

# **SCHOOL COMMITTEE POLICY MANUAL**

## **ARLINGTON PUBLIC SCHOOLS**

### **ARLINGTON, MASSACHUSETTS 02476**

This manual contains the official policies of the Arlington School Committee (reproduced on white paper); the major regulations intended to implement policy (yellow paper); and certain reference or "exhibit" documents that relate to policies and/or regulations (green paper).

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 Arlington Public Schools.

#### 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. The statement appears on a yellow, rather than a white, sheet.

-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. Such statements are printed on green paper.

### 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.

REGULATIONS 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. Therefore, 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" and is printed on a white page. (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.

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It is the hope of the Arlington 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.

Arlington Public Schools

Adoption Date: December 13, 2018

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

**AA SCHOOL DISTRICT LEGAL STATUS**

**AB THE PEOPLE AND THEIR SCHOOL DISTRICT**

**AC NONDISCRIMINATION**

**ACA NONDISCRIMINATION ON THE BASIS OF SEX\**

**ACAB HARASSMEN**

**ACE NONDISCRIMINATION ON THE BASIS OF DISABILITY**

**ACH POLICY PROHIBITING HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS**

**ACH-R PROCEDURES FOR ADDRESSING COMPLAINTS OF DISCRIMINATION OR  
HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS AND RELATED RETALIATION**

**AD VISION AND OVERARCHING GOALS**

**ADC TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED**

**ADDA BACKGROUND CHECKS**

**ADDA-R DCJIS MODEL CORI POLICY**

**ADF NUTRITION AND WELLNESS POLICY**

**ADF-E NUTRITION AND WELLNESS POLICY GOALS**

**AE COMMITMENT TO ACCOMPLISHMENT**

**File: AA - SCHOOL DISTRICT LEGAL STATUS**

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.

The Massachusetts Constitution of 1780, in a statement of principle dealing with schools, reads as follows:

"Wisdom, and knowledge, as well as virtue, diffused generally among the body of the people, being necessary for the preservation of their rights and liberties; and as these depend on spreading the opportunities and advantages of education in the various parts of the country, and among the different orders of the people, it shall be the duty of legislatures and magistrates, in all future periods of this commonwealth, to cherish the interests of literature and the sciences, and all seminaries of them; especially the University at Cambridge, public schools and grammar schools in the towns....

The legislature has extended authority for conducting public schools to the respective towns and school districts, requiring that "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 education system of Arlington structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Arlington Public Schools is contiguous with the Town of Arlington.

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

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

CROSS REF.: [BB](#), School Committee Legal Status

## **File: AB - THE PEOPLE AND THEIR SCHOOL DISTRICT**

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

The Arlington School Committee therefore affirms and declares its intent to:

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

## **File: AC - NONDISCRIMINATION**

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

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition 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 School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

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

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

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 - HARASSMENT**

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Arlington Public Schools (the District). The alleged harassment must involve conduct that occurred within Arlington Public Schools programs or activities, on premises owned or substantially controlled by the Arlington Public Schools, and/or under circumstances where the Arlington Public Schools exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is explicitly understood to be in effect while students are on school grounds, School District property or property within the jurisdiction of the district, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity or expression, creed, color, citizenship, national origin, residency status, sexual orientation, religion, marital status, military status, sources of income, or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

**Employee-to-Student Harassment** means conduct of a written, verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

**Student-to-Student Harassment** means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

**Sexual harassment** is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct

by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

Massachusetts General Laws Ch. [119, Section 51 A](#), requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

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

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

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

## **NOTICE OF SEXUAL HARASSMENT**

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

## **DUE PROCESS PROTECTIONS**

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- 3) The preponderance of the evidence, subject to limitations;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;
- 8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be

conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

## **RECORD KEEPING REQUIREMENTS**

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Arlington Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

List the name and phone number of the District's Title IX Coordinator

List the appropriate party by name and phone number to receive a complaint in each school.

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination,  
• 1 Ashburton Place, Room 601  
Boston, MA 02108.  
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)  
5 Post Office Square, 8th Floor  
Boston, MA 02109.  
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,  
John F. Kennedy Bldg.  
475 Government Center  
Boston, MA 02203.

LEGAL REF.: M.G.L. [151B:3A](#)

Title IX of the Education Amendments of 1972

BESE 603 CMR [26:00](#)

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

**Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s),**

**investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.**

SOURCE: MASC July 2020

Adopted by the Arlington School Committee: September 10, 2020

## **File: ACE - NONDISCRIMINATION ON THE BASIS OF DISABILITY**

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

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

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

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

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

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

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

**Compliance 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 school system receives federal



financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

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

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

Education for All Disabled 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: ACH - POLICY PROHIBITING HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS**

The Arlington Public Schools is committed to maintaining a school environment free of harassment and discrimination based on race, color, national origin, sex, gender identity, sexual orientation, disability, age or religion. Harassment based upon these protected classifications by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is strictly prohibited. It is the goal of the Arlington Public Schools to prevent harassment through on-going and appropriate means of developing and maintaining staff and student awareness, staff training, and policy dissemination. However, should an incident of harassment occur, the school district will take prompt steps to prevent recurrence and to ensure that individuals impacted are not restricted from participating in their education or work with the Arlington Public Schools.

### **DEFINITION OF HARASSMENT**

In General Harassment includes unwelcome communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, national origin, sex, gender identity, sexual orientation, disability, age or religion, when such communication or conduct is sufficiently serious to deny or limit the ability of an individual (1) to participate in or benefit from applicable educational programs or school sponsored-events or (2) to perform his or her duties as an employee or other participant.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another. Therefore, prior to engaging in particular conduct, individuals are expected to consider how their words and actions might reasonably be viewed by others.

**Sexual Harassment.** While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.

The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.

Such conduct interferes with an individual's job duties, education or participation in extracurricular activities.

The conduct creates an intimidating, hostile or offensive work environment or school environment.

### **HARASSMENT AND RETALIATION PROHIBITED**

Harassment in the work place or school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

### **REPORTING HARRASSMENT**

### Students:

A student who believes that he or she has been subject to harassment should report the matter to a teacher, counselor or administrator, who in turn will notify the building principal. In the alternative, a student may report the matter directly to the building Principal.

### Employees and Others:

All Arlington Public Schools employees and others in the school environment who observe or become aware of potential harassment must promptly notify the building principal or his designee. All adults in the school environment are expected to take every report of harassment seriously.

Employees or others in the school environment who believe that they have been subject to harassment should report the matter to the building principal. If an individual is not assigned to a particular school, if the individual does not wish to discuss the issue with the building principal, or if the building principal does not address the problem in an effective manner, the individual should inform an identified central office administrator, as published annually on the District's website. Any allegation of harassment by the Superintendent should be reported to the Chair of the School Committee.

### INVESTIGATIONS AND CLOSURE OF A COMPLAINT

The Arlington Public Schools will promptly investigate complaints of harassment in accordance with its Complaint Procedure found at Policy ACA-R. If the district determines that harassment has occurred, it will take appropriate action to prevent recurrence and to ensure that individuals who have been impacted are not restricted from participating in their education, work, or other activities within the Arlington Public Schools.

In certain cases, the harassment of a student may constitute child abuse under Massachusetts law. The Arlington Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse. In addition, the district will report conduct of a serious nature to law enforcement if it is determined that criminal charges may be pursued.

When an investigation has been completed, school personnel will inform the complainant of the results, subject to confidentiality requirements. For example, school officials will generally not inform the complainant of disciplinary action taken against another individual, unless it involves a stay-away order or other directive the complainant should be aware of in order to report violations. School personnel will also file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

### STATE AND FEDERAL AGENCIES

The Arlington Public Schools urges all individuals in the school community to bring any complaints of harassment or other discrimination to the attention of school personnel so that they can address the issue as appropriate. Individuals may also make inquiries regarding the filing of a complaint with the following agencies: Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148 (telephone 781-338-3000) (fax 781-338-3391) (TTY 1-800-439-2370); Massachusetts Commission Against Discrimination ("MCAD"), One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (fax 617-994-6024) (TTY 617-994-6196); the United States Department of Education, Office for Civil Rights (OCR), 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (fax 617-289-0150) (TTY 1-800-877-8339); and the Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (telephone 1-800-669-4000) (fax 617-565-3196) (TTY 1-800-669-6820).

(Contact information above last updated in March of 2014)

# **File: ACH-R - PROCEDURES FOR ADDRESSING COMPLAINTS OF DISCRIMINATION OR HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS AND RELATED RETALIATION**

## **I. WHERE TO FILE A COMPLAINT**

Any student, employee or other individual in the school environment who believes that he/she (1) has been subject to discrimination or harassment in the Arlington Public Schools because of his or her race, color, national origin, sex, gender identity, sexual orientation, disability, age, or religion or (2) retaliation for reporting or cooperating in an investigation of such alleged conduct may file a complaint with the building principal. If the individual is not assigned to a particular school or if the individual does not wish to discuss the issue with the building principal or the building Principal does not address the problem in an effective manner, the employee should notify an identified administrator, as published annually on the District's website. Any allegation of harassment by the Superintendent should be reported to the Chair of the School Committee. The Principal, the identified administrator, the School Committee Chair or their designees (all of whom are hereinafter referred to as the "Investigator") will be responsible for addressing the complaint in accordance with the procedures outlined below.

Process For Certain Complaints Based Upon Disability: A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational services or placement of a student pursuant to MGL c. [71B](#) or the Individuals with Disabilities Education Act must use the procedure outlined in the Parents' Notice of Procedural Safeguards published by the Massachusetts Department of Elementary and Secondary Education, rather than this Complaint Procedure. A copy of these Safeguards is available from the Superintendent or designee, as published annually in the District's website. A person with a complaint involving discrimination on the basis of a disability other than that described in this paragraph may use this Complaint Procedure.

## **II. CONTENT OF COMPLAINT**

The Arlington Public Schools encourages individuals who experience conduct that is of concern to them based upon a protected classification to immediately report the matter, so that it can be addressed effectively and promptly. The District also asks that the individual ("Complainant") provide a written statement of the complaint. If the Complainant chooses not to submit a written statement, the Investigator will record the allegations and read them to the Complainant to confirm accuracy. The complaint should include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the Complainant.
2. The name and address and telephone number of the Complainant's representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment ("Respondent").
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of steps the complaint believes would resolve the complaint.

## **III. INVESTIGATION**

Prior to Investigation: Even prior to completing a full investigation, if necessary, the Investigator will take immediate steps to provide for or restore an appropriate educational and/or work environment for those who may be impacted. Consideration will also be given to obligations to report instances of suspected child abuse to the Massachusetts Department of Social Services pursuant to M.G.L. c. [119, 51A](#) or whether a report to the police may be appropriate.

Informing the Respondent: Respondents will be informed of the complaint against them as soon as the Investigator deems appropriate based upon the nature of the allegations, the investigation required, the action contemplated, and any applicable collective bargaining agreements.

Interviews and Gathering Information: The Investigator will interview witnesses whom she or he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Confidentiality of those involved in the complaint or investigation will be maintained, to the extent consistent with the Arlington Public Schools' obligations to investigate complaints and the due process rights of individuals affected. Where appropriate, the Investigator will remind individuals that retaliation against someone who files a complaint or who may have information about it is strictly prohibited and could result in discipline.

Determination. The Investigator will weigh all of the evidence objectively to determine whether the alleged event occurred, using a "preponderance of the evidence" standard. If the events have been established, the Investigator will also determine whether they meet the definition of harassment. However, nothing in this policy is intended to restrict the district's authority to impose discipline or take other corrective action, even absent a finding of harassment.

#### **IV. RESOLUTION OF THE COMPLAINT**

If harassment is substantiated, the district will take steps reasonably calculated to prevent recurrence and to correct its effect. This may include not only discipline for the Respondent, subject to applicable procedural requirements, but also implementation of targeted or school-wide programs to increase appreciation of diversity and steps to support those impacted by the harassment.

In most instances, the Investigator will meet with the Complainant to review the information gathered and, if applicable, to discuss plans for preventing recurrence of discrimination or harassment and correcting its effect. However, any such communication is subject to the requirements of confidentiality. For example, school officials are generally prohibited from informing the Complainant of specific disciplinary action taken against another individual —unless it involves a "stay-away" or other directive that the Complainant should be aware of in order to report violations.

The Investigator will file a report with the Coordinator for Title IX/Section 504/Chapter 622 or other appropriate administrator containing the name of the Complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Following the closure of the complaint, the Investigator or other personnel or designee will contact the Complainant within a reasonable time period to determine whether there has been any recurrence of harassment, if appropriate.

#### **V. TIME LINES AND FOLLOW-UP**

Investigators will endeavor to complete interviews and other investigatory steps within 10 school days of receiving the complaint and to communicate with the Complainant and/or representative within (10) school days thereafter, with written disposition made within ten days following that communication.

These time lines will be implemented unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the time lines specified above are not met, the reason(s) for not meeting them must be clearly documented.

## VI. APPEALS

If the Complainant not satisfied with a disposition by the Investigator, the Complainant or representative may appeal the disposition to the Superintendent or designee, who can be reached as follows: [Superintendent, Arlington Public Schools, 869 Massachusetts Avenue, Arlington, MA 02476, Phone: (781) 316-3502]] The Superintendent will issue a written response on the appeal to the Complainant within ten (10) school days of receiving the appeal.

Appeals regarding the disposition of allegations of harassment by the Superintendent may be appealed to the School Committee.

LEGAL REFS.: Title VI, 42 U.S.C. Sec. 2000 et seq. (prohibition of discrimination based on race, color, or national origin)

Title IX, 20 U.S.C. Sec. 168 et seq. (prohibition of discrimination based on sex or gender)

Title II of the Americans with Disabilities Act, 42 U.S.C. Sec. 12134 (prohibition of discrimination based on disability)

M.G.L. [71: 37H](#) (student handbooks required to state disciplinary measures applicable to "violations of other students' civil rights")

M.G.L. [76:5](#) (prohibition of discrimination "on account of race, color, sex, gender identity, religion, national origin or sexual orientation", in access to "advantages, privileges and courses of study")

M.G.L. [151C](#) (Fair Education Practices Act, includes prohibition of sexual harassment)

M.G.L. [151B](#) (Fair Employment Practices Act, includes prohibition of sexual harassment)

(Contact information above last updated in March of 2014)

## **File: AD - VISION AND OVERARCHING GOALS**

### **Introduction**

Overarching goals provide a broad vision for the school district, are strategic in nature, define the district's hopes and dreams for its students, articulate the district's top priorities, and generally are achievable within a ten-year period. Overarching goals guide the development of annual district goals developed by the Superintendent and approved each fall by the School Committee.

### **Vision for the Arlington Public Schools**

All students will achieve at their full social, emotional, creative and academic potential, and will be prepared for higher-level academics, workforce success, active citizenship and life-long learning.

### **Goal One - Student Achievement**

The Arlington Public Schools will ensure that every graduate is prepared to enter and complete a post-secondary degree program, pursue a career, and be an active citizen in an ever-changing world by offering a rigorous, comprehensive, standards-based and data-driven K-12 system of curriculum, instruction, and assessment that integrates social, emotional and wellness support.

### **Goal Two - Staff Excellence and Professional Development**

The Arlington Public Schools will recruit, hire, retain, and build the capacity of a diverse staff to be excellent teachers and administrators by providing high quality professional development aligned to needs, instructional support, coaching, and an evaluation framework that fosters continuous improvement.

### **Goal Three - Resources, Infrastructure and Educational Environment**

The Arlington Public Schools will offer a cost effective education that maximizes taxpayer dollars and utilizes best practices, academic research, and rigorous self-evaluation to provide students and staff the resources, materials and infrastructure required for optimum teaching and learning in a safe and healthy environment.

### **Goal Four - Operations, Communications and Stakeholder Engagement**

The Arlington Public Schools will be run smoothly, efficiently and professionally. The district will operate transparently and engage in effective collaboration and responsive communication with all stakeholders. It will provide timely, accurate data to support financial decision-making, envisioning of the district's future, and long-range planning in partnership with other Town officials. Through these actions it will create broad support for a high quality education system, that is the community's most valuable asset.

The goals shall be revised from time to time by the School Committee to reflect the changing strategies of the Arlington Public Schools

CROSS REF.: [BDFA-E-2](#), District-Wide Goal Setting and Performance Objective Process

[CBI](#), Evaluation of the Superintendent

**File: ADC - TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED**

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

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

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

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

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

LEGAL REF: M.G.L. [71:37H](#); [270:6](#)

CROSS REFS.: [GBED](#), Tobacco use on School Property by Staff Members Prohibited

[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited



## **File: ADDA - BACKGROUND CHECKS**

It shall be the policy of the school district that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The School Committee shall only obtain a fingerprint background check for current and prospective employees for whom the School Committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the School Committee shall review the results of the national criminal history check. The Superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children. The School Committee, Superintendent or Principal, as appropriate, may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the School Committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available Criminal Offender Record Information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

### **Requesting CHRI (Criminal History Record Information) checks**

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

### **Access to CHRI**

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts

Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

## **Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

## **Retention and Destruction of CHRI**

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

Historical reference and/or comparison with future CHRI requests,

Dispute of the accuracy of the record

Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

## **CHRI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

## **Determining Suitability**

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

The name and date of birth of the employee or applicant;

The date on which the school employer received the national criminal history check results; and,

The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

## **Relying on Previous Suitability Determination.**

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

### **Adverse Decisions Based on CHRI**

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

Provide the individual with a copy of his/her CHRI used in making the adverse decision;

Provide the individual with a copy of this CHRI Policy;

Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI;

and

Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter [151B](#), S. 4, (9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal

references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

### **Secondary Dissemination of CHRI**

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

Subject Name;

Subject Date of Birth;

Date and Time of the dissemination;

Name of the individual to whom the information was provided;

Name of the agency for which the requestor works;

Contact information for the requestor; and

The specific reason for the request.

### **Reporting to Commissioner of Elementary and Secondary Education**

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the Superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

### **C.O.R.I. REQUIREMENTS**

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

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

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

Pursuant to a Department of Education regulation, "½Direct and unmonitored contact with children' means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. " Contact" refers to any contact with a student that provides the individual with

opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds."

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

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

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

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

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

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

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

LEGAL REFS.: M.G.L. [6:167](#)-178; [15D:7](#)-8; [71:38R](#), [151B](#), [276:100A](#)

P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)

42 U.S.C. § 16962

603 CMR [51.00](#)

803 CMR 2.00

803 CMR 3.05 (Chapter 149 of the Acts of 2004)

FBI Criminal Justice Information Services Security Policy

Procedure for correcting a criminal record

FAQ - Background Checks

## **File: ADDA-R - DCJIS MODEL CORI POLICY**

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

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

### **CONDUCTING CORI SCREENING**

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that anew CORI check will be conducted.

### **ACCESS TO CORI**

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

### **CORI TRAINING**

An informed review of a criminal record requires training. Accordingly, all district personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

### **USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING**

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

### **VERIFYING A SUBJECT'S IDENTITY**

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the Applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

### **INQUIRING ABOUT CRIMINAL HISTORY**

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from

any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

## **DETERMINING SUITABILITY**

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

## **ADVERSE DECISIONS BASED ON CORI**

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

## **SECONDARY DISSEMINATION LOGS**

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record *any* dissemination of CORI outside this organization, including dissemination at the request of the subject.



## **File: ADF - NUTRITION AND WELLNESS POLICY**

The Arlington Public Schools support health, nutrition and physical activity for everyone.

The "Act Relative to School Nutrition" signed into law on July 10, 2010, and the amendment to this Act passed in June, 2012, requires the Massachusetts Department of Public Health to establish standards for competitive foods and beverages sold or provided in public schools during the day. The goal of the standards is to ensure that public schools offer students food and beverage choices that will enhance learning, contribute to their healthy growth and development, and cultivate life-long healthy eating behaviors. The regulations are part of the Commonwealth's broad-based, collaborative initiative to reduce childhood obesity and prevent its complications in childhood and later in adulthood. This policy has been developed to meet the requirements and is based on the following goals:

1. Students will acquire the knowledge, skills and motivation necessary to achieve and maintain optimum health and lifelong fitness.
2. The Arlington Public School District is committed to providing school environments that promote children's health, well-being, and ability to learn by supporting healthy eating and physical activity.
3. The Arlington Public School District will offer ongoing physical activities to assess, plan, implement, promote and evaluate student and staff wellness.

Staff and administration will work to incorporate physical activity during the school day as well as promote before and after school physical activity opportunities.

The Arlington Public Schools will strive to improve the health and wellness of our school community. Healthy children are the foundation of a healthy society and through healthy diet and maintenance of healthy body weight, we can reduce chronic diseases. Healthy, active, well-nourished children are better able to learn. Eating, health, and activity habits developed in youth will affect health throughout life. Following the principles of the Dietary Guidelines for Americans, a healthy diet includes foods from all food groups with limited portions of foods high in sugar, saturated and trans fat, and salt.

### **Nutrition**

The nutrition standards and associated regulations promulgated by the Massachusetts Department of Public Health and Department of Elementary and Secondary Education 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. Foods and beverages sold in vending machines must comply with the standards at all times.

**Food Sold For Fundraising** The Arlington Public Schools will allow only non-food items to be sold as part of school-sponsored fundraising activities during the school day. This mandate extends from 30 minutes before to 30 minutes after the school day. Bake sales for an election day that corresponds to a school day are exempt. Also, food sold for fundraising not for immediate consumption in school, but to take home shall be permitted.

School sponsored events to raise funds that do not take place during the school day are strongly encouraged to include healthy alternatives.

### **Healthy Classroom Parties and School Celebrations**

The Arlington Public Schools recognize that classroom parties and celebrations are tradition at school. However, with the current goals of promoting healthy eating, parents are strongly encouraged to not send in any food items to share with the class. As of September of 2013, all classroom Birthday celebrations will be food free. Until then, all foods must meet the nutrition guidelines. All other classroom parties and school celebrations that contain food must be approved by the building Principal.

## **Curriculum Based Foods**

Curriculum based food activities run by a teacher will need the teacher's approval as well as the building principal approval.

## **Nutrition Education**

The Arlington Public Schools are dedicated to providing students with the knowledge and means to make healthy food choices, healthy lifestyle, and physical activity choices. This is accomplished by increasing awareness of the benefits of eating healthy, getting the recommended amount of daily physical activity, defining nutrition and physical activity goals through an integrated approach of nutrition topics in grades K-12.

## **Students Bringing in their own Food**

Parents/Guardians may send their individual students to school with whatever food they deem appropriate. Food should not be shared.

## **Access to Water**

The Arlington Public Schools will make water available to all students during the day without charge.

## **Physical Fitness**

The Arlington Public Schools values physical activity and physical fitness.

## **Daily Recess**

All elementary school students will have daily-supervised recess, preferably outdoors, during which schools should encourage, verbally and through the provision of space and equipment, moderate to vigorous physical activity. To the extent possible, schools will endeavor to schedule recess prior to lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Teachers will strive not to withhold recess or physical education as a punitive measure. Outdoor recess should be provided for students at times when it is not precipitating, and the wind chill is above 20 degrees Fahrenheit.

## **Physical Activity Opportunities Before and After School**

The Middle and High School will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. The Middle and High School as appropriate will offer interscholastic sports programs and other sports programs. The Arlington Public Schools will offer a range of activities that meet the needs, interests, and abilities of all students.

## **Food Services**

The Arlington School Food Service Department will comply with all provisions of the Healthy, Hunger-Free Kids Act of 2010 as well as the Massachusetts Department of Public Health Nutrition Standards for Competitive Foods and Beverages in Public Schools. This includes the requirements for the National School Lunch and Breakfast Programs.

## **Wellness Committee**

The Arlington Public Schools Wellness Committee, established by policy in 2006, shall continue to consist of at least one parent, student, nurse, school food representative, School Committee member, school administrator, member of the public, and other community members as appropriate. The Wellness Committee will provide oversight of the policy and regulations.

## **Measurement and Evaluation**

Evaluation and measurement of progress toward the wellness goals is an integral component of the process to ensure and sustain student health, good nutrition and physical activity. Information relevant to school wellness and nutrition will be available to the School Committee and the public, except where it infringes on the right to privacy of students and staff. In particular, all contracts of the Arlington Public Schools and the School Food Service related to the sale or marketing of foods and beverages will be public information, available for inspection upon request from members of the community.

To promote steady, feasible, improvements in school meals year after year, the Superintendent or designee will provide a report to the School Committee by the first meeting in September for the previous academic year, describing the activities and financial status of the School Food Service (including sales of school meals in the free, reduced-price and full-price categories, and sales from vending machine) setting specific goals for nutrition and wellness improvements in the coming year, and summarizing the progress on the goals for the year just completed.

The Superintendent or his/her designee will provide a report to the School Committee at the end of each school year describing the implementation of this Wellness Policy. The report will include but not be limited to: information about the staff that have been assigned nutrition and wellness responsibilities, available statistics about the health and wellness status of students, progress and hurdles on implementing the wellness policy provisions, any exceptions that the Superintendent authorized to those provisions, goals and specific actions for improving nutrition and wellness in the coming school year, achievement of the goals and actions from the year just completed, and any recommendations for future revisions to the Wellness Policy itself.

LEGAL REFS.: The Child Nutrition and WIC Reauthorization Act of 2004, section 204, P.L 108-265

The Richard B. Russell National School Lunch Act, 42, U.S.C. 1751-1769h

The Child Nutrition Act of 1996, 42 U.S.C. 1771-1789

CROSS REFS.: [ADC](#), Smoking on School Premises

DJG, Vendor Relations

EBBA, First Aid

[EFC](#), Free and Reduced-Cost Food Services

GBGA, Staff Health

IHAE, Physical Education

[IHAM](#), Health Education

[IHAMA](#), Teaching About Alcohol, Tobacco, and Drugs

[JLCCB](#), Students with Life Threatening Allergies

[KI](#), Public Solicitations/Advertising in District Facilities

GENERAL REFS.: Acceptable Foods List ("A-List") by the John C. Stalker Institute of Food and Nutrition.

At a Glance Sheet, by the Arlington Wellness Committee.

*Healthy Students, Healthy Schools: Revised Guidance for Implementing the Massachusetts School Nutrition Standards for Competitive Foods and Beverages*, June 2012. Developed by: Massachusetts Department of Public Health, Massachusetts Department of Elementary and

Secondary Education, John C. Stalker Institute of Food and Nutrition and Framingham State University, Harvard School of Public Health and Boston Public Health Commission.

The Institute of Medicine's *Nutrition Standards for Foods in Schools* and the *Dietary Guidelines for Americans, 2010*.

American Dietetic Association, Society for Nutrition Education, and American School Food Service Association 2003 "*Nutrition services: an essential component of comprehensive health programs*." Journal of the American Dietetic Association 103:505-514.

U.S. Department of Health and Human Services, Office of the Surgeon General. 2001. The Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity.

Food and Nutrition Board, Institute of Medicine, the National Academies, 2005. *Preventing Childhood Obesity: Health in the Balance*. Jeffrey P. Koplan, Catharyn T. Liverman, Vivica I. Kraak, editors.

## **File: ADF-E - NUTRITION AND WELLNESS POLICY GOALS**

### **Nutrition Education**

A healthy school nutrition environment gives students consistent, reliable health information and ample opportunity to use it. A healthy school nutrition environment includes:

- A commitment to nutrition and physical activity
- Quality school meals
- Other healthful food options
- Pleasant eating experiences
- Nutrition education
- Marketing healthful foods and beverages

*The Superintendent is encouraged to inform the Arlington community at large of the nutrition and wellness goals and activities of the schools. The town leadership and community organizations are encouraged to voluntarily adopt a similar program of changes to provide a consistent message and improve the overall wellness environment for the children of Arlington.*

The Arlington Public Schools will seek to achieve the following goals:

- provide integrated classroom instruction in nutrition K-10, including nutritional knowledge, the benefits of healthy eating, essential nutrients, nutritional deficiencies, the use and misuse of dietary supplements, safe food preparation, handling and storage, and food allergies; nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels, accessing and critically evaluating nutrition information, misinformation and commercial food advertising; how to assess and manage one's personal eating habits, set goals for improvement and achieve those goals; and how to communicate, make healthy decisions and advocate for developing lifelong healthy habits.
- provide ongoing professional development to staff responsible to teach nutrition including teachers, coaches, counselors, nurses, and food service staff. Information will be shared on food choices, supplements, diets, and food allergies.
- promote healthy nutrition through signage, leaflets, and positive advertising in cafeterias.
- encourage healthy food choices and prohibit the advertisement of unhealthy food choices.

### **Physical Activity**

Research indicates that physical activity has a positive impact on academic performance including improved concentration and memory, improved mathematics, reading and writing test scores, reduced stress, and reduced disruptive behavior. Physical Education provides opportunities for all students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to regularly participate in physical activity, to understand the short and long term benefits of a physically active lifestyle, and to plan for lifelong activity.

A comprehensive physical activity program encompasses opportunities for students to be physically active, including: physical education, recess, walk-to-school programs, after-school physical activity programs, and physical activity breaks within regular classrooms.

The Arlington Public Schools will seek to achieve the following goals:

- require regularly scheduled physical education in all grades for all students K-10 and offer and encourage regularly scheduled physical education for grades 11 and 12.
- assure that no less than 50% of the time scheduled in physical education class shall be moderate to vigorous activity as recommended by the Centers for Disease Control and Prevention.
- assure that physical educators participate in professional development related to their teaching assignments.
- assure that physical education classes are safe, developmentally appropriate, sequential, inclusive, and are based on national and state standards for fitness and health.
- promote a healthy physically active lifestyle by including 10 minutes of recess on days when students do not attend physical education, at the elementary level, when feasible.
- promote a healthy physically active lifestyle by encouraging schools to offer and post physical activity and athletic programs available throughout the community.
- permit high school students to have access to outdoor space adjoining or near the cafeteria at the end of their lunch period, where feasible.
- Work with families and the larger community to increase physical activity so that students can meet the guidelines, recommended by the Centers for Disease Control and Prevention, of 150 minutes per week for grades K-5, and 225 minutes per week for grades 6-12.
- Consider time for physical activity to be a priority in a child's day, just as time for academic study is a priority.

## **Health Education**

Evidence indicates that comprehensive health education programs have a positive impact on health behaviors of students, including mental health, which can lead to better school performance. (Hawkins, et al., 1999; Murphy et al., 1996; Lindmark et al., 1996; Simun, 1996; Botvin et al., 1997) Some students who have participated in school health education programs, compared to similar students who have not participated in such programs have increased cognitive development and awareness, better school attendance, higher graduation rates, increased goal setting and better application of decision-making skills. (U.S. Senate, 1993; Pitway Charitable Foundation, 1992; Mahai, 1991; Executive summary of the Health Protection Fund, October 1999) Substance use, violence, teen pregnancy, emotional factors, sedentary living, obesity, and stress are all related to diminished school performance. Physical activity, good nutrition, a safe and inclusive environment, mental health and prevention of depression, stress management, hygiene, and rest are important factors in enhancing students' academic performance. These studies suggest that if students are not in good health, they will not be able to learn and achieve at their highest potential.

Comprehensive health education addresses the knowledge and skills for both reducing risk behaviors and increasing actions that increase wellness.

The Arlington Public Schools will seek to achieve the following goals:

- provide a comprehensive and sequential Health Education program in grades k-10 and offer and encourage in grades 11-12, consistent with the Massachusetts Health Frameworks.
- provide teachers responsible for Health Education with professional development on health curriculum, teaching social competence, and cultural inclusion.
- research based health curricula will be incorporated.

- ensure that classroom instruction in health will engage students in active learning, including opportunities to practice skills across the curriculum.

## **Nutrition Standards for All Foods Available on School Campus during the School Day**

The Arlington Public Schools support the Dietary Guidelines for Americans. These guidelines stress variety and moderation in food choices. They encourage increased consumption of fruits and vegetables, fish, whole grains, and low-fat milk and dairy products, within the context of an overall diet that is moderate in total calories. They recommend choosing a diet with lower amounts of added sugar, saturated fat and trans fat, and salt. The 2005 revision of the Guidelines also promotes physical activity.

The Federal Government has rules for meals served through the National School Lunch Program and School Breakfast Program. The standards in this wellness policy ensure that "competitive foods," which are foods and beverages outside of the federal programs, do not undermine the policy's other advances in the school nutrition environment.

The Arlington Public Schools will seek to achieve the following goals:

- ensure that the school breakfast and lunch programs meet or exceed all dietary guidelines for the National School Lunch and Breakfast Programs.
- minimize the risk of exposure to food allergens that pose a threat to students, educate the community about allergies, and maintain and regularly update a system-wide protocol for responding to the needs of students with allergies.
- encourage the Food Service Director to seek to offer attractive appetizing healthy meals that are low in sugar, saturated fat, trans fat, and salt, and high in fruits, low-fat dairy, vegetables and whole grains.
- for all foods and beverages sold or provided on school property, other than the school breakfast and lunch programs, direct principals to work with school councils, school food service, teachers, and parents to encourage food and beverages choices that conform to the "Massachusetts A La Carte Food & Beverage Standards to Promote a Healthier School Environment."<sup>1</sup> Manufactured foods that meet this standard are listed on the convenient "Acceptable List" from the John C. Stalker Institute of Food and Nutrition at Framingham State University."<sup>2</sup>
- assure that food service employees participate in annual professional development on allergies, choking, universal precautions, and hygiene and safety related to food service. A plan will be developed and implemented to certify all food service staff.
- direct principals to ensure that there is sufficient time allotted to school lunch for both eating and social interaction.
- encourage portion sizes appropriate for all age groups, including young elementary school students.
- designate a healthy snack time each day, K-5.
- encourage the use of non-food rewards for accomplishments.

GENERAL REFS.: American Dietetic Association, Society for Nutrition Education, and American School Food Service Association. 2003. *"Nutrition services: an essential component of comprehensive health programs."* Journal of the American Dietetic Association 103:505-514.

U.S. Department of Health and Human Services, Office of the Surgeon General. 2001. *The Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity*. Available at <http://www.surgeongeneral.gov/topics/obesity/> (accessed May, 2006). Washington, DC: U.S. Government Printing Office.

Food and Nutrition Board, Institute of Medicine, the National Academies. 2005. *Preventing Childhood Obesity: Health in the Balance*. Jeffrey P.Koplan, Catharyn T.Liverman, Vivica I. Rraak, editors. Available at <http://fermat.nap.edu/catalog/11015.html> (accessed May, 2006). Washington, DC: The National Academies Press.

Pollitt E, Leibel RL, Greenfield D. *Brief fasting, stress, and cognition in children*. American Journal of Clinical Nutrition 1981;34:1526-33.

Center on Hunger, Poverty, and Nutrition Policy. *Statement on the Link between Nutrition and Cognitive Development in Children*. Medford, MA: Tufts University School of Nutrition, 1995.

Meyers AF et al. *School breakfast program and school performance*. American Journal of Diseases of Children 1989;143:1234-9.

U.S. Department of Health and Human Services. *Guidelines for school health programs to promote lifelong healthy eating*. Morbidity and Mortality Weekly Report Recommendations and Report 1996 Jun 14; 45:RR-9;

Barnard, A. Study links school breakfast, results. Boston Globe 2000 Nov 29;

Minnesota Department of Children Families and Learning. *School breakfast programs energizing the classroom 1998*;

Murphy, J.M. et al. *Effects of a universally free, in-classroom school breakfast program: results from the Maryland Meals for Achievement Evaluation*. Initial Report 1999 May 4;

NASPE, Executive Summary, Shape of the Nation 2001;



**File: AE - COMMITMENT TO ACCOMPLISHMENT**

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

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

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

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

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

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

Every effort will be made by the Arlington School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

## **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**

**BBC SCHOOL COMMITTEE MEMBER INSURANCE**

**BCA SCHOOL COMMITTEE MEMBER ETHICS**

**BDA SCHOOL COMMITTEE ORGANIZATIONAL MEETING**

**BDA-E SCHOOL COMMITTEE NORMS AND STANDARDS**

**BDAA ELECTION OF SCHOOL COMMITTEE OFFICERS**

**BDB SCHOOL COMMITTEE OFFICERS**

**BDD SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP**

**BDE SCHOOL COMMITTEE SUBCOMMITTEES**

**BDEA SCHOOL COMMITTEE STANDING SUBCOMMITTEES**

**BDEB SCHOOL COMMITTEE LIAISONS TO INDIVIDUAL SCHOOLS**

**BDF 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**

**BDEA-E-3 CONDUCT OF SCHOOL COUNCIL BUSINESS**

**BDG SCHOOL ATTORNEY**

**BDH SCHOOL COMMITTEE ADMINISTRATIVE ASSISTANT**

**BE SCHOOL COMMITTEE MEETINGS**

**BEA REGULAR SCHOOL COMMITTEE MEETINGS**

**BEB** SPECIAL SCHOOL COMMITTEE MEETINGS

**BEC** EXECUTIVE SESSIONS

**BEDA** NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

**BEDB** AGENDA FORMAT/PREPARATION AND DISSEMINATION

**BEDD** RULES OF ORDER

**BEDF** VOTING METHOD

**BEDG** MINUTES

**BEDH** PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

**BEDH-E** GUIDELINES FOR PUBLIC COMMENT

**BEDL** LAND ACKNOWLEDGEMENT

**BEE** SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

**BG** SCHOOL COMMITTEE POLICY DEVELOPMENT

**BGB** POLICY ADOPTION

**BGC** POLICY REVISION AND REVIEW

**BGD** SCHOOL COMMITTEE REVIEW OF PROCEDURES

**BGE** POLICY DISSEMINATION

**BGF** SUSPENSION OF POLICIES

**BHC** SCHOOL COMMITTEE-STAFF COMMUNICATIONS

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

**BIA** NEW SCHOOL COMMITTEE MEMBER ORIENTATION

**BIB** SCHOOL COMMITTEE MEMBER DEVELOPMENT OPPORTUNITIES

**BID** SCHOOL COMMITTEE MEMBER COMPENSATION

**BJ** SCHOOL COMMITTEE LEGISLATIVE PROGRAM

**BK** SCHOOL COMMITTEE MEMBERSHIPS

## **File: BA - SCHOOL COMMITTEE OPERATIONAL GOALS**

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

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

In accordance with these principles, the technique will involve:

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

## **File: BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES**

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

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

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

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

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

## **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:

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

The Arlington School Committee is the governing board of the town's public school system. Although it functions as a duly elected committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

Established by law

LEGAL REFS.: M.G.L. [41:1](#) and [71:37](#) specifically, but powers and duties of School Committees

are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: [AA](#), School District Legal Status

[BBA](#), School Committee Powers and Duties

## **File: BBA - SCHOOL COMMITTEE POWERS AND DUTIES**

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

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

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

### **Personnel Matters**

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

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

CROSS REF.: [BB](#), School Committee Legal Status

[BDG](#), School Attorney

## **File: BBAA - SCHOOL COMMITTEE MEMBER AUTHORITY**

### **Authority**

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

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

No individual member of the Committee, any subcommittee, or any advisory committee to the School Committee will, by virtue of his or her office, exercise any administrative responsibility with respect to the schools or command the services of any school employee. All requests for administrative time to fulfill information, data, analysis or research requests shall be subject to majority vote of the School Committee or one of its subcommittees or advisory committees.

The Arlington School Committee will function, as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session. Any draft motions that are submitted by individual members in advance of a formal session shall be forwarded to the Committee's Executive Secretary, who shall in turn facilitate their further distribution, so as to avoid the appearance of deliberation outside the meeting.

In keeping with the spirit of the unit action concept, School Committee members should not accept any long-term or ongoing assignments within the schools except with the expressed permission of the full Committee. Specific visits by members, singly or in groups, to see programs or for any other committee business should be properly arranged and appropriate administration notified.

### **Duties**

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

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



10. To comply with the accepted code of ethics for School Committee members.

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

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

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the Committee.

From the Town Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Town Clerk.

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

Established by law

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); [268A:27](#)-28;

**File: BBBC - SCHOOL COMMITTEE MEMBER RESIGNATION**

The Arlington School Committee member may resign his office by filing a resignation thereof in the office of the town clerk, and such resignation shall be effective forthwith unless a certain time is specified therein when it shall take effect.

Should an Arlington School Committee member move out of the town which elected him/her to the Committee, he/she shall be deemed to have vacated his/her office.

LEGAL REF.: M.G.L. [41:2](#), [41:109](#)

## **File: BBBE - UNEXPIRED TERM FULFILLMENT**

The Town Manager Act of Arlington provides that:

"When a vacancy occurs in the membership of the School Committee, the remaining members of the School Committee shall, after a one week's notice, fill such vacancy by ballot. A majority of the ballots of the members entitled to vote shall be necessary to such election. The person so appointed shall perform the duties of the office until the next annual election, at which the voters shall elect a member of the School Committee for the remainder of the un-expired term."

The School Committee shall by majority vote commence the process described below to fill the vacancy.

1. The School Committee shall inform the public through all available media, including the School Department's website, that a position on the School Committee is vacant. Per the Town Manager's Act, the opening shall be posted for one week.
2. The notice of vacancy shall invite all residents of the Town who are interested in serving to submit an application for membership on the Committee by a date certain. The notice shall include the date and time at which candidates can speak about their candidacy before an open meeting of the School Committee.
3. Said application shall include a statement of the candidate's reasons for serving on the Committee, a resume, and any other information the candidate wishes to present regarding his or her interest in serving on the School Committee.
4. All candidates for membership on the Committee shall be invited to an open meeting to make a case for their appointment, and each member of the School Committee may ask the candidates questions. The appearance of the candidates will be determined by lot prior to the first speaker. The order of the questions from School Committee members shall be by rotation. The Chair of the School Committee has the discretion to set an appropriate time limit for each candidate's presentation and for questioning by the School Committee.
5. Once all candidates have presented, the School Committee shall take a roll call vote to select the new member. Balloting shall continue until one candidate secures a majority. The candidate with the least amount of votes shall be excluded in the next round of balloting. Upon winning a majority, the new member shall begin service on the School Committee after taking the oath of office.

**File: BBC - SCHOOL COMMITTEE MEMBER INSURANCE**

Arlington School Committee members are indemnified, subject to appropriation, for expenses or damages incurred in defense of claims arising out of the exercise of their official duties.

## **File: BCA - SCHOOL COMMITTEE MEMBER ETHICS**

### **(Massachusetts Association of School Committees Code of Ethics)**

#### **Preamble**

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

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above: (1) community responsibility; (2) responsibility to school administration; and (3) relationships to fellow Committee members.

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

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

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

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

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

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

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

## **File: BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING**

Officers of the Arlington School Committee shall be elected at an organization meeting held only for this purpose each year. The organization meeting shall be scheduled for a date and time after the annual town elections, and prior to the first regular School Committee meeting of the month.

Officers shall be elected separately for terms of one year. A majority vote of the members present shall constitute an election.

That member with the earliest date of Committee membership shall preside as Chairperson pro tempore until the new officers are elected. The Chairperson shall conduct the election of all School Committee officers, following the methods set forth in *Robert's Rules of Order*.

For the purpose of defining seniority of School Committee members under File BDA and File BDAA, the following rule shall apply. When two or more members are elected for the first time at the same election, and, when both members have had identical lengths of service on the Committee, the senior member shall be determined by the member receiving the greater number of votes received in the election in which the members were first elected.

Approximately one month prior to the School Committee Organizational Meeting, School Committee members interested in officer positions will notify the administrative secretary and/or Chairperson.

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

"At each organizational meeting the newly elected Chair shall read aloud the Standards and Norms of the Arlington School Committee, attached hereto as BDA-E, and invite each member to publically sign the document. All members shall be provided with BDA-E prior to the organizational meeting."

CROSS REFS.: BBB, School Committee Elections

[BDAA](#), Election of School Committee Officers

[BDA-E](#), School Committee: Norms and Standards

[BE](#), Regular School Committee Meetings



## **File: BDA-E - SCHOOL COMMITTEE NORMS AND STANDARDS**

We, the Arlington School Committee, acknowledge that a School Committee meeting is a meeting of School Committee members that is held in public and not a public meeting and that we will make every effort to ensure that meetings are effective and efficient. To that end, we acknowledge the importance of subcommittees and we and the Superintendent agree to utilize them to focus on specific topics in-depth and to prepare for presentation, deliberation, and possible action by the School Committee.

We, the Arlington School Committee, set forth these Standards and Norms that we will all commit to abide by as individuals and as a Committee:

1. Represent the needs and interests of all students in the district.
2. Exercise leadership in vision, planning, policy making, evaluation, and advocacy on behalf of the students and district, not in managing the day-to-day operations of the district.
3. Conduct our business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
4. Provide full disclosure. Each member will provide input, encouragement, express concerns and positions rather than withhold information from other members. When a Committee member feels that there has not been full disclosure, an objective process for revisiting the issue will be used.
5. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Committee members will work together to clarify and restate discussions in order to strive for full understanding.
6. Keep an open mind and accept that they can change their opinions by recognizing that they are not locked into their initial stated positions.
7. Make decisions on information and not on personalities. Committee members will act with the best information available at the time considering data, the superintendent's recommendations, proposals, and suggestions. Committee members will strive to make the best decision at the time.
8. Debate the issues, not one another. The Committee will engage in critical thinking, expecting all Committee members to freely offer differing points of view as part of the discussion, prior to making a board decision.
9. Not take unilateral action. A Committee member's authority is derived only through a majority decision of the Committee acting as a whole during an open, public meeting.
10. Attend meetings well prepared to discuss issues on the agenda and will be prepared to make decisions, striving for efficient decision making.
11. Strive to have no surprises for the committee or superintendent. All members will receive the same information on all topics in a timely manner.
12. Strive to reach decisions by consensus. Discuss with respect, disagree without acrimony. When consensus is not possible, all members will publicly abide by the majority decision.
13. Understand and respect the chain of command as it concerns roles and responsibilities and direct others to do the same.
14. Review and revise our standards and norms, as needed, as part of the committee's self-evaluation.

## **File: BDAA - ELECTION OF SCHOOL COMMITTEE OFFICERS**

It is the intent of this policy to encourage all board members to assume leadership roles based on their tenure on the Committee and interest in representing the Committee in a leadership capacity.

Nominations for each officer position - Chair, Vice-Chair, and Secretary ~ will be made from the floor at the School Committee organizational meeting, which shall be convened as described in File BDA. Each officer shall be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote for a particular office, the election shall be declared null and void, and nominations will be reopened.

Members willing to accept nomination for the office of Chair, Vice-Chair, or Secretary shall declare such willingness approximately one month prior to the Annual Town Election by providing written notice to the Chair and the Administrative Secretary. Senior members who have not held a particular office are strongly encouraged to submit their names as potential nominees.

For the purpose of defining seniority of school committee members under File [BDA](#) and File [BDAA](#), the following rule shall apply. When two or more members are elected for the first time at the same election, and when both members have had identical lengths of service on the committee the senior member shall be determined by the member receiving the greater number of votes received in the election in which the members were first elected.

Ideally, the individual assuming the role of Vice-Chair will rotate into the role of Chair. The Committee considers it advisable that members complete at least two years with the Committee before serving as Chair and one year before becoming Vice-Chair or Secretary.

CROSS REFS.: [BDA](#) School Committee Organizational Meeting

## **File: BDB - SCHOOL COMMITTEE OFFICERS**

### **Duties of the Chairperson**

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

1. Sign, or cause to be signed when permissible, the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee
2. Perform such duties as prescribed by action of the School Committee.
3. Consult with the Superintendent in the planning of the Committee's agendas
4. Confer with the Superintendent on crucial matters that may occur between Committee meetings
5. Appoint all subcommittees and representatives to town committees when requested by other town officials, subject to approval by the School Committee
6. Serve as liaison, or designate another Committee member to serve as liaison between the School Committee and bodies not otherwise having formal School Committee representation including, but not limited to, the Finance Committee, the Board of Selectmen, and Town Meeting
7. Call special meetings of the Committee as found necessary
8. Arrange for orientation of new Committee members by the Superintendent and his/her assistants within two weeks after the organizational meeting.
9. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others
10. Be responsible for the orderly conduct of all Committee meetings.

The Chairperson shall also be responsible for ensuring the appropriate, timely and informative presentation of the annual school budget, as well as other issues pertinent to the schools, to Town Meeting.

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

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

8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

#### Duties of the Vice-Chairperson

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

#### Secretary

The Secretary will perform or cause to be performed the following:

- Keep an accurate journal of all committee meetings
- Comply with state law and Committee policy regarding notification of meetings
- Render such reports as may be required by the state or the town.

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

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

## **File: BDD - SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP**

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

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

## **File: BDE - SCHOOL COMMITTEE SUBCOMMITTEES**

The Arlington School Committee acknowledges that the exercise of its responsibilities demands ever-increasing time and effort of Committee members. The division of some of the Committee's tasks among subcommittees is authorized with the hope of increasing efficiency in Committee operations. The subcommittee structure provides an opportunity to enrich the School Committees' deliberations by offering alternate conduits for introducing issues and ideas.

When the Committee finds it necessary or advisable, the Chairperson may appoint a subcommittee for a specific purpose, subject to the approval of the Committee. Certain standing subcommittees may be authorized by the Committee to continue from one year to the next, with new or renewed appointments made annually by the Chairperson. A subcommittee shall consist of no more than three members. Each special (ad hoc) subcommittee shall terminate upon completion of its assignment or at the annual organizational meeting, whichever comes first.

1. The subcommittee will be established through action of the Committee.
2. The subcommittee chairperson and its members will be appointed by the Committee Chairperson, subject to approval by the Committee.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee Chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.
7. The subcommittee chair shall set the agenda for each subcommittee meeting and shall ensure that the agenda is distributed to all School Committee members three days prior to the subcommittee meeting. (E-mail distribution is permissible) In addition the subcommittee chairs will coordinate with the administrative secretary to ensure that meetings are posted and that arrangements are made for note taking and minutes preparation.
8. As soon as they are available, draft and approved minutes of each subcommittee meeting shall be distributed to all School Committee members at the next regularly scheduled School Committee Meeting.
9. Subcommittees shall report on their work at the full School Committee meetings.
10. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

The School Committee Chairperson shall appoint the Chairperson of each subcommittee and may be an ex officio member of all subcommittees.

CROSS REFS.: BDB, School Committee Officers

[BEC](#), Executive Sessions

## **File: BDEA - SCHOOL COMMITTEE STANDING SUBCOMMITTEES**

There are five standing subcommittees that are appointed by the chair and remain in place until mid-May of each year or until new committees are appointed or reappointed, such appointments to be confirmed by majority vote of the School Committee.

Subcommittees - with their core charters — are:

### **1. Policies and Procedures**

Perform annual review of selected sections of School Committee policy manual.

Develop recommendations for policy revisions, additions, or deletions, as initiated by the subcommittee, requested by the School Committee or Administration, or required by law.

Hear requests for the full or partial suspension of selected policies, and forward recommendations regarding such requests to the full School Committee.

### **2. Curriculum, Instruction, Assessment and Accountability**

Work with the Superintendent on the development of annual goals, objectives, and measures.

Examine evidence of completion of annual goals and objectives, and report on the same to the full School Committee.

Consider recommendations for curriculum changes, and receive complaints and recommendations concerning the effectiveness of instructional programs.

Address special education issues referred to the subcommittee by the full School Committee.

### **3. Community Relations**

- o Work with community and governmental organizations to develop recommendations for the full School Committee concerning partnerships and joint activities.

- o Consider applications by residents for appointment by the School Committee to advisory and other committees, and forward recommendations to the full School Committee.

- o Develop communications strategies and plans to assist the Administration in publicizing and disseminating information about the activities of the Arlington Public Schools.

### **4. Budget**

- o Develop annual timeline for budget development, recommend public outreach activities, and coordinate - in consultation with the School Committee Chair and the Superintendent and Chief Financial Officer - logistics surrounding the School Committee's annual budget hearing.

- o Recommend improvements to budgeting and financial oversight procedures.

- o Review budget recommendations and reports prior to their presentation to the School Committee and/or other venues.

### **5. Facilities and Property**

- o Review School Department capital plans, prior to their formal submission to the Capital Planning Committee.
- o Consider proposals for the sale, lease, or declaration as surplus of School Department property, as well as granting of rights of way and easements, and forward associated recommendations to the full School Committee.
- o Assist the Administration in the preparation of facilities maintenance and improvement plans, capacity reviews, and recommendations for associated funding and related action.

Subcommittees may assume other tasks, as requested by the School Committee Chair or referred by the full School Committee.

There should be a minimum of two subcommittee meetings per standing committee during the school year.

CROSS REF.: [BDE](#), School Committee Subcommittees



## **File: BDEB - SCHOOL COMMITTEE LIAISONS TO INDIVIDUAL SCHOOLS**

There shall be one School Committee member appointed to each school in the District as a liaison. Appointments shall be made by the Chair and confirmed by vote of the full School Committee.

Wherever practicable, members shall not be assigned as liaison to a school where they currently have children in attendance.

Minimum responsibilities of liaisons shall be to:

- Connect with the principals and PTO/parent advisory council presidents or chairs at their assigned schools, provide contact information, and offer to attend meetings to provide district updates.
- Attend school events as practicable, and be available to respond to questions.

Nothing in this policy shall be construed to prevent School Committee member response to inquiries from and attendance at events of schools beyond those to which they are assigned as liaison.

Liaison assignments shall last from the time of appointments to the issuance of new assignments during or shortly following the School Committee's annual organizational meeting.

The School Committee Chair shall request that the PTO/parent advisory councils of the district's schools name liaisons to the School Committee.

## **File: BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

The Arlington School Committee recognizes the advantages to the School Committee, the school department and the community of establishing advisory committees for specific purposes. The School Committee shall seek the advice of the Superintendent before establishing any advisory committee.

### **Types and Function**

Advisory committees shall serve primarily as fact-finding groups to assist the School Committee and staff.

This policy describes the procedure which will apply to the composition, appointment, governance, and operations of advisory committees, unless otherwise specified by School Committee policy or applicable state or federal law.

The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.

The specific purpose for which each committee is established shall be clearly defined by the School Committee. An approximate or definite date shall be set for completion of the committee's objectives.

### **Method of Appointment**

The method of appointment of advisory committees should be flexible and appropriate to the reason for which the committee is being created. However, the following shall be applied where appropriate:

1. Appropriate groups should be involved in recommending members.
2. The advisory committee should be broadly representative of the appropriate group(s) to be involved in or affected by the recommendations of the committee.
3. All appointments of citizens shall be confirmed by the School Committee, following a procedure to be specified and implemented by the Community Relations Subcommittee.
4. All appointments of staff members should be made by the Superintendent with the approval of the School Committee. When staff members are appointed to a citizens' advisory committee, they shall constitute a minority of such committee.
5. All vacancies occurring on an advisory committee should be filled as soon as possible, using the procedures stated herein.

### **Organization**

1. Elect officers: Chairperson, Vice-Chairperson, and Secretary.
2. Comply with the provisions of the Open Meeting Law.
3. Conduct meetings on a regular schedule, sending notices of all meeting to all committee members, the School Committee, and Superintendent.
4. Meet at a convenient location provided by the school department.
5. Keep written records of meetings and communications.

6. Conduct its business within the guidelines of this policy on advisory committees and according to any additional instructions from the School Committee and/or the Superintendent. When appointed, each member shall receive a copy of this and any other relevant policies, as well as standard advisories for public bodies regarding compliance with the Open Meeting Law.
7. Tenure of committee members will be up to one year, unless the member is reappointed.
8. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.
  - d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
9. Recommendations of committees will be based upon research and fact.

## **Resources**

Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system.

Requests for staff time to perform analysis or to satisfy major information inquiries shall be channeled through the School Committee liaison.

## **Personnel**

Clerical and professional staff assistance shall be made available in keeping with the ability of the School Committee to provide it, as determined by the Superintendent. The Superintendent shall designate a staff member to process requests for materials and clerical assistance for each advisory committee.

## **Material**

Material necessary for notices, records, and reports shall be provided under the direction of the Superintendent or his designee insofar as the School Committee is able to provide the same.

## **Financial**

After appropriation by the School Committee, the expenditure of any funds by an advisory committee shall be made only after approval by the Superintendent and under his/her direction.

## **Liaison**

Liaison with the School Committee and administration shall be accomplished by attendance of a member of the School Committee and/or the Superintendent or his/her designee, at advisory committee meetings. A person designated to attend in place of the Superintendent shall report concerning all business of the committee, according to instructions from the Superintendent.

## **Reports and Correspondence**

1. An advisory committee shall provide written timely progress reports to the School Committee.
2. At the end of the committee's assignment, a preliminary report shall be presented in writing to the School Committee Chairperson and the Superintendent, prior to preparation of the final report.
3. The final report shall be received by all School Committee members and appropriate administrators at least one week prior to the meeting at which the report is to be discussed for any possible action.
4. Any reports or publicity releases to the community or other concerned groups shall be made only through the Superintendent or his/her designee.
5. Any correspondence between the advisory committee and the School Committee which requires action shall be delivered through the School Committee liaison for presentation to the School Committee at least one week prior to a regular meeting.

## **Dissolution**

The life of an advisory committee shall be for the school year in which it is appointed, unless its final report is accepted by the School Committee prior to the end of that school year or unless the School Committee, by majority vote at a regular meeting, continues the committee beyond either time.

The School Committee may, by majority vote at a regular meeting, dissolve an advisory committee at any time during the life of the committee. However, the Committee shall seek the advice of the Superintendent before taking any such action.

All current advisory committees shall be reviewed annually at the first meeting in June.

All advisory committees are subject to the Open Meeting Law.

CROSS REFS.: [BDEA](#), School Committee Standing Committees

[JIB](#), Student Involvement in Decision-making

## **File: BDFA - SCHOOL COUNCILS**

This policy is designed to insure the consistent implementation throughout the Arlington Public Schools of provisions of Massachusetts General Law [71:59C](#) which requires the establishment of School Councils in each of the public schools in the Commonwealth of Massachusetts. The Superintendent and the Principals shall be responsible for familiarizing themselves and ensuring full compliance with law.

At each school there shall be a School Council composed in accordance with law, and elected as required therein. The School Committee encourages schools to hold School Council elections prior to the end of each school year in June. School Councils should be broadly representative of the racial and ethnic diversity of the school building and community. School Councils are considered municipal agencies and their members are considered municipal employees for purposes of the conflict of interest law.

The school Principal shall co-chair the council, and will be responsible for convening the first meeting no later than forty days after the first day of school, at which meeting a co-chairman shall be selected.

The School Council shall meet regularly during the school year. Meetings of the School Council shall be subject to the provisions of the Open Meeting Law, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, on the official Town bulletin board outside the Town Clerk's office, and that minutes of the meeting shall be maintained as required. Each council is encouraged to set its calendar of regular meetings for the year at its first meeting of the school year, and to post these meetings on the District website and/or their own school website in addition to the posting required by Massachusetts law. Where circumstances warrant, the council may choose to call additional meetings. The scope of the school council does not require, and therefore does not qualify for, executive session.

The School Council shall assist in the identification of the educational needs of the students attending the school, shall assist in the review of the annual school budget and in the formulation of a school improvement plan.

The School Council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy. The council shall have no authority over matters that are subject to the collective bargaining law.

At least once per year, the School Committee shall facilitate the provision of training for all interested School Council members, said training to be provided by the Massachusetts Association of School Committees or a comparable training provider.

LEGAL REFS.: M.G.L. [30A:18-25](#); [71:59C](#); [150E](#); [268A](#)

**File: BDFA-E-1 - SCHOOL IMPROVEMENT PLAN**

The Principal of each school, in consultation with the School Council, shall on an annual basis, in conformity with the provisions of law, develop and submit for approval by the Superintendent a school improvement plan. Said plan shall be prepared in a manner and form prescribed by the department of education and shall conform to the appropriate policies and practices of the Arlington Public Schools.

The plan should be drafted with the following in mind:

1. Support of and tight integration with the approved district goals.
2. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee consistent with district goals.
3. An assessment of the needs of the school consistent with district goals.
4. The means to address student performance consistent with district goals.

School improvement plans shall be submitted to the Superintendent each year for approval, as required by law. Approved plans will be received by the School Committee by November 30th of each year.

LEGAL REFS: M.G.L. [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 for approval and the School Committee for review each year in which the plan is to be implemented.

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

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

If the school improvement plan is not approved by the Superintendent, 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.

### **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 annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

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

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

All meetings of the school council shall conform to the Open Meeting Law, Chapter [30A, Sections 18-25](#), which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

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



**File: BDG - SCHOOL ATTORNEY**

The increasing complexity of Arlington School Committee responsibilities requires legal advice in the best interests of the school department and the town.

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

The Arlington School Committee may request the services of the legal counsel of the Town of Arlington on legal matters other than collective bargaining which come before it in the conduct of its business; or, may employ legal counsel when circumstances warrant, within the provisions of law.

The Arlington School Committee shall employ legal counsel for collective bargaining purposes on an annual basis within the provisions of law.

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

Town Manager Act, Sec. 28

## **File: BDH - SCHOOL COMMITTEE ADMINISTRATIVE ASSISTANT**

### **Administrative Assistant**

The Arlington School Committee may employ an administrative assistant to help the Committee and its elected secretary in the tasks of record-keeping, correspondence, and the posting and recording of meetings. The administrative assistant shall report directly to the Committee, with the chair monitoring and managing the workload.

During periods when the administrative assistant is not available, the superintendent will arrange for a substitute.

The administrative assistant will be annually evaluated by the Superintendent with input from the Committee Chair, who may also solicit input from other members of the Committee.

## **File: BE - SCHOOL COMMITTEE MEETINGS**

The meeting is the vehicle through which the School Committee must, as a unit, determine its course and make decisions in the exercise of its authority and responsibility. The Committee recognizes the value of an informed community and encourages attendance at its meetings.

Meetings of the Committee shall be classified as follows:

- organizational
- regular
- special
- adjourned
- emergency
- public hearing

### **Time and Place**

All regular, special, and adjourned meetings and public hearings shall begin at 6:30 p.m. unless otherwise voted by the Committee.

Meetings shall take place at the School Committee Room, Arlington High School, unless otherwise voted by the School Committee or unless an emergency requires otherwise, in which case the Chairperson and/or the Superintendent shall make appropriate arrangements.

**All open session meetings of the Committee shall be accessible to members of the public, including those with disabilities. The Chairperson and/or Superintendent shall ensure that meeting are held in handicap accessible locations.**

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

### **Adjourned Meetings**

An adjourned meeting shall be held only for the purpose of completing the business of a previous meeting's agenda, if the pending items of business cannot be added to the agenda of the next regular meeting. The **date and** time for an adjourned meeting shall be determined by a majority vote of the Committee members present at the time of adjournment of the unfinished meeting. **An adjourned meeting shall be posted as though it is a new meeting. A new meeting notice shall be posted 48 hours in advance.**

### **Emergency Meetings**

An emergency meeting may be called only under the most extreme conditions, when it is impossible for a Committee decision to be delayed the 48 hours required for a special meeting. Such a meeting may be called only by the Chairperson or Superintendent after consultation with legal counsel.

Every possible effort shall be made by the Chairperson and/or secretary to notify every member of the Committee.

Any decisions made at an emergency meeting shall be entered into the minutes of the next regular meeting.

LEGAL REFS.: M.G.L. [30A:18-25](#); [66:17C](#)

CROSS REFS.: [BDA](#), School Committee Organizational Meeting

[BE](#) subcodes (all relate to School Committee Meetings)

[BEC](#), Executive Sessions

[BEDA](#), Notification of School Committee Meetings

Amended and voted: December 19, 2019

**File: BEA - REGULAR SCHOOL COMMITTEE MEETINGS**

The School Committee shall schedule 19 Regular Meetings during each school year. Regular meetings shall be scheduled on Thursday evenings, with specific dates to be set by a vote of the Committee at the time of the adoption of the annual school calendar.

The approved School Committee calendar shall be distributed to all Principals and administrators with instructions that every effort shall be made to avoid scheduling evening events on School Committee meeting nights.

Regular Meetings shall begin promptly at 6:30 p.m. and adjourn by 10:00 p.m., unless the rules are suspended by a two-thirds vote of the members present. A time shall be set by majority vote of the Committee members present for completion of the business.

CROSS REFS.: [BE](#) and BD and subcodes (all relate to School Committee meetings)

Amended and voted: December 12, 2019

**File: BEB - SPECIAL SCHOOL COMMITTEE MEETINGS**

The Arlington School Committee may meet in special session for specific purposes (re-organization, etc.). Only the matter(s) which the meeting was called to consider may be discussed.

Special meetings shall be called by the administrative secretary either when so directed by the Chairperson (or Vice-Chairperson in the absence of the Chairperson) or at the written request of a majority of the Committee.

At least 48 hours notice of a special meeting shall be given to each member by telephone call from the Chairperson, Vice-Chairperson, or secretary, to be followed by delivery of written notice. If this direct contact fails, the posting of a letter by registered mail to a member's home or known temporary address will constitute notice. Notice shall be given to the public and press as required by law.

CROSS REFS.: [BE](#), School Committee Meetings

[BEDA](#), Notification of School Committee Meetings

## **File: BEC - EXECUTIVE SESSIONS**

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

1. The Committee will first convene in an open session for which due notice has been given.
2. The 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, or 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. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.
9. To meet or confer with a mediator with respect to any litigation or public business.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

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

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The School 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 School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first. When necessary, the School Committee may enter executive session to review and approve executive session minutes using reason 7 above and citing the Open Meeting Law.

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

Established by law and Committee policy

LEGAL REFS.: M.G.L. [30A:21](#); [30A:22](#)

CROSS REFS.: [BDE](#), Subcommittees of the School Committee

[BE](#), School Committee Meetings

KEB, Public Complaints about School Personnel



## **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 School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time or, place, or agenda and notification, including agenda, 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:18](#)-25

CROSS REF.: [BE](#), School Committee Meetings

## **File: BEDB - AGENDA FORMAT/PREPARATION AND DISSEMINATION**

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative assistant of the Committee for preparation and delivery to the members, notice to the press, and posting online. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members two workdays preceding the School Committee meeting, no later than 4:00 p.m., except for emergencies. Any items received by the administrative assistant later than 4:00 p.m. two workdays preceding the School Committee meeting shall be held and heard the following meeting, except for emergencies.

In addition, the administrative assistant shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
- Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included, but not limited to, items of business to be considered at each regular meeting:

- Public Comment
- Consent Agenda
- Superintendent's report
- Report of subcommittees and announcements

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

Items of business may be suggested by any School Committee member, staff member, or town resident. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Individuals may submit such requests to the school committee chair through the Committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

School committee members are subject to the provisions of the Open Meeting Law, limiting opportunities for members to deliberate with each other. In order to facilitate deliberation and discussions, reports and presentations directed at the Committee shall not exceed 15 minutes, unless the chair determines that scheduling a longer presentation is necessary. In addition, the rules may be suspended by a two-thirds vote of the members present. Written reports

may be received by a vote of the Committee and entered into the record of the meeting, and shall not be read aloud at the meeting. All presentations shall be consistent with the high instructional standards of the Arlington Public Schools, and PowerPoints shall be crafted in a manner consistent with best practices.

Whenever possible the materials for the meeting will be made available online to the public at the start of the meeting.

**All published agendas shall contain the following language:**

**"Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee [Insert Name/Contact Information] in advance of the meeting."**

#### Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (\*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the Chair will read the following paragraph and the list of items included in the Consent Agenda:

*"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "*

CONTRACT REFERENCE: AEA (Unit A&B)

CROSS REF: [BEDH](#), Public Comment at School Committee Meetings

Amended and voted: December 19, 2019

**File: BEDD - RULES OF ORDER**

*Robert's Rules of Order, Newly Revised* will govern the proceedings of the committee, except when those rules are in conflict with the Committee's approved policies and regulations.

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

## **File: BEDF - VOTING METHOD**

### **Open meeting**

Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.

All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

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

### **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:18-25](#); [71:42](#); [71:50](#)

## **File: BEDG - MINUTES**

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

Minutes will include:

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

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

When approved, minutes of each meeting shall be forwarded to the Arlington Teachers' Association through its president.

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

In addition, the administrative secretary shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website and notification of the posting to be distributed through parent lists:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
- Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

LEGAL REFS.: M.G.L. [30A:22](#); [66:10](#)

CROSS REF.: [KDB](#), Public Right To Know

## **File: BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS**

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

The School Committee desires residents and non-resident students and their families of the town to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order to provide for full and open communication between the public (students, teachers, administrators and members of the community) and the Arlington School Committee, the Committee authorizes several avenues for the exchange of information, ideas, and opinions. All of the following operate within the framework of the Committee's scheduled meetings.

1. Written correspondence may be directed to the Committee through its administrative secretary, to be disseminated to all members. Statements of two pages or less are encouraged.
2. During the public comment segment of regular meetings of the Committee, individuals or group representatives may address the Committee on items of school business. The length of the public participation segment shall normally be no more than 20 minutes, but may be extended by the Chairperson.
3. Speakers must identify themselves by name and address, and will be allowed up to three (3) minutes to present their material. The Chairperson may reduce speaking time if needed and/or may permit extension of this time limit.
4. Although a public body may hear an unanticipated topic through public comment that was not listed in the meeting notice, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if those topics were not listed in the meeting notice. Committee members may ask clarifying questions through the chair, but discussion or action should be facilitated by using a motion to refer a topic to the appropriate subcommittee, or requesting a topic to be placed on a subsequent agenda.
5. Improper conduct and remarks, including use of obscenity or abusive language will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
6. All remarks will be addressed through the Chairperson of the meeting.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints about school personnel nor against any member of the school community, except for the School Committee or the Superintendent in their capacity as the operational leader of Arlington Public Schools. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members. The public is reminded that the School Committee does not hold jurisdiction over the performance of school personnel other than the Superintendent.
8. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time. Written comments presented to the Committee shall be included in the official record of the meeting.
9. Public Comment is not synonymous with a right to present audio-visual presentations before the Committee. Persons wishing to present audio-visual materials, as part of their public comment, shall

contact the administrative secretary with sufficient advance notice to accommodate such requests, subject to the discretion of the Chairperson.

Revised and adopted by the Arlington School Committee 09 24 2020.



## **File: BEDH-E - GUIDELINES FOR PUBLIC COMMENT**

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

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

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

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

1. Public Comment shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any person wishing to speak before the Committee shall identify themselves by name and address and will be allowed up to three (3) minutes to present their material. The Chairperson may reduce speaking time if needed and/or may permit extension of this time limit. No person may speak more than once without permission of the Chair. All persons shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

Edited and adopted by the School Committee September 24, 2020

## **File: BEDL - LAND ACKNOWLEDGEMENT**

On April 26, 2021, under Article 85, Arlington Town Meeting voted (222-1-2) to encourage all town entities to celebrate and recognize the heritage of the peoples indigenous to Massachusetts and Arlington by including a land acknowledgement at the beginning of the Town's public meetings.

The Arlington School Committee shall include at the beginning of its organizational meeting, at the beginning of its first regular meeting in October (or such other meeting date as is approximate to "Indigenous Peoples Day" per Title I, Article 6 of the Town Bylaws), and as part of graduation ceremonies, a land acknowledgement shall be read in a substantially similar form to the following:

"We acknowledge that the Town of Arlington is located on the ancestral lands of the Massachusett Tribe, the tribe of Indigenous peoples from whom the Colony, Province, and Commonwealth have taken their names. We pay our respects to the ancestral bloodline of the Massachusett Tribe and their descendants who still inhabit historic Massachusett territories today."

In addition, the Arlington School Committee encourages the reading of this land acknowledgement at other significant meetings and events.

Cross References:

[BDA](#) - School Committee Organizational Meeting

[BEA](#) - Regular School Committee Meetings

[BEDB](#) - Agenda Format/Preparation

Arlington Town Bylaws: Title I, Article 6

Arlington Public Schools

Adopted and Approved: 1-13-22

## **File: BEE - SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

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

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

The Chairperson of the Committee will preside at the hearing.

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

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

## **File: BG - SCHOOL COMMITTEE POLICY DEVELOPMENT**

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

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

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

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

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

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future School Committees. The School Committee will welcome suggestions for ongoing policy development.

## **File: BGB - POLICY ADOPTION**

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

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

1. Discussion item - (first reading) of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting, at the same meeting
2. Action item — discussion, adoption or rejection at a subsequent regular or special meeting.

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

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

CONTRACT REFS.: AEA (Units A and B), II-C

AEA (Unit C), XXV-B

## **File: BGC - POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis but not less than every five (5) years. Dates of review and revision shall be placed on each policy.

The policies and procedures subcommittee shall present recommendations to the School Committee for policy development or amendment as prescribed within these policies and procedures.

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

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

The School Committee directs the administrative assistant to periodically recall all policy and regulations manuals for administrative updating and Committee review.

CROSS REF.: BGCA, Policy Appeal Process

APS Policy Manual Introductory Page

## **File: BGD - SCHOOL COMMITTEE REVIEW OF PROCEDURES**

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

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

The Committee will not officially 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 advance approval.

### **Rules Pertaining to Staff and Student Conduct**

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

## **File: BGE - POLICY DISSEMINATION**

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

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

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

The Committee's administrative assistant will keep and maintain a calendar of actions required by the various policies. This calendar will summarize, by policy and by month, the required actions of the School Committee and the School Department. The administrative assistant will endeavor to update this calendar promptly as policy changes are adopted by the School Committee, but in any event not less than once per year, by the end of March.

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



**File: BGF - SUSPENSION OF POLICIES**

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

## **File: BHC - SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

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

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

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

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

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

### **Visits to Schools**

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

## **File: BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**

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

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

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

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee Chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L.[4:7](#); [30A:18](#)-25, 23B; [66:10](#)

## **File: BIA - NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

In accordance with the requirements of law, each new School Committee member elected to the School 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, a review of School Finance, the Open Meeting Law, Public Records Law, Ethics/Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and 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 given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

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

The Chair and/or Superintendent shall also clarify policy:

- A. Arranging visits to schools or administrative offices
- B. Requesting information regarding school district operations
- C. Responding to community requests/complaints concerning staff or programs
- D. Handling confidential information

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

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

CROSS REF.: [BBBA/BBBB](#) School Committee Member Qualifications/Oath of Office

## **File: BIB - SCHOOL COMMITTEE MEMBER DEVELOPMENT OPPORTUNITIES**

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

1. A calendar of School Committee conferences, conventions and workshops will be maintained by the Committee secretary. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will accord with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.
5. Exchange of ideas through joint meetings with neighboring School Committees.
6. Exchange of ideas through joint meetings with other boards or committees of the Town of Arlington.

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

## **File: BID - SCHOOL COMMITTEE MEMBER COMPENSATION**

Arlington School Committee members shall serve without compensation. However, members shall be entitled to reimbursement for expenses incurred in attending workshops, meetings, and conferences, which will aid in performance of their duties as Committee members. Reimbursement will be at rates comparable to that permitted staff members on authorized trips.

1. No member of a School Committee in any town shall be eligible for the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his town participates.
2. 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.
3. Unreimbursed expenses by School Committee members shall be characterized as contributions to the Arlington Public Schools.

LEGAL REF.: M.G.L. [71:52](#)

CROSS REF.: [DKC](#), Expense Reimbursements

## **File: BJ - SCHOOL COMMITTEE LEGISLATIVE PROGRAM**

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

To this end:

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

The Chair shall designate said legislative representative annually, by April 30. At least twice each year, the Chair shall place on the agenda of a full Committee meeting a review of the legislative program.

## **File: BK - SCHOOL COMMITTEE MEMBERSHIPS**

The Arlington School Committee recognizes the advantages to the Committee, its members and the Town of Arlington of maintaining contact with other school committees in this geographical area, in the Commonwealth and in the nation.

### **Regional**

The Committee shall encourage its members to participate in the activities of Division II of the Massachusetts Association of School Committees.

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

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

### **State**

The Committee shall maintain membership in the Massachusetts Association of School Committees, support its activities, and encourage its members to participate in the statewide activities of the Massachusetts Association of School Committees.



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

**CA ADMINISTRATION GOALS**

**CBD SUPERINTENDENT'S CONTRACT**

**CBI EVALUATION OF THE SUPERINTENDENT**

**CCB LINE AND STAFF RELATIONS**

**CE ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES**

**CH POLICY IMPLEMENTATION**

**CHA DEVELOPMENT OF PROCEDURES**

**CHC PROCEDURES DISSEMINATION**

**CHCA APPROVAL OF HANDBOOKS AND DIRECTIVES**

**CHCA-E APPROVAL OF HANDBOOKS AND DIRECTIVES**

**CHD ADMINISTRATION IN POLICY ABSENCE**

**CL ADMINISTRATIVE REPORTS**

**CM SCHOOL DISTRICT ANNUAL REPORT**

## **File: CA - ADMINISTRATION GOALS**

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

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

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

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

**File: CBD - SUPERINTENDENT'S CONTRACT**

The Committee, upon the appointment of a candidate to be Superintendent will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

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

**NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of schools for a period not to exceed six years.**

## **File: CBI - EVALUATION OF THE SUPERINTENDENT**

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

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

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among his/her responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards. Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

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

603 CMR [35:00](#)

## **File: CCB - LINE AND STAFF RELATIONS**

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

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

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

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

## **File: CE - ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES**

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

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

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

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

**File: CH - POLICY IMPLEMENTATION**

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

The policies developed 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 all School Committee employees and students will carry them out.

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

## **File: CHA - DEVELOPMENT OF PROCEDURES**

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

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

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



**File: CHC - PROCEDURES DISSEMINATION**

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

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

## **File: CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES**

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

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

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

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

**File: CHCA-E - APPROVAL OF HANDBOOKS AND DIRECTIVES**

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

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

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

**File: CHD - ADMINISTRATION IN POLICY ABSENCE**

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

**File: CL - ADMINISTRATIVE REPORTS**

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

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

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

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

**File: CM - SCHOOL DISTRICT ANNUAL REPORT**

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

Established by law and Committee policy

LEGAL REFS.: M.G.L. [72:4](#)

## **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 PROCUREMENT REQUIREMENTS**

**DK PAYMENT PROCEDURES**

**DKC EXPENSE REIMBURSEMENTS**

## **File: DA - FISCAL MANAGEMENT GOALS**

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

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

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

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

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



## **File: DB - ANNUAL BUDGET**

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

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

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

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

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

**File: DBC - BUDGET DEADLINES AND SCHEDULES**

The school department budget shall be prepared and reviewed in accordance with a timetable established by the School Committee. It is the intention of the Committee to conform to deadlines set by state and local law.

LEGAL REF.: M.G.L. [71:38N](#)

Town Manager Act, Secs. 31 and 32

CROSS REFS.: Other [DB](#) subcodes (all relate to school budget)

## **File: DBD - BUDGET PLANNING**

The first priority in the development of an annual budget will be the educational welfare of the children in our schools. However, the District will also attempt to balance the valid interest of the taxpayers.

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

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

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

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

## **File: DBG - BUDGET ADOPTION PROCEDURES**

Following its deliberations on the budget, the School Committee will vote final approval of the proposed budget and will send it to the Town Manager, the Selectmen, and the Town Finance Committee for review.

Formal adoption of the annual budget shall take place following this review and after presentation of the school budget to the public at an open hearing held for this purpose at least two weeks prior to the opening of the annual town meeting. Announcement of the time and place of the hearing shall be made at least seven days in advance, as prescribed by law.

LEGAL REFS.: [71:34](#), [71:38N](#)

Town Manager Act, Secs. 31 and 32

CROSS REFS.: [DB](#) and other subcodes (all relate to the budget)

## **File: DBJ - BUDGET TRANSFER AUTHORITY**

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

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system.

All requests for transfers between the following budget categories must be submitted to the School Committee for approval:

- Elementary
- Secondary
- Special Education
- Curriculum and Instruction
- Administration
- Reserve Accounts
- Other

Transfers between line items within a major account must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee.

If additional revenue is identified or revenue is reduced subsequent to the approval by Town Meeting of the School Committee budget, the Superintendent shall submit to the School Committee a prioritized list of programs to add or reduce. The Superintendent shall not add or reduce programs without School Committee approval.

At the first full meeting of the School Committee in September of each year, the Superintendent shall submit a summary of all personnel changes made since approval of the budget by the School Committee the previous spring.

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

Arlington Public Schools

Revised and approved 4/11/2019

**File: DD - FUNDING PROPOSALS AND APPLICATIONS**

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

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

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

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

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 Chair of the School Committee or designee and the Superintendent or designee will sign payrolls presented for approval.

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

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

**File: DH - BONDED EMPLOYEES AND OFFICERS**

Each employee of the school system 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 school system.

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

The Superintendent shall make a monthly financial report to the School Committee.

The report shall include a presentation of income, expenditure, encumbrances and unexpended balances for the general fund budget and all special revenue fund budgets, i.e., grants. To the extent practicable, all reports shall be distributed at the first School Committee meeting following month-end.

Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

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

**File: DIE - AUDITS**

An audit of the school department's accounts should be conducted annually. In addition, the Committee may request a private audit of the school system's accounts at its discretion.

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

**File: DJ - PURCHASING**

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

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

The Superintendent and/or designee will serve as purchasing agent. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

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

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

**File: DJA - PURCHASING AUTHORITY**

The Town Manager Act of Arlington states:

"The town manager shall purchase all supplies and materials and equipment, except educational supplies, and books for schools, and books for libraries. He shall make purchases for departments not under his supervision only in accordance with requisitions duly signed by the heads of such departments. The town manager may delegate such purchasing power. Except as otherwise herein provided, he shall award all contracts for all departments of the town."

Purchasing of school supplies and materials shall be performed by the Chief Financial Officer in conformance with requirements of state and local regulations, and the procedures developed by the Superintendent or designee, and approved by the School Committee.

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

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

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

Town Manager Act, Sec. 15(h)

CROSS REF.: [DGA](#), Authorized Signatures

Other [DJ](#) subcodes (all relate to purchasing)

## **File: DJE - PROCUREMENT REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$50,000 will be based upon competitive bidding. All purchases valued between \$10,000 and \$50,000 shall require the procurement officer to attempt to secure 3 quotes for all materials, equipment, or services. All purchases valued at less than \$10,000 shall require the use of sound business practices to secure the best quality at the best price.

An effort will be made to procure multiple bids for all purchases in excess of \$50,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

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

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

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

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

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

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

## **File: DK - PAYMENT PROCEDURES**

All claims for payment from school department 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 School Committee.

As an operating procedure, the Committee will receive monthly lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the municipal auditor/accountant for processing and subsequent payment by the municipal treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

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

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

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

## **File: DKC - EXPENSE REIMBURSEMENTS**

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

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Town Accountant.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

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

## **SECTION E - SUPPORT SERVICES**

**EB SAFETY PROGRAM**

**EBAB PEST MANAGEMENT POLICY**

**EBB FIRST AID**

**EBC EMERGENCY PLANS**

**EBCD EMERGENCY CLOSINGS**

**EC BUILDINGS AND GROUNDS MANAGEMENT**

**ECA BUILDINGS AND GROUNDS SECURITY**

**ECAB ACCESS TO BUILDINGS**

**ECAC VANDALISM**

**ECAF SECURITY CAMERAS IN SCHOOLS**

**ECB BUILDING AND GROUNDS MAINTENANCE**

**ECD GREEN CLEANING**

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

**EDE RECYCLING MATERIALS**

**EEAA SAFE TRAVEL POLICY - WALKERS AND RIDERS**

**EEAEA BUS DRIVER EXAMINATION AND TRAINING**

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

**EEAEC STUDENT CONDUCT ON SCHOOL BUSES**

**EEAF SPECIAL USE OF SCHOOL BUSES**

**EEAG STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

**EEAJ MOTOR VEHICLE IDLING ON SCHOOL GROUNDS**

**EF FOOD SERVICES MANAGEMENT**

**EFC FREE AND REDUCED PRICE FOOD SERVICES**

**efd MEAL CHARGE POLICY**



## **File: EB - SAFETY PROGRAM**

Accidents are 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 developing policies that support 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 facilities, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will be considered a facet of the instructional program of the schools. Instruction will include accident prevention, fire prevention, emergency procedures, good health practices, 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. To ensure a district-wide standard of safety procedures, every member of the faculty and staff will be provided a copy of the district's Crisis, Communication and Management Plan.

LEGAL REF.: M.G.L. [71:55C](#)

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 Arlington Public Schools is committed to providing a safe and properly maintained environment for all staff, students, and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds. Pest shall be defined as any unwanted and destructive organism, insect or other animal that attacks food, crops, livestock or landscape including gardens, grass, or plants.

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 Arlington Public Schools Director of Facilities 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, or longer if recommended by the product, after the commencement of the application

### **III. Notification of Pesticide and Herbicide Use**

- a) When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff, and students, will also be posted in a common area and in the outdoor area where they are applied.

- 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, 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 student-attended summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be distributed to the parent email list for that building and sent home in writing with students in the affected building at least 5 days prior to application. In addition, the same information will be provided to workers in any affected building, sent to the Arlington Advocate, and sent to any group hosting a meeting in the building during the time impacted.

#### **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, products 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 (Director of Food Services, Director of Health, Wellness, and Counseling, 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 district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

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. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. 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.
5. 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: 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 police, fire and emergency personnel, 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.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. 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 (at least once per year) 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: EBC - SUPPLEMENTAL. GENERAL (INTERIM) POLICY ON COVID-RELATED ISSUES**

The Arlington School Committee takes note of the COVID-19 emergency; resulting disruption of the traditional school day and year; growing concerns of students, families and the community; and the growing number of issues that will affect public education.

Therefore, the school committee establishes an emergency, interim policy to:

- promote public safety and safety of students and faculty,
- maintain to the extent possible the high and efficient level of educational services,
- ensure support for students in general and in particular for those at highest risk educationally as well as those at social and economic risk, and
- comply with the emergency orders of the governor and/or the Town of Arlington and adhere to the extent possible, to the guidance of the Department of Elementary and Secondary Education and other agencies of state and federal government, and expedite the safest strategy for returning students to school.

The school committee will approve the final plan submitted to DESE which will outline its strategy for returning students to school and will, in collaboration with the superintendent, make such modifications to the "back to school plan," and district policy, and will authorize the superintendent to suspend, revise or create protocols to facilitate the safe return to school.

The superintendent will designate the appropriate staff members to oversee the safe administration of COVID-related policies during the period of the pandemic emergency and shall make such recommendations to the school committee as needed.

The school committee will authorize the superintendent to act expeditiously in executing the "back to school" plan in accordance with current law and regulation and will, where noted, authorize the superintendent to suspend, revise, or recommend policies, rules and protocols as needed to serve the best interests and safety of students, their families, and the community. The superintendent shall notify the school committee of such actions.

The "back to school" plan shall constitute the policy of the school district during the pandemic emergency, and the superintendent shall exercise the authority provided in law to carry out the plan as needed.

- General district goals affected by the pandemic.

The superintendent, with the advice and consent of the school committee, may suspend or modify individual district policies to address the COVID-19 emergency as declared by the governor and/or the Town of Arlington. Such suspension of policy shall expire upon the end of the emergency as declared by the governor.

The goal of emergency pandemic policies shall be to:

- o ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;
- o provide the most effective educational services as possible to students under the circumstances;
- o authorize changes to operating protocols as needed to open and operate schools effectively from various venues or platforms;
- o conduct the district business and operational functions of the district as efficiently as possible;
- o allow the superintendent and staff to act quickly to carry out a "back to school" plan and,
- o facilitate the re-establishment of a safe and productive school day and year.

- Student assignment to schools (File JCA)

Subject to the guidance from the Department of Elementary and Secondary Education, the superintendent may suspend or revise the assignment of students to schools, including the assignment of new students for such a period as the emergency declaration is in force.

- School calendar (File [IC/ICA](#))

Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or revise the school calendar with the approval of the school committee.

- Class size (File IIB)

In order to maintain healthy, safe, and effective classrooms, the superintendent may suspend district policy on class size, subject to the provisions of the collective bargaining agreements where applicable.

- Attendance (File [JH](#))

Subject to operative law and regulations, suspend, modify or adapt policies related to student attendance including the link between and absences (when appropriate, including the link between attendance and grades) and, chronic absence policies, and accommodations for students requiring special placements.

- Time on learning (File [IC/ICA](#) and [ID](#))

Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or amend requirements for time on learning for the duration of the COVID pandemic.

- Grading and retention (File [IKE](#))

In accordance with guidance from the Department of Elementary and Secondary Education, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district for grading and retention of students.

- Local graduation requirements (File [IKE](#))

In accordance with guidance from the Department of Elementary and Secondary Education and modifications to current regulation or law, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district regarding graduation requirements.

- Special education (File [IHB](#), [IHBA](#), [IHBAA](#), [IHBF](#))

The superintendent and school committee should be mindful that attainment of a high school diploma may render certain students ineligible for further services.

- Discipline and Suspension/Expulsion with homeschooling rights (File [JIC](#), [JK](#))

The "back to school" plan recommended by the superintendent and subject to the approval of the school committee shall contain protocols for serving students who are disciplined or suspended during the pandemic emergency.

Further, the superintendent shall provide in these "back to school" plans provisions for students who were disciplined or suspended or who may elect remote learning in the interests of safety or health concerns.

- Exemptions for particular groups of students (i.e., use of masks for youngest children, high-risk students) (File [JL](#))

The superintendent shall provide protocols to principals and teachers regarding students who may require special exemptions from health and safety standards during the pandemic emergency. Such protocols may address exemption for utilizing support animals.

- Job descriptions (File [GCA](#))

The superintendent may revise job descriptions for district staff, considering the provisions of current collective bargaining agreements, in order to secure the safety and health of students and staff, establish effective communications between school and community, maintain facilities, transport students as needed, provide food services, and acquire necessary materials to operate schools safely and securely during the pandemic. The superintendent will inform the school committee of any such changes. Any changes to job descriptions shall expire at the end of the declared emergency situation.

- STUDENTS AT RISK ([JIE](#), [JL](#), [JLC](#), [JLCC](#))

During the COVID pandemic, the superintendent or principal of a school may revise or suspend provisions of the policy to facilitate the education of students at risk or with special physical needs or their family caregivers, including, but not limited to caring for or educating students with disabilities, illness, pregnancy, childrearing responsibilities, or special education needs consistent with law and regulation.

- Privacy of Students. (File [JRA](#))

During the pandemic, the rights to privacy held by students and their families shall not be abridged by the public schools. Such rights extend to the confidentiality of student academic records, health data, economic status, and other such information as may be considered confidential by law.

Massachusetts law prohibits the recording of individuals without their permission. Similarly, students may not be recorded in classrooms by audio, visual, or remote means without the permission of parents or, if of age, by individual students. During periods of remote learning, the privacy of students participating in on-line classes shall not be violated by recording them without appropriate permissions.

- Pivoting back to remote learning, or back to in-school instruction

The superintendent shall incorporate into the "back to school" plan protocols for modifying these plans including addressing the needs of students who may require reversion from in-school to remote learning modalities because of the pandemic emergency.

- Homeschooling File [IHBG](#) (temporary), home-bound instruction File [IHBF](#) (e.g., students with physical disabilities), and remote instruction for students in quarantine

The "back to school" plan shall provide for students who are temporarily homebound due to illness, quarantine, or disability.

- Public Safety Officers, including the school resource officer.

Subject to current law or regulation, the superintendent shall report to the school committee of any change in status of the school resource officer.

- Eligibility for participation in extra-curricular activities, including sports (File [JJ](#))



Subject to law, regulation, and standards established by the appropriate and legitimate regulatory body, the superintendent may propose changes to district protocols for participation in extracurricular activities including sports subject to the rules established by the Massachusetts Interscholastic Athletic Association.

- Attendance vs. participation in events (File [JH](#) and Student/Athletic Handbooks)

Subject to law, regulation, or emergency declaration, the superintendent may propose protocols or modifications or suspensions of district policies regarding attendance by students or the public in school events including, but not limited to assemblies, sports events, large gatherings, or other programs.

- Visitors in schools and buildings (File [KI](#))

Subject to current emergency declarations, the superintendent may propose suspension or modification to district policies regarding visitors to school buildings during the school day and after school hours.

- Illness and contact tracing (File [JLCC](#))

Subject to the provisions of the "back to school" plan, the superintendent may establish protocols for tracking student contacts as a means of locating others from whom students may contract or expose other persons to the COVID-19. Such protocols will be consistent with law and regulation and be consistent with standards to protect the privacy of students, their families, and other persons. (conflict with student privacy rights)

- Transportation and busing (File EEA, [EEAA](#), [EEAEC](#), [EEAG](#))

Subject to current law and regulation, the superintendent may suspend or modify policies related to the transportation of students by the school district. Legal requirements relating to IEPs that contain transportation for students shall not be altered without the appropriate family consent. These modifications shall be consistent with the district "back to school" plan.

- Operations and plant maintenance (File [EC](#), [ECA](#))

Subject to the provisions of law, regulation, and collective bargaining agreements, the superintendent may suspend or amend the current policy to ensure the efficient operation of business functions and maintenance of school buildings and other such offices as the district maintains.

- Notification: The superintendent will inform the school committee if and when any of the above-mentioned policies are suspended, amended, or changed by law or regulation.

Voted that File: EBC Supplemental. General (Interim) Policy on COVID-Related Issues is amended by adding the following provisions:

o File [JJ](#) - Co-Curricular and Extracurricular Activities. (File JJ)

For the 2021-22 school year, the following is required for all students to participate in school-sponsored sports and rostered extracurricular activities that occur outside of the school day.

1. All students regardless of SARS-CoV-2 (COVID-19) vaccination status must consent for routine COVID-19 testing.
2. All students regardless of SARS-CoV-2 (COVID-19) vaccination status must participate in weekly COVID-19 testing as conducted by the district.

3. Students who are age-eligible to receive a vaccination against SARS-CoV-2 (COVID-19), that is fully approved by the U.S. Food and Drug Administration, must be fully vaccinated prior to participation in school-sponsored sports and rostered extra-curricular activities that occur outside the school day, unless the student qualifies for a medical disability or sincerely held religious belief exemption. The district considers a student fully vaccinated when it has been fourteen (14) days since the student was administered the final vaccination dose, required by the COVID-19 vaccine manufacturer, excluding booster shots. Students who are initially age-ineligible for the vaccine, but become eligible during the school year, must be vaccinated within six weeks of becoming eligible. Exceptions to this requirement can be found in File [JLCB](#).

o [IHBA](#) - Observations of Special Education Programs

The Arlington School Committee has determined that, in order to protect the health and safety of students, vaccination against SARS-CoV-2 shall be required of all persons observing a special education student or program.

It is also voted that File: EBC Supplemental. General (Interim) Policy on COVID-Related Issues is amended by amending the following provision:

o Visitors in schools and buildings (File [KI](#))

Subject to current emergency declarations, the superintendent may propose suspension or modification to district policies regarding visitors to school buildings during the school day and after school hours. Volunteers and visitors to district school buildings who seek entrance for the purposes of entering a classroom or other student space with multiple students outside of their immediate household, excluding hallways and designated drop-off/pick up areas, who decline to provide valid proof of vaccination against COVID-19 and do not qualify for a limited exemption, shall not be permitted to enter classrooms or other student spaces with multiple students outside their immediate household.

## **File: EBCD - EMERGENCY CLOSINGS**

The Superintendent is empowered to close the district schools or to dismiss schools early in the event of hazardous weather or other emergencies, which 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 administration 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 shall be closed.

In making the decision to close schools, the Superintendent or his designee shall consider many factors, including the following principles relating to the fundamental concern for the safety and health of 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 which 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 shall weigh these factors and shall take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring districts. Students, parents, and staff shall be informed early in each school year of the procedures, which will be used to notify them in case of emergency closing.

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

## **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. The Superintendent will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

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

Within the separate schools, the building administrator will supervise the 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: ECAB - ACCESS TO BUILDINGS**

All areas under the care and control of the school department shall be closed at 9 p.m. unless the hours are extended by the written consent of the School Committee. Anyone found in these areas after hours shall be considered to be trespassing.

CROSS REF.: KG, Community Use of School Facilities

## **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, 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 shall report to the Principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

The Superintendent is responsible for reporting any acts of graffiti or other vandalism to the Arlington Human Rights Commission when these acts are deemed to violate the equal access and non-discrimination policies of the Town of Arlington. The Superintendent is also 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 the Superintendent sees fit, authority to sign such complaints and to press charges. Parents shall be held financially responsible for acts of vandalism by their children.

CROSS REF.: JFC-E, Student Conduct (Arlington High School);

Town of Arlington By Laws, Title II, Article 9, Section 2-3, paragraph A

## **File: ECAF - SECURITY CAMERAS IN SCHOOLS**

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.



**File: ECB - BUILDINGS AND GROUNDS MAINTENANCE**

"The town manager...shall be responsible for the maintenance and repair of all town property, including school buildings." (Town Manager Act, Sec. 15 (g).)

Custodial and maintenance services to the schools are provided under the authority of the Town Manager and supervision of the Superintendent of Schools and/or designee.

Established through statute.

LEGAL REF.: Town Manager Act, Sec. 15(g)

CROSS REF.: [GDB](#), Support Staff Contracts and Compensation Plans

## **File: ECD - GREEN CLEANING**

The Arlington Public Schools will use green cleaning products and practices to support the goal of maintaining a healthy, safe and clean environment for students, faculty and staff.

Green cleaners are those that are:

- Evaluated and certified by Green Seal and the MA Environmentally Preferable Products Program (EPP).
- Non-irritating
- Environmentally friendly
- No strong fumes or perfumes
- Safe to dispose

The Arlington Public School Staff will be trained on how to use green cleaners and on best practices for cleaning and management.

List of resources:

The Healthy Schools Initiative of the Massachusetts Coalition for Occupational Safety & Health (MassCOSH): [www.masscosh.org](http://www.masscosh.org)

The policy from Boston Public Schools: [www.masscosh.org/files/BPS Cleaner Policy.pdf](http://www.masscosh.org/files/BPS%20Cleaner%20Policy.pdf)

Green Seal: [www.greenseal.org](http://www.greenseal.org)

Massachusetts Operational Services Division, Environmentally Preferable Products Procurement Program:  
[www.mass.gov/eoaf](http://www.mass.gov/eoaf) > Budget, Taxes & Procurement > Procurement Information & Resources > Procurement Programs and Services > Environmentally Preferable Products (EPP) Procurement Program

**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.

A fee may be charged for rental or use of specific facilities.

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 - RECYCLING MATERIALS**

The Arlington School Department shall adhere to all Federal, State and Town of Arlington regulations regarding the disposal of recyclable materials.

**File: EEAA - SAFE TRAVEL POLICY**  
**WALKERS AND RIDERS**

The School Committee promotes safe traveling routes for all its public school students, deploying traffic supervisors, as needed, at certain streets/intersection, and/or by providing bus service.

When there is a compelling concern for the safety of children traveling to and from school, the Building Principal shall contact the Safety Officer; an advisory committee of parents and staff may be organized (if appropriate) to address any safety issue(s). All recommendations will be made to the Superintendent.

If appropriate, the Superintendent, with input from the Community Safety Department, will then formulate a plan for consideration and possible vote of the School Committee.

As designated by the School Committee, students in grades K through 6 are eligible for transportation to and from school if they live more than two (2) miles from their assigned school.

A student who meets any of the following criteria shall qualify for transportation used in traveling between school and home:

1. Special needs students whose disabilities necessitate transportation between school and home and who are not transported in school department vehicles.
2. The School system will extend the same transportation privilege to private school students who reside and attend school within the town of Arlington to the extent required by law.

It is the intent of this policy that all Arlington Public School children will have safe access to their schools and that parents and staff will have input into planning consistent with system-wide practices.

LEGAL REFS.: M.G.L. [40:5](#); [71:7A](#); [71:68](#); [71B:5](#)

**File: EEAEA - BUS DRIVER EXAMINATION AND TRAINING**

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

1. Courteous and careful drivers will be required.
2. Each driver will file a medical certificate with school officials.
3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.
5. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.
6. Each driver will be required to comply with the Department of Transportation regulations for drug and alcohol testing.
7. These same standards will be applied to bus drivers directly employed by the Arlington Public Schools.

LEGAL REFS.: M.G.L. [90:7B](#); [90:8A](#); [90:8A ½](#)

**File: EEAEA-1 - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS  
AND COMMERCIAL VEHICLE DRIVERS**

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

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

This program shall comply with the requirements of Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

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

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

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

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

**File: EEAEC (also [JICC](#)) - STUDENT CONDUCT ON SCHOOL BUSES**

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

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



**File: EEAF - SPECIAL USE OF SCHOOL BUSES**

School department vehicles may be used to provide transportation for student field trips and extracurricular activities in accordance with amounts budgeted for such purposes and subject to rules and regulations established by the Superintendent.

All arrangements for bus services for any special use shall be made through the central office, and final approval shall rest with the Superintendent.

## **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 activity has the approval of the Superintendent of Schools.
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.

## **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 Arlington School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Arlington 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 Arlington 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. [90:16B](#) and 540 CMR 27.00. The prohibitions contained in M.G.L. [90:16B](#) shall be enforced by state or local law enforcement agencies.

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

## **File: EF - FOOD SERVICES MANAGEMENT**

The school system shall operate a school food service program in each school, as required by state law, which shall be under the supervision of a director of food services or a food services management company.

In organizational relationship, the cafeteria staff in each school is directly responsible to the director of food services, or food services management company, who in turn is responsible to the Chief Financial Officer. The cafeteria staff shall also cooperate with the Principal of the school in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria shall rest with the building Principal.

The Committee shall approve the prices set for Type A meals, reduced meals, and milk.

As required for participation in the National School Lunch Program, the Committee agrees to the regulations of that act as well as all amendments.

Students shall also be permitted to bring food from home and to purchase milk and incidental items made available through the food service program.

The goal of food delivery service is to be self-sufficient and cost effective while delivering nutritious food. It will follow the school system's educational policies where applicable and renovate and update equipment and food areas in a timely manner. It will not utilize commercial advertising in attracting student customers. Achieving high participation will not be at the cost of nutrition or food quality.

LEGAL REF.: M.G.L. [15:1G](#)

CROSS REF.: [EFC](#), Free and Reduced Price Food Services

**File: EFC - FREE AND REDUCED PRICE FOOD SERVICES**

The public schools shall take part as feasible in the National School Lunch program to assure that all children in the schools receive proper nourishment.

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

The administration shall implement regulations and procedures established by state and federal requirements regarding participation in programs for free and reduced price meals and supplementary food. Such regulations shall be reported to the Committee from time to time for its approval.

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](#)

## **File: EFD - MEAL CHARGE POLICY**

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

### **Meal Charges and Balances**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### **Payments**

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service

manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

### **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

### **Delinquent Accounts/Collections**

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for his/her review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

### **Policy Communications**

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL [71:72](#); USDA School Meal Program Guidelines May 2017

CROSS REF.: [JQ](#), Student Fees, Fines & Charges

## **SECTION F - FACILITIES DEVELOPMENT**

**FA FACILITIES DEVELOPMENT GOALS**

**FAB ATHLETIC FACILITIES IMPROVEMENT NEEDS**

**FB FACILITIES PLANNING ENROLLMENT PROJECTIONS**

**FCB RETIREMENT OF FACILITIES**

**FF POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES**

**FFA MEMORIALS**



## **File: FA - FACILITIES DEVELOPMENT GOALS**

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

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school system and to provide the kind of facilities that will best support the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

LEGAL REFS: M.G.L. [70B](#)

963 CMR 2.00

**File: FAB - ATHLETIC FACILITIES IMPROVEMENT NEEDS**

In order to ensure equity in athletic programs, the Athletic Director shall compile annually a report on the improvement needs of the various athletic facilities used by the Arlington High School athletic program.

This report will include information on the condition and needs of field, rinks, courts, etc. and associated amenities, as reported by coaches, with consideration of input from participants, parents and others familiar with the facilities. The report shall be made available to Town officials and shall be available to the public.

CROSS REF.: [JJ-E](#), Co-Curricular and Extracurricular Activities

## **File: FB - FACILITIES PLANNING ENROLLMENT PROJECTIONS**

Each year the administration will make projections of class enrollment for all grades K-12 for the following fall. In addition, 5-10 year projections based on prior enrollments, birth data, and other pertinent data collected should also be given. The results are to be reported to the School Committee in March of each year.

Whenever the total enrollment projected for 1-2 years hence exceeds the capacity of a school building or shows a significant drop in student enrollment, the administration is to begin planning for those projected enrollment and changes needed to buildings to accommodate those new numbers of students.

Recommendations may include closing schools, leasing areas of a school, redistricting, additions or modifications or rebuilding of schools or any combination of these actions necessary to accommodate fluctuations in student enrollment.

The number of elementary school buildings will be based on:

- Projected enrollments of 5-10 years hence
- Educational equity and impact
- Budget considerations
- Safety and travel considerations
- Other matters deemed relevant

### **Elementary School Capacities**

For planning purposes, each elementary school shall compute its capacity as no more than 30 times the number of available rooms for classrooms in that building. Because each of our elementary schools is unique and the number of such available classrooms is variable year to year, capacity numbers for all 7 elementary schools will be computed and reported to the school committee in April of each year.

The yearly calculation of available classrooms in each elementary school must take into account provisions for the following, as possible:

- Central eating area
- Gymnasias
- Special Education Classrooms
- Administrative space
- Nursing station
- Kindergarten space
- Auditoria
- Library
- Art
- Music

- Counseling and Tutoring space
- Before and after school programs
- Special use classrooms such as science labs, computer labs, etc.

### **Redistricting Elementary Schools**

Students are assigned to an elementary school following the policy [JC](#) Attendance Areas.

CROSS REF.: [JC](#), Attendance Areas

## **File: FCB - RETIREMENT OF FACILITIES**

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

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

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

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

## **File: FF - POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES**

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. 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.

From time to time the School Committee may choose to recognize outstanding service to the youth of Arlington by dedicating or naming an appropriate area (i.e. playground, library, gymnasium, auditorium etc.) in honor of some exceptional individual(s) who have unselfishly given their time and energy in promoting excellence in education.

At the request of the Superintendent or any individual School Committee member the Chairperson will place a dedication request on the agenda of a regular school committee meeting for discussion and a vote to refer via letter from the Chairperson such request to the Public Memorial Committee for an advisory opinion. The Chairperson will place such a proposal before the Committee as soon as the Committee has sufficient biographical and/or other data available to enable the full Committee to adequately reflect or deliberate a formal motion of dedication. Upon receipt of the Public Memorial Committee's advisory opinion or at least thirty days after the referral to the Public Memorial Committee, whichever is sooner, the Chairperson will again place the request on the agenda for a final vote.

If the School Committee approves a dedication, this will be followed as soon as possible by a formal dedication. The ceremony should encompass a presentation of an official proclamation and the placement of an appropriate plaque to commemorate the individuals' significant contribution to the Arlington Public Schools. A certain sensitivity and common sense must be reflected in the timing of any public recognition.

It is the policy of the School Committee that the names of existing structures or physical spaces under our jurisdiction will not be changed. Historical preservation and respect for our traditions are a key component in honoring our past.

**File: FFA - MEMORIALS**

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

Permanent memorials within the schools shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.

## **SECTION G - PERSONNEL**

**GA PERSONNEL POLICIES GOALS**

**GBA EQUAL EMPLOYMENT OPPORTUNITY**

**GBAA MINORITY HIRING POLICY**

**GBEA STAFF ETHICS/CONFLICT OF INTEREST**

**GBEB STAFF CONDUCT**

**GBEBC GIFTS TO AND SOLICITATIONS BY STAFF**

**GBEBD ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING**

**GBEC DRUG-FREE WORKPLACE**

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

**GBGB STAFF PERSONAL SECURITY AND SAFETY**

**GBGE DOMESTIC VIOLENCE LEAVE**

**GBGF FAMILY AND MEDICAL LEAVE**

**GBI STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

**GBJ PERSONNEL RECORDS**

**GBK STAFF COMPLAINTS AND GRIEVANCES**

**GCA PROFESSIONAL STAFF POSITIONS**

**GCBA PROFESSIONAL STAFF SALARY SCHEDULES**

**GCBB EMPLOYMENT OF PRINCIPALS**

**GCBC PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS**

**GCD PROFESSIONAL STAFF AND OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS**

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

**GCF PROFESSIONAL STAFF HIRING**

**GCG SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

**GCIA PHILOSOPHY OF STAFF DEVELOPMENT**

**GCJ PROFESSIONAL TEACHER STATUS**

**GCK PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

**GCO EVALUATION OF PROFESSIONAL STAFF**

**GCQD RESIGNATION OF PROFESSIONAL STAFF MEMBERS**



[GCQE](#) RETIREMENT OF PROFESSIONAL STAFF MEMBERS

[GCQF](#) SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

[GCRD](#) TUTORING FOR PAY

[GDA](#) SUPPORT STAFF POSITIONS

[GDB](#) SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

[GDD](#) SUPPORT STAFF VACATIONS AND HOLIDAYS

[GDQC](#) RETIREMENT OF SUPPORT STAFF MEMBERS

[GDQD](#) SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

**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 [26:08](#) paragraph 3,7,8,9

**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, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition. 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.: M.G.L. [151B:4](#);

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

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

**File: GBAA - MINORITY HIRING POLICY**

Our students benefit greatly from contact with teachers and other educators who can serve as multicultural role models. We believe that the widest possible interaction with staff of diverse backgrounds contribute to our students' educational success.

It is the intent of the Arlington School Committee that its staff should not only reflect the demographics of the Town of Arlington but as much as possible, also reflect/mirror society at large.

The Arlington School Committee is committed to equal opportunity for all in its hiring policies. The Arlington School Committee will broaden and deepen its commitment to racial, ethnic, and other forms of diversity by actively promoting the hiring of minority candidates. The school administration will make every possible effort to hire staff members who reflect these goals.

The Superintendent will report to the School Committee on a yearly basis not later than October 15th each year to update them on minority hiring.

CROSS REF.: [GBA](#), Equal Employment Opportunity

## **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.

Every two years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

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 Municipal 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 REFS.: 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: GBEBD - ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING**

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school--related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy ([KCD](#)). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL [44:53A](#); [71:37A](#); [268A:3](#); [268A:23](#);

Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REF.: [GBEA](#), Staff Ethics/Conflict of Interest;

[GBEBC](#), Gifts To and Solicitations by Staff;



**NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.**

## **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 workplace; 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

[IHAMB](#), Teaching about Drugs, Alcohol, and Tobacco

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

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.

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

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

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

**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 municipality's employee assistance program,

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

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

## **File: GBGE - 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 as defined by law;
- 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 in court or 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 or is being 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 referenced above; 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 abusive behavior complained of by 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 or the employee's family member 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.

Such documentation may be kept in the employee's employment record, but only for as long as required for the employer to make a determination as to whether the employee is eligible for leave. 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;
- iii. required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- iv. necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent or his/her designee shall notify all employees of this policy in a manner that he/she deems appropriate in accordance with the law.

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: GBGF - 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, procedures setting forth the rights and procedures granted by the Act, and shall ensure compliance with those procedures 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: 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. [55](#); [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: GCA - PROFESSIONAL STAFF POSITIONS**

All professional staff positions in the school system will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions. The Superintendent will present job description changes to the School Committee.

## **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.

### **Principals**

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

### **Administrators**

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

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

CONTRACT REF.: Teachers' Agreement

## **File: GCBB - EMPLOYMENT OF PRINCIPALS**

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

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

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

## **File: GCBC - PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS**

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

Assignments that are to be accorded extra compensation will be designated by the Committee. Appointments to these positions will be made by the Superintendent for district-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.

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

LEGAL REF.: Collective Bargaining Agreement

## **File: GCD - PROFESSIONAL STAFF AND OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS**

### **A. General Provisions Relating to Religious Observances**

For any and all days of religious observance, the following shall apply:

1. Staff absences shall be excused consistent with provisions of collective bargaining agreements and individual contracts.
2. Ample and flexible accommodations shall be made to assist staff in professional activities, etc. They should be given sufficient time to do so with the expectation that they will not be working on those days.

It is also expected that these and other religious observances will be taken into consideration in a sensitive manner when scheduling ancillary activities such as school photographs, after school and evening programs, etc.

### **B. Provisions Relating to Specified Religious Observances**

On days of major religious observances where school is in session and it is expected that significant number of staff will be absent the following shall apply:

1. For staff, there shall be no key professional meetings scheduled.
2. A list of the religious observances, and their dates for any given year, to which these provisions apply shall be maintained by the Superintendent and provided annually to all staff. Other similar days of religious observances may be added to this list as they are identified.

The dates of these observances shall be duly noted as an integral part of the school calendar; and reminders shall be issued to staff sufficiently in advance of these dates that the intent of the policy can be carried out.

The Superintendent shall take note of religious observances when significant numbers of teachers are absent and shall periodically review the above list of religious observances and report to the Committee any changes to the list.

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

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

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the town and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

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

REFS.: Collective Bargaining Agreements



## **File: GCF - PROFESSIONAL STAFF HIRING**

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

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

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

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.
4. The hiring administrator shall seek recruiting, screening and training assistance from the Human Resources Director and the Superintendent or designee.

LEGAL REFS.: M.G.L. [69:6](#); [71:38](#); [71:38G](#); [71:39](#); [71:45](#)

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

BESE Regulations 603 CMR [7:00](#), [26.00](#), and [44:00](#)

**File: GCG - SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

## **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**

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 subject to satisfactory evaluations. 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: GCK - PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

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

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

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

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

CONTRACT REF.: Teachers' Agreement

## **File: GCO - EVALUATION OF PROFESSIONAL STAFF**

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

The evaluation process will include:

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

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

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

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

LEGAL REFS.: M.G.L. [69:1B](#); [71:38](#); [71:38Q](#); [150E](#); [152B](#)

603 CMR [35:00](#)

CONTRACT REF.: Teachers' Agreement

**File: GCQD - RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

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

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

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

**File: GCQE - RETIREMENT OF PROFESSIONAL STAFF MEMBERS**

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

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

CONTRACT REF.: Teachers' Contract

**NOTE: Under Massachusetts law (Teachers' Retirement Act), all professional personnel participate in a teachers' retirement plan, which provides several options on time of retirement and benefits granted to those who retire. It also sets limitations on the number of days a retired employee may be re-employed annually on a temporary basis by the school system. Temporary employment up to 90 days or 720 hours per calendar year is permitted at the discretion of the employer.**



## **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, the Superintendent or the Principal, with subject to review and with prior approval of the Superintendent, may take such action, as follows:

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 accord 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

**NOTE: A teacher cannot tutor in their own district if the district is going to pay for the tutoring unless the district has included a provision in the teachers' collective bargaining agreement providing a set amount of extra pay for tutoring by teachers that will be included in the teachers' regular paychecks.**

## **File: GDA - SUPPORT STAFF POSITIONS**

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

All support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.

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

## **File: GDB - SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS**

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

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

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

### **Overtime**

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

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

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

LEGAL REF.: M.G.L. [71:38](#)

CONTRACT REFS.: All Contracts

## **File: GDD - SUPPORT STAFF VACATIONS AND HOLIDAYS**

### **Holidays**

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

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

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

### **Vacations**

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

1-5 years -- two weeks vacation

5-10 years -- three weeks vacation

After 10 years -- four weeks vacation

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

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

CONTRACT REFS. All support staff contracts

**File: GDQC - RETIREMENT OF SUPPORT STAFF MEMBERS**

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

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

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

**File: GDQD - SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS**

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

In the event of failure to perform as required, the Superintendent may immediately suspend or terminate employment depending upon agreement language.

Support staff employees may or may not be given prior notice of their dismissal, depending upon the circumstances.

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

## **SECTION H - NEGOTIATIONS**

[HA/HB](#) **NEGOTIATIONS GOALS/NEGOTIATIONS LEGAL STATUS**

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



**File: HA/HB - NEGOTIATIONS GOALS/NEGOTIATIONS LEGAL STATUS**

All negotiations between the School Committee and each recognized employee group are conducted subject to Chapter 150E of the 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."

Established through negotiated agreement and statute

LEGAL REF.: cited above

CONTRACT REFS.: AEA (Unit A) and AAA, II-A, III, XXIV

AEA (Unit C) III, XXIV, XXV

Cafeteria/matrons, "Preamble," p. 1, "Miscellaneous provisions"

## **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](#) SCHOOL YEAR

[ICA](#) SCHOOL CALENDAR

[ID](#) SCHOOL DAY

[IE](#) ORGANIZATION OF INSTRUCTION

[IGA](#) CURRICULUM DEVELOPMENT

[IGB](#) STUDENT SERVICES PROGRAMS

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[IHA](#) BASIC INSTRUCTIONAL PROGRAM

[IHAI](#) OCCUPATIONAL EDUCATION

[IHAM](#) HEALTH EDUCATION

[IHAM-R](#) HEALTH EDUCATION

[IHAMA](#) PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

[IHAMB](#) TEACHING ABOUT ALCOHOL, TOBACCO AND DRUGS

[IHB](#) SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

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[IHBAA](#) OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

[IHBD](#) COMPENSATORY EDUCATION

[IHBEA](#) ENGLISH LANGUAGE LEARNERS

[IHBF](#) HOMEBOUND INSTRUCTION

[IHBG](#) HOME SCHOOLING

[IHBG-E](#) HOME SCHOOLING

[IHBH](#) ALTERNATIVE SCHOOL PROGRAMS

[IHCA](#) SUMMER SCHOOLS

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[IJ](#) INSTRUCTIONAL MATERIALS

[IJ-R](#) RECONSIDERATION OF INSTRUCTIONAL RESOURCES

[IJL](#) LIBRARY MATERIALS SELECTION AND ADOPTION

**IJLA** LIBRARY/MEDIA CENTER RESOURCES

**IJND** ACCESS TO DIGITAL RESOURCES

**IJNDB** EMPOWERED DIGITAL USE POLICY

**IJNDC** INTERNET PUBLICATION

**IJNDD** POLICY ON SOCIAL MEDIA

**IJOA** FIELD TRIPS

**IJOB** COMMUNITY RESOURCE PERSONS/SPEAKERS

**IJOC** SCHOOL VOLUNTEERS

**IK** STUDENT PROGRESS REPORT TO PARENTS/GUARDIANS

**IKE** PROMOTION AND RETENTION OF STUDENTS

**IKF** GRADUATION REQUIREMENTS

**IL** EVALUATION OF INSTRUCTIONAL PROGRAMS

**ILD** STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

**IMA** TEACHING ACTIVITIES/PRESENTATIONS

**IMB** TEACHING ABOUT CONTROVERSIAL ISSUES/ CONTROVERSIAL SPEAKERS

**IMD** SCHOOL CEREMONIES AND OBSERVANCES

**IMDA** VOLUNTARY PLEDGE OF ALLEGIANCE

**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 Commonwealth.

LEGAL REFS.: Constitution of the Commonwealth of Massachusetts

**File: IC - SCHOOL YEAR**

**(And Length of School Day)**

It is required by the State Board of Education that each School Committee establish a school calendar consistent with school regulations. In so doing, the local Committee will determine the earliest possible closing date for that school year.

To accomplish the minimum educational requirements set by the state, schools must be in operation as follows:

- elementary schools (grades 1 through 5), 180 days averaging five hours each, or 900 hours, exclusive of lunch;
- secondary schools, (grades 6 through 12), 180 days averaging five and one-half hours each, or 990 hours, exclusive of lunch and other recess periods.

Instructional hours are defined by the State Board of Education as those during which both students and teachers are present and engaged in regular teaching-learning activities.

Established through State Board regulation

LEGAL REFS.: M.G.L. [4:7](#); [69:1G](#); [71:1](#); [71:4](#); [71:4A](#); [71:73](#); [136:12](#)

603 CMR [27.00](#)

CROSS REF.: [ID](#), School Day

**File: ICA - SCHOOL CALENDAR**

Annually in the spring, the Superintendent shall submit to the School Committee a proposed calendar for the following school year.

In preparing the calendar, the Superintendent shall comply with all applicable state regulations. As established by negotiated agreement, he/she must consult with representatives of the teachers' bargaining unit.

Final approval of the calendar shall be the responsibility of the School Committee.

LEGAL REFS.: M.G.L. [4:7](#); [69:1G](#); [71:1](#); [71:4](#); [71:4A](#); [71:73](#); [136:12](#)

603 CMR [27.00](#)

**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.

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

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

603 CMR [27.00](#)



## **File: IE - ORGANIZATION OF INSTRUCTION**

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

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

The structure will consist of multiple levels (for example, Primary/Elementary, Middle and Secondary levels).

The Primary/Elementary level includes schools with kindergarten through grade five. The Middle level consists of schools for grades six, seven and eight. The Secondary level consists of schools with grades nine, ten, eleven, and twelve.

Special education services are integrated across each grade level in all schools.

The organization is designed to meet the standards established within the Curriculum Frameworks as required by the Department of Elementary and Secondary Education, Time and Learning regulations, and to serve the needs of all students.

CROSS REF.: [IC](#), School Year

[ICA](#), School Calendar

LEGAL REFS: 603 CMR [27.00](#)

## **File: IGA - CURRICULUM DEVELOPMENT**

The Arlington Public Schools strive to offer a strong and effective curriculum. This is accomplished by updating and modifying curriculum recognizing the demands made of students in a constantly changing world.

In order to provide curriculum that meets the needs of students and the expectations of the community, the following will be done:

1. Curriculum will regularly be reviewed, evaluated and modified where needed. Under the direction of the Assistant Superintendent for Curriculum and Instruction, Directors, Department Heads or Lead Teachers will set yearly goals for curriculum work which may include needs assessment, curriculum development, implementation of a new program, assessment of an existing program or any other aspect of curriculum development as needed. Principals and teachers will be made aware of all curriculum projects and provide input and consultation on programs. A summary will be presented to the School Committee annually.
2. Consistent with the School Committee's Action Calendar, regular curriculum updates will be made to the School Committee by directors, lead teachers, department chairs, when appropriate, but at least every three years.
3. The School Department will be sensitive to changing conditions that may require or suggest corresponding changes in the curriculum. The Assistant Superintendent for Curriculum and Instruction, directors, department chairs and lead teachers will be aware of curriculum offerings in other area schools as well as changing college entrance requirements, changing entry level skills necessary for work, new technologies, new methodological approaches, community needs, etc.
4. Each major curriculum area will be reviewed at least every five years and modified where needed. The appropriate director, department head, lead teacher, and/or Principal is responsible for reviewing the curriculum under the direction of the Assistant Superintendent for Curriculum and Instruction. He/she is also responsible for reporting on the process to the School Committee.
5. When a curriculum has been adopted, it is the responsibility of the staff, directors, department heads, lead teachers, Principals and Assistant Superintendent for Curriculum and Instruction to insure that the program is implemented fully for the students for whom it is intended.

Where appropriate, parents, staff and students, especially at the secondary level, will be included in the curriculum development process at least every five years. In addition, the Superintendent will consider recommendations for curriculum study from the Student Advisory Council, staff, administration, parents, school councils or citizens' groups and may authorize the establishment of curriculum committees to address designated areas of concern.

Effective programs will be commended, validated and continued. Recommendations for revisions will be made, where needed, as part of the recognized, system-wide process of, assessing needs, developing, implementing and evaluating programs under the direction of curriculum leaders (directors, department heads, lead teachers, etc.) and the Assistant Superintendent for Curriculum and Instruction.

Copies of all curriculum documents such as scope and sequence, curriculum outlines, programs of study, etc. should be kept up to date and used by appropriate staff. They will be made available to other staff or community members by request.

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

603 CMR [26:05](#)



**File: IGB - STUDENT SERVICES PROGRAMS**

To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. The Student Services staff will work in cooperation with building staff and the administration of the District in the coordination and the supervision of the curriculum implementation of the instructional program, and support services programs.

The Superintendent or designee 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 Disability

**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: IHA - BASIC INSTRUCTIONAL PROGRAM**

State law requires that schools:

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

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

Physical education is compulsory for all students, except that no student will be required to take part in physical education exercises if a physician certifies in writing that such exercises would be injurious to the student.

### **The Fundamental Skills**

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

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

CROSS REF.: [ADE](#), School District Wellness Program

LEGAL REFS.: M.G.L. [71:1,2,3](#); [71:13](#)

603 CMR [26:05](#)

**File: IHAI - OCCUPATIONAL EDUCATION**

The School Committee recognizes that students in pre-kindergarten through grade 12 should:

1. Be afforded the opportunity to be informed about the world of work.
2. Be aware of the many vocations available to them.
3. Develop a respect for the dignity of work.
4. Be allowed the opportunity to develop an understanding regarding the technical, consumer, occupational, recreational, cultural aspects of industry and technology; they should also be afforded the opportunity to develop skills related to such aspects through creative problem solving experiences.

LEGAL REFS.: M.G.L. [71 :37K](#); [71 :38A](#) through [71 :38F](#); [74:1](#) et seq.

603 CMR [4.00](#)

## **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 an identified academic discipline and/or as a separate class, depending on grade level.

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 law, the 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 and may also review them at other locations that may be determined by the Superintendent of Schools.

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.

LEGAL REFS: M.G.L. [71:32A](#)

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

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

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

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 children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L. [71:1](#); [71:96](#)

CROSS REFS.: [GBEC](#), Drug Free Workplace Policy

[JICH](#), Drug and Alcohol Use by Students

## **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 mainstream of school society as soon as possible.

The requirements of law and regulation 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 to twenty-two 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.

The Special Education Director and Superintendent shall report at least once per year to the School Committee or one of its subcommittees on the progress the district is making on special education district goals. Special Education goals will be developed from an objective assessment process that includes input and involvement from teachers, administrators, and parents/Special Education Parent Advisory Council (SEPAC). The report shall be in writing and include assessment results, progress made towards goals, and recommendations for strengthening the delivery of in-district programs and services.

The Special Education Parent Advisory Council (SEPAC) shall meet regularly with school officials to participate in the planning, development, and evaluation of the school district's special education programs.

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.

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, which 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 Special Education Director or designee and/or Principal.
2. The Special Education Director 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, approval will be sought 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 Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
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 non-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 REFS.: M.G.L. [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, 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 federal law.

LEGAL REFS.: P.L. 114-95 Every Student Succeeds Act

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 Superintendent or designee.

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 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 or School Committee 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 extra-curricular nature upon approval of the Superintendent.

A student, with the approval of the School Committee, may be awarded a high school diploma if he or she has satisfied the Department of Education's competency requirements and has met the district's educational standards for graduation.

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-E - HOME SCHOOLING**

In March 1987, the Massachusetts Supreme Judicial Court decided the case entitled *Care and Protection of Charles*, 399 Mass. 324 (1987). The decision sets forth the legal standards for approval of home education programs for children of compulsory school age in Massachusetts. This advisory opinion, prepared by Rhoda E. Schneider, General Counsel of the Department of Education, is intended to inform public school officials and other interested parties of the standards set forth in the decision. It supersedes the department's January 4, 1980 Advisory Opinion on Home Education, although the approval guidelines established by the court are very similar to those in the 1980 advisory.

There are four main components to the decision, which may be summarized as follows:

### **I. The School Committee may enforce the compulsory school attendance law through a care and protection proceeding.**

The court held that the Canton School Committee had authority to file a petition for care and protection (pursuant to General Laws Chapter 119, Section 24) with respect to three school-age children whose parents had not enrolled them in public school or an approved private school, and who had not been granted permission to educate them at home. The court noted that the compulsory school attendance law (General Laws Chapter [76, Section 1](#)) states that "the School Committee of each town shall provide for and enforce the school attendance of all children (ages 6-16) actually residing therein in accordance here-with," and concluded that one appropriate way for the School Committee to do so is a petition to find the children in need of care and protection with respect to their educational care.

### **II. The compulsory school attendance law provides adequate standards to determine a child's need for educational care and to withstand constitutional challenge.**

The court held that General Laws Chapter [76, Section 1](#), the compulsory school attendance law, provides the standards by which a judge may determine that a child is in need of educational care, and is neither void for vagueness nor an unlawful delegation of legislative authority. In pertinent part, the statute provides:

Every child between the minimum and maximum ages established for school attendance by the board of education (6-16) ... shall ... attend a public day school ... or some other day school approved by the School Committee ... unless the child attends school in another town ... but such attendance shall not be required of a child ... who is being otherwise instructed in a manner approved in advance by the Superintendent or the School Committee. (Emphasis added.)

The court concluded that this grant of authority to the Superintendent or School Committee to approve an alternative manner of instruction for a child (specifically, home instruction) is not unconstitutionally vague, because the school officials may draw approval criteria from three sources. First, the legislatures established a general framework for public education, by mandating the subjects that must be taught in public schools and qualifications public school teachers must meet. (See General Laws Chapter [71](#), Sections [1](#), [2](#), [3](#) and [38G](#).) Second, the court stated that proposed home education programs are subject to the same standard of approval as private schools under General Laws Chapter [76, Section 1](#):

For the purposes of this section, School Committees shall approve a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town; but shall not withhold such approval on account of religious teaching.

Third, the court set forth specific procedures and approval guidelines for home education programs, which are discussed in section IV of this advisory. In light of all these factors, the court concluded that the law provides reasonable standards for reviewing and approving home education programs, and therefore meets constitutional requirements.

### **III. Parents have a basic right to direct their children's education, but that right is subject to reasonable regulation to promote the state's substantial interest in the education of its citizens.**

Several United States Supreme Court decisions, cited by the court, have affirmed substantial state interest in the education of its citizenry, with which parents' basic right to direct children's education must be reconciled. The court agreed with the parents that "the state interest in this regard lies in ensuring that the children residing within the state receive an education, not that the educational process be dictated in its minutest detail."

However, the court concluded that the approval process required under General Laws Chapter [76, Section 1](#) "is necessary to promote effectively the state's substantial interest,<sup>11</sup> and that the School Committee may use that statutory approval process to impose on home education programs "certain reasonable educational requirements similar to those required for public and private schools.<sup>11</sup>

### **IV. Guidelines for approval of home education plans.**

Having concluded that the approval process under General Laws Chapter [76, Section 1](#) is constitutionally permissible the court set forth guidelines for parents and school officials to follow in considering home education plans. They may be summarized as follows:

#### **A. Procedures.**

1. Parents must obtain approval prior to removing the children from the public school and beginning the home education program
2. The Superintendent or School Committee must provide the parents with an opportunity to explain their proposed plan and present witnesses on their behalf. A hearing during a School Committee meeting is sufficient to meet this requirement.
3. In obtaining approval from the Superintendent or School Committee, the parents must demonstrate that the home education proposal meets the requirements of General Laws Chapter [76, Section 1](#), in that the instruction will equal "in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town."
4. If the home education plan is rejected, the Superintendent or School Committee must detail the reasons for the decision, and allow the parents to revise their proposal to remedy its inadequacies. If they begin the home education program without the necessary approval, the School Committee may initiate a truancy proceeding or a care and protection petition, in which it would have to show that the instruction in the home does not meet the statutory standard for thoroughness, efficiency and educational progress.

#### **B. Approval factors.**

The court listed the following factors that may be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal:

##### **1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.**

General Laws Chapter [71, Section 1, 2](#) and [3](#) list the subjects of instruction that must be taught in the public schools. Section 1 allows the School Committee also to require such other subjects as it may deem expedient. In addition, the Superintendent or School Committee "may properly consider the length of the proposed home school year and the hours of instruction in each subject," noting that state law requires public schools to operate for a minimum of 180 days.

##### **2. The competency of the parents to teach the children.**

General Laws Chapter [71, Section 1](#) provides that teachers shall be "of competent ability and good morals." The court noted that parents providing education at home need not be certified, nor must they have college or advanced academic degrees. However, "the Superintendent or School Committee may properly inquire as to the

academic credentials or other qualifications of the parent/guardian or parents who will be instructing 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.**

The Superintendent or School Committee need access to this material "to determine the type of subjects to be taught and the grade level of instruction for comparison purposes with the curriculum of the public schools," but they "may not use this access to dictate the manner in which the subjects will be taught."

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

The Superintendent or School Committee may properly require such testing, and in consultation with the parents may decide where the testing will occur and the type of testing instrument to be used. The court noted that "where practical, a neutral party should administer the test," and that the school authorities and parents may agree to other means of measuring the children's progress, such as periodic progress reports or dated work samples. In addition, it suggested that on-site visits by public school representatives may be included, although "with appropriate testing procedures or progress reports, there may be no need for periodic on-site visits or observations of the learning environment by school authority personnel."

**V. Conclusion.**

The Supreme Judicial Court's decision provides both a legal framework and useful guidance for public school officials and parents with respect to proposals to educate a school-age child at home. We recommend that Superintendents and School Committees review their procedures and approval criteria for home education plans, to assure that they are consistent with the court's decision. As long as the school officials making the decision to approve or disapprove a home education program do so reasonably and in good faith, using the standards and procedures discussed above, it is likely that a court will uphold their educational judgments.

LEGAL REF.: M.G.L. [69:1D](#); [76:1](#)

**File: IHBH - ALTERNATIVE SCHOOL PROGRAMS**

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

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

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

LEGAL REFS.: M.G.L. [71:37I](#); [71:37J](#)

603 CMR [17.00](#)

**File: IHCA - SUMMER SCHOOLS**

The school system shall make available summer sessions as a supplement to the instruction offered during the school year, when funding for such programs is available. The focus of the program will be remedial work.

To attend summer school, students must have the approval of their classroom and/or special subject teachers.

Students at all instructional levels may attend approved summer schools for remedial, enrichment, or make-up purposes. Credit towards graduation requirements may be granted high school students in line with regulations of the School District.

All summer programs will be subject to annual approval by the School Committee.

LEGAL REF.: M.G.L. [71:28](#)



**File: IHD - COMMUNITY EDUCATION PROGRAMS**

It is the School Committee's intention to provide ongoing educational opportunity for the adults of the town. Residents who are not attending a day school may enroll.

All community education courses offered by the Arlington Public Schools will be under the supervision of the director of community education, who will be directly responsible to the Superintendent. The Committee will conduct all community programs under applicable state law and regulation, including those pertaining to tuition costs and state funding.

LEGAL REF.: M.G.L. [71:18](#), [71:20](#), [71:21](#)

## **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, physical disabilities 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. [30B:7](#); [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: IJL - LIBRARY MATERIALS SELECTION AND ADOPTION**

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

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

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

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Committee policy on complaints about instructional materials.

LEGAL REF.: 603 CMR [26:05](#)

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

## **File: IJLA - LIBRARY/MEDIA CENTER RESOURCES**

The primary objective of the library/media center is to implement its resources to enrich and to support the educational program of the school.

### **Definition of Library/Media Center Resources**

Library/media center resources are those materials both print and non-print, found in school libraries, which support curricular and personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche or microfilm. Non-print items include films, disc records, filmstrips, slides, prints, audiotapes, videotapes, and computer software.

### **Criteria for Selection of Library/Media Center Resources**

The criteria for selection of library/media center resources in the District are:

- Needs of the individual student
  - Based on knowledge of students.
  - Based on requests of parents and students.
- Needs of the individual school
  - Based on knowledge of the curriculum of the school.
  - Based on requests from the professional staff.
- Provision of a wide range of materials on many levels of difficulty with a diversity of appeal and the presentation of different points of view.
- Provision of materials of high artistic quality.
- Provision of materials with superior format.
- Reputable, unbiased, professionally prepared selection aids are consulted as guides.

In accordance with the District's policy of providing instructional materials on opposing sides of controversial issues, it should be noted that neither the media centers nor the District serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.

### **Disclosure of Information/Privacy of Circulation Records**

Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

### **Re-evaluation (Weeding) of Library/Media Center Resources**

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

Among the reasons for withdrawing an item are the following:

- Curricular changes have rendered superfluous some materials (or multiple copies of materials) formerly used but no longer in demand.
- Some materials contain factual material which is no longer accurate nor current.
- Some materials intended for recreational reading have become dated or unattractive and are no longer in demand. (Some such books which are deemed "standards" or "classics" will be retained even though they rarely circulate).
- Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal.
- Some materials have been superseded by newer items which present the same information but in superior format.

Withdrawn library/media center materials are processed in one or more of the following ways:

- Made available to be used as resource or supplementary material by teachers.
- Offered to other media centers in the District, as it is possible that a material, which lacks utility in one building, may have some usefulness in another.
- Contributed to appropriate charitable or educational agencies.
- Discarded, when warranted.

Continuing evaluation is closely related to the goals and responsibilities of library/media centers and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be proscribed or removed because of actual or potential partisan or doctrinal disapproval, nor because of the origin, background or views of those contributing to their creation.

## **File: IJND - ACCESS TO DIGITAL RESOURCES**

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

### **Safety Procedures and Guidelines**

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

### **Empowered Digital Use**

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

### **Employee Use**

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

### **Community Use**

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept the district's Access to Digital Resources Policy before accessing the district network.

### **Disregard of Rules and Responsibility for Damages**

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

LEGAL REFS: 47 USC § 254

**Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each school/district to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the federal government.**



## **File: IJNDB - EMPOWERED DIGITAL USE POLICY**

### **Purpose**

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

### **Availability**

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept confidential.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give credit to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

Arlington Public Schools

Revised and approved 4/11/2019

## **File: IJNDC - INTERNET PUBLICATION**

### **I. PURPOSE**

The School District has established a district-wide web page that links users to web pages for the district's individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

### **II. SUPERVISION AND APPROVAL OF WEB PAGES**

The Superintendent (or his/her designee) may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission.

Staff members may publish web pages related to their class projects or courses on their school's web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

### **III. CONTENT STANDARDS**

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

### **IV. SAFETY PRECAUTIONS**

#### **A. In general**

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

#### **B. Student photographs**

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

#### **C. Student work**

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

#### **D. Staff photographs, identifying information and work**

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

## **File: IJNDD - POLICY ON SOCIAL MEDIA**

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 media or other electronic means.
  - a. Teachers may not friend or follow current students on social media.
  - b. All electronic contacts with students should be through the district's computer and telephone system, except emergency situations.
  - c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
  - d. All contact and messages by coaches and faculty advisors 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 appropriate administrator.
  - e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
  - f. Inappropriate contact via phone or electronic device 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: IJOA - FIELD TRIPS**

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

Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The School Committee will also encourage field trips as an integral part of the instructional programs in the schools.

The Superintendent will establish regulations to assure that:

1. All students must have a signed "Arlington Public Schools Field Trip Parental Permission to Participate and Release from Liability" form.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.

All overnight trips and any day trips or excursions in excess of 150 miles involving Arlington Public School students organized and planned through the schools, except those required for student participation in tournament competition or contest, must have the advance approval of the School Committee. Advance approval should be prior to planning, fundraising or collection of fees. Fundraising activities for such trips will be subject to approval by the appropriate Administrator. ***The School Committee reserves the right to rescind approval should circumstance warrant.***

However, in all cases all students must have a signed "Arlington Public Schools Field Trip Parental Permission to Participate and Release from Liability" form prior to participation in the field trip.

CROSS REFS.: [JJA](#), JJA-R, Student Travel

**File: IJOB - COMMUNITY RESOURCE PERSONS/SPEAKERS**

Community resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences afford students the opportunity to benefit from community viewpoints. Care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view.

CROSS REF.: [ADDA](#), Background Checks

## **File: IJOC - SCHOOL VOLUNTEERS**

In keeping with our belief that the educational program of our schools is the concern of all the people of Arlington, it shall be the policy of the Arlington School Committee to promote and encourage volunteerism. In order that our students and professional staff may have the benefit of the ability, talent, and experience of its citizens, a directory of volunteers and their expertise will be published annually (if possible). All arrangements for volunteer services will be coordinated through the office of the Principals.

The Superintendent or his/her designee shall establish the qualifications for volunteer personnel in relation to their role, function, and utilization by the school system. It is the prerogative of the Superintendent or his/her designee to determine the purposes and programs in which citizens volunteer. Recruitment training, orientation and evaluation of the services of volunteers will be periodically reviewed.

Recognition and commendation of valuable services of volunteers may be made, when appropriate. In the event of any conflict, dispute, or misunderstanding regarding the proper role, function, or activity of volunteers, the Superintendent will be the final authority.

CROSS REF.: [ADDA](#), Background Checks

## **File: IK - STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS**

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

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

In addition to the periodic reports, parents will be notified when a student's performance warrants attention.

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

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Assistant Superintendent, who will submit the proposal to the School Committee for consideration and approval.



## **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: IKF - GRADUATION REQUIREMENTS**

In order to graduate from Arlington High School, a student must have completed the course of studies articulated in the student handbook and approved by the School Committee annually.

**Early Graduation:** A student who has completed the courses required for graduation and who has earned the required credits by the end of junior year may be graduated at the discretion of the School Committee.

**Credit for External Programs:** Students who are away from Arlington High School for a term or year to participate in a student exchange program or other non-AHS based program may receive credits toward high school graduation when (1) study plans are approved in writing by the school principal in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing at Arlington High School.

## **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 periodically and reported to the Committee by the Superintendent.

## **File: ILD - STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH**

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

CROSS REF.: [JRA](#), Student Records

**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. The Arlington Public Schools will encourage collaboration and sharing of best practices among staff.

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. The language of that notice should conform 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: IMDA - VOLUNTARY PLEDGE OF ALLEGIANCE**

An American flag shall be appropriately displayed in each classroom in the Arlington Public Schools. The principal of each Arlington Public School shall ensure that every student has the opportunity to say the Pledge of Allegiance each school day if the student so desires. A student, teacher, or administrator may not be compelled to say or lead the Pledge of Allegiance or punished for not saying or leading it.

LEGAL REFS.: M.G.L. [71:69](#)

Opinions of the Justices to the Governor, 372 Mass. 874, 879-880 (1977)

U.S.C. Title 36 Chapter 10

## **File: IMG - ANIMALS IN SCHOOL**

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

The Arlington Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment.

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

### **Educational Program**

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

### **Student Health**

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

### **Animals Prohibited from School**

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

**Wild Animals and Domestic Stray Animals-** Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals shall 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 Arlington 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 mobility-impaired individuals 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 animal 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 animal will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which a 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. 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 student.

When a student will be 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 will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in District facilities and on school transportation vehicles.

LEGAL REF.: 28 CFR, Part 35

## **SECTION J - STUDENTS**

**JB EQUAL EDUCATIONAL OPPORTUNITIES**

**JC ASSIGNMENT OF STUDENTS TO SCHOOLS/BUFFER ZONES/OPEN ENROLLMENT**

**JC-E BUFFER ZONE/OPEN ENROLLMENT GUIDELINES**

**JEA COMPULSORY ATTENDANCE AGES**

**JEB ENTRANCE AGE**

**JF SCHOOL ADMISSIONS**

**JFAB ADMISSION OF NONRESIDENT STUDENTS**

**JFABC ADMISSION OF TRANSFER STUDENTS**

**JFABD HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

**JFABE EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**

**JFABF EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE**

**JFBB SCHOOL CHOICE**

**JH STUDENT ABSENCES AND EXCUSES**

**JHD EXCLUSION AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

**JJ STUDENT RIGHTS AND RESPONSIBILITIES**

**JJB STUDENT INVOLVEMENT IN DECISION MAKING**

**JIC STUDENT DISCIPLINE**

**JICA STUDENT DRESS CODE**

**JICC STUDENT CONDUCT ON SCHOOL BUSES**

**JICE STUDENT PUBLICATIONS**

**JICF GANG ACTIVITY/SECRET SOCIETIES**

**JICFA PROHIBITION OF HAZING**

**JICFA-E HAZING**

**JICFB BULLYING PREVENTION**

**JICH ALCOHOL, TOBACCO AND DRUG USE BY STUDENTS PROHIBITED**

**JIE PREGNANT STUDENTS**

**JIH SEARCHES AND INTERROGATIONS**

**JII STUDENT COMPLAINTS AND GRIEVANCES**

**JJ CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

**JJ-E CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

**JJA STUDENT ORGANIZATIONS**

**JJD STUDENT ACTIVITY FEES**

**JJE STUDENT FUND-RAISING ACTIVITIES**

**JJF STUDENT ACTIVITY ACCOUNTS**

**JJH STUDENT LATE NIGHT OR OVERNIGHT TRAVEL**

**JJH-R STUDENT TRAVEL REGULATIONS**

**JJIB INTERSCHOLASTIC ATHLETICS**

**JJIF ATHLETIC CONCUSSION POLICY**

**JJIF-R ATHLETIC CONCUSSION REGULATIONS**

**JJK SCHOOL LOGOS AND TRADEMARKS**

**JK STUDENT CONDUCT**

**JKA CORPORAL PUNISHMENT**

**JKAA PHYSICAL RESTRAINT OF STUDENTS**

**JL STUDENT WELFARE**

**JLA STUDENT INSURANCE PROGRAM**

**JLC STUDENT HEALTH SERVICES AND REQUIREMENTS**

**JLCA PHYSICAL EXAMINATIONS OF STUDENTS**

**JLCB IMMUNIZATION OF STUDENTS**

**JLCC COMMUNICABLE DISEASES**

**JLCCB STUDENTS WITH LIFE THREATENING ALLERGIES**

**JLCCB-E PROTOCOL AND GUIDELINES FOR STUDENTS WITH LIFE THREATENING ALLERGIES**

**JLCD ADMINISTERING MEDICINES TO STUDENTS**

**JLCE SCHOOL BASED PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM**

**JLD GUIDANCE PROGRAM**

**JP STUDENT GIFTS AND SOLICITATIONS**

**JQ STUDENT FEES, FINES, AND CHARGES**

[JRA](#)   **STUDENT RECORDS**

[JRD](#)   **STUDENT PHOTOGRAPHS**

## **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, sexual orientation, physical and intellectual differences, pregnancy or pregnancy related condition.

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, sexual orientation, pregnancy or pregnancy related condition.

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 - ASSIGNMENT OF STUDENTS TO SCHOOLS/BUFFER ZONES/OPEN ENROLLMENT**

The establishment or change of school attendance areas may be required when an overcrowded condition or underutilization exists in an existing school, or when there is development of new residential areas, or when there is the opening of a new school.

The Committee will confer with the community prior to setting new attendance lines, taking active steps to ensure that all stakeholders and residents are informed and notified via outlets where Arlington residents receive information about town related matters. Such notification to take place at least 60 days prior to setting new attendance lines.

The Committee's primary basis for judgment must be equity of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines and/or school assignments for individual children in the best interests of the student and/or the school. The Superintendent may exercise this authority for any of the following purposes:

- Manage disparities in class sizes between schools and/or prevent or alleviate a condition of classroom overcrowding.
- Preserve family integrity, where two or more children from a single family are of elementary school age and at risk of separation between schools.
- Assist families facing temporary dislocations or changes in their living situation.
- Facilitate school construction or renovation projects.
- Provide specialized services addressing specific student needs.
- Address any other situation which the Superintendent deems to be an extenuating circumstance.

The Arlington School Committee establishes two other ways in which exceptions in school assignments may be made: Buffer Zones and Open Enrollment

### **Buffer Zones**

The School Committee establishes certain "Buffer zones", addresses on or near certain elementary school district boundaries, as areas from which new students in that elementary school district may be assigned to either one of the immediate elementary school districts. Once a student is assigned a school, that will be his or her school until graduation unless he or she applies for, and is granted, open enrollment or if the child requires a programmatic change or school change as necessitated by the Superintendent or for other unforeseen circumstances. Subsequent assignments of siblings in a given family will be made to the same school.

Use of the buffer zones is only done when there is a material enrollment problem between the two schools. With respect to the assignment of new families residing in Buffer zones, class size equity is the primary driving factor of using the buffer zones. Any use of the buffer zones will strive for neighborhood continuity and cohesion. It should be accomplished with the least amount of disruption to families and the local community.

To determine a material enrollment problem, the Superintendent will calculate the potential class sizes at the schools using the 2011 district boundaries. When the superintendent determines there is a material enrollment issue, it should be addressed through voluntary measures first. These include use of family preferences within the buffers, outreach to families in the district and open enrollment. Family preferences will be granted where they help address a material enrollment problem.



Finally, if voluntary measures are not sufficient to address class equity issues, the Superintendent will make assignments. Any assignment across the 2011 district lines will be made using the following criteria:

- The distribution of students within the buffers to maximize cohesion
- Family and neighborhood equity

For further specificity regarding timeline and priorities please refer to the attached Guidelines [JC-E](#).

The following areas, described in the attached map, are designated as Buffer zones, subject to annual review by the Superintendent of Schools and the School Committee.

The Superintendent of Schools shall have the sole responsibility of the assignment of new families residing in Buffer zones, in accordance with School Committee policy.

### **Open Enrollment**

Open enrollment is defined as a condition whereby a resident of the Town whose child resides in one elementary school district may request admission to a school in another elementary school district. If they do not receive authorization to do so, the family may re-request each year thereafter. Once a child is open enrolled in an elementary school, by default they are in that school for the rest of the elementary years without having to reapply unless there is a redistricting. Redistricting makes all open enrollments null and void and interested parents would have to reapply.

While students have a right to attend the elementary school in the elementary school district where they reside, the Arlington School Committee endorses a policy of open enrollment, subject to certain provisions set forth below which are designed to support the class size policy of the Arlington Public Schools, to ensure even utilization of individual building resources and staff throughout the system, and to protect the educational well-being of the students.

Families residing in buffer zones will have priority to their first choice school over other open enrollment applicants.

The Superintendent will use the following criteria for deciding upon granting of open enrollment requests:

- Manage disparities in class sizes between schools and/or prevent or alleviate a condition of classroom overcrowding.
- Preserve family integrity, where two or more children from a single family are of elementary school age and at risk of separation between schools.
- Assist families facing temporary dislocations or changes in their living situation.
- Facilitate school construction or renovation projects.
- Provide specialized services addressing specific student needs.
- Address any other situation which the Superintendent deems to be an extenuating circumstance.

Transportation to and from school is up to the family of the open enrolled student. The superintendent has sole authority of granting open enrollment requests.

The Superintendent of Schools shall have the sole responsibility of the assignment of students who request open enrollment, in accordance with School Committee policy.

### **Reporting**

Each year, by the second meeting in October, the Superintendent will report to the School Committee on the implementation of this policy and its effectiveness. A key focus will be on class size equity and how the policy is impacting and working towards improving it. The report will include but not be limited to a description of buffer use, open enrollment and their effectiveness. It should answer questions like:

- "Are the desired results being achieved, and if so, is this attributable to the buffer zone and open enrollment policy or other factors?"
- "Is class equity improving? "
- "Are imbalances smaller?"
- "What buffers are being activated, by how much and what's the flow between districts?"

The data will include but not be limited to:

- Numbers on class size by school, grade and class including appropriate history for comparison
- Numbers by specific buffer, using the full list of 6E buffer designations, showing the number of students in each sub-buffer and those assigned to other districts
- The percent of family preferences granted and percent of assignments made
- The average class size by school and grade.

The report will be made available to the public on the School Committee website. The data will respect the confidentiality of individuals and families.

LEGAL REFS.: M.G.L. [71:37C](#); [71:37D](#); [71:37I](#); [71:37J](#)

Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75

Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74

Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: [FA/FB](#)/FBB Facilities Planning Enrollment Projections

EEA Student Transportation Services

[EEAA](#) Safe Travel Policy Walkers and Riders

## **File: JC-E - BUFFER ZONE/OPEN ENROLLMENT GUIDELINES**

School assignments are made based on a student's home address. Some street addresses may fall within a Buffer Zone, which is a zone between two elementary schools used to help evenly distribute students to schools.

### **Buffer Zone Usage:**

Buffer Zone school assignments are made by the Superintendent based on enrollments at the partner schools in the Buffer Zone. When a student whose home address is in a Buffer Zone enrolls in the Arlington Public Schools, the Superintendent will assign the student to a school. Once a student is assigned to a school, all siblings will attend the same school.

### **Buffer Zone FAQs:**

#### 1. How do families get to provide input-can they state a preference?

Families may state a preference at the time of enrollment. Their preference can be noted on the enrollment form. Families may include details supporting their preference, such as friends attending a school, neighborhood considerations, or length of residency (documentation required).

#### 2. Is there a "default" school in a Buffer Zone?

No, there is no default school. When a student living in a Buffer zone enrolls, their school assignment is noted as "Buffer Zone" until they are assigned to a school by the Superintendent.

#### 3. What class size differential causes a decision one way or another?

There is no minimum class size differential for the Superintendent to make a determination based on enrollment. It is at the Superintendent's discretion.

#### 4. What other guidelines are used?

Of primary importance is educational equity across the district. For other factors please refer to File JC.

#### 5. Will there be a wait list?

Yes. On the form a family may state whether or not they wish to be put on a wait list if they are not granted their first choice. There will be a space to provide the best and most immediate contact method (i.e. cell phone, home phone, business phone, email, or other). If there is an opening between April and the start of school, the central office will notify the family at the preferred contact method and ask if they wish to be granted their wait list school. If the family is not able to

respond within a reasonable time the central office will go to the next family on the wait list about the opening. Preference will be given to those who meet the factors listed in

#### 6. What is the timeline to be followed in assigning families?

*For Kindergarten enrollment:*

In March through early April, Kindergarten enrollment takes place at central registration, and all families submit registration forms.

In April, where material imbalances are projected to occur based on enrollments, the Superintendent will solicit volunteers through outreach to buffers and all schools.

In early May, families living in Buffer zones who enrolled during the Kindergarten registration period receive a letter telling them what school they will attend.

Kindergarten students who enroll after the normal Kindergarten enrollment registration period but before May 23rd will receive their school assignment by June 1st.

After June 1st enrollees are assigned on a rolling admission within 7 business days.

At each stage in the registration process, the waitlist will be reviewed and assignments will be made from the waitlist in accordance with the principles outlined in policy JC.

*For move-in and other non-Kindergarten enrollments:*

The Superintendent will make a determination within five business days of a student registering. This will apply for summer registration as well as mid-school year registrations.

*For Open-Enrollment notification:*

By August 1st or for the next round of requests by the Friday before Labor Day.

7. Can a family be assigned before a child gets to school age or before they move into an Arlington residence?

No. In order to register, a family must be enrolling a school age child who lives (sleeps) in the residence. School registration cannot be made on the basis of a purchase and sale agreement, but only after the closing of the real estate transaction and the move into the residence. The Arlington Public Schools require proof of residence.

8. If needed, will the Bishop bus travel to Buffer Zones to transport additional students to the Bishop Elementary School?

Yes, Buffer Zones have been created with potential Bishop School bus routes in mind.

CROSS REF.: [FA/FB](#)/FBB Facilities Planning Enrollment Projections

EEA Student Transportation Services

[EEAA](#) Safe Travel Policy Walkers and Riders

[JC](#) Assignment of Students to Schools/Buffer Zones/Open Enrollment

**File: JEA - COMPULSORY ATTENDANCE AGES**

The State Board of Elementary and Secondary Education has been designated by the legislature as the agent which will determine mandatory and permissible school attendance ages, with exceptions listed in law. Generally, the Board of Elementary and Secondary Education requires that all children be enrolled in school beginning in September of the calendar year in which they attain the age of six, and that they attend school regularly until they reach age 16.

The School Committee shall enforce the school attendance of all children of compulsory school age residing in Arlington.

Established through statute

LEGAL REFS.: M.G.L. [15: 1G](#), [76:1](#)

State Board regulation, 7/20/71

## **File: JEB - ENTRANCE AGE**

The Arlington Public Schools ("APS") believe a strict cutoff date for the start of Kindergarten and First Grade benefit the educational and social/emotional needs of the student throughout his or her K-12 years. Among the findings of considerable discussion and research were that in reading, mathematics, and general knowledge, older kindergarteners outperform younger kindergartners

At this time the APS will not entertain petitions to accelerate the start date for a student based on age.

The School Committee has the authority, within the limits of the law and State Board of Elementary and Secondary Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

CROSS REFS.: [JEA](#), Compulsory Attendance Dates

[JF](#), School Admissions

## **File: JF - SCHOOL ADMISSIONS**

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the District and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of legal guardianship may also be required by the school administration.

LEGAL REFS.: M.G.L. [15:1G](#); [76:1](#); [76:5](#); [76:15](#); [76:15A](#)

603 CMR [26.00](#)

CROSS REFS.: [JLCA](#), Physical Examination of Students

[JLCB](#), Inoculations of Students

[JFBB](#), School Choice

[JFABD](#), Homeless Students: Enrollment Rights and Services

**File: JFAB - ADMISSION OF NONRESIDENT STUDENTS**

The Arlington School Committee may grant permission to any student to attend Arlington Public Schools if a student moves out of Arlington after the end of spring vacation, or a high school senior whose family moves out of Arlington after January 1st. In each case, the student would only be able to stay in the Arlington Public Schools until the end of the school year.

Students attending the Arlington Public Schools on a j-1 visa shall not be charged tuition by the Arlington Public Schools.

LEGAL REFS.: M.G.L. [76:5](#) and [76:6](#)

CROSS REF.: [JFBB](#), School Choice



## **File: JFABC - ADMISSION OF TRANSFER STUDENTS**

A student may withdraw from a Commonwealth charter school at any time and enroll in the school district in which said student resides. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the school district will consult with the student's charter school regarding placement and eligibility for graduation and enroll the student at the grade level the school district determines appropriate.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The school district may determine that a student-seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

The Arlington Public Schools 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 Arlington Public Schools 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 Arlington Public Schools, students who enroll in the Arlington Public Schools 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.

SOURCES: Massachusetts Department of Elementary and Secondary Education,

Chapter [12](#), [Section 11](#) of the Acts of 2010

## **File: JFABD - HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the district will work with homeless students and their families 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 and school nutrition programs.

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 or economic hardship;
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. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. 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 resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted 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. Records from the student's previous school shall be requested from the previous school pursuant to district policies. 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.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

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 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.

LEGAL REFS.: The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015

## **File: JFABE - EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**

In an effort 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 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 School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

### **Definitions**

**Children of military families** means 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** means 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** means 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.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans 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 children 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.
- Simultaneously, 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, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as

deemed appropriate.

- Students of active duty personnel shall have additional excused absences at the discretion of the District 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 attend the school in which he or she was enrolled while living without the custodial parent 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 in order 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

## **File: JFABF - EDUCATION OPPORTUNITIES FOR CHILDREN IN FOSTER CARE**

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students 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 a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

### **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 (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

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. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

### **Transportation**

The district of origin must collaborate with DCF on how transportation will be provided and arranged 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 enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

LEGAL REFS: *Every Student Succeeds Act* (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

## **File: JFBB - SCHOOL CHOICE**

It is the policy of this school district **not** to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law. This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the School Committee votes to participate, the following local conditions would apply:

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, a public hearing will be held to review participation in the school choice program.
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 when the number of requests exceeds the number of available spaces be in the form of a random drawing. 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, religious creed, national origin, sex, gender identity, age, sexual orientation, homelessness, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, 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 they 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 they 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; and
5. The right to privacy which includes privacy in 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 parent/guardians through handbooks distributed annually.

LEGAL REFS.: M.G.L. [71:37H](#); [71:82](#) through [71:86](#)

## **File: JIB - STUDENT INVOLVEMENT IN DECISION MAKING**

In keeping with a requirement of state law, the Arlington School Committee shall meet once every other month, during the months school is in session, with a student advisory Committee consisting of five members elected by the student body of the high school. An agenda item at a regular School Committee meeting shall satisfy this requirement, but other opportunities can be created to establish a productive working relationship.

The duly-elected chairperson of the Student Advisory Committee shall sit as a non-voting member of the School Committee, under guidelines approved by the Committee.

The Student Advisory Committee chairperson may have his or her dissent to any action of the School Committee entered into the minutes of the meeting, where it will be noted alongside the record of the vote or discussion to which he or she objects.

The Arlington Public Schools and the School Committee value the input of the students of the district and will make every effort to seek it when it is relevant to deliberations, policy making, or procedures

LEGAL REFS.: M.G.L. [71:38M](#)

CROSS REF.: [BDE](#), Advisory Committees to the School Committee

## **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 imposed (except for offenses referenced in the note at the end of this policy), 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.

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#); 603 CMR [53.00](#)

**NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: 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 the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. [71, S. 37H](#) or [37H½](#). The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.**

## **File: JICA - STUDENT DRESS CODE**

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

**File: JICC (also [EEAEC](#)) - STUDENT CONDUCT ON SCHOOL BUSES**

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

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

## **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: JICF - GANG ACTIVITY/SECRET SOCIETIES**

The goal of the School Committee is to keep district schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

### **Symbols**

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

### **Prevention Education**

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

## **SECRET SOCIETIES**

Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

## **File: JICFA - PROHIBITION OF HAZING**

In accordance with Massachusetts General Laws, 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. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED**

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 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 the contrary, consent shall not be available as a defense to any prosecution under this action.

**CH. 269, S.18. FAILURE 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. COPY OF SECTIONS 17 TO 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT**

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups,

teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, 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 report.



## **File: JICFB - BULLYING PREVENTION**

The Arlington Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a student 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/herself, 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.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;

- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Arlington public schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Arlington school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

### **Prevention and Intervention Plan**

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

### **Reporting**

Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. Observers to bullying incidents may be subject to disciplinary action for failure to report. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall accept anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or his/her designee.

### **Investigation Procedures**

The Principal or his/her designee, upon receipt of a viable report, shall contact the parents or guardians, in a timely manner, of a student who has been the alleged target or alleged student aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying, to the extent consistent with the school's obligations to investigate and take appropriate action.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis. [change of order only] The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found. If a violation is found, the parent of the targeted student will be informed of what steps will be taken to support the student and to prevent further acts of bullying (or retaliation), so long as long as consistent with applicable legal restrictions. For example, specific information about disciplinary action taken will generally not be released to the target's parent or guardian-unless it involves a "stay away or other directive that the target must be aware of in order to report violations.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies. Disciplinary action for staff who have committed an act of bullying or retaliation shall be in accordance with expectations and standards appropriate to their roles and responsibilities.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality of such reports and related records will be maintained to the extent consistent with applicable law.

### **Retaliation**

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses who have reliable information about bullying shall be prohibited. Students or staff who engage in retaliation may be subject to disciplinary action.

### **Target Assistance**

The Arlington Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

### **Training and Assessment**

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention based on Massachusetts Department of Elementary and Secondary Education ("DESE") guidelines for acceptable programs shall be incorporated into the curriculum for all K to 12 students.

## **Publication and Notice**

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Arlington Public Schools website.

REF.: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VI of the Civil Rights Act of 1964 (*prohibiting discrimination based on race, color, or national religion*)

Title IX of the Education Amendments of 1972 (*prohibiting discrimination based on sex*)

Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990 (*prohibiting discrimination based on disability*)

MGL [71B:3](#) (*addressing skills for students with disabilities needed to avoid/address bullying*)

MGL 71:370 and 603 CMR [49.00](#) (*preventing and addressing bullying of students*)

MGL [76:5](#) and 603 CMR [26.00](#) (*prohibiting discrimination based on race color, sex, gender identity, religion, national origin or sexual orientation*)

MGL [265:43](#), [43A](#) (*criminal: stalking, criminal harassment*)

MGL [268:13B](#) (*criminal: intimidation of witnesses*)

MGL [269:14A](#) (*criminal: threats relating to weapons, explosives, etc., causing school disruption*)

MGL [269:17](#), [18](#), [19](#) (*criminal: hazing*)

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

[ACAB](#), Sexual Harassment

[JICFA](#), Prohibition of Hazing

[JK](#), Student Discipline Regulations

## **File: JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L.[71:2A](#); [71:96](#); [71:97](#); [272:40A](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[GBEC](#), Drug Free Workplace Policy

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

[IHAMB](#), Teaching About Drugs, Alcohol, and Tobacco

## **File: JIE - PREGNANT STUDENTS**

The School Committee wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

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 school 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.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS.: M.G.L. [71:84](#)

Title IX: 20 U.S.C. § 1681

34 CFR § 106.40(b)

## **File: JIH - SEARCHES AND INTERROGATIONS**

### **Searches by Staff**

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

### **Interrogations by Police**

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

## **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. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students--and their parents and/or guardians, who believe that a student has received unfair treatment, may bring forward their grievance through the appropriate channels. Appeals of 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.

CROSS REF: [JIC](#) Student Discipline



## **File: JJ - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parent/guardians in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parent/guardians, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.
6. The school district shall provide equal opportunity, in accordance with applicable law, for male and female students to participate in intramural and interscholastic sports. The Superintendent shall provide by June 1 of each year a report on the district's compliance with this policy.
7. In accordance with this policy, it is the desire of the committee that fundraising activities and monetary and non-monetary contributions by private entities be done in an equitable manner. To further this objective, the Committee shall require the following:
  1. Each athletic booster club (incorporated and ad hoc) shall prepare annually a financial report to be provided to the Athletic Department and to made available to the public (by June 1).
  2. If a booster club is not incorporated, money raised shall be deposited to an account in the Arlington High School General Fund designated for that sport.

LEGAL REFS.: M.G.L. [71:47](#)

603 CMR [26:06](#)

## **File: JJ-E - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

1. Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extra-curricular activities conducted as such school which restrict students' participation on the basis of race, color, sex, religion or national origin. 603 CMR [26.06](#)(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
2. No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, religion or national origin of the student except as provided in 603 CMR [26.06](#) (7).
3. Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids. A set of guidelines shall be created to establish standards for use of booster club and/or athlete contributed funds on "extras", particularly as it applies to outerwear and senior and team gifts. Collaborative fundraising (for example: for all sports, for all those played during a given season, for all teams playing a given sport, for male and female sports) shall be encouraged.
4. In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
5. In order to insure fair distribution of athletic expenditures as defined in 603 CMR [26.06](#)(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
6. A school may establish separate teams for males and females for interscholastic and intramural competition in a particular sport, provided that the requirements of 603 CMR [26.06](#)(8) are satisfied.
7. Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.
8. Participation in extra-curricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extra-curricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex of any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extra-curricular activities cannot be permitted.

LEGAL REF.: M.G.L. [71:47](#)

603 CMR [26.06](#)

CROSS REF.: JBA, Athletic Facilities Improvement Needs

## **File: JJA - STUDENT ORGANIZATIONS**

### **Student Organizations**

Student organizations in the District shall be encouraged when they met the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, Board policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization.

Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF-E).

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

### **Student Organizations - High Schools**

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organization desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the Superintendent for review of the Principal's decision.

LEGAL REF.: 603 CMR [26.00](#)

CROSS REF: [JICF](#), Gang Activities/Secret Societies

## **File: JJD - STUDENT ACTIVITY FEES**

The Arlington Public Schools recognize, encourage and support a wide range of co-curricular activities at all levels. These co-curricular activities enrich the lives of students, encourage opportunities for creative, athletic, and social expression.

To the extent possible, the Arlington Public Schools will financially support these activities through the operating budget. In the event that activity fees are necessary, all students will be encouraged to participate regardless of financial status.

Every three years, the Arlington Public Schools will reexamine the activity fees in total. There will be an individual and a family fee structure that will be published.

The following statement will be included in all literature concerning activity fees:

*The Arlington Public Schools encourage participation in school activities regardless of financial status. Ability to pay an activity fee will not prevent any child from participating. For assistance, please contact the Building Principal to receive information concerning necessary procedures.*

## **File: JJE - STUDENT FUND-RAISING ACTIVITIES**

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

CROSS REFS.: [JP](#), Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

## **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, 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.

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.

### **Inactive Student Activities**

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

### **Student Activity Deficits**

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

LEGAL REFS: MGL [71:47](#)

CROSS REFS: [JJA](#) - Student Organizations

**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 LATE NIGHT OR OVERNIGHT TRAVEL**

All student trips which include late night or overnight travel 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.: 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 late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel 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 6:00a.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 Department of 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 participating, every effort should be made to provide scholarships where needed.

## **ADDITIONAL RESOURCES**

Federal Motor Carrier Safety Administration (FMCSA)

[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

United Motorcoach Association - Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist")

[www.uma.org/consumer/student-transportation/](http://www.uma.org/consumer/student-transportation/)

Department of Defense's approved list of motor carriers

[www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf](http://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf)

LEGAL REFS.: M.G.L. [69:1B](#); [71:37N](#); [71:38R](#)

603 CMR [27.00](#)

CROSS REFS. [IJOA](#), Field Trips

[ADDA](#), Background Checks

**File: JJIB - INTERSCHOLASTIC ATHLETICS**

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.

LEGAL REFS.: M.G.L. [71:47](#); [71:54A](#)

603 CMR [26.00](#)

CROSS REFS.: [AC](#), Nondiscrimination (and subcodes)

## **File: JJIF - ATHLETIC CONCUSSION POLICY**

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities<sup>1</sup> including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates

to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome

and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS.: M.G.L. [111:222](#); 105 CMR 201.000

## **File: JJIF-R - ATHLETIC CONCUSSION REGULATIONS**

### **Section I. What is a Concussion?**

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

### **Section II. Mechanism of Injury:**

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

### **Section III. Signs and Symptoms:**

#### **Signs (what you see):**

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

#### **Symptoms (reported by athlete):**

- Headache

- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

#### **Section IV. Management and Referral Guidelines:**

**1.** When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.

**2.** Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP.

**Worsening signs and symptoms requiring immediate physician referral include:**

- A.** Amnesia lasting longer than 15 minutes
- B.** Deterioration in neurological function
- C.** Decreasing level of consciousness
- D.** Decrease or irregularity of respiration

- E. Decrease or irregularity in pulse
- F. Increase in blood pressure
- G. Unequal, dilated, or unreactive pupils
- H. Cranial nerve deficits
- I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- J. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
- K. Seizure activity
- L. Vomiting/ worsening headache
- M. Motor deficits subsequent to initial on-field assessment
- N. Sensory deficits subsequent to initial on-field assessment
- O. Balance deficits subsequent to initial on-field assessment
- P. Cranial nerve deficits subsequent to initial on-field assessment
- Q. Post-Concussion symptoms worsen
- R. Athlete is still symptomatic at the end of the game

3. After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.

4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.

A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.

B. If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.

C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

## **V. Gradual Return to Play Protocol:**

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test (**or other approved test identified by the School District**). The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neurocognitive test that helps measure student



athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.

2. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.

A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.

B. Following any concussion the athletic trainer must notify the athletic director and school nurses.

C. Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for **5 days.**

D. If, after the first post-injury ImPact test, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.

E. Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.

F. The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.

G. Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.

**H. Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**

I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

## **Exertional Post Concussion Tests:**

- A. Test 1:** (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
- B. Test 2:** (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.
- C. Test 3:** (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zig-zags, carioca, box jumps, and hurdles).
- D. Test 4:** (80% maximum exertion). Limited, controlled sports specific practice and drills.
- E. Test 5:** Full contact and return to sport with monitoring of symptoms.

## **Section VI. School Nurse Responsibilities:**

1. Assist in testing all student athletes with baseline and post-injury ImPact testing.
2. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
3. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
4. Observe students with a concussion for a minimum of 30 minutes.
5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
  - (a) If symptoms are not present, the student may return to class.
6. If symptoms appear after a negative assessment, MD referral is necessary.
7. Allow students who are in recovery to rest in HO when needed.
8. Develop plan for students regarding pain management.
9. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
10. Educate parents and teachers about the effects of concussion and returning to school and activity.
11. If injury occurs during the school day, inform administrator and complete accident/incident form.
12. Enter physical exam dates and concussion dates into the student information system.

## **Section VII. School Responsibilities:**

1. Review and, if necessary, revise, the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).

3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovery stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
9. Include concussion information in student handbooks.
10. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

#### **Section VIII. Athletic Director Responsibilities:**

1. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

#### **Section IX. Parent/Guardian Responsibilities:**

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.

5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
- A. Loss of consciousness
  - B. Headache
  - C. Dizziness
  - D. Lethargy
  - E. Difficulty concentrating
  - F. Balance problems
  - G. Answering questions slowly
  - H. Difficulty recalling events
  - I. Repeating questions
  - J. Irritability
  - K. Sadness
  - L. Emotionality
  - M. Nervousness
  - N. Difficulty with sleeping
6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

**Section X. Student and Student Athlete Responsibilities:**

- 1. Complete Baseline ImPact Test prior to participation in athletics.
- 2. Return required concussion history form prior to participation in athletics.
- 3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
- 4. Report all symptoms to athletic trainer and/ or school nurse.

5. Follow recovery plan.
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your classwork.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the athletic trainer.
14. Follow Gradual Return to Play Guidelines.
15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to athletic trainer prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

#### **Section XI. Coach & Band Instructor Responsibilities:**

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed ImPact baseline testing before participation.
3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
7. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
8. Follow Gradual Return to Play Guidelines.
9. Refer any student athlete with returned signs and symptoms back to athletic trainer.
10. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

## **Section XII. Post Concussion Syndrome:**

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

## **Section XIII. Second Impact Syndrome:**

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

## **Section XIV. Concussion Education:**

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

## **File: JJK - SCHOOL LOGOS AND TRADEMARKS**

The Arlington School Committee believes that sports teams and other school based activities play an important role in projecting a positive image of the Arlington Public Schools and the community as a whole.

In order to ensure a positive and consistent representation of the school system to the community, it is incumbent upon the school administration to communicate to staff the expectation that

1. Whenever a slogan or logo is used in connection with a school activity, it will be the officially designated slogan or logo;
2. Any and all slogans and logos used in connection with school activities will be consistent with a standard of good taste; and
3. Staff members will exercise good judgment and use their best efforts to insure that use of slogans and logos meets these criteria.

The Superintendent may adopt appropriate procedures to carry out the intent of this policy.



## **File: JK - STUDENT CONDUCT**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

LEGAL REF.: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [71:37L](#); [76:16](#); [76:17](#)

603 CMR [53.00](#)

**File: JKA - CORPORAL PUNISHMENT**

State law provides that:

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

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

## **File: JKAA - PHYSICAL RESTRAINT OF STUDENTS**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint.

The district's use of physical restraint shall comply with 603 CMR [46.03](#). The definitions of forms of restraint shall be as defined in 603 CMR [46.02](#).

Mechanical restraint, medication restraint, and seclusion are prohibited.

Prone restraint is prohibited except on an individual student basis, and only under the following circumstances:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
2. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
3. There are no medical contraindications as documented by a licensed physician;
4. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
5. The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR [46.03](#)(1)(b), and such use has been approved in writing by the principal; and,
6. The program has documented 603 CMR [46.03](#)(1)(b) 1 - 5 in advance of the use of prone restraint and maintains the documentation.

Physical restraint, including prone restraint where permitted, is considered an emergency procedure of last resort and is prohibited in the district's programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR [46.05](#).

Physical restraint shall not be used:

1. As a means of discipline or punishment;
2. When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
3. As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
4. As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Limitations on use of restraint: Physical restraint in the district shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Referral to law enforcement or other state agencies. Nothing prohibits:

1. The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
2. Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or
3. The exercise of an individual's responsibilities as a mandated reporter pursuant to G.L. c. [119, § 51A](#), 603 CMR [46.00](#) shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR [46.03](#)(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

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.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. 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.

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

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

603 CMR [46.00](#)

Approved by the Arlington School Committee, April 8, 2021

## **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: JLA - STUDENT INSURANCE PROGRAM**

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

## **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 parent/guardian(s) 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 parent/guardian(s) 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 parent/guardian(s). Requests made by parent/guardian(s) 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.



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 a monthly report to the Superintendent 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 - IMMUNIZATION 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 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.

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.

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: JLCCB - STUDENTS WITH LIFE THREATENING ALLERGIES**

The Arlington Public Schools recognizes that an increasing number of its students have life-threatening allergies (LTAs). The Arlington Public Schools cannot guarantee to provide an allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs.

The protocol will address how the Arlington Public Schools will identify children with LTAs, define ways that seek to protect them from exposure from allergens, train faculty and staff, prepare for emergencies and respond appropriately in the event of an emergency or accidental exposure to a life threatening allergen.

The school department will maintain an Allergy Action Plan (AAP) and or an Individual Health Care Plan for any student(s) whose parents/guardians and physician have informed the principal/nurse of the school in writing that the student has a potentially life-threatening allergy.

To the best of our ability, the school department will provide annual training for Arlington Public School employees regarding:

1. The most common allergens that cause life threatening allergies such as foods, medications, latex and stinging insects.
2. Ways to recognize symptoms of an allergic reaction; and
3. Steps to take in the event of an allergic reaction

# **File: JLCCB-E - PROTOCOL AND GUIDELINES FOR STUDENTS WITH LIFE THREATENING ALLERGIES**

## **BACKGROUND**

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly; peanuts, tree nuts, milk, dairy products, soy, wheat, fish and shellfish)
- Insect stings (yellow jackets, bees, wasps, hornets)
- Medications
- Latex

Anaphylaxis can occur immediately or up to two hours following allergen exposure, so it is important to:

- Identify student at risk
- Have appropriate preventative policies
- Be prepared to handle an emergency

## **PURPOSE AND GOAL**

The Arlington Public Schools cannot guarantee to provide an allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The sections below highlight the major responsibilities of the various groups, but each child's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the Arlington Public Schools regarding Life Threatening Allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life threatening allergic reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies that arise

## **RESPONSIBILITIES OF THE ARLINGTON SCHOOL DEPARTMENT**

The Superintendent and his/her staff shall be responsible for the following:

1. Create a system-wide emergency plan for addressing life threatening allergic reactions.

2. Provide annual in-service training and education on reducing food-allergy risks, recognizing food allergy symptoms, and emergency procedures for staff.
3. Training shall include, but not be limited to:
  - a. A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect bites.
  - b. The signs and symptoms of anaphylaxis
  - c. The correct use of an Epi-pen
  - d. Specific steps to follow in the event of an emergency
4. Encourage a **"NO FOOD TRADING"** and **"NO UTENSIL SHARING"** policy in all schools with particular focus at the elementary school level.
5. School nurses, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life threatening allergy. The Plans will be reviewed by the school nurse, the student's parent(s)/guardian(s) and primary care provider and/or the student's allergist, and signed off by the child's physician to indicating that he/she deems it to be adequate.
6. Provide and maintain LTA free tables in each elementary school cafeteria as needed by the Individual Health Care Plan. These tables will be designated by a universal symbol. These tables will be cleaned and sanitized.
7. Lunch Room Attendants, who report to principal, will be assigned to clean LTA tables.
8. Make the Allergy Action Plan/Individual Health Care Plan available in the nurse's office and a student's homeroom at the elementary level and in the nurse's office at the middle and high school. Recommend that parents/guardians attach a photograph of their student with a Life Threatening Allergy to their Allergy Action Plan.
9. Submit to school bus drivers an LTA list of students who have life threatening allergies.
10. Require all food service employees to use only latex free gloves.
11. Make Epi-pens (belonging to the school and those prescribed to the students) available in the nurse's office and in other clearly designated locations as specified in the AAP/IHCP. At the secondary level, students are allowed and encouraged to carry their Epi-Pens on their person as allowed by the medication policy.
12. Familiarize teachers with the AAP/IHCP of their students and any other staff member who has contact with student on a need-to-know basis.

### **RESPONSIBILITIES OF THE SCHOOL PRINCIPAL**

To the extent possible, the principal of each school shall be responsible for the following:

1. Familiarize teachers with the Allergy Action Plan/Individual Health Care Plan of their students and any other staff member who has contact with student on a need-to-know basis.
2. In conjunction with nurses, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.

3. Send letters to all parents regarding Life Threatening Allergies (K.-5).
4. The protocol that explains Life Threatening Allergies and the application of the protocol at the school, concerning Life Threatening Allergies will be discussed at kindergarten orientation.
5. Post the school's emergency protocol on LTAs in appropriate locations
6. Notify staff the locations of Epi-pens in the school.
7. A contingency plan will be in place and understood by all staff and students in the event the nurse is not in the office or in the building. Call 911.

### **RESPONSIBILITIES OF SCHOOL NURSES**

The school nurse is the primary coordinator of each student's plan. Each school nurse will have the following responsibilities:

1. Meet with each parent/guardian of a student with an LTA and develop an Allergy Action Plan/ Individual Health Care Plan for the student. During meetings with parents/guardians, nurses shall discuss and encourage the use of MEDIC-ALERT bracelets and other methods of identification for students with LTAs.
2. Maintain updated AAP/IHCPs in the nurse's office and in student's homeroom at each school and in the nurse's office at the middle and high school.
3. Nurse will assist the principal in providing information about students with LTAs to staff.
4. In conjunction with the principal provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
5. Familiarize teachers with the Allergy Action Plan/Individual Health Care Plan of their students and any other staff member who has contact with student on a need to know basis.
6. The school nurse will be responsible for following Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer epi-pens
7. Discuss with parents the appropriate locations for storing the Epi-pen and the possibility of receiving more than one Epi-pen as necessary.
8. Inform the school principal and parent/guardian if any student experiences an allergic reaction for the first time in school.
9. Emergency protocol will be in place in the event the nurse is not in the building.

### **RESPONSIBILITIES OF TEACHERS**

Each teacher shall have the following responsibilities:

1. Receive and review the Allergy Action Plan/Individual Health Care Plan, in collaboration with the nurse and parent(s) of any student(s) in your classroom with Life Threatening Allergies.
2. Leave information in an organized, prominent and accessible format for substitute teacher.
3. Participate in in-service training for students with life-threatening allergies



4. Teacher, in collaboration with the nurse and input from the parents of the allergic child, will set a classroom protocol regarding the management of food in the classroom.
5. Participate in the planning of a student's re-entry to school after an anaphylactic reaction.

### **RESPONSIBILITIES OF FOOD SERVICE PERSONNEL**

The food services department shall have the following responsibilities:

1. To the best of our ability eliminate all peanut/tree nut products in the cafeteria
2. Supply cleaning materials for washing and sanitizing tables
3. Provide in-service to food service employees regarding safe food handling practices to avoid cross-contamination with potential food allergens
4. Food service employees will wear non-latex gloves.

### **RESPONSIBILITIES OF ARLINGTON SCHOOLS TRANSPORTATION**

The school bus drivers shall have the following responsibilities:

Inform each driver that s/he is transporting a child with an LTA

1. Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus
2. Maintain a policy of no food eating on the bus

### **RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER SCHOOL ACTIVITIES**

Persons in charge of extracurricular programs shall have the following responsibilities:

The Allergy Action Plan/Individual Health Care Plan will be available for parents to copy to give to others who assume responsibility for their child. Examples of this may include:

- Before or after school activity instructors Coaches
- Babysitters
- Camp Counselors, etc.

### **RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES**

During recess and physical education classes, the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult
2. An Epi-pen will be taken outside if specified in the child's AAP/IHCP

### **RESPONSIBILITIES FOR FIELD TRIPS**

The school shall have the following responsibilities when LTA students go on field trips.

1. Field trips need to take into consideration the risk for allergen exposure, and parents must evaluate potential risks when determining whether their child should attend a field trip.

2. Lunches should be held in a safe-place so that children-cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination.

## **RESPONSIBILITIES OF PARENTS**

Each parent of a student with an LTA shall have the following responsibilities:

1. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis).
2. Parent(s) must arrange to meet with the school nurse to develop an Allergy Action Plan/Individual Health Care Plan (AAP/IHCP) for the student and provide medical information from the child's treating physician as needed to\_ write the Plans.
3. Provide the school a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
4. Provide the school nurse with enough up-to-date emergency medications (including Epi-pens) so they can be placed in all required locations for the current school year.
5. Complete and submit all required medication forms.
6. Provide a Medic ALERT ID for your child.
7. Notify nurse of upcoming field trip as soon as possible and provide Epi-pen to be taken on field trips as stated in the field trip policy.
8. Encourage students to wash hands before and after handling food
9. Teach your child to
  - a. Recognize the first symptoms of an allergic/anaphylactic reaction
  - b. Know where the epinephrine auto-injector is kept and who has access to the epinephrine
  - c. Communicate clearly as soon as s/he feels a reaction is starting.
  - d. Carry his/her own epinephrine auto-injector when appropriate
  - e. Not share snacks, lunches or drinks
  - f. Understand the importance of hand-washing before and after eating
  - g. Report teasing, bullying and threats to adult authority
  - h. Take as much responsibility as possible for his/her own safety
10. As children get older, teach them to:
  - a. Communicate the seriousness of the allergy
  - b. Communicate symptoms as they appear
  - c. Read labels
  - d. administer own epinephrine auto-injector and be able to train others in its use

11. Inform the school of any changes in the child's LTA status
12. Provide the school with the licensed provider's statement if the student no longer has allergies
13. Go on field trips and out of school activities with your child, whenever possible
14. Provide bag of snacks for your child's classroom along with safe foods for special occasions.
15. If accommodations cannot be made in the cafeteria for the child's allergy, parents will provide appropriate lunches.

### **RESPONSIBILITIES OF STUDENTS**

Each student with a Life Threatening Allergy shall be responsible for the following:

1. Take responsibility for avoiding allergens
2. Do not trade or share foods
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic reaction
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear
6. Take more responsibility for your allergies as you get older
7. Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.

## **File: JLCD - 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). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. 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 Dept. 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.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, 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 administer epinephrine.

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations:

105 CMR 210.00; 244 CMR 3.00

## **File: JLCE - SCHOOL BASED PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM**

The Arlington Public Schools has put forth this policy to provide standardized procedures for persons involved in the administering of the public access defibrillation program in order to protect the health and safety of students and staff. A public access defibrillation program provides an opportunity for trained responders at Arlington Public Schools to deliver early defibrillation to victims of sudden cardiac arrest. The AED program is intended to make AEDs available for use only by individuals who have current evidence of successful completion of a course in CPR and the use of an AED that meets or exceeds the standards established by the American Heart Association or the National Red Cross.

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is only to be used when victims have no response, no breathing, and no pulse. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver the shock.

All AED's will meet the requirements of Massachusetts General Laws c. 112, Section 12V ½ relating to public access defibrillation programs.

The Arlington Public Schools will have a team of staff members specifically trained in the use and maintenance of the device. Basic CPR and AED training will be offered to all interested staff members. The school nurse, the building principal and the Nursing Leader will coordinate this training.

The Superintendent, in consultation with the Arlington Public Schools Physician, and Director of Nursing, shall promulgate guidelines which shall be made publicly available.

LEGAL REFS.: MGL [112:12V ½](#); [71:55A](#) (dealing with administering basic first aid)

## **File: JLD - GUIDANCE PROGRAM**

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.

Guidance services will include: educational. guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. [71:38A](#) through [71:38F](#); [71:46G](#)

603 CMR [26.04](#)

## **File: JP - STUDENT GIFTS AND SOLICITATIONS**

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

CROSS REFS.: [GBEBC](#), Staff Gifts and Solicitations

[JJE](#), Student Fund-Raising Activities

[KHA](#), Public Solicitations in the Schools

[KHB](#), Advertising in the Schools

## **File: JQ - STUDENT FEES, FINES, AND CHARGES**

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

A school may exact a fee or charge only upon Committee 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 and graduation exercises and 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, 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. 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.

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.

CROSS REF: KDB, Public's Right to Know

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](#)

603 CMR [23.00](#)

## **File: JRD - STUDENT PHOTOGRAPHS**

Individual schools may arrange, in cooperation with either the school's parent organization, student council, designated student Committee, or a staff Committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parent/guardians on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parent/guardians and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

## **SECTION K - COMMUNITY RELATIONS**

**KA SCHOOL/COMMUNITY RELATIONS GOALS**

**CAA SCHOOL-COMMUNITY-HOME COMMUNICATION**

**KBA SCHOOL/PARENT RELATIONS GOALS**

**KBBA NON-CUSTODIAL PARENTS' RIGHTS**

**KBE RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS**

**KCB COMMUNITY INVOLVEMENT IN DECISION-MAKING**

**KCBA RESPONSE TO TELECOMMUNICATIONS AND ENERGY GENERATION PROPOSALS**

**KCC PRIVATE DONATIONS TO THE ARLINGTON PUBLIC SCHOOLS**

**KCD PUBLIC GIFTS TO THE SCHOOLS**

**KDAB TEMPORARY SIGNS AND BANNERS**

**KDB PUBLIC'S RIGHT TO KNOW**

**KDD NEWS MEDIA RELATIONS/NEWS RELEASES**

**KE PUBLIC COMPLAINTS**

**KF COMMUNITY USE OF SCHOOL FACILITIES**

**KF-E FEE STRUCTURE FOR RENTAL OF SCHOOL BUILDING SPACE**

**KFD SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS**

**KHA PUBLIC SOLICITATIONS IN THE SCHOOLS**

**KHB ADVERTISING IN THE SCHOOLS**

**KHBA DISPLAY OF SIGNAGE AND ADVERTISING AT SCHOOL SPORTING EVENTS**

**KI VISITORS TO THE SCHOOLS**

**KLK RELATIONS WITH POLICE AUTHORITIES**

**KLH RELATIONS WITH FIRE AUTHORITIES**

**KLJ RELATIONS WITH PLANNING AUTHORITIES**

**KLK RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES**

## **File: KA - SCHOOL/COMMUNITY RELATIONS GOALS**

The School Committee believes that the Arlington Public Schools are an integral part of the community and that community support is necessary for the Arlington Public Schools' operation and achievement of excellence. The School Committee and Arlington Public Schools staff members recognize that community support is based on a mutual exchange, a dynamic process in which the Arlington Public Schools 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 Arlington Public Schools is committed to sustaining:

- Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in Arlington Public Schools 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 Arlington Public Schools' staff and students to express their commitment to the community.

**File: KAA - SCHOOL-COMMUNITY-HOME COMMUNICATIONS**

The School Committee encourages written and electronic correspondence from the public. Such correspondence should be sent to the Committee through the administrative secretary, who will forward the correspondence to the School Committee Chair and the other members of the School Committee. The administrative secretary shall publish, as an attachment to the School Committee agenda, a list of correspondence received if appropriate given its content.

The Chair shall take steps to address the correspondence as he/she deems appropriate. Such steps may include, but are not limited to: (1) referral of the matter to the school administration for study and possible action; (2) referral of the matter to a subcommittee of the School Committee; or (3) placement of the matter on the agenda of a School Committee meeting. The administrative secretary will send acknowledgment of receipt of the correspondence to the correspondent within ten business days and, if so directed by the Chair, will notify the correspondent of the steps the Chair has determined to be appropriate in addressing it.

**File: KBA - SCHOOL/PARENT RELATIONS GOALS**

It is the general goal of the District to foster relationships with parent/guardians which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parent/guardians are individually responsible for their children, the District provides direct services of education and indirect services of child care 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 parent/guardians regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental/guardian 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, 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 law, 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 regulation.
- (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 regulation.
- (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 law, 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/BOOSTER 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. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. 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, including booster organizations, at each school building. For this purpose, the Committee will officially recognize a parent organization. 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 with the same purpose makes the request.
3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: [ACA](#) - Nondiscrimination on the Basis of Sex



## **File: KCB - COMMUNITY INVOLVEMENT IN DECISION MAKING**

The 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 about the schools to the school administration, to any appointed advisory bodies, and to the 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: KCBA - RESPONSE TO TELECOMMUNICATIONS AND ENERGY  
GENERATION PROPOSALS**

The School Committee shall ensure that a public hearing is conducted before considering any proposal for the installation of major telecommunications or energy-generation equipment on school buildings or property for commercial purposes. This does not preclude the School Department from undertaking feasibility studies or other analyses necessary to determine further steps - if any - prior to the conduct of such hearing.

## **File: KCC - PRIVATE DONATIONS TO THE ARLINGTON PUBLIC SCHOOLS**

The Town of Arlington and the Arlington Public Schools are obligated by the state constitution and state law to provide a free and appropriate education to school-aged children who reside in the Town. The School Committee is of the firm belief that federal, state and local governments must provide sufficient funds to public education.

The School Committee acknowledges that when local, state and federal governments do not adequately fund public schools, private citizens and groups may wish to donate to the schools for general and specific operating and capital needs.

Massachusetts General Laws Chapter 44, Section 53A allows School Committees to accept grants or gifts from the federal and state governments, charitable foundations, private corporations, and private citizens for the educational purpose for which the gift is made. Further appropriation by the town is not required. Grant funds may be expended only by approval of the School Committee.

Citizens and groups wishing to donate to the School Department should indicate the purpose of the gift in an accompanying letter. It is understood that a gift is a voluntary transfer of property given gratuitously and without consideration. Any interest generated from the temporary investment of the gift shall remain with the principal and be used for the specific purpose of the gift if the letter of donation so specifies. Donations to the Arlington Public Schools are tax-deductible to the extent allowed by law. An acknowledgment letter for tax purposes shall be sent promptly to each donor and be signed by the Superintendent of Schools.

Unless otherwise indicated, a gift is unrestricted and may be used by the School Department for purposes consistent with the School Committee's goals and priorities. If a donor wishes to restrict a gift to a specific program, the donor must indicate this in an accompanying letter. The School Department shall establish separate accounts for restricted gifts as needed. The School Committee reserves the right to decline restricted gifts for programs that it has chosen to discontinue. Further, the School Committee reserves the right to decline contributions with conditions and restrictions that are not consistent with School Department policy and procedures and the School Committee's goals and priorities.

In the event that a private foundation or group seeks to raise \$50,000 or more for the Arlington Public Schools or for a specific school program through an event, a direct mail campaign, or another activity, it is suggested that the organizing group and the School Committee sign a Memorandum of Understanding defining the goals and purposes for which funds will be raised. The Memorandum of Understanding must be approved by a majority vote of the Arlington 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 directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

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

## **File: KDAB - TEMPORARY SIGNS AND BANNERS**

The Arlington School Committee recognizes that temporary signs or banners on school department property can be effective tools in which to communicate with the public. This policy establishes guidelines for approving and posting temporary signs or banners, with the understanding that the school committee is not establishing a public forum.

A building principal, or the superintendent of schools, may authorize the posting of a banner or temporary sign on school department property in areas designated for events, announcements, or messages, provided:

- The sign or banner promotes a school sponsored event, such as an open house, athletic contest, or student performance; and/or
- The sign or banner is an expression of civic engagement by a recognized student organization; and/or
- The sign or banner supports a fundraising effort by a recognized student organization or parent organization (such as a PTO);

And further that the superintendent or their designee shall establish consistent rules for the time, duration, and placement of such temporary signs and banners, subject to the approval of the school committee. The rules shall be made available to the public.

The school committee, by majority vote, may exercise its right to governmental speech by directing the superintendent to erect a temporary sign or display a banner on school grounds.

Any student or parent organization sign or banner must display the name of the school-related organization sponsoring the sign or banner.

Signs or banners may not be posted by individuals, or organizations not directly associated with the Arlington Public Schools. Organizations renting school department facilities for an event may not post temporary signs or banners without the authorization of the school committee or an authorized agent of the Arlington Public Schools. Rental agreements should specify the text, location, and the time signage shall be erected and removed.

Temporary signs or banners in support of, or in opposition to, a political candidate or ballot question, or any political purpose governed by the regulations and laws of the Massachusetts Office of Campaign and Political Finance, or the State Ethics Commission, shall not be posted on school department property.

Adopted by the Arlington School Committee: September 24, 2020

## **File: KDB - PUBLIC'S RIGHT TO KNOW**

The 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.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, 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 School Committee chair will be the official spokesman for the 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 Principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

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**

When a staff member receives a complaint, the School Committee expects the staff member to do so courteously and to make an appropriate reply.

The School Committee believes that complaints and concerns are best addressed and resolved as close to their origin as appropriate to the circumstances. Thus, the Committee encourages individuals to present and discuss any complaints they may have with the staff member against whom the complaint is directed whenever appropriate. If the individual is not comfortable addressing the matter with the staff member, or if the matter remains unresolved after doing so, the individual may address the complaint to the Building Principal or his/her designee or to the Superintendent of Schools or his/her designee.

Whenever a complaint is made directly to the School Committee as a whole or to a School Committee member as an individual, it will be referred to the school administration for study and possible solution, provided that the School Committee may directly address complaints regarding the conduct or performance of the Superintendent where appropriate.

Should dissatisfaction remain after the above steps have been taken, the complainant may contact the School Committee Chair, who shall arrange for the School Committee to address the matter if the Chair deems appropriate



## **File: KF - COMMUNITY USE OF SCHOOL FACILITIES**

Permission to use school facilities may be granted by the Superintendent.

Permits shall be issued in writing by the Superintendent; a copy will be given to the custodian. Regardless of whether a building is open for other activities, permits will still be required for use of any part of the building.

The following conditions shall apply to permits for the use of school property, and shall be accepted and acknowledged in writing by each organization receiving a permit:

1. The intended use shall be in accord with the license granted for the building by the Massachusetts Department of Public Safety.
2. The organization using school property shall protect the property from abuse or injury and shall be responsible for any damage occurring in connection with or in consequence of such use.
3. Smoking, alcohol and all prohibited substances are prohibited on school property. The organization using a school building shall enforce this rule.
4. An organization using school property shall be responsible for the behavior of persons attending or using the building or grounds in connection with the permit, and shall furnish at its own expense such police or fire protection as the Superintendent, School Committee, or supervisor of custodians may direct.
5. All scenery and fixtures used in school buildings must conform strictly with fire laws and town ordinances. Any arrangements for scenery, refreshments, etc., must be made so as to cause no damage to school property and to meet the approval of school officials.
6. Payment of fees shall be made not later than the time of use. Please refer to Exhibit [KF-E](#) for the classifications applied when determining fees.
7. Violation or neglect of regulations governing the use of school property or unpaid bills may disqualify the organization for further permission to use school property.

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

By-laws of the Town of Arlington, Title IV, Article w

CROSS REF.: [KF-E](#), Fee Structure for Rental of School Building Space

CONTRACT REF.: AEA, Unit A, and AAA, XIII-A

## **File: KF-E - FEE STRUCTURE FOR RENTAL OF SCHOOL BUILDING SPACE**

Due to the increasing cost and the need to maintain the school buildings, the following classifications apply when determining fees:

Group 1: Arlington Public School and Town related business. (Examples include but are not necessarily limited to, school run clubs and activities, School Committee meetings, advisory committee meetings, sports team meetings, community education, PTO meetings.) No usage/energy fee. Custodial fees apply only when no custodian is already scheduled to be on duty, except as otherwise specified by contract.

Group 2: Non-profit groups, or events, which bear some connection to the mission of the Arlington Public Schools. One-half of the usage/energy fee. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

Group 3: Commercial entities and other groups not affiliated with the Arlington Public Schools. (Examples include, but are not limited to, private dance companies, community college evening course). Full usage/energy fee. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

Group 4: \*Long-Term Rentals (**180 days or more**) explicitly for the after school care of students. One-Quarter of the usage fee. Energy fees apply. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

All groups must be in compliance with federal and state laws of non-discrimination and all other applicable statutes.

The Superintendent shall have sole final discretion over classification decisions.

Amended and voted: December 19, 2019

## **File: KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS**

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. Surplus space is defined as classrooms, common areas, auditoriums, recreation space and other areas that are available outside of the normal school day. Classrooms and other areas are designated as available by the principal or principal's designee.

It is the Committee's intent that surplus space be utilized to allow as many families as possible to access extended day services. By May 1 each year, the Superintendent is required to present to the School Committee a report including a summary of each program, on the number of students in extended day programs in the district's surplus space, the number of students on waiting lists for these programs, an overview of finances for each program, and the availability of surplus space within the district to accommodate the needs of families requesting extended day services.

Any arrangements for use of available surplus space will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses shall be provided to district administration, no later than February 28, as part of the annual licensing process.

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.

Arlington Public Schools

Revised and approved: January 13, 2022

## **File: KHA - PUBLIC SOLICITATIONS IN THE SCHOOLS**

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

1. The school system should provide students, parent/guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the committee's policy on staff solicitations.

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**

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

CROSS REF.: [JP](#), Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

## **File: KHBA - DISPLAY OF SIGNAGE AND ADVERTISING AT SCHOOL SPORTING EVENTS**

The Superintendent of Schools may permit sports teams to display sign advertising at sporting events, e.g., hanging banners on behalf of merchants that sponsor or support the teams at outdoor and indoor sporting activities. Such advertising must comply with town bylaws. Revenue from advertising of this nature is to be used in accordance with the School Department Budget approved each year by the School Committee. The Superintendent will establish a revolving fund in accordance with the requirements of state law.

The Arlington School Committee believes that sports teams and other school based activities play an important role in projecting a positive image of the Arlington Public Schools and the community as a whole.

In order to ensure a positive and consistent representation of the school system to the community, it is incumbent upon the school administration to communicate to staff the expectation that

1. Any and all advertising in connection with school sporting events will be consistent with a standard of good taste; and
2. Staff members will exercise good judgment and use their best efforts to insure that advertising meets these criteria.

The Superintendent may adopt appropriate procedures to carry out the intent of this policy.

## **File: KI - VISITORS TO THE SCHOOLS**

The School Committee welcomes 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 prohibited 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 requested 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. 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.: [IHBAA](#), Observations of Special Education Programs

## **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.



**File: KLH - RELATIONS WITH FIRE AUTHORITIES**

The School Committee and administration recognize their responsibility for the safety of everyone who uses the school buildings and facilities. To this end the School Department will cooperate with the Arlington Fire Department in accordance with Chapter [148, Section 5](#). Prevention is of prime importance

**File: KLJ - RELATIONS WITH PLANNING AUTHORITIES**

The 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 GOVERNMENT AUTHORITIES**

The 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 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**

[LBB](#) **COOPERATIVE EDUCATIONAL PROGRAMS**

[LBC](#) **RELATIONS WITH NONPUBLIC 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.

### **Minuteman Regional Vocational-Technical School**

The Superintendent shall maintain a working relationship with the Superintendent of the Minuteman Regional Vocational-Technical School District for the purpose of making career opportunities information available to students of grades 8-12 and their parent/guardians.

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#); [71:71D](#); [71B:4](#); [74:4](#) through [74:7A](#); [76:1](#)

**File: LBB - COOPERATIVE EDUCATIONAL PROGRAMS**

**(Relations with Area Collaboratives)**

On an annual basis, the School Committee shall consider joining or renewing its membership in area collaboratives formed to provide special or extended services to students residing within any of the member towns. The purpose of forming and/or joining an educational collaborative shall be to provide specific services to Arlington residents at a cost savings to the school system. It shall be the policy of the Committee to continue membership in any collaborative as long as the best educational interests of the students and those of the school system may be thus served.

A member of the Committee or of the administration may be named as official School Committee liaison with each collaborative, as appropriate.

LEGAL REF.: M.G.L. [40:4E](#)

CROSS REF.: [IGB](#), Special Instructional Programs and Accommodations

## **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. Therefore, 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: LDA - STUDENT TEACHING AND INTERNSHIPS**

The 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 Committee approval.

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

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

The school administration will ensure there are procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the Committee's policies.