- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;

(6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;

(7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of "abuse", "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

LEGAL REF.: M.G.L. [149:52E](#); Section 10

Chapter 260 of the Acts of 2014

File: GCIA - 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. Partial payment of tuition for approved courses.

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.

File: GCJ - 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/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 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** or at an earlier date if required by a collective bargaining agreement.

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.

Established by law and Committee policy

LEGAL REFS.: M.G.L. [71:38](#); [71:38G](#); [71:38H](#); [71:41](#); [71:42](#); [71:43](#)

File: GCQF - 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.

LEGAL REFS.: M.G.L. [71:42](#); [71:42D](#)

File: GCRD - TUTORING FOR PAY

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

A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.

A teacher may not tutor students who are currently in his/her class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.

Teachers and other public employees may not approach a student, or the student's parents, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.

A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.

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 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 or she is to be tutored.

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

LEGAL REF: M. G. L. [268A](#) Mass. Ethics Commission FAQs for Public School Teachers

SECTION H - NEGOTIATIONS

[**HA**](#) **NEGOTIATIONS GOALS**

[**HB**](#) **NEGOTIATIONS LEGAL STATUS**

[**HF**](#) **SCHOOL COMMITTEE NEGOTIATING AGENTS**

File: HA - NEGOTIATIONS GOALS

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

File: HB - NEGOTIATIONS LEGAL STATUS

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

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

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

Established by law

LEGAL REF.: M.G.L. [150E:1](#) et seq.

File: HF - SCHOOL COMMITTEE NEGOTIATING AGENTS

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

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

The duties of the negotiator will be as follows:

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

LEGAL REF.: M.G.L. [71:37E](#)

SECTION I - INSTRUCTION

IB ACADEMIC FREEDOM

IC/ICA SCHOOL YEAR/SCHOOL CALENDAR

ID SCHOOL DAY

IGA CURRICULUM DEVELOPMENT

IGB SUPPORT SERVICES PROGRAMS

IGD CURRICULUM ADOPTION

IHAE PHYSICAL EDUCATION

IHAM HEALTH EDUCATION

IHAM-R HEALTH EDUCATION

IHAMA PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

IHAMB TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

IHB SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

IHBA PROGRAMS FOR STUDENTS WITH DISABILITIES

IHBAA OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

IHBD COMPENSATORY EDUCATION

IHBEA ENGLISH LANGUAGE LEARNERS

IHBF HOMEBOUND INSTRUCTION

IHBG HOME SCHOOLING

IHBG-R HOME SCHOOLING

IJ INSTRUCTIONAL MATERIALS

IJ-R RECONSIDERATION OF INSTRUCTIONAL RESOURCES

IJJ/IJK/ POLICIES AND PROCEDURES FOR SELECTION

IJL/IJM OF INSTRUCTIONAL MATERIALS (A)

IJNDB/ COMPUTER, NETWORK, INTERNET AND E-MAIL

**IJNDB-R AND OTHER FORMS OF ELECTRONIC COMMUNICATION - ACCEPTABLE USE
POLICY
FOR STUDENTS OF THE ABINGTON PUBLIC SCHOOLS**

IJNDBA/ COMPUTER, NETWORK, INTERNET, E-MAIL

**IJNDBA-R AND OTHER FORMS OF ELECTRONIC COMMUNICATION - ACCEPTABLE USE
POLICY**

FOR EMPLOYEES OF THE ABINGTON PUBLIC SCHOOLS (A)

IJNDB-S LAPTOP CARE AND USE POLICY GUIDE

IJNDC SCHOOL AND DISTRICT WEB PAGES

IJNDC-R WEB SITE GUIDELINES AND PROCEDURES FOR APPROVAL

IJNDC-R-1 WEBSITE ACCESSIBILITY

IJNDD POLICY ON SOCIAL NETWORKING WEB SITES

IJNDE E-MAIL RETENTION POLICY

IJOA FIELD TRIP POLICY

IJOC SCHOOL VOLUNTEERS

IKE PROMOTION AND RETENTION OF STUDENTS

IKFB GRADUATION CEREMONY POLICY

IL EVALUATION OF INSTRUCTIONAL PROGRAMS

IMA TEACHING ACTIVITIES/PRESENTATIONS

IMB TEACHING ABOUT CONTROVERSIAL ISSUES/ CONTROVERSIAL SPEAKERS

IMD SCHOOL CEREMONIES AND OBSERVANCES

IMG ANIMALS IN SCHOOL

File: IB - ACADEMIC FREEDOM

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 State.

LEGAL REF.: Constitution of the Commonwealth of Massachusetts

File: IC/ICA - SCHOOL YEAR/SCHOOL CALENDAR

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

1. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in 603 CMR [27.02](#). Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.
2. Secondary schools will operate for a minimum of 180 days. Schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR [27.02](#). Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

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

LEGAL REFS.: M.G.L. [4:7](#); [69:1G](#); [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

File: ID - 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.

LEGAL REFS.: M.G.L. [15:1G](#); [69:1G](#); [71:59](#)

Board of Education Regulations for School Year and Day, effective 9/1/75

File: IGA - CURRICULUM DEVELOPMENT

Constant adaptation and development of the curriculum is necessary if the District is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise as well as best practice as defined by current educational research.

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.

LEGAL REF.: M.G.L. [69:1E](#)

603 CMR [26:05](#)

File: IGB - 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 Pupil Personnel Services shall be responsible for all services for students who are not eligible for special education assistance, such as psychological services, speech correction, homebound and hospital teaching and such other programs as may be assigned.

CROSS REF.: [ACE](#), Nondiscrimination on the Basis of Handicap

File: IGD - CURRICULUM ADOPTION

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

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

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

LEGAL REF.: M.G.L. [15:1G](#); [71:1](#); [69:1E](#)

File: IHAE - PHYSICAL EDUCATION

The School Committee will attempt to provide every student with an opportunity for wholesome and enriched educational experiences. It is the Committee's belief that the following basic aims and objectives of the physical education program will contribute to this goal:

1. To aid the development of the entire student so that a well-trained mind may function properly in a healthy body.
2. To encourage student participation in vigorous physical activity while in school, and to teach the skills of those activities so that they will have a carry-over value for later activities in everyday life.
3. To increase appreciation of physical fitness and its importance in regard to good health.
4. To impress upon students the importance of integrating one's mind, body and attitude in preparing to face the obligations of a complex society.

LEGAL REFS.: M.G.L. [71:1](#); [71:3](#)

Board of Education Regulations Pertaining to Physical Education, adopted 4/25/78, effective 9/1/78

603 CMR [26:05](#)

File: IHAM - HEALTH EDUCATION

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The School Committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

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

The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body. Students also will be presented with information regarding complex social, physical and mental health problems, which they might encounter in society. In an effort to help students make intelligent choices on alternative behavior of serious personal consequence, health education will examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

In order to promote a relevant, dynamic approach to the instruction of health education, the School Committee will continue to stress the need for curricular, personnel, and financial commitments that are necessary to assure the high quality of the system's health education program.

LEGAL REF.: M.G.L. [71:1](#)

File: IHAM-R - HEALTH EDUCATION
(Exemption Procedure)

Exemption will be granted from a specific portion of health education curriculum on the grounds that the material taught is contrary to the religious beliefs and/or teachings of the student or the student's parent/guardian.

A request for exemption must be submitted in writing to the Principal in advance of instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved.

The Principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.

The Principal will inform the parent/guardian of disposition of the request within a reasonable number of school days of receipt of the request.

LEGAL REF.: M.G.L. [71:1](#)

File: IHAMA - PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter [71, Section 32A](#), the Abington School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each year.

REF.: Dept. of Elementary and Secondary Education

File: IHAMB - TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the District shall provide age-appropriate, developmentally based drug, alcohol and tobacco education and prevention programs in grades K-12.

The drug, alcohol and tobacco education program shall address the legal, social, and health consequences of drug, alcohol and tobacco 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, alcohol or tobacco.

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, alcohol and tobacco 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, alcohol, and tobacco.

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 recommended by the Superintendent and approved by the School Committee.

LEGAL REFS.: M.G.L. [71:1](#)

File: IHB - 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 own level, to gain independence and self-reliance, and to return to the least restrictive environment 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 between the ages of three through 21 who have not attained a high school diploma or its equivalent will be eligible for special education.

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 accorded 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.

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 108-446, adopted 12/03/04)

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

File: IHBA - PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

LEGAL REF.: Rehabilitation Act of 1973, Section 504

File: IHBA - OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parents' request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Assistant Superintendent for Pupil Personnel Services or designee and/or Principal.
2. The Assistant Superintendent for Pupil Personnel Services or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the parents' request.
3. When a parent requests an observation of a special needs student or program, the Assistant Superintendent for Pupil Personnel Services or designee will seek approval from the Director of Special Education and the building principal before it is processed. Such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Assistant Superintendent for Pupil Personnel Services 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).
5. 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. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.
8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. 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.
9. The observer will be asked to submit his/her report of the observation in advance of any follow-up TEAM meeting.
10. The observer will be informed that he/she is there to evaluate 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.
11. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
12. A school administrator, or designee, also will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period. 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

NOTE: The following quotes from the DESE Advisory are important points of understanding to the implementation of this policy.

"School districts and parents have reported that, typically, observations are between one and four hours. While useful as a general rule, the Department recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent or designee is a good starting point for resolving the issue."

"The observation law states that districts may not condition or restrict program observations except when necessary to protect:

the safety of children in the program during the observation;

the integrity of the program during the observation;

and children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program."

File: IHBD - COMPENSATORY EDUCATION - (Title 1)

Title 1 funds shall be used to provide educational services that are in addition to the regular services provided for District students. By adoption of this policy, the School Committee ensures equivalence in the provision of curriculum materials and supplies.

LEGAL REF.: Title 1, Elementary and Secondary Education Act, as amended

File: IHBEA - ENGLISH LANGUAGE LEARNERS

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary 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), 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 Dept. of Elementary and Secondary 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 Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

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](#)

File: IHBF - HOMEBOUND INSTRUCTION

The schools may furnish homebound instruction to those students who are unable to attend classes for at least two consecutive weeks due to a physical injury, medical situation, or a severe emotional problem. The 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.

To qualify for the program the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Assistant Superintendent for Pupil Personnel Services.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers shall be assigned to homebound instruction by the Superintendent or designee.

File: IHBG - HOME SCHOOLING

The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the 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 Superintendent or designee shall give the 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 be:

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

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

LEGAL REFS.: M.G.L. [69:1D](#); [76:1](#), Care and Protection of Charles

Care and Protections of Charles - MASS. Supreme Judicial Court 399 Mass. 324 (1987)

File: IHBG-R - HOME SCHOOLING

1. Requirements for approval of home instruction will include:
 - a. The parent or legal guardian must request permission to hold home instruction on an annual basis.
 - b. A home instruction application form will be provided to the parents or legal guardian. This form must be completed and returned to the Superintendent or designee before approval may be granted.
 - c. The Committee delegates the approval of home instruction to the Superintendent or designee. Any approval or rejection of an application by the Superintendent is subject to review by the Committee.
2. Children in home instruction may, at the discretion of parents or guardian, attend the public schools on a part-time basis. It may be an advantage for a home-taught child to attend specialized classes in the public school.
3. Parents or a legal guardian in charge of home instruction should make provision for regular testing or use of other indicators of student progress such as standardized achievement tests. As an alternative to home testing and at the request of those in charge of the home instruction, the School District will make provision for inclusion of home-taught children in the annual achievement test battery where appropriate and allowable.
4. Auditing functions of the Committee for the home instruction will include:
 - a. The Committee at any time may request a review by the Superintendent of the attendance rolls, records of test scores or other achievement indicators in each required subject for any child in home instruction.
 - b. The Committee may request at any time that the Superintendent or designee review the instructional materials and methods used by the person(s) responsible for the home instruction.
5. Within one week of the ending date of the home instruction, as indicated on the home instruction application form, the School District will mail the parents or legal guardian a home instruction summary form. The completed form should be returned to the School District within 30 days. This summary form must be returned to the School District office before annual approval of home instruction can be made for any succeeding years.
6. The Committee will act in a responsible, cooperative manner to ensure that all children in the School District receive competent, adequate instruction. This concern includes children in home education. If the Committee determines that a home instruction situation is inadequate, a conference between the parents or legal guardian and the Superintendent or designee will be scheduled to find mutually acceptable ways to correct any deficiency.
7. If deficiencies in a home education situation are not corrected or the proper annual application or summary is not completed by the parents or legal guardian, an appropriate referral will be made.

File: IJ - INSTRUCTIONAL MATERIALS

The School Committee believes that 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. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that 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.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, disabilities, homelessness or sexual orientation.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

LEGAL REFS.: M.G.L. [71:48](#); [71:49](#); [71:50](#)

BESE regulations 603 CMR [26.00](#)

CROSS REF.: [KEC](#), Public Complaints about the Curriculum or Instructional Materials

File: IJ-R - RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

Religion -- Factual, unbiased material on religions has a place in school libraries.

Ideologies -- Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

Profanity/obscenity -- Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time using District adopted procedures.

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

If the decision of the School Committee is that the questioned instructional resource be retained, the District will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the School Committee has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

File: IJJ/IJK/IJL/IJM - POLICIES AND PROCEDURES FOR SELECTION OF INSTRUCTIONAL MATERIALS

Goals and Objectives

Instructional materials are selected by the school district to implement, enrich, and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students. The district is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

For the purposes of this statement of policy, the term "learning resources" will refer to any person(s) or any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include items such as textbooks, other books, periodicals, charts, maps and globes, models, pictures, games, digital, and sound recordings.

The main objective of our Selection Policy is to provide guidelines for the selection and review of print, non-print, and electronic resources that reflect the philosophy and goals of Abington Public schools. The term "electronic resources" refers to those that have been selected or subscribed to for curriculum purposes by the Library Media Specialist. The Library Media department does not control material that may be available from other Internet sites. Although the district subscribes to a filtering service that blocks many inappropriate materials, The *Technology Acceptable Use* policy signed by staff and students represents an understanding on the part of the staff, students, and his or her parent(s) or guardian(s) that Abington Public School District does not control the contents of the Internet.

This policy outlines the responsibility, objectives and criteria for selection, as well as procedures for both selection and reconsideration of materials.

The purpose of the selection procedure is to provide learning resources to support, enrich, and help implement the educational program of the school by providing the students with a wide range of educational materials on all levels of difficulty and in a variety of formats with diversity of appeal, allowing for the presentation of many different points of view.

Philosophy of the Media Center

It is the primary aim of the Library Media Center to provide a wide range of educational resources that will enrich and support the curriculum and the educational goals of the learning community. Our goal is to provide the resources students need to become informed citizens that know how to locate, evaluate, and use information.

Position on Intellectual Freedom

In selection of materials, library staff, administrators, and faculty are guided by the principles incorporated in the *First Amendment to the United States Constitution*, the *Library Bill of Rights*, and the American Library Association's *Freedom to Read Statement*. (See appendix)

Selection of Instructional Materials

Responsibility

The School Committee shall delegate to the Superintendent of Schools the authority and responsibility for the selection of all print and non-print materials. While selection of learning resources involves many people (administrators, teachers, students, community persons, and resource center personnel) the responsibility for coordinating the selection of school learning resources and making the recommendation for purchase rests with the Principal and professional personnel.

Criteria

Materials selected should support the curriculum and interests of the staff and students, taking into account diverse interests, age levels, ability levels, learning style, and emotional and social development. Materials should encourage appreciation for both informational and recreational reading, viewing, and listening.

In order to achieve the objectives of the Library Media Center, staff members involved in the selection of resource materials shall use the following criteria as a guide:

- educational significance
- contribution the subject matter makes to the curriculum and to the interests of the students
- authenticity and accuracy
- favorable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriateness of material
- contribution the material makes to breadth of representative viewpoints on controversial issues
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality and variety of format
- value commensurate with cost and/or need
- timeliness or permanence
- integrity

The value of each work will be examined as a whole, transcending individual words, phrases, illustrations, or incidents.

Materials will be selected in a variety of formats, with efforts to incorporate emerging technologies.

The Library Media Specialist will keep abreast new materials that are available and will consult recommended lists such as but not limited to the following:

Bibliographies (latest editions available, including supplements), such as

- Senior High Core Collection
- YALSA Best Books for Young Adults
- Notable Social Studies Trade Books K-12
- Outstanding Science Trade Books K-12
- Reference Books for School Libraries

Current reviewing media

- AASA Science Books and Films Online
- Booklist
- Book Links
- Horn Book
- Kirkus Reviews
- Library Journal
- School Library Journal
- Alan

The following kinds of material should be selected for the media center:

1. Materials integral to the instructional program.
2. Materials appropriate for the reading level and understanding of students in the school.
3. Materials reflecting the interests and needs of the students and faculty served by the media center.
4. Materials warranting inclusion in the collection because of their literary and/or artistic value and merit.
5. Materials presenting information with the greatest degree of accuracy and clarity possible.
6. Materials representing a fair and unbiased presentation of information. In controversial areas, the media specialist, in cooperation with the faculty, will select materials representing as many shades of opinion as possible, in order that varying viewpoints are available to students.

Selection Procedures

The Library Media Specialist will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. Whenever possible, the resource itself will be examined.

Recommendations for resources will involve administrators, teachers, students, and community personnel. Every effort will be made to gather input about interests and needs from the learning community.

Gift materials will be measured by the same criteria as purchased materials and will be accepted or rejected accordingly.

Weeding

Resource selection will include removal of outdated and inaccurate materials, as well as the replacement of lost and damaged materials.

Materials that are part of the library collection including print, non-print, and electronic resources should be continuously and systematically evaluated for relevance, timeliness, and appeal. Weeding is an ongoing part of the collection development process.

LEGAL REFS.: [71:48](#); [30B:7](#); [71:50](#)

603 CMR [26:05](#)

CROSS REF.: [KEC](#), Public Complaints about the Curriculum or Instructional Materials

File: IJNDB-S- LAPTOP CARE AND USE POLICY GUIDE

Abington Public Schools

Laptop Care and Use Policy Guide

A Resource for Students and Parents/Guardians

Abington Public Schools Vision

"The Abington Public Schools (APS), in partnership with families and the community, is a model school system that provides opportunities for all students to think critically and creatively, communicate effectively, and act responsibly to achieve their highest potential in academics, arts, and athletics. We are dedicated to providing state of the art resources for teaching and learning, technology, and facilities in an environment that is safe and supportive, enabling students to become life-long learners. Our students are prepared to face the challenges of the future in an ever-changing world."

The effective and meaningful use of technology integrated across all curricula will enhance the quality and scope of teaching and learning and create the environment for students to be digitally literate, gain the critical thinking skills and the knowledge and experiences essential for their success today and in the future.

Receiving Your Laptop

Distribution of Laptops

Laptops will be issued to students in Grades 7 - 12 at the start of each incoming school year.

Schedules and locations will be published on the Abington Public Schools website and emailed to families.

There will be a brief laptop orientation session held during high school and middle school open house. There will be an additional Question and Answer session to be announced after these open house sessions.

Students and Parents/Guardians are required to sign-off on the Laptop Care and Use Policy Guide, included in the student handbook, before students are allowed to take their Laptop home.

Transfer/New Student Distribution

All transfers, new students or students that miss the summer/fall distribution will receive a laptop from their school's guidance department or office. Both students and their parents/guardians must sign the Laptop Care and Use Policy Guide prior to picking up a Laptop.

Taking Care of Your Laptop

Students are responsible for the general care of the Laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Library Media center as soon as possible so that the problem can be taken care of properly. *District-owned Laptops should never be taken to an outside computer service for any type of repairs or maintenance.* Students should never leave their Laptops unattended except when locked in their locker.

General Precautions

Laptops should be used for educational purposes only.

No food or drink should be near the Laptops.

Cords, cables, and removable storage devices must be inserted carefully into Laptops.

Laptops should not be used or stored near pets.

Laptops should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter. Laptops should not be used with the power cord plugged in where the cord may be a tripping hazard. Laptops must remain free of any inappropriate content both on the laptop hardware (cover) and software. Heavy objects should never be placed on top of Laptops.

Carrying Laptops

Always transport Laptops with care and *in the protective case*.

Never lift Laptops by the screen.

Never carry Laptops with the screen open.

Screen Care

The Laptop screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

Do not put pressure on the top of a Laptop when it is closed.

Do not store a Laptop with the screen open.

Do not place anything inside the protective case that will press against the cover.

Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc).

Only clean the screen with a soft, dry microfiber or anti-static cloth.

Using Your Laptop at School

Students are expected to bring a fully charged Laptop to school every day and bring their Laptops to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Laptop to school

At the Library Media Center, there may be a limited number of loaner Laptops available on an as-needed basis. It should be noted, however, *there is no guarantee that a loaner will be available*.

Students who borrow a Laptop for the day must return the Laptop to the Library Media Center at the end of the school day and may not take it home.

If the number of times a student forgets their laptop is deemed excessive, the privilege of taking the Laptop home may be denied.

Laptops being repaired

Loaner Laptops will be issued to students that require a repair to their Laptops. Laptops in need of repair should be brought to the Library Media Center to swap with a Loaner Laptop.

Repaired Laptops will be returned to the Library Media Center when the Laptop repair is completed.

Charging Laptops

Laptops should be brought to school each day with a full charge.

There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.

Spare chargers can be purchased at online outlets such as Amazon.com.

Backgrounds and Themes

Inappropriate media may not be used as Laptop backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

Sound should be muted at all times unless permission is obtained from a teacher.

Headphones may be used at the discretion of the teacher.
Students should have their own personal set of headphones for sanitary reasons.

Logging into a Laptop

Students will log into their Laptops using their school-issued account.
Students should never share their account passwords with others, including faculty and staff.

Managing and Saving Your Digital Work with a Laptop

All student work will be stored in Internet/cloud based applications (OneDrive) and can be accessed from any computer with an Internet connection and most mobile Internet devices.

The district will not be responsible for the loss of any student work.

Using Your Laptop Outside of School

Students are encouraged to use their Laptops at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Laptop use, however, some applications can be used while not connected to the Internet. Students are bound by the Abington Public Schools Acceptable Use Policy, Administrative Procedures, and all guidelines wherever they use their Laptops.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Laptops, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

Location Information

The APS provided Laptops will be equipped with location tracking software to help APS track the location of any Laptop reported missing or stolen. If a Laptop is suspected to be stolen or missing, the theft/loss should be reported to the Library Media Center immediately.

General Laptop Requirements

Software

No software should be installed by students at any time on their laptop. Attempts to circumvent install protections may result in loss of Laptop privileges. Students may not use or install any operating system on their Laptop other than the current version of Windows that is supported and managed by the district.

Laptop Identification

Asset Tags

All Laptops will be labeled with an Abington asset tag. The asset tag indicates the Laptop is property of the Abington Public Schools and links it to the student to whom the specific Laptop has been assigned.

Asset tags may not be modified or tampered with in any way.

Families may be responsible for the full replacement cost of a Laptop with a damaged or missing asset tag.

Users

Each student will be assigned a designated Laptop during his/her time in the Abington Public Schools. This will be the same device annually returned. *Take good care of it!*

Repairing/Replacing Your Laptop

All Laptops in need of repair must be brought to the Library Media Center as soon as possible.

The Library Media Center will provide a loaner Laptop and the Technology Services Department will engage in repair of the student Laptop.

APS reserves the right to pursue financial compensation for any damage deemed malicious in nature to a district owned Laptop.

Estimated Costs: The following are approximate costs of Laptop parts and replacements:

Replacement device - \$400.00

Case - \$25.00

Appropriate Uses and Digital Citizenship

School-issued Laptops should be used for educational purposes only and students must adhere to the Abington Public Schools Acceptable Use Policy, all of its corresponding administrative procedures and the Laptop Care and Use Policy. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines.

Privacy Expectations

All use of school issued laptops will be monitored and logged by APS.

On Campus Laptop Use

All computing devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites searched and accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

Off Campus Laptop Use

When Laptops are being used off school grounds devices will continue to be monitored and filtered with our security tools.

- a. Laptops will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.
- b. Each Laptop has a tracking device and theft prevention service in use.

At no time will any member of the Abington Public School staff have the ability to manipulate the Laptop webcam in any way.

Returning Your Laptop

Abington Public Schools will collect all Laptops at the end of the school year and they will be redistributed at the start of the next school year.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from the Abington Public Schools must turn in their Laptops, cases, power supplies, and any other equipment issued with the Laptop to the Library Media Center on their last day of attendance. Failure to turn in the Laptop will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

*Approved by the
Abington School Committee
on April 24, 2018*

**File: IJNDB/IJNDB-R - COMPUTER, NETWORK, INTERNET AND E-MAIL AND
OTHER FORMS OF ELECTRONIC COMMUNICATION
ACCEPTABLE USE POLICY
FOR STUDENTS OF THE ABINGTON PUBLIC SCHOOLS**

The Internet is a vast, global network linking computers at universities, schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files of educational value are available for downloading. Because of its enormous size, the Internet's potential is without boundaries. It is possible to speak with prominent scientists, world leaders, and close friends. With such great potential for education also comes the potential for abuse. It is the purpose of the guidelines to make sure that all who use the Abington Public Schools' Computer Network, which includes Internet access and electronic mail capability, use this resource in an appropriate manner.

The Abington Public Schools' Technology Network, which includes Internet access, electronic mail capability, voice mail, telephones, fax machines, etc., exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. Although limited personal use of these systems is authorized, provided it does not interfere with any students' work or the business of the Abington Public Schools, the user acknowledges that they have no expectation of privacy in connection with the use of these systems or with the transmission, receipt, or storage of information on these systems. The Abington Public Schools' computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Abington Public Schools' community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior, as stated in student handbooks, and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner. Discipline will be imposed pursuant to the student disciplinary code as set forth in the school's student handbook.

The Abington Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents or guardians should be aware that their child's level of access to the Internet will depend on that child's grade level. The following is a description of the manner in which the Abington Public Schools intends to incorporate network use and Internet access in the schools:

- a. Grades kindergarten through two. During school time, teachers of students in grades kindergarten through two will guide them toward appropriate materials. Internet access at these grade levels will be limited to teacher-directed and teacher-demonstrated use.
- b. Grades three and four. Students at these grade levels may have the opportunity to conduct research via the Internet in the classroom, only during directly supervised instruction.
- c. Grades five through twelve. Students in grades nine through twelve may be given individual access passwords and may have the opportunity to access the Internet and conduct independent research on the Internet, both during classroom instruction and outside of classroom instruction.

The Abington Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. Through the use of suitable technological safeguards, education, supervision, and responsible use, the Abington Public Schools believes that the Internet can be used safely and effectively.

In order for a member of the Abington Public Schools' community to use the computer network, s/he must read the following rules and sign the version of the User Contract appropriate to the user's grade level. Students in grades kindergarten through two are not required to sign the User Contract because they will not be accessing the Internet or using e-mail individually. For users under the age of 18, the User Contract must be signed by a parent or guardian.

The Abington Public Schools use a filter to restrict minors' access to materials that might be harmful to them. The employment of this filter and this Acceptable Use Policy ensure that the Abington Public Schools meet the requirements of the Children's Internet Protection Act.

Rules:

- 1. NETWORK ACCESS IS A PRIVILEGE, NOT A RIGHT.** The use of the network must be consistent with, and directly related to, the educational objectives of the Abington Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Abington Public Schools and could also result in criminal prosecution where applicable. The Abington Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Abington Public Schools' computer network.
2. Violation of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. Communicating or generating material that causes a person to fear for their own safety, the safety of others or is designed to insult a person or will likely injure a person's reputation by exposing them to hatred, contempt or ridicule commonly referred to as cyber bullying.
 - b. Intentionally placing unlawful or inappropriate information on a system
 - c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
 - d. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
 - e. Sending "chain letters" or "broadcast" messages to lists or individuals, or using the Internet access for any other personal use, without prior permission.
 - f. Participating in other types of use which could cause congestion of the network or interfere with the work of others.
 - g. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
 - h. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
 - i. Accessing any prohibited sites on the Internet.
 - j. Revealing one's own personal address or telephone number without authorization.
 - k. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
 - l. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.

- m. Attempting to harm, modify or destroy data of another user.
- n. Exhibiting any other action whatsoever which would in any way subject the user or the Abington Public Schools to any civil or criminal action.
- o. Discussing highly sensitive or confidential school department information in e-mail communications.
- p. Using the Abington Public Schools' technology network to buy, sell or advertise anything.
- q. Accessing unauthorized discussion groups or "chat rooms."
- r. Using the Abington Public Schools' technology for gambling.
- s. Using the Abington Public Schools' technology network for political campaigning purposes, including attempt to influence ballot questions or to promote or oppose a candidate for public office.
- t. Failing to log off the computer network at the conclusion of a work session or at the request of system administrator.
- u. Using the computer network for recreational purposes or activities relating to personal hobbies.
- v. Behavior or use that is in violation with any other Abington Public Schools policies or handbooks.

3. The Abington Public Schools assumes no responsibility for:

- a. any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
- b. any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
- c. any cost, liability or damages caused by a user's violation of these guidelines.
- d. any information or materials that are transferred through the network.

4. The Abington Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Abington Public Schools shall not be liable for any loss or corruption of data resulting while using the network.

5. All messages and information created, sent or retrieved on the network are the property of the Abington Public Schools. Electronic mail messages and other use of electronic resources by students and staff are also the property of the Abington Public Schools and should not be considered confidential. While the Abington Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. The user, also, understands that use of the Abington Public Schools technology will not use code, access a file, or retrieve any stored communications on any of the systems unless authorized by Abington Public Schools.

6. The Abington Public Schools strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such

event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

7. Because of size, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Abington Public Schools' Technology Network, s/he shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.

8. Should a user, while using the Abington Public Schools' Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Abington Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her Principal.

9. The Abington Public Schools' administration reserves the right to amend this policy at any time without prior notice. Users will be notified in writing of any amendments to this policy.

File: IJNDBA/IJNDBA-R - COMPUTER. NETWORK. INTERNET. E-MAIL AND OTHER FORMS OF
ELECTRONIC COMMUNICATION
ACCEPTABLE USE POLICY

FOR EMPLOYEES OF THE ABINGTON PUBLIC SCHOOLS

The Abington Public Schools' Technology Network, which includes Internet access, voice mail, telephones, fax machines, etc., exists for educational and administrative purposes, which are defined as classroom activities, career and professional development, high quality self-discovery activities of an educational nature and school administrative tasks. Although limited personal use of these systems is authorized, provided it does not interfere with the employee's work or the business of the Abington Public Schools, I acknowledge that I have no expectation of privacy in connection with the use of these systems or with the transmission, receipt, or storage of information on these systems. The Abington Public Schools intends to utilize this computer network, along with all of its other educational resources, to fulfill its ultimate goal of preparing students for success in life and work. To this end, the computer network will be used to facilitate communication, enhance productivity and assist staff members in upgrading and acquiring skills through a broader exchange of information.

The computer network is not to be considered a resource intended for any purpose that is not directly related to education or as outlined in paragraph one.

The Abington Public Schools use a filter to restrict minors' access to materials that might be harmful to them. The employment of this filter and this Acceptable Use Policy ensure that the Abington Public Schools meet the requirements of the Children's Internet Protection Act.

In order for an employee of the Abington Public Schools to use the Technology Network, s/he must read the following rules and sign an agreement indicating his/her acceptance of the rules contained in this Acceptable Use Policy.

Rules:

- 1. NETWORK ACCESS IS A PRIVILEGE, NOT A RIGHT.** The use of the network must be consistent with, and directly related to, the educational objectives of the Abington Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Abington Public Schools and the applicable provisions of any governing collective bargaining agreement. Any violation of these rules that may constitute a crime may be referred to law enforcement authorities. The Abington Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Abington Public Schools' computer network. Such cooperation will include disclosing communications, text and images to law enforcement officials or other third parties without the prior consent of the sender or receiver.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. Communicating or generating material that causes a person to fear for their own safety, the safety of others or is designed to insult a person or will likely injure a person's reputation by exposing them to hatred, contempt or ridicule commonly referred to as cyber bullying.
 - b. Placing unlawful and/or inappropriate information on a system
 - c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language.

- d. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
- e. Sending "chain letters" or "broadcast" messages to lists or individuals, , or using the Internet access for any other personal use, without prior permission.
- f. Participating in other types of use that is likely to cause congestion of the network.
- g. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
- h. Attempting to access or transmit, or intentionally accessing or transmitting, materials that are obscene or sexually explicit.
- i. Revealing one's own personal address or telephone number without authorization.
- j. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
- k. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
- l. Attempting to harm, modify or destroy data of another user.
- m. Exhibiting any other action whatsoever which would in any way subject the use of the Abington Public Schools to any civil or criminal action.
- n. Discussing highly sensitive or confidential school department information in e-mail communications.
- o. Using the Abington Public Schools' technology network to buy, sell or advertise anything without authorization from the Superintendent of Schools.
- p. Accessing unauthorized discussion groups or "chat rooms."
- q. Using the Abington Public Schools' technology network for gambling.
- r. Using the Abington Public Schools' technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
- s. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
- t. Using the computer network for recreational purposes or activities relating to personal hobbies.
- u. Posting, revealing or publishing any confidential or highly sensitive school department information.
- v. Using a home computer to access the school system to send messages which violate this policy.
- w. Should a user, while using the Abington Public Schools' Technology Network, encounter any material that s/he feels may constitute a threat against the safety of staff members, students or the property of the Abington Public Schools, that user is obligated to report his/her discovery of such material to his/her building Principal or appropriate administrator. Failure to report such material could result in disciplinary action.

- x. Behavior or use that is in violation with any other Abington Public Schools policies or handbooks.

3. Except as otherwise provided in the applicable collective bargaining agreement, the Abington Public Schools assumes no responsibility for:

- a. Any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
- b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
- c. Any cost, liability or damages caused by a user's violation of these guidelines.
- d. Any other inappropriate use of electronic resources of the Abington Public Schools.

4. The Abington Public Schools makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Abington Public Schools shall not be liable for any loss or corruption of data resulting while using the network.

5. All messages and information created, sent or retrieved on the network are the property of the Abington Public Schools. Electronic mail messages and other use of electronic resources by students and staff are also the property of the Abington Public Schools and should not be considered confidential. While the Abington Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. I, also, understand that users of the Abington Public Schools technology will not use code, access a file, or retrieve any stored communications on any of the systems unless authorized by Abington Public Schools.

6. The Abington Public Schools strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

7. This policy may be amended at any time by the Abington Public Schools. Users will be notified in writing of any amendments to this policy.

File: IJNDC - SCHOOL AND DISTRICT WEB PAGES

The Abington Public School District realizes the limitless potential for information and communication provided by the World Wide Web. The availability of this communication vehicle provides an opportunity for students and staff to access and contribute to the world of information related to curriculum, instruction, school, District, and school community related activities. Therefore, the Abington Public School District will use the Internet as an effective, efficient and timely source of information, method of communication and vehicle for resource collection. In order to take advantage of the opportunities the Internet provides, the Committee authorizes the creation of school and/or District Web pages on the Internet.

Only those web pages maintained in accordance with Committee policy and established procedures shall be recognized as official representations of the District or individual schools. All information on a school or District Web page must accurately reflect the mission, goals, policies, program, and activities of the school and District. The Web pages must have a purpose that falls within at least one of three categories:

1. Support of curriculum and instruction - intended to provide links to Internet resources for students, parents and staff in the District.
2. Public information - intended to communicate information about the schools and District to students, staff, parents, community, and the world at large.
3. District technology support - intended to provide and respond to instructional and administrative technology needs of students and staff.

The Superintendent shall designate an individual(s) to be responsible to maintaining the official District web page and monitoring all District Web page activity.

As with any instructional materials or publication used by or representing the school or District, the building Principal or Superintendent, respectively, are ultimately responsible for accuracy and appropriateness of the information made available at the Web site. Concern about the content of any page(s) created by students or staff should be directed to the building Principal or to the Superintendent's office when related to the District Web site.

Web sites developed under contract for the Abington Public School District or within the scope of employment by Abington Public School District employees are the property of the Abington Public School District.

Due to the dynamic nature of the World Wide Web, this policy is to be reviewed and updated on an annual basis or more frequently if required.

File: IJNDC-R - WEB SITE GUIDELINES AND PROCEDURES FOR APPROVAL

Unlike the Internet itself, schools and the District can control the type of information placed on Web pages. Documents created for the Web and linked to District Web pages shall meet the criteria for use as public information or an instructional resource. The following considerations should be considered when determining the information to include on a school or District Web page: Copyright/trademark issues; applicability to the curriculum or communication goals of the school or District; privacy issues; and related School Committee policies. Links to other Web pages should be carefully selected based on the above issues.

Defined Purpose

A Web page must have a clearly defined purpose that is published on the Web page. Included in the purpose, the target audience must be specified and defined; however, all Web site users are reminded that their audience includes the worldwide community.

Content Standards

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information supporting student safety, growth, and learning, or public information of interest to others. Therefore, neither staff nor students may publish on the District server personal pages or pages for individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Parent groups, partnerships, and municipal or educational cooperatives are considered affiliates of the District. No confidential information is to be published on or linked to a Web page.

Quality Standards

All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable materials. Objectionable material is addressed in more detail in the School Committee policy for instructional material selection and reconsideration. Authors and publishers are reminded that a Web site is a virtual doorway to your school. A site and a school will be judged on its ease for the user, the design, and the content. It is strongly recommended that a school form a building committee of interested individuals including staff, administrators, parents, students, and community members for the development of the Web site. Thoughtful consideration should go into decisions regarding purpose, usefulness, and appearance of each item on the Web site. As much as possible, publishers are encouraged to include student pictures and work. As the District represents itself to the world through this medium, assurances should be provided that students are the focus of the Abington Public School District. Written student and parent consent must be secured for publication of student work.

Consistence Standards

Each existing school or department Web site shall have a link to the District Web site once the District Web site is online. For consistency, all school District Web sites must contain certain elements:

- At the bottom of each page there must be a link to the home page (to be defined by the school or District home page once online).
- At the bottom of the Web page, there must be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for page update. It shall be that person's responsibility to keep the Web page current. Repeated failure to do so may result in revocation of approval. It is strongly recommended that a building set up a system of checks and balances for the Web site (for example: all incoming e-mail is blind copied to the Principal or department head).
- All Web sites must display the name and approved logo of the Abington Public School District.

- All Web pages must be given names that clearly identify them.
- Links to student e-mail accounts are not allowed.
- Student directory data is prohibited from publication, except for the first name and grade level of a student in relation to a photo or work.
- Web pages may not contain links to other Web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is actually in place.
- All Web sites must include: the author or publisher's name; the publisher or school's e-mail address; appropriate copyright citations.
- Authors must exhibit care when creating Web pages with extensive background, large graphics, applets, animation, and audio or video clips. Such files require extensive download time, are frustrating for modem users, and slow down file servers.

File: IJNDC-R-1 - WEBSITE ACCESSIBILITY

The Abington Public Schools ("the District") recognizes the importance of ensuring accessibility of its website for students, prospective students, employees and the District's guests with disabilities.

A. Website Accessibility Compliance Standards

With regard to the District's website and information provided through the District's website ("Online Content") which is developed by, maintained by, or offered through a third-party vendor, the District is committed to compliance with the provisions of Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (Title II), so that students, prospective students, employees and the District's guests with disabilities are able to acquire the same information, engage in the same interactions and enjoy the same benefits and services within the same timeframe as their nondisabled peers with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any of the District's programs, services and activities delivered online as required by Section 504 and Title II.

The District will adhere to the applicable and existing standards for website accessibility, including the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content, or other standard or combination of standards that will render the Online Content accessible. In the event that the standards, laws and/or regulations change, the District will conform its policies and procedures to meet the change in the standards, laws and/or regulations.

B. Website Accessibility Coordinator and Training

The Website Accessibility Coordinator for the District is:

Rich Bykowski
Director of Technology Services
1071 Washington Street
Abington, MA 02351
richbykowski@abingtonps.org
781-982-2164

The Website Accessibility Coordinator will be responsible for the coordination and implementation of the Website Accessibility Policy, and all other requirements relating to accessibility of the District's website. The Website Accessibility Coordinator will undergo annual training (along with other staff responsible for creating or distributing information with Online Content) on the Website Accessibility Policy and their roles and responsibilities to ensure that Online Content is accessible. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the District.

With regard to staff who have already been fully trained at least once on the Web Accessibility Policy, the annual training requirement can be satisfied by disseminating notice that includes the Web Accessibility Policy (e.g., via email with a link to the Website Accessibility Policy), highlights any Website Accessibility Policy updates, and provides the Web Accessibility Coordinator's name, phone number, and email address, with a notation that he/she serves as a resource for staff with questions about the accessibility of Online Content.

C. Accessibility Complaints

Students, prospective students, employees and the District's guests with disabilities may report violations of the technical standard(s) used by the District, file a formal complaint through the District's Section 504 and Title II grievance procedure (through the District's Section 504 Coordinator), and/or contact the Web Accessibility

Coordinator with any accessibility concerns. Website accessibility complaints regarding the inaccessibility of Online Content should include:

- Name of complainant
- Contact information of complainant (telephone number and email address)
- Date of complaint
- Description of the problem encountered
- Web address or location of the problem page
- Solution desired

Complaints shall be submitted in writing or via email. Complaints shall be automatically routed to the Website Accessibility Coordinator. The Website Accessibility Coordinator shall contact the Complainant within ten (10) business days. If the information cannot be made accessible, the information shall be provided by equally effective alternate access unless it results in fundamental alteration or undue financial and administrative burden. Records of each complaint, correspondence and resolution shall be maintained by the Website Accessibility Coordinator for a period of one year.

Complaints filed through the District's Section 504 and Title II grievance procedure shall be filed with the District's Section 504 Coordinator.

If a Complaint is filed through the District's Section 504 Coordinator, a copy of the Complaint shall also be provided to the Website Accessibility Coordinator.

D. Accessibility of Third-Party Sites

Some of the pages on the District website contain links to third-party sites. The District is not responsible for the Online Content or accessibility of third-party sites, which do not relate to the District's programs, services, and activities. The District makes no assurances regarding the accessibility of any Online Content that is posted, hosted or offered on the District's website by an individual or entity outside of the control of the District.

Online Content developed by, maintained by or offered through a third-party vendor or by using open sources, which is related to the District's programs, services, and activities, will be made accessible in regards to the District's Section 504 and Title II legal obligations, except where doing so would impose a fundamental alteration or undue financial and administrative burden.

E. Fundamental Alteration or Undue Financial and Administrative Burden

The District, in providing equally effective alternate access, shall take actions that do not result in a fundamental alteration or undue financial and administrative burdens, but nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits and services as their nondisabled peers. In those circumstances where the District's Web Accessibility Coordinator believes that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, the District has the burden of proving that compliance would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the Superintendent, or his or her designee, after considering all resources available for use in the funding and operation of the service, program or activity and must be accompanied by a written statement of the reasons reaching that conclusion.

If an action would result in such an alteration or such burdens, the District shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits and services provided by the District.

Approved by the Abington School Committee on January 4, 2018

File: IJNDD - POLICY ON SOCIAL NETWORKING WEB SITES

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 and similar internet sites, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's computer and telephone system, except emergency situations.
 - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - e. Inappropriate contact via e-mail or phone is prohibited.
- 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 penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

File: IJNDE - E-MAIL RETENTION POLICY

The Email Retention Policy is intended to help employees understand what information sent or received by email is retained and for how long.

All employees should familiarize themselves with the email retention policy.

This email retention policy is secondary to all Abington Public Schools' policies relating to the Freedom of Information Act and the Keeping of Business Records.

Email Correspondence

The Abington Public Schools will make its best effort to archive all approved electronic mail sent or received for a minimum of ninety days.

Instant Messenger Correspondence

The Abington Public Schools prohibits the use of instant messaging for conducting official business.

Encrypted Communications

Abington Public Schools' information should be stored in a clear non-encrypted format.

Recovering Email lost due to theft, disaster, software or equipment failures from backup

The Abington Public Schools will make their best effort to restore email lost due to theft, disaster, software or equipment failures to fulfill the archiving retention period; but in some cases, this may not be possible.

Approved Electronic Mail

Includes all mail systems supported by the Computer Technology support staff. These include, but are not necessarily limited to, abingtonps.org and Constant Contact. If you have a business need to use other mailers, contact the computer office.

File: IJOA - FIELD TRIP POLICY

The Abington School Committee (School Committee) recognizes that first-hand experiences provided by field trips and school-sponsored trips (field trips) are an extension of the classroom experience that expand and reinforce concepts learned in the classroom and can provide new and unique experiences not available in the classroom setting. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their learning in ways different from those typically available in the classroom.

A field trip is student travel away from school premises that is approved by the school district through established procedures for the purpose of curriculum-related study, co-curricular activities, or interscholastic programs.

1. Types of Field Trips

- a. Curriculum-related: a classroom-associated learning experience to afford students the opportunity to gain insight, information or knowledge, such as, but not limited to, a walk on conservation land, a visit to a historic site or museum, or attendance at a cultural performance
- b. Co-Curricular: school-sponsored experiences associated with school groups that normally meet outside regularly scheduled classes, such as, but not limited to, clubs, student organizations, or academic-related teams.
- c. Interscholastic: in-district or out-of-district events in which students participate as representatives of the Abington Public Schools, such as, but not limited to, athletics, cheerleading, band, or the performing arts.

2. Duration of Field Trips

- a. Day Trip: is a trip within the school day
- b. Extended Day Trip: is a trip which is beyond the school day with no overnight stay or travel
- c. Overnight Trip: is a multiple day trip or when travel is between midnight, 12:00AM and 6:00AM for travel within the continental United States.
- d. International Trip: is a trip or program beyond the borders of the continental United States.

3. Funding

- a. The Abington Public Schools will strive to offer field trips with a minimum of expense to the individual student. Reasonable charges may be assessed to cover the actual field trip costs
- b. The Abington Public Schools will not provide funding for Overnight, Long-distance and International Trips.

Application

Components of the Procedures for Field Trips

In the planning of field trips, the health and safety of the students and the compliance with the requirements of state laws and regulations is paramount. Matters to be considered include, but are not limited to, the following:

1. Accommodations
2. Approval Process
3. Cancellation/Trip Insurance
4. Consent/Waiver
5. Costs
6. Criminal Offender Record Information (CORI) check for all chaperones
7. Emergency Contacts
8. Forms
9. Fundraising
10. Liability Insurance
11. Medical Insurance and Medical Care
12. Provision during School Hours for Those Students Not Participating
13. Scholarships
14. Student Behavior
15. Supervision/Chaperones
16. Transportation
17. Travel Plan

Planning

The school Principal or designee is responsible for ensuring that a teacher(s), advisor(s), or other school staff member(s) proposing a field trip plans, implements, and assesses the trip within the following criteria:

1. Time and Learning - The learning activities associated with the field trip map to the required curriculum and satisfy time and learning requirements.
2. Equal Opportunity/Accessibility - The right of a student to participate in any school-sponsored program is not to be infringed or impaired because of age, gender, gender identity, race, ethnicity, color, national origin, ancestry, religion, sexual orientation, or disability group.
3. Students with Disabilities - When applicable, any concern about a student's ability to participate in a field trip will be referred to the student's liaison or to the Section 504 Coordinator. A determination will be made as to what accommodations are necessary for the student's participation in the field trip.
4. Affordability - Field trips should be affordable and accessible to all qualified and interested students. The cost of a field trip will incorporate the cost of scholarships for students who meet financial hardship criteria. Students also may be encouraged to participate in reasonable group fundraising efforts to defray the cost of field trips.
5. Educational Alternatives - Students who cannot participate in field trips shall receive educational alternatives that have related academic and intellectual value. Instruction of students unable to attend the field trip should not be lessened due to an inability to attend.
6. Health and Safety - The health and safety of students and staff are given utmost consideration in the approval, planning, and conduct of all field trips. Staff involved in planning a field trip will include the District nursing staff in the planning process to determine specific health/medical needs of students, the inclusion of nursing staff on the field trip, or other medical care required.
7. Student Behavior - Students participating in any type of field trip are required to adhere to school rules and regulations. Attendance on field trips is not a student's right, but a privilege. No student may attend such a trip if, in the determination of the Principal or his/her designee as part of disciplinary action, the student's behavior has been so inappropriate as to be deemed disruptive or unsafe for the student and to the other trip participants and the planned trip.

8. Supervision - Staff from the requesting school direct the trip, and a staff member is identified as the Staff-in-Charge and is in attendance to ensure compliance with this policy. An adult-student ratio appropriate for the trip supervision and the particular student group will be required.

9. Transportation - Use of leased vans and privately owned vehicles for field trips is prohibited, with the exception of the Abington Public Schools' owned van, except in the case of a bona fide emergency. (Abington Public Schools' van drivers must be pre-approved by the Superintendent of Schools) Selected carriers for late night, overnight, or out-of-state travel must be licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). Carriers with an FMCSA safety rating of "conditional" or "unsatisfactory" will not be used. Selected carriers will be prohibited from using subcontractors unless sufficient notice is provided to the district to allow for verification of the subcontractor's qualifications and safety rating. Travel itineraries must allow enough time for drivers to rest in conformance with federal hour-of-service requirements and common sense. Nothing in this field trip policy should be construed to prohibit field trips where students travel by means of walking.

Approval Criteria and Cancellation Authority

The table below lists the terms used for trips of various lengths and the approval required;

Trip Length & Type	Principal/Designee	Superintendent	School Committee
Day Trip - within the school day			
Curriculum-related	X		
Co-Curricular	X		
Interscholastic	X		
Extended Day Trip - travel beyond the school day with no oversight stay or travel			
Curriculum-related	X	X	
Co-Curricular	X	X	
Interscholastic	X		
Overnight Trip - multiple day/trip or when travel is planned between midnight, 12:00 AM and 6:00 AM for travel within the continental United States.			

Curriculum-related	X	X	X
Co-Curricular	X	X	X
Interscholastic	X	X	X
International Trip - travel beyond the borders of the continental United States/			
Curriculum-related	X	X	X
Co-Curricular	X	X	X
Interscholastic	X	X	X

Approval

Overnight Trips

Approval for all ***Overnight Trips*** requires School Committee approval ***and*** must be sought no less than four (4) weeks prior to the scheduled trip departure date.

International Trips

All available international trip information shall be presented to the School Committee for consideration no later than the May School Committee meeting of the year prior to the scheduled trip (see table below). The School Committee shall make every effort to vote on the international trip by the June School Committee meeting of the year prior to the scheduled international trip. The School Committee shall be invited to any informational meetings for parents/guardians and students that are held prior to the June School Meeting of the year prior to the international trip. An international trip representative shall be available to answer questions at the May School Committee meeting and, if required, at the June School Committee meeting, of the year prior to the scheduled international trip.

Examples of International Field Trip Submittal and Approval Cycles		
Planned International Field Trip	School Committee Notification	School Committee Approval
February or April School Vacation 2019	Fully Completed Paperwork submitted to the School Committee on or before the May 2018 School Committee Meeting	At the June 2018 School Committee Meeting

February or April School Vacation 2020	Fully Completed Paperwork submitted to the School Committee on or before the May 2019 School Committee Meeting	At the June 2019 School Committee Meeting
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The approval process for a trip must be completed prior to taking deposits from students, engaging students in fundraising activities or making contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy.

Cancellation

The Superintendent of Schools has the authority to cancel any field trip until the time of departure for any reason. In such event, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed.

The School Committee and the Abington Public Schools will not be responsible for any expenses incurred as a result of a Supervisor/Chaperone's decision to send a student home earlier than scheduled due to the student's unacceptable behavior. Students and/or Parents/Guardians must agree to pay for any damages that may be done by their child and/or aid school officials in collecting money necessary to do so.

International Trips

The School Administration must weigh carefully the benefits and consequences of international travel. The School Administration should consider, among other matters, the financial burden on families and the potential disparate educational opportunities for students and the potential disruption and interference with instruction for the remaining students when large numbers of students are absent from class. International trips should be limited to students in grade *eleven (11)* and above.

Restrictions

Non-school Sponsored Trips

Teachers, advisors and other school staff sometimes privately conduct trips and events involving the participation of Abington Public School students. The School Committee neither sanctions nor prohibits such activities, nor assumes any responsibility for them. Teachers, advisors and other school staff are prohibited from soliciting students for privately run trips through the school system. Teachers, advisors and other school staff are expected to clearly state that such trips are not school-sponsored and that the Abington School Committee and the Abington Public Schools do not sanction the trip or assume any responsibility.

Implementation

The Superintendent of Schools or his/her designee will develop appropriate procedures pursuant to this policy.

CROSS REF.: [JJH](#), Policy Relating to Field Trips Involving Overnight Travel

File: IJOC - SCHOOL VOLUNTEERS

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community 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 in cooperation with building administrators.

CROSS REF.: ADDA, Background Checks

File: IKE - 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.

File: IKFB - GRADUATION CEREMONY POLICY

The Massachusetts Education Reform Law of 1993, state law, G.L. c. [69, § 1D](#), requires that all students who are seeking to earn a high school diploma must meet the Massachusetts Competency Determination standard, in addition to meeting all local graduation requirements set by the School Committee.

Therefore, at the annual graduation ceremony, the Chair of the School Committee will be designated to hand a diploma to qualified students, as determined by the administration.

- I. In the absence of the Chair, the Vice-Chair will perform this function. In the absence of the Chair and Vice Chair the Secretary will perform this function. In the absence of the Chair, Vice Chair and Secretary the remaining most senior member of the School Committee will perform this function. In the absence of the Chair, Vice Chair, Secretary and the remaining most senior member of the School Committee the remaining school committee member will perform this function.
- II. In the absence of all School Committee members, the High School Principal shall perform this function. In the absence of all School Committee members and the High School principal the High School vice-principal shall perform this function.
- III. A member of the School Committee with a son or daughter in the graduating class will be allowed to hand their son or daughter his or her diploma.
- IV. A former member of the School Committee with a son or daughter in the graduating class will be allowed to hand their son or daughter his or her diploma.

File: IL - EVALUATION OF INSTRUCTIONAL PROGRAMS

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. Check on the suitability of programs in terms of community requirements.
4. Show the relationship between achievement and the system's stated goals.
5. Provide data for public information.

Elements of this evaluation process may include:

1. Testing programs such as nationally standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies.
2. Study of school achievement records.
3. Study of students' high school and drop-out records.
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the school system must be approved in advance by the School Committee.
5. Teacher and parent evaluation of student behavior.
6. State Dept. of Elementary and Secondary Education specialists and services.
7. Evaluation by the regional accrediting association.
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made on a regular basis and reported to the Committee by the Superintendent.

File: IMA - TEACHING ACTIVITIES/PRESENTATIONS

It is the desire of the School Committee that the best available strategies for bringing about learning be utilized in the District's schools. The instructional staff shall be expected to keep abreast of new and promising instructional ideas and practices developed in schools throughout the nation and to apply those which have potential for improving the learning program in the District's schools.

An educational climate shall be established which shall be conducive to rational thought, inquiry, and respect for the dignity of the individual. This educational climate will assist students in learning how to think rather than what to think and shall provide students the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.

Nothing in this policy shall limit a parent/guardian's right to file a complaint to challenge the use of teaching activity or presentation.

File: IMB - TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS

An important goal of the schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To insure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).
6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

Student-Initiated Forums on Controversial Issues

Student groups may request permission to conduct forums on controversial issues in the schools. The Principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

Requests from Groups or Individuals Outside the Schools

No permission will be granted non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the Committee's policy on community use of school facilities.

No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

A Principal may grant an outside group or individual permission to post one notice of a public meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.

File: IMD - SCHOOL CEREMONIES AND OBSERVANCES

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

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.

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

LEGAL REF.: 603 CMR [26:05](#)

File: IMG - ANIMALS IN SCHOOL

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

The Abington Public 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 Massachusetts Department of Public Health publication, "Animals in the Classroom: Recommendations for Schools," 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 are not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Animals in the Classroom: Recommendations for Schools" 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 recommendations of the Massachusetts Departments of Health and Education the following animals are prohibited from schools within the Abington Public 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.

Service Animals (Guide or Assistance Dogs)

The Abington Public School District's 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 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 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 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 is accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who has custody and control of the animal will be required to sign a document stating that s/he has read and understands the foregoing.

Requests

Student requests for service animal accommodations, including requests to have a service animal accompany a student in classrooms are determined by the section 504 Team or the special education Team meeting process.

Employee requests for disability accommodations, including requests to have a service animal at work, are handled through the appropriate disability accommodation policy and procedures of the ADA act and Abington Public School District policy.

Service animals accompanying individuals with disabilities are welcome in all areas of the schools that are open to the public (except in situations noted above). Specific questions related to the use of service animals on the Abington Public School District properties by visitors should be directed to the ADA Coordinator or the Administrator of Special Education and Pupil Personnel Services.

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. Please see accompanying "Guidelines for the Administration of the Animals in Schools policy."

LEGAL REF. Title II of the American with Disabilities Act Final Rule amending 28 CFR part 35

REF.: *Animals in the Classroom: Recommendations for Schools* Massachusetts Department of Public Health (http://www.mass.gov/Eeohhs2/docs/dph/cdc/rabies/school_protocol.pdf)

SECTION J - STUDENTS

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File: JB - EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, homeless status, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law 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, gender identity, religion, national origin, homeless status or sexual orientation.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

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)

BESE regulations 603 CMR [26:00](#)

BESE regulations 603 CMR [28.00](#)

CROSS REF.: [AC](#), Nondiscrimination

File: JC - PILOT PROGRAMS

The Abington Public Schools will not administer any optional state or federal pilot programs regarding, but not limited to, academics, health, or behavior without the consent of the Abington School Committee. If the Abington School Committee approves the administration of a pilot program, parents/guardians of all students will be notified so that parents/guardians may make the final decision concerning their child's participation.

File: JEB - SCHOOL ENTRANCE REQUIREMENTS

Children are eligible to enter Kindergarten in September if they attain their fifth birthday on or before August^{1 31} of that school year. Children are eligible to enter Grade 1 in September if they attain their sixth birthday on or before August 31 of that school year.

REGISTRATION

Registration for children who are entering Kindergarten or Grade 1 in September will be conducted in conjunction with preschool screening during early spring. The following materials are required in accordance with Massachusetts Law and must be completed prior to any child entering school in September for the first time:

1. Proof of Residency
2. Birth Certificate
3. Health History
4. Physical Examination must be no sooner than September 1st of the year prior to the student entering Kindergarten or Grade 1.
5. Certificate of Immunization is required regarding diphtheria, pertussis, tetanus, (series of 5); measles, mumps, rubella, (series of 2); poliomyelitis, (series of 4); hepatitis B, (series of 3); varicella vaccine or physician's documentation that the child has had chicken pox illness; proof of current lead level testing; and such other communicable diseases as may be specified from time to time by the Department of Public Health.

Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

LEGAL REFS.: M.G.L. [15:1G](#)

Board of Education Regulations for Entrance to First Grade and Kindergarten, adopted 7/20/71

File: JFABC - ADMISSION OF TRANSFER STUDENTS

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter [12](#), [Section 11](#) of the Acts of 2010

File: JFABD - HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The district will transport students who are sheltered or temporarily residing within the district to the students' school of origin. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Dispute Resolution

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand, 2 the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education 3. During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: <http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>

Homeless Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: MASC October 2019

*Approved by the
Abington School Committee
On March 23, 2021*

File: JFABE - EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The district believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment.

Definitions

Children of military families: School aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment: The period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records: Official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

Eligible students are children of military families as well as the children of veterans who have been severely injured and medically discharged, and children of active duty personnel who died on active duty. Children of retired active duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel not included above, or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible students include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, the district will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states.
- As appropriate, the District will exercise the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, also as deemed appropriate.

- Students of active duty personnel shall have additional excused absences, as necessary, for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to continue to attend the school in which he or she was enrolled while living with the custodial parent or guardian, without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. [15E](#);

Interstate Compact on Educational Opportunity for Military Children

SOURCE: MASC October 2019

*Approved by the
Abington School Committee
On March 23, 2021*

File: JFABF - EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

Transportation

The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the

state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

SOURCE: MASC October 2019

*Approved by the
Abington School Committee
On March 23, 2021*

File: JFBB - SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. [76:12B](#)) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. 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. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. 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, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. [71:6](#); [71:6A](#); [76:6](#); [76:12](#); [76:12B](#)

BESE Regulations 603 CMR [26.00](#)

File: JH - STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is 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: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, 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 justified.

Student Absence Notification Program

Each Principal, by whatever title he may be known, will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal, by whatever title he may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if

applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

LEGAL REFS.: M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

File: JHD - EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;

Not being a resident of the District and the District has opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.: M.G.L. [71:37H](#); [76:12](#); [76:12A](#); [76:12B](#)

603 CMR [26:00](#)

File: JI - STUDENT RIGHTS AND RESPONSIBILITIES

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

LEGAL REFS.: M.G.L. [71:37H](#); [71:82](#) through [71:86](#)

File: JIC - STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed¹, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with

applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data

reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC December 2014

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#); 603 CMR [53.00](#)

File: JICE - STUDENT PUBLICATIONS

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

The School Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. [71:82](#)

File: JICFA - PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

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 including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. [269:17](#), [18](#), [19](#)

File: JICFA-E - HAZING

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

File: JICFB - BULLYING PREVENTION AND INTERVENTION POLICY

The Abington School Committee and the Abington Public School District is committed to providing a safe and civil educational environment for all students, employees, volunteers and patrons which is free from harassment, intimidation, bullying, cyberbullying and retaliation.

The Bullying Prevention and Intervention Policy shall apply to students and members of a school staff, including, but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, paraprofessionals and appointed volunteers.

Policy:

The Abington Public School District, in accordance with the General Laws of Massachusetts, Chapter [71, §370](#), prohibits bullying in any form.

Acts of bullying, which include cyberbullying, are prohibited:

- i. on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by the Abington Public School District, and
- ii. at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school. Nothing in this Policy requires the district or school to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter [71, §§ 37H or 37H1/2](#), M.G.L. Chapter [76 § 5](#) or other applicable laws or school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct or behavior.

I. Definitions

Bullying is defined as the repeated and intentional use by one or more students or by a member of a school staff including, but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target. Bullying is characterized by an imbalance of physical, psychological or emotional power, that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to him self/her self or of damage to his/her property;
- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; or

- Materially and substantially disrupts the education process or the orderly operation of a school.

For purposes of this section, bullying shall include cyberbullying.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Perpetrator is defined as a student or a member of a school staff, including, but not limited to, an educator, administrator, counselor, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation. For purposes of this Policy, the term "aggressor" will have the same meaning as "perpetrator".

Cyberbullying is defined as bullying through the use of technology or any electronic communication. See M.G.L. c. [71, § 370](#) for a complete legal definition of cyberbullying.

Where the term "bullying" is used in this document, it is intended to encompass both "bullying" and "cyberbullying" as defined above.

Retaliation is defined as any form of intimidation, reprisal, or harassment, directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

II. Leadership

The Abington Public School Department's administration, faculty and staff will, in conjunction and cooperation with each school building's Student Support Team (SST) review, develop and oversee bullying prevention and intervention efforts.

- As required by M.G.L. c. [71, § 370](#), planning is reviewed and developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians.
- At least once every four years beginning with 2015/16 school year, the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department.
- It is recognized that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Specific steps will be taken to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

III. Procedures for Reporting Bullying and Retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing.

A school staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school staff members, may be made anonymously. The school district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address.

A. Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

B. Reporting by Students, Parents or Guardians, and Others

The Abington Public School District expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee. The principal or designee will consider the following when addressing a student involved in an act of bullying or retaliation:

- Acknowledge student's feelings
- Determine if there are safety issues that must be addressed immediately
- Staff member completes incident report and gives to designated administrative staff member

If a report is anonymous:

- Determine if there are safety issues that must be addressed immediately
- Staff member completes incident report and gives to designated administrative staff member

IV. Procedures for Investigating Reported Bullying or Retaliation

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

The safety of all students involved in the alleged incident will be monitored at all times.

Interview Procedure:

- Interview the target and the alleged aggressor separately
- Identify the problem
- Determine if incident is repetitive in nature

- Protect the target's confidentiality when possible
- In case of denial or if further information is needed, interview witnesses.
- Make the alleged aggressor aware of consequences of retaliation against target and reporter
- Encourage reporting of future incidents
- Document all interviews

V. Procedures for Follow-Up of Investigating Reported Bullying or Retaliation

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

- **Prohibition of Retaliation**

It will be explained to the target, aggressor, and where appropriate, the witnesses that any retaliation taken by any party against any other party as a result of the reporting of the incident is strictly forbidden and could be subject to school and/or legal action.

- **Insufficient Evidence**

If there is insufficient evidence that the situation meets the definition of bullying, inform the parties involved and continue to monitor the situation. Refer to the Student Handbook for further disciplinary action if applicable.

- **Target Safety**

The target's need for protection will be assessed and addressed. A post incident conference with the target will be held during which the target will be reassured of his or her safety and steps taken to prevent further occurrences.

- **Disciplinary Action Procedure**

In cases where it is determined that disciplinary action is needed the Principal or designee shall assign such consequences as are outlined in the Student Code of Conduct within the Student Handbook.

- **Notification of Parents**

Parents of the alleged aggressor and target should be contacted as soon as possible following the conclusion of the investigation or the end of the student day, whichever comes first.

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

- **Student Support Team (SST) Follow-Up**

Following the conclusion of the investigation, the case will be brought to the building level Student Support Team. SST will discuss further needs of the target, aggressor, appropriate family members of the involved students and any witnesses and determine if further services and/or referrals to outside services are necessary. When appropriate, additional staff members will be notified such as: special education, general education, and support staff.

- Special Education Process: Students on an Individual Education Plan (IEP) An Act Relative to Bullying in Schools, Section 7

"For students identified with developmental or mental disabilities, the IEP team must consider and specifically address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing, (see M.G.L.C. [71B, 3](#), as amended by Chapter 92 of the Acts of 2010)

Whenever the IEP Team evaluation indicates that a student's disability affects social skills development or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the IEP must address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

- Reporting of Criminal Acts Relative to Bullying

Should it be determined that a crime has been committed in the act of bullying and/or cyberbullying, the Principal or designee will contact the Superintendent of Schools then the Abington Police Department in accordance with the Memorandum of Understanding.

- False Accusations

If it is determined that a student has knowingly provided a false accusation of bullying or retaliation, such action will be considered in itself an act of harassment or bullying/retaliation. An appropriate consequence will be assigned as outlined in the Student Code of Conduct within the Student Handbook.

- Notification of Other Districts

If the reported incident involves students from more than one school district, the principal or designee will promptly notify the principal or designee of the other school or district. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR [49.00](#).

VI. TRAINING AND PROFESSIONAL DEVELOPMENT

The Abington Public Schools is dedicated to providing ongoing professional development for all staff, including, but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. Our plan for providing professional development reflects the requirements under M.G.L.c. [71, § 370](#).

A. Annual Staff Training

Abington Public Schools has committed to train faculty representatives through the Massachusetts Aggression Reduction Center (MARC) at Bridgewater State University. This training is approved by the Massachusetts Department of Elementary and Secondary Education, and is grounded in the research and best practices of Bullying Prevention and Intervention. Through this "Train-the-Trainer" Model, faculty representatives will serve as liaisons to all staff.

B. Ongoing Professional Development

The bullying prevention and intervention policy includes ongoing, research-based professional development to build the skills of all members of school staff, including but not limited to educators,

administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development includes:

1. Developmentally appropriate strategies to prevent bullying incidents;
2. Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
3. Information regarding the complex interaction and power differential that can take place between and among the aggressor, the target, and any witnesses to the bullying;
4. Research findings on bullying;
5. Information on the incidence and nature of cyberbullying; and
6. Internet safety issues as they relate to cyberbullying.

C. Written Notice to Staff

All Abington Public Schools' employees will be provided a copy of the Bullying Prevention and Intervention Policy. It will also be available as an electronic document on the Abington Public Schools' Website at www.abingtonps.org.

D. Parents and Guardians

Parents and Guardians will be informed about the bullying prevention and intervention curricula used by the school district or school including:

1. How parents and guardians can reinforce the curricula at home and support the school or district policy;
2. Dynamics of bullying; and
3. Online safety and cyberbullying.

Parents and guardians will also be notified in writing each year about the student-related sections of the Bullying Prevention and Intervention Policy, in the language(s) most prevalent among the parents or guardians. School- or district-specific approaches to collaboration should take into account age, climate, socio-economic factors, linguistic, and cultural make-up of students and the parents.

The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the PTO, School Councils, Special Education Parent Advisory Council, or similar organizations.

Each year the school or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school or district will send parents written notice each year about the student-related sections of the Policy and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The Abington Public Schools will post the Policy and related information on its website at www.abingtonps.org.

VII. Problem Resolution System:

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>. emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

File: JICG - TOBACCO USE BY STUDENTS PROHIBITED

Smoking, chewing, or other use of tobacco products, including e-cigarettes and vapor devices, by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

LEGAL REF: M.G.L [71:37H](#)

CROSS REF.: [ADC](#), Smoking on School Premises

[GBED](#), Tobacco Use on School Property by Staff Members

**File: JICH - POLICIES AND PROCEDURES RELATED TO
STUDENT DRUG/ALCOHOL INVOLVEMENT**

The need for a drug/alcohol policy in Abington Public Schools is an obvious one. In essence, the School Committee is charged with the responsibility of providing guidelines for student behavior under Massachusetts General Law. Once defined, the school system must guarantee the policies involved are promulgated to all segments of the community, i.e., students, parents/guardians, staff, and administrators; and are based on the premise that there is a proper balance between the concern for the individual child and the overall welfare of the general school population.

Most importantly, there is the necessity for an appropriate response to the sensitive matter of drug/alcohol use and abuse by students. It is the turmoil of today's society which breeds such a condition, and it must be offset by a realistic and honest approach by school officials which will afford hope and facilitate programming to those students most in need.

While it is incumbent for school officials to cooperate with local and state law enforcement authorities in such matters, it is equally important that the school system is prepared to develop an approach which should be preventative in nature. Certainly, the school system should encourage such activities as:

- in-service education for the professional staff;
- the establishment of a positive health education curriculum which would include an understanding of all aspects of the drug/alcohol problem;
- the encouragement of the use of related referral service within the community;
- the development of a student's self-concept, concentrating on the necessity of self-discipline to attain physical and mental well-being; and
- the encouragement of students to initiate requests for assistance.

File: JICJ-R - REMOTE CODE OF CONDUCT

- a. Students will not use cell phones during synchronous sessions.
- b. All student cameras must be enabled.
- c. Students will not utilize distracting backgrounds. Blank backgrounds or the environment in which the student is engaged in Remote Learning are acceptable.
- d. First and last names will be used by students when labeling their "window."
- e. Comments and responses will be provided verbally, unless otherwise provided for by the teacher.
- f. Multi-tasking will be prohibited; students should be attentive to synchronous sessions at all times, just as when school is in normal operation.
- g. Students should be attentive and engaged as they would be during class held during normal operation.
- h. Student attendance will be required at all sessions, and attendance will be taken with advance notice being provided for tardiness and absences to the extent possible.
- i. Synchronous Learning Sessions are not intended to replace parental/family/guardian supervision.
- j. All work product will be graded as during normal school operations, except as altered by the establishment of an SEL Plan, IEP, 504, or similar arrangement.
- k. Recording of live Synchronous Learning Sessions will be strictly prohibited.
- l. All Acceptable Use Policy and Student Handbook rules continue to be in effect during Remote Learning.

*Approved by the
Abington School Committee
on September 10, 2020*

File: JIE - AVAILABILITY OF IN-SCHOOL PROGRAMS FOR PREGNANT STUDENTS

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The District does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

LEGAL REFS.: M.G.L. [71:84](#)

Title IX: 20 U.S.C. § 1681

34 CFR § 106.40(b)

File: JII - STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Students--and their parents and/or guardians--who believe that a student has received unfair treatment may bring forward their grievance. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee if applicable.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

CROSS REF: [JIC](#) Student Discipline

File: JJF - 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 only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter [71, Section 47](#), the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited 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 procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.F

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

LEGAL REF.: M.G.L. [71:47](#)

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.

File: JJH - STUDENT TRAVEL

All student trips which include travel between the hours of midnight and 6:00 am must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

CROSS REFS.: [IJOA](#), Field Trips

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002

M.G.L. [69:1B](#); [71:37N](#)

File: JJH-R - STUDENT TRAVEL REGULATIONS

1. Transportation

The use of vans or private automobiles for trips planned to include travel between the hours of midnight and 6:00 am is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include travel between midnight and 6:00 am will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter [71, section 38R](#).

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication [Student Learning Time Regulations Guide](#))

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

CROSS REFS.: [IJOA](#), Field Trips

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002

M.G.L. [69:1B](#); [71:37N](#); [71:38R](#)

603 CMR [27.00](#)

File: JJIF - CONCUSSION POLICY

Pursuant to Mass. Gen. L. c. III, Section 222 ("Section 222") and accompanying regulations (105 CMR 201 et seq.) the Abington Public Schools have developed this policy to address the identification and proper handling of suspected head injury in students participating in school-based athletics and marching band.

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion in high school athletes. Abington High School has established this protocol to provide education about concussion for athletic department staff and other school personnel. This protocol outlines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to return to play issues after concussion.

Abington High School seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

This protocol will be reviewed on a two year basis, by the AHS administration, guidance, athletic director and medical staff. Any changes or modifications will be reviewed and given to the athletic department staff and appropriate school personnel in writing.

The Athletic Director of Abington High School shall be the person responsible for the implementation of these policies and procedures in coordination with school administration, school nurse and the guidance department. The policy is reviewed every two years.

All athletic department staff will attend a annual training in which procedures for managing sports-related concussion are discussed. Coaches are required to instruct students in form, technique and skills that minimize sports-related head injury and are directed to discourage and prohibit students from engaging in any unreasonably dangerous athletic technique that endangers the health and safety of students, including using a helmet or any other sports equipment as a weapon.

Students who engage in unreasonably dangerous behavior while participating in extracurricular athletic activities will be subject to the code of conduct and possible disciplinary consequences.

Training: The following personnel shall be required to participate in training in the prevention and recognition of a sports-related head injury: coaches, certified athletic trainers if applicable, volunteers, school physician, school nurses, athletic director, marching band director (including volunteers), parents of students who participate in an extracurricular athletic activity, and students who participate in an extracurricular athletic activity.

In accordance with Section 222 and accompanying 105 CMR 201.008, online training programs will be offered through the athletic department at no charge to the individual. This training shall include recognizing sports-related head injury including second impact syndrome. Individuals who participate in the training shall submit documentation verifying the completion of the training to the Athletic Director. Such documents shall be maintained by the athletic director for three years.

Documentation of a student history of head injuries, including concussions, is kept on file each athletic season with the completion of the parental consent form for each athlete. (*See Department of Public Health Pre-Participation Head Injury/Concussion Reporting Form for Extracurricular Activities*)

This Pre-participation information required on the Department of Public Health form concerning head injuries and concussions is included in the Abington High School's parental consent form required of each athlete and kept on file in the athletic office.

Documentation of an annual physical examination of students participating in extracurricular athletic activities consistent with 105 CMR 200.00 is kept in the student's health record, which is on file in the Abington High School nurses office.

Prerequisites to Participation in Student Athletic or Marching Band

At or before the start of each sport season or band season, students/parents shall provide the following information:

1. Documentation of the students' annual physical examination;
2. A completed ***Pre-participation Head Injury/Concussion Reporting for Extra-Curricular Activities ("Pre-Participation Form")*** which shall include:
 - a. A comprehensive history with up-to-date information relative to concussion history, any history regarding head, face or cervical spine injury and/or any history of co-existent concussion injuries; and
 - b. Signatures of both the parent and the student
3. A certification of completion for any Athletic Department approved online course or a signed acknowledgement as to their receipt of Department approved written materials. Certification for completion of the online course is valid for one school year. If the student/parent fails to provide any of the above information, the student will not be permitted to participate in the activity/sport, including but not limited to try-outs or practices.

Removal from Athletic Activities due to Head Injury

Any student who during a practice or competition, sustains a head injury or suspected concussion, shall be removed from the practice or competition immediately and may not return to practice or competition that day. Parents will be notified so the parent may take the student to a medical provider for appropriate medical evaluation and treatment.

The student must provide a completed Department ***Post Sports-Related Head Injury Medical Clearance and Authorization Form*** to the Nurse and Athletic Director prior to resuming the extracurricular athletic activity.

Procedures for Returning to the Activity

If a student is diagnosed with a concussion, school personnel, including but not limited to the teachers, school nurse, guidance counselor, along with parents shall develop a written graduated entry plan for return to full academics and extracurricular activities. The guidance counselor in coordination with the school nurse will coordinate the writing and approval process of the written graduated entry plan.

Accommodations, may include, as appropriate: provision for physical or cognitive rest; graduated return to classroom studies; estimated time intervals for resuming activities; assessments by the school nurse; periodic medical assessment by a physician until the student is authorized to full classroom and extracurricular activities. The school physician and/or student's physician may be consulted as appropriate in devising the graduated entry plan.

Reporting Requirements

All coaches are required to report any student's head injury or suspected concussion sustained in practice or competition to the students parents so follow up by a medical provider for evaluation and treatment can be provided. The parent shall be informed of the injury immediately, by the coach, after the practice or competition in which it occurred and notification must be provided in writing no later than the end of the next business day.

The coach must also notify the Athletic Director of the injury and removal from play by the end of the next business day. The coach must also complete a ***Department Report of Head Injury During Sports Season Form*** and provide it to the Athletic Director, parent and school nurse.

If a student sustains a head injury outside of the extracurricular activity, the parent must complete the ***Department Report of Head Injury During Sports Season Form*** and return to the Athletic Director.

The Athletic Director shall disseminate to coaches and band directors copies of the Pre-Participation Form for all of the teams and band. All forms that indicate a history of head injury shall be provided to the school nurse. The Athletic Director shall copy any forms that indicate a history of head injury, batch them by team band grouping, and provide them to the team's physician and the team's certified athletic trainer, if any.

Conclusion

All coaches, volunteers, trainers etc. who are involved with Abington High School athletes and band members are responsible to follow the procedures and protocols associated with this policy. Failure to do so may result in dismissal.

The relevant student portions of this policy shall be reproduced for annual publication in the student handbook.

Forms

Pre-Participation Head Injury/Concussion Reporting For Extra-Curricular Activities Form

Department Report of Head Injury During Sports Season Form

Department Post Sports-Related Head Injury Medical Clearance and Authorization Form

File: JKAA - PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Abington 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 603 CMR [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.

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".

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 Dept. of Elementary and Secondary Education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603 CMR [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.

Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.

Prone restraint shall be prohibited in public education programs except on an individual basis.

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 director 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 Dept. of Elementary and Secondary 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 Dept. of Elementary and Secondary Education within five (5) school working days of the administration of the restraint.

LEGAL REF.: 603 CMR [46.00](#)

M.G.L. [71:37G](#)

File: JL - STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. [119, S 51A](#).

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: MGL [71:37L](#); [148:2A](#)

File: JLC - STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator or designee.

LEGAL REF.: M.G.L. [71:53;54;54A;54B;55;55A;55B;56; 57; 69:8A](#)

CROSS REF.: [EBB](#), First Aid

[EBC](#), Emergency Plans

[JLCD](#), Administration of Medications to Students

File: JLCA - PHYSICAL EXAMINATIONS OF STUDENTS

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make an annual report to the Department of Public Health of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

** NOTE: Department of Health Regulations call for vision screenings in Grades 1-5, once between 6-8, and once between 9-12; hearing screenings in grades 1-3, once between 6-8, and once between 9-12; BMI in grades 1, 4, 7, 10.*

LEGAL REFS.: M.G.L. [71:53](#); [71:54](#); [71:56](#); [71:57](#)

105 CMR 200

CROSS REF.: JF, School Admissions

File: JLCB - INOCULATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

Established by law

LEGAL REF.: M.G.L. [76:15](#)

CROSS REF.: JF, School Admissions

File: JLCC - COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

LEGAL REF.: M.G.L. [71:55](#)

File: JLCD - ABINGTON PUBLIC SCHOOLS - ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the district nurse leader, register with the Department of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

Medical personnel may train non-medical staff in the administration of Narcan. If so, the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Department of Public Health.

Following consultation with the school nurse, parent/guardian, and students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and use epinephrine injectors.

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

**File: JLCEA - POLICY FOR CHILDREN WITH "DO NOT RESUSCITATE"
OR "COMFORT CARE" ORDERS**

Children with terminal illnesses are attending school in increasing numbers. As the status of a child's health declines, a family may make the difficult decision not to prolong the child's life and request a "Do Not Resuscitate" order (DNR). A DNR order is executed by a physician, authorized nurse practitioner, or authorized physician assistant, with the consent of the parent or legal guardian, and issued according to the current standard of care.

If a child has a DNR order, a physician can submit a Comfort Care/DNR Order Verification to the Office of Emergency Medical Services in the Massachusetts Department of Public Health and obtain a Comfort Care form and an identifying bracelet. A Comfort Care identification (either the bracelet or the fully executed original form) is the only authorized way for pre-hospital emergency care providers (EMT's, first responders) to recognize a patient with a current, valid DNR order. EMT's and first responders called to a school will honor a DNR only if the child has a Comfort Care identification. Without a Comfort Care bracelet or original form, EMTs and other first responders who are called to a school will provide emergency treatment, including resuscitation, in accordance with standard EMS protocols, and transport to a hospital.

Therefore, in order for Abington Public Schools' nurses to honor a Comfort Care/DNR Order for students enrolled in the Abington Public Schools, the parent or guardian must give the nurse an Original COMFORT CARE/DNR Order Verification Form OR the student must be wearing a Bracelet with ORIGINAL insert. This form must be kept in the student's nursing file or, if a bracelet, on the child.

Abington Public Schools will give special consideration to meeting child and family needs, as well as the needs of the students and staff. Respecting the family's wishes involves much pre-planning in the school setting.

Therefore, upon receipt of an Original COMFORT CARE/DNR Order Verification form, the child will be placed only in a school that has a full time school nurse. The school nurse will:

- Inform local EMS/First Responders (with parent permission) that a student with a DNR Order is in their school. The nurse will request that the parent/guardian also call the local EMS/First Responder to verify the DNR Order.
- Inform the Assistant Superintendent for Pupil Services and the principal that they are in receipt of a DNR Order.
- Call a TEAM meeting with the Assistant Superintendent for Pupil Services, the head nurse, the principal, the school nurse, the teacher(s), the parent/guardian, the school physician, and the local EMS/first responders (with the parent's permission) in order to write a specialized COMFORT CARE/DNR PLAN (see attached) which specifies what actions the classroom personnel will take in the event that the student suffers a cardiac arrest or other life-threatening emergency.
- This individualized care plan (see attached) will be developed with the family in collaboration with the child's physician and the school physician.

It will include:

how the child will be moved to the health room or other designated area if serious distress or death should occur at another location in the school;

what, if any, comfort measures should be given to the child;

protocols for notification of the family; and,

if the child has died in school, who will do the pronouncement of death (physician, nurse practitioner, or physician assistant!); and how the deceased will be removed from the school. This may involve planning with the family's designated funeral home and include such factors as type of vehicle and where it will park, who will clear the corridors, and what kind of stretcher or other method of transport will be used. (Please note: by law, EMS providers are not permitted to move the deceased.)

The plan will also address what will happen if the child is in distress, but does not appear to face an imminent risk of death. The response will include immediate consultation with the parents and, consistent with the plan, contact with the local EMS provider. If EMS is called, and the child has a Comfort Care bracelet or form, the EMT or first responder can provide comfort care and transport to a hospital.

- When a plan is in place, the school nurse will convey the plan to the appropriate school staff and administrators, answering any questions that they may have.
- This plan will be signed by all present at the meeting and a copy immediately given to the parent/guardian.
- A copy of the agreed upon plan (with parent/guardian signature) should be sent to the parent/guardian, main file of the Abington Public Schools, the Assistant Superintendent for Pupil Services, the principal, the student's physician, the Abington Public Schools physician and the office of the local EMS/First Responder (usually the Fire Department).
- The school nurse will in-service all classroom staff and related service providers on the COMFORT CARE/DNR Order in general and the specific COMFORT CARE/DNR PLAN developed for the student with the DNR.
- The plan should be located near the telephone in a manner that protects the privacy of the student. All classroom personnel and service providers should be aware of the location of the written plan.
- The nurse will monitor the expiration date, if indicated, of the DNR order and notify the parent/guardian prior to its expiration.
- The plan will be reviewed annually with the parent/guardian by the nurse with the student's teacher present.
- The parent/guardian has the right to revoke the COMFORT CARE/DNR Order at any time.

Whenever a death occurs in the school, the crisis team must be activated immediately to assist the family, staff and students to cope with the loss. Special consideration must be made for any students or staff who witness the death especially, if (per DNR orders) no treatment was performed either by school staff or EMS. Questions such as, "What if this happens to me?" and "Will they do anything for me?" may need to be addressed.

Nurse practitioner (NP) and physician assistant (PA) pronouncements allow the deceased to be removed from the school grounds by a funeral director. However the NP or PA who pronounces the death must (a) before the pronouncement, try to reach the attending doctor so that the doctor can declare the death and complete the death certificate, and (b) after the pronouncement, notify the attending doctor as to the location to which the body has been removed so that the physician can complete the death certificate. State law (M.G.L. Chapter 46, section 9) requires that a physician or the medical examiner complete the death certificate.

File: JLCEC - SCHOOL-BASED AUTOMATED EXTERNAL DEFIBRILLATION

Under the Commonwealth of Massachusetts MGL Chapter [112 Section 12V](#) persons who provide AED emergency services in accordance with this law, shall not be liable for acts or omissions, other than for gross negligence or willful or wanton misconduct resulting from the rendering of such emergency cardiopulmonary resuscitation or defibrillation.

The Abington Public School District will have at least one Automated External Defibrillator (AED) available in each of its for use by trained staff members for cases of sudden cardiac arrest (SCA). The Abington Public School District will define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health in order for the school district to acquire, maintain and utilize Automated External Defibrillators (AED). Only trained and certified CPR/AED staff are authorized by the school district to use an AED. All certified CPR/AED staff must maintain certification that meets or exceeds the standards established by the American Heart Association or equivalent and participate in practice drills annually. This policy does not create an obligation to use the AEDs nor create any expectation that either an AED or trained employee will be present at every event.

File: JQ - STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to offset the cost of funding certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon Board approval. The schools, however, may:

Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.

Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

File: JRA - STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR [23.00](#)). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. [66:10](#); [71:34A](#), [B](#), [D](#), [E](#), [H](#)

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. of Elementary and Secondary Education [23.00](#) through [23:12](#)

Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

CROSS REF: [KDB](#), Public's Right to Know

File: JRA-R - STUDENT RECORDS

603 CMR [23.00](#) is promulgated by the Board of Education pursuant to its powers under M.G.L.c.[71, s.34D](#) which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c.[71, s.34F](#) which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR [23.00](#) was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights

603 CMR [23.00](#) is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR [23.00](#) should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR [23.00](#) which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.[71, s.34E](#), the parent of a student may inspect the student record regardless of the student's age.
- (4) Notwithstanding 603 CMR [23.01](#)(1) and [23.01](#)(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR [23.00](#) to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR [23.00](#) are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or

are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR [23.01](#)(4) extends the rights and provisions of 603 CMR [23.00](#) to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.[71B](#) (St. 1972, c.766) and 603 CMR [28.00](#).

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. [71, s.34H](#) and 603 CMR [23.00](#). This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. [71B](#) (St. 1972, c.766) and 603 CMR [28.00](#).

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.[71B](#) (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR [23.00](#) shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR [23.00](#) shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR [23.04](#).

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR [23.02](#)(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR [23.02](#)(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR [23.07](#) (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR [23.07](#) (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. [71, section 34A](#) to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR [23.00](#), authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR [23.07](#)(4)(a) through [23.07](#)(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR [23.07](#)(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR [23.07](#) and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR [23.10](#).
- (b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. [119, sections 51B, 57, 69 and 69A](#) respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. [71, section 37L](#) and M.G.L. c. [119, section 51A](#).

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. [22A, section 9](#).

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR [23.10](#).

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for 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:

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 that 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.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR [23.00](#) regarding parent and student rights, and that copies of 603 CMR [23.00](#) are available to them from the school.

In those school systems required under M.G.L. c. [71A](#) to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR [23.00](#) that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. [66:10](#); [71:34 A](#), [B](#), [D](#), [E](#), [H](#)

Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002

603 CMR: Dept. of Elementary and Secondary Education [23.00](#) through [23:12](#)

Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

CROSS REF: [KDB](#), Public's Right to Know

SECTION K - COMMUNITY RELATIONS

KA SCHOOL/COMMUNITY RELATIONS GOALS

KBA SCHOOL/PARENT RELATIONS GOALS

KBBA NON-CUSTODIAL PARENTS' RIGHTS

KBE RELATIONS WITH PARENT ORGANIZATIONS

KCB COMMUNITY INVOLVEMENT IN DECISION-MAKING

KCD PUBLIC GIFTS TO THE SCHOOLS

KCDA COMPUTER DONATION POLICY GUIDELINES

KDB PUBLIC'S RIGHT TO KNOW

KDD NEWS MEDIA RELATIONS/NEWS RELEASES

KDDBA VIDEOTAPING OF SCHOOL EVENTS FOR RESALE

KE PUBLIC COMPLAINTS

KEC CHALLENGED EDUCATIONAL MATERIALS

KF USE OF SCHOOL FACILITIES

KF-R-1 USE OF SCHOOL FACILITIES POLICY

KHA PUBLIC SOLICITATIONS IN THE SCHOOLS

KHB ADVERTISING IN THE SCHOOLS

KI VISITORS TO THE SCHOOLS

KIB VISITORS TO THE SCHOOLS -GUIDELINES FOR THE PRESS AND MEDIA

KJA RELATIONS WITH BOOSTER ORGANIZATIONS

KLG RELATIONS WITH POLICE AUTHORITIES

**KLG-E SCHOOL RESOURCE OFFICER PROGRAM
MEMORANDUM OF UNDERSTANDING (MOU)**

KLJ RELATIONS WITH PLANNING AUTHORITIES

CLK RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

File: KA - SCHOOL/COMMUNITY RELATIONS GOALS

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.

Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.

Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.

Community service efforts which enable the District's staff and students to express their commitment to the community.

SOURCE: MASC

File: KBA - SCHOOL/PARENT RELATIONS GOALS

It is the general goal of the Abington Public Schools to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

File: KBBA - 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 Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary 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)

File: KBE - RELATIONS WITH PARENT ORGANIZATIONS

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Help parents understand the educational process and their role in promoting it.
2. Provide for parent understanding of school operations.
3. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

File: KCB - COMMUNITY INVOLVEMENT IN DECISION-MAKING

The Abington School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or questions about the schools to the school administration, to any appointed advisory bodies, and to the School Committee.

Residents who are specially qualified because of interest, training, experience, or personal characteristics, will be encouraged to assume an active role in school affairs. From time to time, these people may be invited by the Committee to act as advisors, either individually or in groups.

The Committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

CROSS REF.: [BDE](#), Advisory Committees to the School Committee

File: KCD - PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law. The Committee will notify the donor organization if the funds are used for other than the purpose intended by the donor.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

LEGAL REF.: M.G.L. [71:37A](#)

File: KCDA - COMPUTER DONATION POLICY GUIDELINES

Because Federal legislation requires donated computers to be less than two years old, most will likely be satisfactory for many school uses. The specifications schools decide to require may be different for different types of uses. Schools should consider requiring the following preferred characteristics for the donated computers.

- Sufficient processor power and memory for current versions of multi-tasking operating systems software (Windows 7 or higher) and Internet browsers
- Ethernet/wireless network connectivity

Meeting these specifications will ensure that the donated computer can: 1) be easily connected to the school's network and Internet, 2) run current educational software as well as Internet browsers and e-mail.

File: KDB - PUBLIC'S RIGHT TO KNOW

The Abington School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

LEGAL REFS.: M.G.L. [4:7](#); [66:10](#); [30A:18-25](#)

CROSS REFS.: [BEDG](#), Minutes

[GBJ](#), Personnel Records

[JRA](#), Student Records

File: KDD - NEWS MEDIA RELATIONS/NEWS RELEASES

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The Abington School Committee chairman will be the official spokesman for the School Committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a system-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Superintendent or designee. All statements made to the press by other staff members of the particular school must be cleared with the Superintendent or designee.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

File: KE - PUBLIC COMPLAINTS

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

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

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

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

LEGAL REFS.: M.G.L. [76:5](#)

603 CMR [26.00](#)

File: KEC - CHALLENGED EDUCATIONAL MATERIALS

Despite care taken to select materials that are needed and appropriate for use in the Abington Public Schools, objections to a selection may be made by the resident public. Any resident citizen or parent or guardian of a student may make a complaint regarding educational materials used in the schools. When a citizen disagrees with the content of particular material in the schools, a meeting will be held with the appropriate school personnel and/or the Principal with the purpose in mind of concluding, to the satisfaction of all concerned, the disagreement, in an amicable manner. All objections to materials should be settled informally, if possible. If at the conclusion of this informal meeting, the complainant is not satisfied, and still believes that it does not belong in the school, then the complainant will follow the procedure outlined below.

The following procedure shall be followed whenever there is a formal request for the evaluation of material.

- 1.0 Complainant files Evaluation of Materials Form with the Superintendent of Schools.
- 2.0 Challenged material will remain in use in the school pending final decision.
- 3.0 The Superintendent shall establish an Reconsideration Review Committee broadly representative of:
 - 3.1 A teacher competent in the area of the content covered by the material but not involved in the use of the material in question.
 - 3.2 Administrators, directors, and supervisors appropriate to the level and/or subject for which the material is used.
 - 3.3 A library media specialist shall serve on the review committee.
 - 3.4 A member of the School Committee.
 - 3.5 A member of the community not involved in the challenge of the material.
- 4.0 Superintendent refers challenge to Reconsideration Committee.
- 5.0 Reconsideration Committee meeting action on a written request shall be taken no later than fifteen (15) school days after receipt of the request.
- 6.0 A written report of the recommendation from the Reconsideration Committee shall be submitted to the Superintendent no later than twenty (20) school days after the receipt of the request. The Superintendent shall then communicate his decision to the person requesting the evaluation within ten (10) calendar days.
- 7.0 Should the decision of the Superintendent not satisfy the person requesting the evaluation, said person shall have five (5) school days to submit a written request for a hearing to appeal his/her decision to the School Committee.
- 8.0 The School Committee shall review the Superintendent's decision within twenty (20) school days of the receipt of the written request.
- 9.0 The School Committee will have five (5) school days following the special hearing to respond in writing to the complainant.

School Committee Action

Information: April 27, 2010

Discussion: April 27, 2010

Final Action: May 25, 2010

Date Policy is approved by the School Committee: May 25, 2010

{Added Materials in Appendix

1. Evaluation of Materials Form
2. First Amendment/to the United States Constitution
3. American Library Association's Freedom to Read Statement}

NOTE: These materials not included with policy-extraneous

File: KF - USE OF SCHOOL FACILITIES

It is the policy of the Abington School Committee to encourage community use of school property. Educational, governmental, civic or cultural organizations may use Abington school property under the established fee schedule. The School Committee or its agents will determine the appropriate use for school facilities.

ELIGIBILITY

School facilities on a pre-approved basis will be available for the following:

- Public school and school department activities
- Parent-teachers activities
- Official town public hearing and town political activities
- Recreation Department activities and Organized Town Youth Group Activities
- Non-profit service organizations
- Area education, social, recreational and religious organizations' activities if substantial portion of the members are residents of the town
- Other activities when approved by the Superintendent and/or designee

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

File: KF-R-1 - USE OF SCHOOL FACILITIES POLICY

It is the policy of the Abington School Committee to encourage community use of school property. Educational, governmental, civic and cultural or other organizations may use Abington school property under the established fee schedule. The School Committee or its agents will determine the appropriate use for school facilities. Authorization for the use of a school facility is not an endorsement of the activity or organization.

ELIGIBILITY

School facilities on a pre-approved basis will be available for the following:

- Public school and school department activities
- Parent-teachers activities
- Official town public hearing and town political activities
- Recreation Commission activities and Organized Town Youth Group Activities
- Non-profit service organizations
- Area education, social, recreational and religious organizations' activities if a substantial portion of the members are residents of the town
- Other activities when approved by the Superintendent and/or designee

CHARGE WITH CUSTODIAL SERVICES

Groups requiring custodial services will be charged at the current rate, with a minimum charge of 3 hours. The total charge will include an additional 1/2 an hour prior to the function and a minimum of 1/2 an hour after the function. In the event of cancellation, twenty-four hours notice is required. Non-community groups will also be charged an hourly rental fee.

REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

1. All applicants will be required to complete an "Application and Permit for Use of Abington School Facilities" form. Forms for such a request can be found at www.abingtonps.org, be picked up at the Office of the School Superintendent or in the main office at any school building. It is the responsibility of the applicant to provide a safe environment for their group. As such, be aware that there are a small number of residents in the Town of Abington classified as sex offenders. The applicant must consult with the Abington Police Department relative to the Sex Offender Registry. The Police Department maintains and disseminates information concerning registered sex offenders in accordance with Massachusetts General Laws. Additional information is available at the Abington Police Department website (www.abington.police.org). For information concerning offenders that live or work in Abington, contact the Abington Police Department (781-878-3232).
2. Individuals or organizations wishing to use a school facility must return the application to the building principal at the school being requested for use.
3. Please note that school activities take precedence in the use of the building or other facilities. On occasions, schedule changes will result in organizations not being able to use the facilities on the dates initially agreed to. The organization using the facilities should make proper provisions in the event such changes occur.
4. All building and fire codes must be strictly enforced.
- 5A. All individuals or organizations using school property must secure liability insurance covering not only the renter's liability but also the liability of the Town of Abington for any possible accidents on the property. The required minimums are \$1,000,000 per occurrence with a combined single limit of \$3,000,000 per occurrence involving more than one person. This insurance must cover dress rehearsals if

an admission charge is made. A certificate (binder) of such liability insurance may be requested as part of the application procedure.

5B. In the event a community group is unable to provide a certificate of insurance, each participant including adult supervisors must sign an indemnification agreement and must file the same with the Recreation Commission or the School Department. Indemnification Forms may be picked up either at the Recreation Commission or school offices.

5C. School related volunteer organizations who use school facilities to conduct activities for the benefit of Abington's students and who are acknowledged by the School Department are exempt from this requirement.

6. A police officer may be required to be present at public gatherings on school property. Arrangements for this protection should be made in advance by the renter directly with the Abington Police Department. Written documentation of compliance must be submitted with the application.

7. Groups using a facility or any portion of a facility must be properly supervised by a responsible adult or adults at all times as designated by the user contract agreement form. Users not will be allowed in the building without proper supervision. Participants should be told not to arrive before the time scheduled.

8. The Abington School Department reserves the right to limit the number of spectators attending an event.

9. Rental of a school facility does not imply access to the school's equipment. Arrangements for use of that school's equipment must be made in advance. Costs associated with the use of the school's equipment will be included in the invoice. Use of some equipment requires the direct supervision of school personnel.

10. A district provided and trained technologist is required for the use of technology including but limited to: computers, lighting, curtains, scenery, sound and/or audio-visual equipment. This expense will be paid by the user group at the current hourly rate for the technologist. There is a three hour minimum for the technologist.

11. Those in charge should inspect the school area before leaving to see that the floors are cleaned of debris, clothing and equipment. Applicants agree to return chairs, tables, equipment, etc., to their original places. Supervisors should be the last to leave and should report any broken or damaged equipment to the custodian on duty.

12. All groups using the building must be certain that all exterior doors in the area being used are closed and should check with the custodian before leaving the premises.

13. The Abington Public Schools assumes no liability for injury to persons authorized to use the facilities and further assumes no liability for loss or damage to equipment, materials or other individual property. Any damage caused to the assigned school facilities or school equipment whether accidental or not, occurring during the period of the facility use will be the direct responsibility of the user. The facility will be inspected after use and a bill for damages sent to the responsible party using the facility.

14. All groups must strictly adhere to the time limitations agreed upon for use.

15. When a school facility will not be used as scheduled, the Office of the Principal or designee must be notified 24 hours in advance by the user, or three hours of custodial fees will be charged.

16. Facilities will not normally be available for use within two weeks of the opening of school each year and for the ten school days immediately preceding the closing date of school, as determined by the school committee; unless approved by the principal or director of the school facility.

17. When use of the kitchen equipment is requested, a cafeteria employee and/or additional custodial help may also be required.
18. Food and beverages may only be served in the cafeteria/cafetorium. Food and beverages are not allowed in any other areas of the school.
19. Massachusetts General Laws and Abington School Committee policy prohibit the use of tobacco, alcohol and all other illegal substances in all school buildings and on school grounds.
20. If you are serving food or food products, it is your responsibility to gain the appropriate approval with the Abington Board of Health prior to your event.
21. Unauthorized or unauthorized extended use beyond the contracted time by an organization may result in a fee being charged up to the maximum allowable Group IV rate.
22. The Superintendent or Designee may adjust fees in unique situations for Group IV at their discretion. This would include situations where last minute bookings allow unused time to be used to generate revenue and/or an organization is booking a significant amount of time over a short period.
23. The Abington School Department reserves the right to revoke a facility use permit for a violation of the above rules and regulations.

*Approved by the
Abington School Committee
on May 23, 2017*

*Amended on
April 24, 2018*

File: KHA - PUBLIC SOLICITATIONS IN THE SCHOOLS

The Abington School Committee will place limits on commercial activities and fundraising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fundraising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fundraising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without Superintendent permission.
2. No general or class distribution of commercial or fund-raising literature may take place without Superintendent permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the School Committee's policy on staff solicitations.

LEGAL REF.: M.G.L. [44:53A](#)

CROSS REFS.: [GBEBC](#), Staff Gifts and Solicitations

JJE, Student Fund-Raising Activities

JP, Student Gifts and Solicitations

[KHB](#), Advertising in the Schools

File: KHB - ADVERTISING IN THE SCHOOLS

No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties without permission of the Abington School Committee. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the School Committee.

CROSS REF.: JP, Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

File: KI - VISITORS TO THE SCHOOLS

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times and receive a visitors badge that must be worn at all times within the school. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CROSS REF.: [IHBA](#), Observations of Special Education Programs

File: KIB - VISITORS TO THE SCHOOLS -
GUIDELINES FOR THE PRESS AND MEDIA

1. Consistent with this policy, the Abington School Committee and faculty encourage members of the press and media to visit the schools.
2. All guests and visitors, including members of the press and media, must register in the school office. Identification badges may be required.
3. The Principal will cooperate with and assist members of the press and media who wish to interview or photograph students or staff. In order not to interfere with the education of students:
 - A.) The Principal may make available a room or space where students/staff who wish to talk with reporters may do so.
 - B.) The Principal may require reasonable lead time to make arrangements.
4. We require that members of the press or media identify themselves as such to students and/or staff. Students and/or staff are free to respond, or not respond, as they choose. Parental permission must be given if student pictures are to be used for publication or if quotations are to be attributed to students who are minors. The main office at each building maintains a list of students who have letters on file requesting privacy from all publications.

File: KJA - RELATIONS WITH BOOSTER ORGANIZATIONS

The Abington School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the School Committee.

File: KLG - RELATIONS WITH POLICE AUTHORITIES

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

REFS.: Memorandum of Understanding Between the Abington School Department and The Abington Police Department

File: KLG-E - SCHOOL RESOURCE OFFICER PROGRAM - MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (hereinafter "MOU"), effective January 1, 2016 is made and entered into by and between:

- Abington Public School System (hereinafter "APS") and
- Abington Police Department (hereinafter "APD")

(Hereinafter referred to as Agency," "Agencies," "providing agency," or "providing agencies")

Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities, listed above.

I. Purpose of MOU

The MOU formalizes the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between the law enforcement officer and the youth of our community, with the goal of reducing crime committed by juveniles and young adults. This MOU delineates the mission, organizational structure, and procedures of the School Resource Office Program (hereinafter the "SRO Program") as a joint cooperative effort between APS and the APD. The success of this program relies upon the effective communication between Agencies' employees, the principal of each individual APS school, and other key staff members of each organization.

II. Term

The term of this MOU shall begin on January 1, 2016 and end on June 30, 2018 unless terminated earlier as provided herein. The parties may renew this MOU only by separate written agreement or addendum hereto, which must be executed by both parties.

III. Mission, Goals and Objectives

The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers, and staff. This is accomplished by assigning Law Enforcement Officers employed by participating Agencies (hereinafter referred to as "SRO's") to APS school facilities on a permanent basis.

Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents. Goals of the SRO Program include:

1. Reduce incidents of school violence;
2. Reduction of criminal offenses committed by juveniles and young adults;
3. Establish a rapport between the SRO's and the student population;
4. Establish rapport between SRO's and parents, faculty, staff, and administrators

Moreover, SRO's will establish a trusting channel of communication with students, parents and teachers. SRO's will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community.

SRO's will promote citizen awareness of the law to enable students to become better-informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. SRO's can serve as a confidential source of counseling for students and parents concerning problems they face as well as providing information on community resources available to them.

IV. Organizational Structure

A. Composition

The Agencies shall assign full time, town or grant funded law enforcement officers dedicated to serve the school community as SRO's in the SRO Program. The SRO's will be certified by the National Association of School Resource Officers.

B. Supervision

The day-to-day operation and administrative control of the SRO Program will be the responsibility of the APD. Responsibility for the conduct of SRO's, both personally and professionally, shall remain with APD. School Resource Officers are employed and retained by the APD, and in no event shall any employee of the APD be considered an employee of APS.

V. Procedures

A. Selection

Available SRO positions will be filled per the APD's directives and selection process. The selection process is to include members of the APS. The APD and APS will jointly make the final selection for any SRO vacancies.

B. SRO Program Structure

The SRO Program shall utilize the SRO Triad concept as set forth by NASRO (National Association of School Resource Officers), which is attached hereto and incorporated herein by reference.

Under this framework, SRO's are first and foremost laws enforcement officers for the providing law enforcement agencies. SRO's shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of the providing agency. All acts of commission or omission shall conform to the guidelines of the providing law enforcement agency's directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

SRO's are not formal counselors or educators, and will not act as such. However, SRO's may be used as a resource to assist students, faculty, staff, and all persons involved with the school. SRO's can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. SRO's may use these opportunities to build rapport between the students and the staff. The Agencies recognize, however, that APS shall maintain full, final, and plenary authority over curriculum and instruction in the APS, including the instruction of individual students. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher, not the Agency or its employees, and the APD and its curriculum or classroom instruction except in emergency situations.

C. Duties and Responsibilities

The responsibilities of the SRO will include but not be limited to:

1. Enforce criminal law and protect the students, staff, and public at large against criminal activity. The SRO shall follow the chain of command as set forth in the policies and procedures manual of the participating law enforcement agency. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on-campus or off-campus, during school hours.
2. Complete reports and investigate crimes committed on campus.
3. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators. The SRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the Abington Public School System. (The SRO will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent flight). Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.
4. Take appropriate enforcement action on criminal matters as necessary. The SRO shall, whenever practical, advise the principal before requesting additional enforcement assistance on campus and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.
5. Wear law enforcement agency issued uniform at all times or other apparel approved by the providing agency.
6. Be highly visible throughout the campus, but to be unpredictable in their movements. For Officer Safety, SRO's shall not establish any set routine, which allows predictability in their movements and their locations.
7. Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
8. Comply with all laws, regulations, and school board policies applicable to employees of APS, including but not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided that the SRO's shall under no circumstances be required or expected to act or in a manner inconsistent with their duties as law enforcement officers. The use of confidential school records by the SRO shall be done only with the principal's approval and as allowed under the Family Educational Rights and Privacy Act. Any existing rights or benefits of personnel assigned under this agreement shall not be abridged, and remain in full effect.
9. The SRO, unless otherwise agreed with the principal or designee will be on campus 45 minutes before and 45 minutes after the posted regular school operational hours.
10. The SRO shall notify the school principal or his/her designee if it is necessary for the SRO to be off campus during regular school hours non-emergency situations.
11. Provide information concerning questions about law enforcement topics to students and staff.
12. Collaborate with the principal or designee on conducting safety and security assessments.
13. Collaborate with the principal or designee on the development of emergency management and incident management systems based on the National Incident Management System (NIMS) and four phases of emergency management: mitigation/prevention, preparedness, response and recovery.

14. Serve as a member of a multidisciplinary school team to refer students to professional service within both the school (guidance counselors or administration) and the community (youth and family service organizations).
15. Collaborate with the principal or designee on the development of and implementing safety plans and strategies.
16. Serve as a liaison between the school and other police agencies, investigative units, courts or juvenile justice authorities when necessary and consistent with applicable civil rights laws and privacy laws.
17. Develop expertise in presenting various subjects, and provide these presentations at the request of the school personnel in accordance with the established curriculum.
18. Prepare lesson plans necessary for approved classroom instruction.
19. Provide supervised classroom instruction on a variety of law related education and other topics deemed appropriate and approved by the SRO's agency supervisor and a school administrator.
20. Advise students, staff, and faculty on a limited basis.
21. Attend school special events as needed (for example, PTO meetings, School Assembling, Sporting Events).
22. Attend law enforcement agency in-service training as required. Reasonable attempts will be made to schedule such training to minimize his/her absence from school on an instructional day.
23. Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource program and to promote awareness of law enforcement functions.
24. Be familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.

APS shall provide the SRO with the following materials, facilities, and access, which are deemed necessary to the performance of the SRO's duties:

1. Private office space that can be secured and is acceptable to the participating law enforcement agency. The office shall contain a desk, chair, computer and filing cabinet.
2. Opportunity to address students, teachers, school administrators, and parents about the SRO program, goals and objectives. Administrators shall seek input from the SRO's regarding criminal justice problems relating to students and site security issues.

Enforcement

Although SRO's have been placed in a formal educational environment, they are not relieved of the official duties as an enforcement officer. The SRO shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations shall be issued and arrests made when appropriate and in accordance with Massachusetts law and department policy. The SRO or the providing agency will have the final decision on whether criminal charges shall be filed.

The providing agency will reserve the right to temporarily remove the SRO in the event that additional officers are needed during a critical incident or natural disaster.

Abington Police Department

Abington School Committee

Superintendent of Schools

David G. Majenski
Chief of Police
2.5 Central Street
Abington, MA 02351

Ellen Killian
School Committee Chair
171 Adams Street
Abington, MA 02351

Peter Schafer
Superintendent of Schools
171 Adams Street
Abington, MA 02351

Chief of Police

School Committee Chair

Superintendent of Schools

File: KLJ - RELATIONS WITH PLANNING AUTHORITIES

The Abington School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students, the schools and the District.

File: KKK - RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

The Abington School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is School Committee policy that administration inform elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

SECTION L - EDUCATION AGENCY RELATIONS

[LA](#) **EDUCATION AGENCY RELATIONS GOALS**

[LB](#) **RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS**

[LBC](#) **RELATIONS WITH NONPUBLIC SCHOOLS**

[LBCA](#) **POLICY AND PROCEDURES FOR APPROVAL OF PRIVATE SCHOOLS**

[LDA](#) **STUDENT TEACHING AND INTERNSHIPS**

File: LA - EDUCATION AGENCY RELATIONS GOALS

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

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

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

File: LB - RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

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

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

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

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the Committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#); [71:71D](#); [71B:4](#); [74:4](#) through [74:7A](#); [76:1](#)

File: LBC - RELATIONS WITH NONPUBLIC SCHOOLS

Private Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. There-fore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#) and [71D](#); [71B:4](#); [74:4-7A](#); [76:1](#)

File: LBCA - POLICY AND PROCEDURES FOR APPROVAL OF PRIVATE SCHOOLS

In accordance with the Massachusetts Compulsory Attendance Laws (General Laws C. [76. § 1](#)), private schools within the Abington School District must operate with the approval of the Abington School Committee. The process, procedures and criteria for approval is left to the School Committee. As private schools are apt to be established on relatively short notice, a standard process for considering applications should be established by the School Committee.

Procedurally, the following are the steps for approval of a private school by the Abington School Committee:

1. The private school applies, in writing, for approval. The letter of notice and application is sent to the Superintendent of Schools.
2. The Superintendent of Schools provides the private school with a copy of the "Checklist for Approval of a Private School."
3. The private school will submit to the Superintendent of Schools a written proposal/plan which addresses each of the criterion listed in the "Checklist for Approval of a Private School." Supplemental materials may also be submitted with the written proposal/plan.
4. A team of educators selected by the Superintendent of Schools will visit the private school as a follow-up on the written responses submitted to the "Checklist for Approval of a Private School."
5. Upon completion of steps 1-4, the Superintendent of Schools will present a recommendation for approval to the Abington School Committee.
6. The Superintendent of Schools will notify the private school of the School Committee's decision.
7. The private school must report in writing to the Superintendent of Schools within thirty (30) days of occurrence any substantive change in the school which relates to the criteria listed in the "Checklist for Approval of a Private School." Failure to maintain the checklist standards may result in withdrawal of approval.

File: LDA - STUDENT TEACHING AND INTERNSHIPS

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

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

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

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